

**BACONE COLLEGE  
2299 OLD BACONE ROAD  
MUSKOGEE, OK 74403**



# **RADIOGRAPHY STUDENT HANDBOOK**

**Revised: 7/8/12**

# TABLE OF CONTENTS

Introduction.....	3
Program Mission Statement.....	4
Program Goals/SLOs.....	4
Program Faculty.....	5
Clinical Affiliates.....	5
Program Admissions Process & Requirements.....	6-7
Worker Characteristics of a Radiologic Technologist.....	8-9
Program Curriculum.....	10
Program Degree Plan.....	11
Estimated Program Cost Sheet.....	12
Program Grading Scale.....	13
Program Progression.....	13
Program Completion.....	13
Program Probation.....	14
Program Dismissal.....	14
Program Re-admission.....	15
Program Transfer.....	15
Program Withdrawal.....	15
Program Surveys.....	16
Student Employment.....	16
College Resources.....	17
Program Awards.....	18
Professional Organizations.....	19
Program Pregnancy Policy.....	20
Radiation Safety Policy.....	21
Energized Lab Policy.....	22
Confidentiality.....	23
Incident.....	23
Insurance.....	23
Substance Abuse.....	23
C.C. Harmon Health Science Building Rules.....	24-25
Program Uniform Requirements.....	26-27
Clinical Education.....	28-29
Program Competency Sequence.....	30
Clinical Supervision Policy.....	31
Clinical Simulation Policy.....	32
Radiography Clinical Competency Requirements.....	33-38
Requirements per Semester.....	39-40
Handbook Acknowledgment Form.....	41

## INTRODUCTION

This handbook provides an aid to Students, Faculty, Clinical Instructors, and radiographers in the Bacone College Radiography Program. It should be used as a guide for all students during their Radiography training. Policies, rules, rights and responsibilities are established in this handbook.

The students are also governed by the policies as stated in the Bacone College Student Handbook, the policies and procedures of the clinical education facility where they are assigned, and the Code of Ethics established by the American Registry of Radiologic Technologists (ARRT).

The Bacone College Radiography Program faculty developed this Student Handbook in compliance with the essentials of the Joint Review Committee on Education in Radiologic Technology, and it is updated annually to reflect current practice and compliance with the JRCERT Standards in Radiologic Technology. The Radiography Program faculty reserve the right to make changes for the betterment of the program and welcome any recommendations for changes.

The accrediting agency for the Bacone College Radiography Program is JRCERT.  
Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Ph# (312) 704-5300  
Fax: (312) 704-5304  
[www.jrcert.org](http://www.jrcert.org)

### **Standard One: Integrity**

The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for students, faculty, and staff.

### **Standard Two: Resources**

The program has sufficient resources to support the quality and effectiveness of the educational process.

### **Standard Three: Curriculum and Academic Practices**

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

### **Standard Four: Health and Safety**

The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

### **Standard Five: Assessment**

The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

### **Standard Six: Institutional/Programmatic Data**

The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

If the student finds the program is not in compliance with any of the Standards they can submit allegations to JRCERT. Students must contact program officials and file a grievance prior to contacting JRCERT.

### **STUDENT GRIEVANCES:**

Student grievances will be handled according to college catalog.

(rev 6/26/12)

## PROGRAM MISSION STATEMENT

The mission of Bacone College Radiography Program is to assist in meeting community needs for highly competent radiographers, who give skilled care with respect for individual, cultural, and spiritual differences, while maintaining the college commitment to serving American Indians. This is accomplished through didactic education, offered in a nurturing Christian environment, and clinical education provided at affiliated hospitals and clinics. The combination of theory and clinical practice enables the student to acquire the knowledge, skills, and professional values necessary for the practice of radiography in diverse community and clinical settings.

## PROGRAM GOALS/SLOs

The goals of Bacone College, Associate of Applied Science Degree in Radiography, include:

▲ **Students will be clinically competent.**

Student Learning Outcomes: Students will demonstrate proper positioning skills.

Students will demonstrate proper radiation protection and patient care skills.

▲ **Students will demonstrate communication skills.**

Student Learning Outcomes: Students will be able to communicate verbally with others in classroom and clinic settings.

Students will be able to produce written communication skills.

▲ **Students will model professionalism.**

Student Learning Outcomes: Students will gain professional development knowledge outside the classroom.

Students will develop job placement skills.

▲ **Students will develop critical thinking skills.**

Student Learning Outcomes: Students will learn to apply technique adjustments in the clinical setting for non-general exams.

Students will adapt to trauma situations within the clinical setting.

▲ **Students will feel that the program is effective.**

Student Learning Outcomes: Students will complete the program.

Students will pass national certification on the 1<sup>st</sup> attempt.

Students will be satisfied with the education they received prior to graduation.

Graduates will be employed within six months.

Employer satisfaction of recent graduates.

(rev 4/9/12)

## PROGRAM FACULTY

Dean of Health Sciences: Dr. Jonathan Thomason Ph.D.  
 (918)781-7325 [thomasoj@bacone.edu](mailto:thomasoj@bacone.edu)  
 Acting Program Director: Shawn Dixon BSMI, RT(R)(ARRT)  
 (918)781-7317 [dixons@bacone.edu](mailto:dixons@bacone.edu)  
 Clinical Coordinator/Instructor: Jamie Tarkington BSMI, RT(R)(ARRT)  
 (918)781-7361 [tarkingi@bacone.edu](mailto:tarkingi@bacone.edu)  
 Administrative Assistant: (918)781-7214 [cch.admin.assist@bacone.edu](mailto:cch.admin.assist@bacone.edu)

### CLINICAL AFFILIATES (rev 5/23/12)

Name	Address	Clinical Instructor
Chickasaw Nation Health System- Ada	1921 Stonecipher Blvd Ada, OK 74820	Maxene Williamson (800)851-9136, Ext. 80703
Choctaw Nation Health Center- McAlester	1127 S. George Nigh Expy McAlester, OK 74507	Tiffany Segotta (918)423-8440, Ext. 31110
Creek Nation Hospital- Okemah *Inactive	309 N. 14 <sup>th</sup> Street Okemah, OK 74859	Kathy Greb (918)623-1424, Ext. 367
Ernest T. Childers VA Outpatient Clinic- Tulsa	9322 E. 41 <sup>st</sup> Street Tulsa, OK 74145	Marcus Vestal (918)683-3261, Ext. 2521
Holdenville General Hospital	100 McDougal Drive Holdenville, OK 74848	Lindsay Howard (405)379-4213
Integrus Grove Hospital	1001 E. 18 <sup>th</sup> Street Grove, OK 74344	Kambie Delmont (918)787-3720
Jack C. Montgomery VA Medical Center- Muskogee	1011 Honor Heights Muskogee, OK 74401	David Wilcox (918)577-3297
McAlester Regional Health Center	1 Clark Bass Blvd McAlester, OK 74501	Brent Stinnett (918)421-8277
Muskogee Bone and Joint Clinic	209 S. 36 <sup>th</sup> Street Muskogee, OK 74401	Maureen Arnold (918)682-7717
Muskogee Community Hospital	2900 N. Main Street Muskogee, OK 74401	Greg Hammonds (918)684-5668
Muskogee Regional Medical Center	300 Rockefeller Drive Muskogee, OK 74401	Misty Landrum (918)684-3536
PK Mobile X-Ray- Muskogee	347 S. 37 <sup>th</sup> Street Muskogee, OK 74401	Stephanie Cooper (918)683-9729
Saint Francis Hospital	6161 S. Yale Ave Tulsa, OK 74136	Kimberly Hardt (918)494-7229
Tahlequah City Hospital	1400 E. Downing Tahlequah, OK 74465	Mindy Doyle (918)453-2164

# PROGRAM ADMISSIONS PROCESS & REQUIREMENTS

The radiography applicant must meet the following criteria to be considered for admission into the Bacone College Radiography Program.

## **Application Process:**

The review of applications will begin February 1, of each year, and will continue until all allotted availability is filled. One class is admitted each year beginning in June, the summer semester. It is the applicant's responsibility to ensure that the following documentation is returned to the Admissions Office. For questions contact Admissions at 1-888-682-5514.

Selection of and treatment of students will in the program is non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, religion, financial ability and any other protected class.

- ^ Complete application to Bacone College at [www.bacone.edu](http://www.bacone.edu).
- ^ Complete application to Bacone Health Sciences, specifically for Radiography.
- ^ Complete application for financial aid (FASFA) and housing.
- ^ Submit official copy of High School transcript.
- ^ Submit ACT scores and/or all official copies of college transcripts.
- ^ Complete 8 hours of clinical observation and submit form found in packet.
- ^ Completion of a background check with the information provided in the packet.

*Note: Applicants that have been convicted of a felony, been declared judicially incompetent, or have had a drug problem may not be permitted to take the certification examination and should discuss this with the radiologic science program faculty member upon application process.*

## **Admissions Requirements:**

- ^ Acceptance into Bacone College.
- ^ Minimum ACT composite of 19 or 2.6 or better GPA in 12 credit hours that count towards the Associates of Applied Science degree in Radiography.
- ^ Meet the worker characteristics of Radiography.
- ^ Each qualified applicant will be required to schedule an appointment with the Program Director to go over information about the program: (918)781-7317.
- ^ A laptop is a requirement for this program.

### **Admissions Process:**

Once the application process and admissions requirements are completed:

- Each applicant will have a completed admission score sheet to tabulate for scoring and to aid in the numerical ranking of applicants.
- Beginning with the highest score, applicants will be granted admission until the class is filled. Class size varies each year according to the number of clinical sites available.
- Applicants can be admitted with no conditions, conditions, alternate or if declined, enter the Pre-Radiography program. If conditions are to be met these have to be completed within the first semester of the program.
- If an applicant accepts, then the “Intent to Accept” letter must be returned with a signature.
- If an applicant declines, then the alternate list will be accessed.

### **Criteria following acceptance into the program:**

Once an individual has been accepted:

- ⤴ Individual needs to set up an appointment with the Program Director, Shawn Dixon, to enroll. Office number is 918-781-7317.

*The following must be met by July 1<sup>st</sup>. If the not met, applicant will be dismissed from the program. Expenses are the responsibility of the student. Provide valid copies of each to the Radiography Program Director or Clinical Coordinator:*

- ⤴ Submit a complete physical with physician signature on the form provided on the first day of class.
- ⤴ Complete all required immunizations and provide valid copies to the Program.  
*MMR 1 & 2 or titer, tetanus, Hep B 1,2 &3 or waiver, Varicella 1 & 2 or titer, TB skin test (yearly)*
- ⤴ Submit proof of health insurance or other medical coverage.
- ⤴ Submit proof of completed CPR course, must be level of *healthcare provider by the American Heart Association*. No others will be accepted. Students will be notified if the program will provide a class or if they will need to find one on their own.
- ⤴ A 10- panel urine drug screen.

(rev 6/15/12)

# WORKER CHARACTERISTICS OF A RADIOLOGIC TECHNOLOGIST

The following are essential characteristics for any Radiologic Technologist as compiled from observations of a wide variety of job experiences.

## A VISUAL ACUITY:

- ⤴ Distinguish whether beam is perpendicular, horizontal or angled through center of anatomical area being x-rayed to center of film.
- ⤴ Perform necessary radiography procedures that involve placement of needles, catheters, etc. into proper anatomical structures of patient.
- ⤴ Read protocol for radiography procedures in the department.
- ⤴ Perform data entry tasks using digital and computer terminals.
- ⤴ Near-visual acuity and depth perception to examine exposed film for pertinent detail, and to take patient vital signs using devices such as: thermometer, sphygmomanometer, etc.
- ⤴ Must be able to read units on a syringe.
- ⤴ Must be able to work in dimly lit areas such as darkrooms and fluoroscopic rooms.

## B HEARING ACUITY:

- Hearing must be sufficient to communicate with others.
- Distinguish phonetic sounds either mechanically transmitted or from conversation in order to perform film processing tasks and fluoroscopic procedures in light controlled areas.
- Hear and retain pertinent information to relay instructions.
- Hear and respond to patient questions and clinical history while processing a request.

## C SPEAKING ABILITY:

- ⤴ Speak clearly and loudly enough to be understood by a person in the radiology department, in surgery or on the phone.
- ⤴ Good communication skills are also necessary to maintain good interpersonal relationships with patients and peers.

## D DIGITAL DEXTERITY:

- ⤴ Grasp and manipulate small objects required to perform job functions.
- ⤴ Perceiving such attributes of objects/materials as size, shape, temperature, texture, movement or pulsation by receptors in the skin, particularly those of the finger tips.
- ⤴ Operate a variety of x-ray equipment.
- ⤴ Arms and hands or functional artificial limbs are essential to perform radiographic procedures and transfer patients.
- ⤴ Legs and feet or functional artificial limbs are essential to maintain balance to accomplish required duties and transport patients.

## E PHYSICAL ABILITY:



- ▲ Walk or stand for about 80% of a normal workday.
- ▲ Maneuver through congested area(s) or unit(s) to perform positioning procedures and transport patients.
- ▲ Raise arm(s) while maintaining balance when positioning a patient, reaching over table, adjusting x-ray tube.
- ▲ Maneuver in stairways, hallways, control booths, and various inclines.
- ▲ Push/pull medical equipment and adjust x-ray tubes to standard focal film distance; transfer of patients to and from units.
- ▲ Weight must allow free movement within a small control booth, move quickly during patient emergencies; squeeze in small areas while performing portable radiographic procedures.

F ADAPTIVE ABILITY:

- ▲ Complete tasks or job functions within deadlines.
- ▲ Complete required tasks/functions under stressful conditions.
- ▲ Track and complete multiple tasks at the same time.
- ▲ Perform independently with minimal supervision.
- ▲ Interact appropriately with diverse personalities.

\*Any student whose health, after entering the program, changes his/her ability to meet the physical requirements of the Program will be asked to withdraw from the Program until the problem is corrected.

(rev 7/2/12)

## **PROGRAM CURRICULUM**

The Radiography Program is a two-year (six-semester) consecutive program consisting of 48 credit hours of Radiography courses (didactic and clinical) and 23 credit hours of related general education

courses, with a total credit hours of 71. Upon completion of the program, graduates receive an Associate of Applied Science (AAS) in Radiography, and are eligible to apply for the examination by the American Registry of Radiologic Technologists (ARRT). The sequencing are as follows:

FIRST YEAR

Summer Semester	<u>Credit Hours</u>	<u>Day</u>
RAD 1111 Introduction to Clinical w/Lab	1	TR
RAD 1101 Medical Terminology	1	W
SPC 1713 Speaking and Thinking Critically	<u>3</u>	TBA
Total	5	
<u>Fall Semester</u>		
RAD 1113 Intro. to Radiography and Patient Care	3	MW
RAD 1114 Imaging I w/Lab	4	MW
RAD 1222 Clinical I	2	TR
BIO 2134 Anatomy and Physiology I w/Lab	4	MWF
ENG 1113 English Comp I	<u>3</u>	MWF
Total	16	
<u>Spring Semester</u>		
RAD 1404 Radiation Protection	4	MW
RAD 1224 Imaging II w/Lab	4	MW
RAD 1332 Clinical II	2	TR
BIO 2144 Anatomy and Physiology II w/Lab	4	MWF
ENG 1213 English Comp II	<u>3</u>	MWF
Total	17	

SECOND YEAR

<u>Summer Semester</u>		
RAD 2213 Image Production and Evaluation I	3	MF
RAD 2222 Imaging III	2	M
RAD 2152 Clinical III	<u>2</u>	TWR
Total	7	
<u>Fall Semester</u>		
RAD 2502 Radiographic Pathology	2	T
RAD 2323 Image Production and Evaluation II	3	T
RAD 2112 Radiation Physics	2	R
RAD 2253 Clinical IV	3	MWF
AIS 1103 Intro to AIS	<u>3</u>	MWF
Total	13	
<u>Spring Semester</u>		
RAD 2203 General Registry Seminar	3	R
RAD 2332 Digital Imaging	2	T
RAD 2303 Radiography Seminar	3	W
RAD 2362 Clinical V	2	MF
REL 1003 Introduction to Christianity	<u>3</u>	TR
	13	

(rev 8/27/12)

For the Associate of Applied Science in Radiography at Bacone College, the student must have successfully completed 71 semester hours.

The following courses are required:

	<u>Sem.</u>	<u>Hrs.</u>	<u>Gr.</u>
<b>COMMUNICATIONS</b> (6 hours required) DONE _____			
ENG1113 English Comp I	_____	_____	_____
ENG 1213 English Comp II	_____	_____	_____
<b>CRITICAL THINKING</b> SPEECH/LOGIC (3 hrs. required) DONE _____			
SPC1713 Speaking & Thinking Critically	_____	_____	_____
<b>RELIGION</b> (3 hours required from the following) DONE _____			
REL1003 Introduction to Christianity	_____	_____	_____
REL1013 Sociology of Christianity	_____	_____	_____
REL2253 The World's Religions	_____	_____	_____
REL3113 Christian Ethics	_____	_____	_____
<b>THE SOCIAL</b> (3 hours required) DONE _____			
AMERICAN INDIAN STUDIES			
AIS1103 _____	_____	_____	_____
<b>SCIENCES</b> (8 hours required) DONE _____			
*BIO2134 Anatomy & Physiology I	_____	_____	_____
*BIO2144 Anatomy & Physiology II	_____	_____	_____

\*A grade of "C" or better must be earned in these courses.  
Acceptance of transfer hours official only if signed by Registrar.

	<u>Sem.</u>	<u>Hrs.</u>	<u>Gr.</u>
<b>RADIOLOGIC TECHNOLOGY</b> (48 hours minimum required) DONE _____			
*RAD1101 Medical Terminology	_____	_____	_____
*RAD1111 Introduction to Clinical	_____	_____	_____
*RAD1113 Intro to Radiography & Patient Care	_____	_____	_____
*RAD1114 Imaging I	_____	_____	_____
*RAD1222 Clinical I	_____	_____	_____
*RAD1224 Imaging II	_____	_____	_____
*RAD1332 Clinical II	_____	_____	_____
*RAD1404 Radiation Protection	_____	_____	_____
*RAD2332 Digital Imaging	_____	_____	_____
*RAD2152 Clinical III	_____	_____	_____
*RAD2222 Imaging III	_____	_____	_____
*RAD2253 Clinical IV	_____	_____	_____
*RAD2502 Radiographic Pathology	_____	_____	_____
*RAD2213 Image Production Evaluation I	_____	_____	_____
*RAD2112 Radiation Physics	_____	_____	_____
*RAD2203 General Registry Seminar	_____	_____	_____
*RAD2303 Radiography Seminar	_____	_____	_____
*RAD2323 Image Production Evaluation II	_____	_____	_____
*RAD2362 Clinical V	_____	_____	_____

	<u>Sem.</u>	<u>Hrs.</u>	<u>Gr.</u>
<b>ELECTIVES</b>			
*RAD1201 Special Studies in Radiography	_____	_____	_____
*RAD1202 Special Studies in Radiography	_____	_____	_____
*RAD2101 Special Studies: Clinical Remediation	_____	_____	_____
*RAD2102 Special Studies: Medicine in Film	_____	_____	_____
*RAD2302 Special Studies: Ethical Issues in Radiologic Sciences	_____	_____	_____

<b>PROOF OF MATH COMPETENCY</b>			
MTH	Intermediate Algebra	_____	_____
MTH	College Algebra	_____	_____
ACT	Math Score	_____	_____
		<u>Sem.</u>	<u>Scor</u>

<b>OUTCOMES ASSESSMENT (CAAP Test)</b>			
<b>Required after completing 60 credit hrs.</b> (No credit, Required for graduation)			
<u>Reading Course Sequence</u> (requirement based on ACT scores- gives no credit toward graduation)			
REA0113	Intro to College Reading (required if ACT is 13 or below)	_____	_____
REA0123	College Reading Improvement (required if ACT is 14 to 18)	_____	_____
REA0213	Advanced Reading (required if ACT is 19 or 20)	_____	_____

Date \_\_\_\_\_ Review Date \_\_\_\_\_

Advisor Check by \_\_\_\_\_

Total Hours Completed \_\_\_\_\_

Required Courses needed after current semester \_\_\_\_\_

Current Enrollment (Hrs) \_\_\_\_\_

\_\_\_\_\_

Hrs. needed after current semester \_\_\_\_\_

Elective hours needed after current semester \_\_\_\_\_

Minimum 71 credit hours and cumulative grade point average of 2.0.

For Registrar Use Only:	Core Credit Hours	Core GPA	Total Credit Hours	Cumulative GPA
	_____	_____	_____	_____

# ESTIMATED PROGRAM COST SHEET

## **Tuition and Fees:**

Summer Tuition.....	\$322/credit hour
Summer Fees.....	\$650.00/semester
Fall/Spring Tuition.....	\$5,450/semester
Fall/Spring Fees.....	\$1,300/semester

## **Books/Laptop:** (Expenses are responsibility of student)

Books.....	\$800.00/year
Laptop.....	\$600.00

## **Course Material Fees:** (Expenses are figured in with fees)

Trajecsys: clinical tracking system (attached to RAD 1222).....	\$150.00
Lab Supplies (attached to RAD 1113).....	\$20.00
Liability Insurance (attached to RAD 2253).....	\$25.00
Energized Lab (attached to RAD 2253 & RAD 1332, \$40/each).....	\$80.00
Film Badge Service (attached to RAD 2253 & RAD 1332, \$60/each)...	\$120.00
O.S.R.T Convention (membership, registration, and hotel attached to RAD 1332 & 2362, \$160.00/each).....	\$320.00
Corectec: registry review (attached to RAD 2301).....	\$70.00
HESI: exit exam (attached to RAD 2301).....	\$50.00
Pinning: pins (attached to RAD 2362).....	\$60.00

## **Uniforms and Supplies:** (Expenses are responsibility of student)

Scrub Uniforms per year (3).....	\$150.00
Scrub Logo Patch.....	\$8.00 each
White or Black Leather Shoes per year (1).....	\$100.00
Lab Coat.....	\$35.00
Watch with second hand.....	\$35.00
Lead Marker sets (2).....	\$100.00
Polo Shirt .....	\$20.00

## **Miscellaneous Fees:** (Expenses are responsibility of student)

B.S.S.R. Membership (annual).....	\$10.00
Lambda Nu (if applicable)(one time fee).....	\$40.00
Phi Theta Kappa (if applicable)(one time fee).....	\$60.00
Alpha Chi (if applicable)(one time fee).....	\$60.00

## **Graduation Fees:** (Expenses are responsibility of student)

ARRT Registry/Certification Exam.....	\$200.00
Application for Graduation.....	\$75.00

(rev 6/19/12)

## **PROGRAM GRADING SCALE**

The grading scale for the Bacone College Radiography Program is:

93- 100%	= A
84- 92%	= B
76- 83%	= C
67- 75%	= D
Below 66%	= F

## **PROGRAM PROGRESSION**

To successfully progress through the radiography program, students must demonstrate safe, responsible, and professional conduct and meet the following academic standards:

- ⤴ Attendance average of at least a 76%, C in RAD prefix courses.
- ⤴ Exam average of at least a 76%, C in RAD prefix courses.
- ⤴ Attendance and exam averages must be at least a 76%, C in RAD prefix courses before any other grade categories will be added for the final course average.
- ⤴ Final course average of at least a 76%, C in RAD prefix courses.
- ⤴ Complete all RAD prefix courses each semester in logical sequence with at least a 76%, C.

## **PROGRAM COMPLETION**

The following criteria must be met to successfully complete the radiography program. Once all criteria are met, the Program Director will provide verification of eligibility for certification to the American Registry of Radiologic Technologists (ARRT) and the student may take the certification exam.

- ⤴ Submit application for spring graduation to the registrar by published deadline.
- ⤴ Complete all RAD courses with a grade of “C” or better.
- ⤴ Complete all required general education courses with a grade of “C” or better.
- ⤴ Complete Corectec registry exams with four different “mock” exams passed with an 85% or better.
- ⤴ Complete HESI registry exams with score designated by Program Director.
- ⤴ Complete all registry remediation delineated by Program Director and/or Instructor.
- ⤴ Complete all clinical requirements.
- ⤴ Submit all film badges, holders and ID badges at final conference.
- ⤴ Complete an exit interview.
- ⤴ Submit a current address, e-mail address and phone number.
- ⤴ Submit to Program Director the date of your scheduled ARRT certification exam.
- ⤴ Satisfy all financial obligations to the college.

(rev 6/26/12)

## **PROGRAM PROBATION**

Students may be placed on program probation as a warning of deficiencies in certain areas. The exact terms of the probation will be specified in writing to the student. A specific probationary period will be allowed for the student to demonstrate improvement. The terms will include the behaviors required to remove the probationary status. If the terms of the probation are not met, the students may be dismissed from the program.

Conduct that may be justification for probation (but not limited to):

- ⤴ Unprofessional behavior
- ⤴ Unprofessional appearance in class or clinical
- ⤴ Personal problems that interfere with class or clinical time
- ⤴ Use of profane or abusive language
- ⤴ Lack of organization
- ⤴ Lack of performance
- ⤴ Attendance issues
- ⤴ Late assignments
- ⤴ Progress report of 76%, C or less
- ⤴ Course grade of 76%, C or less
- ⤴ Failing exams
- ⤴ Not meeting minimum clinical expectations
- ⤴ Failure to meet the Worker Characteristics of a Radiologic Technologist

## **PROGRAM DISMISSAL**

Students may be dismissed from the program for the following reasons:

- ⤴ Failure of at least a 76%, C final attendance average in any RAD prefix course
- ⤴ Failure of at least a 76%, C final exam average in any RAD prefix course
- ⤴ Failure of at least a 76%, C final course average in any RAD prefix course
- ⤴ Failure to meet probationary terms
- ⤴ Reoccurring probation
- ⤴ Withdrawing from a RAD prefix course
- ⤴ Clinical unsafeness
- ⤴ Possession, use, or distribution of mind altering substances at school, clinic, and school functions
- ⤴ Behavior inconsistent with the American Registry of Radiologic Technologists (ARRT) Code of Ethics
- ⤴ Reasons stated in Bacone College Student Handbook

Students must complete an exit interview with the program director in order to be considered for re-admission.

(rev 6/15/12)

## **PROGRAM RE-ADMISSION**

Students who are dismissed or withdrawal from the program and wish to be re-admitted must have an exit interview on file and follow the following criteria:

- ^ Re-apply for admission to Bacone College (if not a current student).
- ^ Re-apply for admission to Radiography Program, then be accepted before being permitted to continue.
- ^ Have a grade point average of 2.6 in course work applying toward the radiography degree.
- ^ Re-admission will be subject to approval of the Admissions Committee and available program space.
- ^ Students may be re-admitted to the Radiography Program one time only.
- ^ Guidelines for re-admittance will be outlined in the exit interview then conditions reviewed upon re-admittance status.
- ^ This should be done at least one full semester prior to the time of the requested re-admission. Please keep in mind the curriculum and course sequence for when classes are offered (once per year).

## **PROGRAM TRANSFER**

Transfer students will not be permitted to pursue a radiography major at Bacone College if they have been previously enrolled in another radiography program and were not in good standing upon exit or are not admissible to the previous program. All transfer applicants who have been previously enrolled in a radiography program must submit, as part of their application, a letter from the dean or director of that radiography program indicating eligibility status for re-admission.

A student may be admitted by transfer in accordance with the College Catalog. Transfer is subject to available program space.

## **PROGRAM WITHDRAWAL**

A student may withdrawal from any course in accordance with the College Catalog. If a student withdrawals from a RAD prefix course, they will automatically be withdrawn from the program. Students must complete an exit interview with the program director in order to be considered for re-admission.

(rev 6/18/12)

## **PROGRAM SURVEYS**

Exit/Student Satisfaction Surveys are completed by the graduating class during finals week. All data is collected and tabulated, the results are utilized for program improvement and reflection, and are a part of program assessment.

Employers surveys are completed by facilities that employ Bacone graduates. This survey is completed six months after the employee has graduated. All data is collected and tabulated, the results are utilized for program improvement and reflection, and are part of program assessment.

Graduate surveys are completed by the graduate, six months after graduation. All data is collected and tabulated, the results are utilized for program improvement and reflection, and are part of program assessment.

## **STUDENT EMPLOYMENT**

Students are not discouraged from holding jobs outside the program. Students must realize that no special privileges will be given. The job cannot interfere with academic or clinical responsibilities. If a student is employed in a radiology department, the students' Bacone film badge cannot be worn at their place of employment. Students may not receive any compensation in relation to their employment while on clinical time, or they may not complete clinical time during their scheduled work shifts. No signatures obtained for clinical competencies will be valid during the students employment. Preference for clinical rotation assignments will not be based on the students place of employment.

(rev 7/2/12)

## **COLLEGE RESOURCES**



**BACONE COLLEGE CATALOG:**

The following policies can be found in the Bacone College Catalog:

Go to [www.bacone.edu](http://www.bacone.edu), Resources, Forms and Documents, Academic Catalog or [http://www.bacone.edu/files/5613/3970/1183/2012-2013\\_Catalog.pdf](http://www.bacone.edu/files/5613/3970/1183/2012-2013_Catalog.pdf)

- ⤴ General Information
- ⤴ Admission Information
- ⤴ Financial Information
- ⤴ Student Life Information
- ⤴ Academic Information

**BACONE COLLEGE STUDENT AND RESIDENCE LIFE HANDBOOK:**

The following can be found in the Bacone College Student and Residence Life Handbook:

Go to [www.bacone.edu](http://www.bacone.edu), Resources, Forms and Documents, Student Handbook or <http://www.bacone.edu/files/4913/2098/8744/StudentHandbook-11-10-11.pdf>

- ⤴ Student Life
- ⤴ Academic Support
- ⤴ College Policies
- ⤴ Residential Life Handbook
- ⤴ Safety
- ⤴ Other Pertinent Information

**OTHER:**

Please refer to [www.bacone.edu](http://www.bacone.edu) for all other information including:

President's Hotline <http://www.bacone.edu/president/hotline/> ,

Academic Calendar <http://www.bacone.edu/files/9913/3593/8576/AcademicCalendar2012-2013.pdf> ,  
etc.

**ADVISOR:**

Each student will be assigned an advisor and each advisor will consult with the student and provide advisement to guide the student through the enrollment process and towards success in their educational goals. Radiography students will be assigned to the program director or the clinical coordinator. Also feel free to contact your Advisor, Program Director, Clinical Coordinator, or Instructors.

(rev 6/26/12)

**PROGRAM AWARDS**

**Edward Mallinckrodt Award of Excellence:**

The Edward Mallinckrodt Award of Excellence is provided by Covidian pharmaceuticals. It was initiated in the early 1970s to recognize outstanding graduating radiologic technologists. To receive this award, a successful candidate must have the highest grade point average in the 71 hours that are required for the Associates of Applied Science in Radiography degree. Selection of the recipient is made by the radiography faculty on the basis of 60% academic grades and 40% clinical grades.

**Joint Review Committee on Education in Radiologic Technology (JRCERT) Certificate of Excellence Award:**

The JRCERT Award is provided by JRCERT. It was initiated in 1998 to recognize students graduating from a JRCERT accredited program for achieving excellence in the radiologic sciences profession. To receive this award, a successful candidate must have the highest grade point average in clinicals. Selection of the recipient is made by the radiography faculty.

**Outstanding Student Award:**

The Outstanding Student Award is provided by Radiography Program to recognize graduating students. To receive this award, a successful candidate must demonstrate academic achievement, leadership, professionalism, cooperation, contribution to the Radiography program and Bacone College. Selection of the recipient is made by the graduating radiography students.

**Director's Award:**

The Director's Award is provided by the Radiography Program to recognize graduating students. To receive this award, a successful candidate must demonstrate outstanding service to the program, college, and the profession. Selection of the recipient is made by the program director.

**Perfect Clinical Attendance Award:**

The Perfect Clinical Attendance Award is provided by the Radiography Program to recognize graduating students. To receive this award, a successful candidate must demonstrate perfect clinical attendance. Selection of the recipient is made by the clinical coordinator.

(rev 6/23/12)

**PROFESSIONAL ORGANIZATIONS**

Radiography students are encouraged to join professional organizations. Participation helps prepare students for future growth and development in their profession as well as afford them access to learning experiences through seminars, meetings, and publications. Student annual dues are at a reduced rate to facilitate membership and participation.

**American Society of Radiologic Technologists (ASRT):**

This is the national organization that helps set the guidelines of education for our profession and keeps us updated with the latest information available on the profession. Publications include the "Radiologic Technology" as well as the "ASRT Scanner".

**Oklahoma Society of Radiologic Technologists (OSRT):**

This is the state organization that keeps us informed specifically about state and regional concerns relating to Radiologic Technology. Students are required to join and attend the annual seminar. Second year students will be required to present a project or paper and compete in Wilhelm's Trivia at the annual seminar.

**Bacone Society of Student Radiographers (BSSR):**

This is our Bacone College Radiography club that engages in community service and educational activities used to promote professionalism.

**Lambda Nu:**

This is a national honor society for radiologic and imaging sciences. Bacone College Radiography is a part of the Oklahoma Delta Lambda Nu. The purpose is to foster academic scholarship at the highest academic levels, promote academic research and investigation in the radiological and imaging sciences, and recognize exemplary scholarship. Students are chosen to be members of this honor society based on GPA.

(rev 6/27/12)

**PROGRAM PREGNANCY POLICY**

The pregnancy policy is designed to inform female students of the program guidelines for radiation protection of an unborn child. The program adheres to the Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure", provided by the U.S. Nuclear Regulatory Commission and to JRCERT standard 4.2.

In order for a pregnant student to fully ensure compliance with the lower radiation exposure limit and dose monitoring requirements required by the rule, the student must declare her pregnancy to the Program. The student has the option of whether or not to inform the Program of pregnancy. If at any time during the program the student decides to voluntarily declare a pregnancy, she must provide written notification to the Program Director or Clinical Coordinator and complete a the Declaration of Pregnancy form.

In the event of a declared pregnancy, the following course of action shall be implemented:

1. The Clinical Coordinator will review with the student NRC Regulatory Guide #8.13, "Instruction Concerning Prenatal Radiation Exposure." The student will sign a declaration indicating receipt of this regulation.
2. The student will receive counseling regarding minimizing radiation exposure to the embryo/fetus.
3. In an effort to closely monitor the radiation dose to the fetus, a fetal dosimeter will be ordered for the student, to be worn at the student's waist, under the lead apron, if applicable.
4. The student will be given the option of taking a leave of absence from the program, but may continue with proper precautions. If a leave is chosen, the Program will work with the student for planned re-entry at the next appropriate semester.
5. If the student continues in the program, and the student feels physical restrictions are applicable, she must obtain documentation from her physician attesting to that fact. The Program will attempt to reasonably accommodate this request with clinical reassignments.
6. The Clinical Coordinator will prepare a letter to be given, by the student, to the clinical facility declaring the student's pregnancy.
7. In reference to the radiation dose limits applicable to the embryo/fetus, the previously referred to published federal and state standards require limits of less than 500 mR during the entire pregnancy and less than 50 mR each month.
8. At any time, a student may retract her declaration of pregnancy by providing written documentation to the Program Director or Clinical Coordinator.

(rev 6/22/12)

## **RADIATION SAFETY POLICY**

The radiation safety policy is designed to inform students of the guidelines for the proper protection from radiation. The program adheres to the concept to keep radiation levels as low as reasonably achievable (ALARA).

The Program will maintain and monitor student radiation exposure data through the usage of personal monitoring devices (film badges) provided by the Program. Exposure data reports will be maintained and monitored by the Clinical Coordinator. The reports will be made available to students within thirty school days following the receipt of data and posted on the bulletin board in the radiography classroom voiding any confidential information. The report is available for discussion with the Clinical Coordinator anytime the student has a question. A report indicating over-exposure of 100mR or greater is immediately discussed with the student by the Clinical Coordinator. The cause of the exposure will be investigated, and appropriate action is taken to correct the situation.

Film badges will be changed once a month, on or around the 25th at the school. If a badge is late, the student will have one week past the due date to exchange or the student will not be allowed to attend clinic until changed and will be an unexcused absence. The new badge is not to be taken from the school unless the old badge is turned in at the same time.

Film badges shall be worn at collar level and outside of protective apron at all times while at clinic and/or the energized lab at school. Film badges shall not be placed on or near TV sets, heat producing appliances, left in sun or automobile, and should not be allowed to get wet. Film badges issued by the program should not be worn while the student is working as an employee at clinical centers or for any other purpose.

If the film badge is damaged or lost the Clinical Coordinator must be notified immediately and a spare film badge will be issued until the film badge is replaced.

(rev 6/26/12)

## **ENERGIZED LAB POLICY**

Radiation can be both beneficial and harmful. Therefore, it is necessary to establish policies, rules, and guidelines for the Program's energized laboratory to assure that the student, faculty and innocent bystanders are not radiated. The radiography laboratory is available for use by the Bacone College Radiography Students and Faculty.

The laboratory is for teaching purposes only and can not be used for diagnoses. Student utilization of energized laboratories must be under the supervision of a qualified radiographer who is readily available. If a qualified radiographer is not readily available to provide supervision, the radiation exposure mechanism must be disabled. Students who expose another person without an instructor present are subject to immediate dismissal from the radiography program.

When an exposure is made, all students and faculty will remain behind the lead barrier or outside the room. Film badges must be worn when exposures are being made.

Each student is expected to replace equipment and other teaching aids in their proper location. Items should not be placed on the floor. Equipment is not to be removed from the laboratory or classroom.

The equipment may be turned on only with permission from Bacone College Radiography Faculty. Food and drinks are not allowed in the laboratory.

Students using the laboratory outside the regular scheduled laboratory times must ask permission. Students are responsible to see that the overhead lights, view box lights, safe lights, x-ray machine, processor and its' water supply are turned off. In addition, make sure that the laboratory is locked.

(rev 7/10/12)

**CONFIDENTIALITY**

Health Insurance Portability and Accountability ACT of 1996 (HIPAA) is an act that protects confidential patient information. All students will receive literature and an in service regarding HIPAA regulations. All students are expected to protect patient confidentiality, participate in the in services and sign the required forms. All students are to adhere to the policies of his/her clinical site regarding patient confidentiality. Students should never divulge any information related to patients to any person, with exception of health care providers. This should only be done with health care providers who are necessary in to the care of the patient. Any request for patient information should be directed to your clinical instructor or the technologist that is supervising you. Failure to abide by polices or HIPAA regulations will result in disciplinary action with possible dismissal from the program.

## **INCIDENT**

Within 24 hours of an incident, which occurs at Bacone College or at a clinical facility, students must submit written documentation to the Clinical Coordinator/Program Director. If the Clinical Coordinator/ Program Director is not available the documentation of the incident/accident should be submitted to any other health science faculty member. The information included in this documentation should include: Who, Why, What, Where, When and Witness information as applicable. This form should be made available at the clinical facility. If the incident occurred at Bacone College than the College policy is to be followed.

## **INSURANCE**

### **Health Insurance:**

Students are required to provide their own health insurance coverage and are responsible for any medical expenses incurred while enrolled in the Radiography Program. Bacone College does not assume the responsibility for student's health, whether through illness or injury nor for medical bills incurred while on clinical duty or on campus. Bacone College does provide students with the opportunity to take out a health insurance policy. Written proof of individual insurance is required prior to participating in clinical experiences.

### **Liability insurance:**

Contractual agreements with clinical affiliates require Bacone to carry liability insurance for students. The cost of liability insurance is included in the student fees.

## **SUBSTANCE ABUSE**

If a student is suspected of being under the influence of drug/alcohol while at clinic or school, the local authorities are to be notified and the program faculty contacted.

(rev 7/2/12)

## **C.C. HARMON HEALTH SCIENCE BUILDING RULES**

**INTRODUCTION:**

The C.C. Harmon Health Science Facility was built in 1975 to house the Bacone College Nursing Department. In 1988 the building was remodeled and enlarged to make room for the Radiologic Technology Department. This consisted of a new Radiologic Technology classroom, lab, and a student lounge. Many campus activities, in addition to classes, are held in this building. The faculty and staff in the School of Health Sciences need your help to maintain order and keep the building clean and attractive.

**PARKING:**

Students are to park in designated areas only. The piping with blue paint is reserved for faculty and staff. Students failing to adhere to this policy are subject to having a parking ticket issued.

**WHEN YOU NEED TO SEE YOUR INSTRUCTOR, ADVISOR, PROGRAM DIRECTOR, OR THE DEAN OF HEALTH SCIENCES:**

It may be necessary to meet with an instructor, your advisor, Program Director, or the Dean of Health Sciences. When you need to see a Health Sciences Faculty member, you must schedule an appointment before or after class, by telephone or by email. A directory is available in the reception area of the faculty offices.

**TELEPHONES:**

The School does not have the personnel to handle personal calls for all of its students, and can take only emergency phone calls for the students. Please inform your family and friends of this. The telephone in the Health Sciences office reception area is for Health Science business only.

**COPY MACHINE:**

Students are not allowed to use the copy machine or enter the copy room without permission. There are copy machines in the library for student use.

**MAIL BOXES:**

Mail boxes are provided for your convenience in the center hallway. Mail boxes are assigned by the division and may not be moved by the student. Please check your mailbox daily and empty it out. Students who remove messages or mail from other students' mailbox may be subject to dismissal from their respective program.

**BULLETIN BOARDS:**

All postings need to go through the Dean of Academic Affairs and be approved by the print shop. Notices placed on the bulletin boards should be dated so they can be removed when no longer current.



Bulletin boards adjacent to student mail boxes and outside the classroom are to be used for extra-curricular activities and general information related to Bacone College. Bulletin board in the classroom is to be used for curricular information.

**USE OF TOBACCO PRODUCTS:**

The use of tobacco products inside the C.C. Harmon Building is prohibited. If you smoke behind the building, please be considerate and dispose of your cigarette butts in the proper manner.

**FOOD AND DRINKS:**

Food and drinks are permitted in the student lounge. Food and drinks are prohibited in the classrooms with the exception of bottled water.

**GUESTS:**

Guests in the classroom are prohibited without the instructor's permission. Please do not bring your children to the building and leave them unattended. They can be disruptive to the classes or may be injured. Children are not allowed in the classroom.

(rev 6/26/12)

**PROGRAM UNIFORM REQUIREMENTS**

If any part of the uniform requirements are not met in entirety, the student may be sent home. It is advised that students contact the Clinical Coordinator if their uniform requirements are not met to receive instructions.

When students are not engaged in a Bacone College clinical activity, they may not represent themselves as Bacone College radiography students.

### **UNIFORM:**

The clinical uniform is a solid navy blue, two piece scrub suit, simple design with pockets, and of appropriate professional appearance. The uniform should be clean and properly fitting. Under garments should not be visible through the uniform. Students may wear a solid white or black, short or long sleeve t-shirt under their uniform top. T-shirt may not go past the shirt sleeves of the uniform and must be tucked into uniform pants at all times. The only jacket permitted is a clean, white warm-up/lab jacket. Once uniforms are purchased the scrub top is to be brought in for the Bacone Radiography insignia to be sewn on the left sleeve.

When representing Bacone Radiography and the clinical uniform is not required, a professional uniform will be required. The professional uniform consists of a black polo shirt with the Bacone Radiography insignia and nice pants. The white warm-up/lab jacket will also be part of the professional uniform at times, including the Pinning Ceremony.

All uniform requirements are at an additional expense of the student. All items are to be purchased by the student with exception of the black polo and insignia.

### **SHOES and SOCKS:**

Shoes must be solid/mostly white or black while in the clinical area. The shoes must be all leather, clean, polished, well-supporting and with clean laces; no open toes, open heels, or holes. Flip flops, sandals, mesh or canvas are not permitted. Socks are to be worn at all times.

### **HAIR:**

Hair must be clean and well controlled so that it does not hang in eyes, around face, or on shoulders while in clinical uniform. Extreme hairstyles or hair colors are not permissible in the clinical area. Hair bows, barrettes, and clips must be sized appropriately. Beards and mustaches should be neatly trimmed.

### **PERSONAL GROOMING:**

Personal cleanliness is essential including; bathing, the use of deodorant and oral hygiene. Moderate use of makeup, mild perfume, mild cologne and/or shaving lotion is acceptable. Nails must be clean, well trimmed, smooth and fairly short. A natural/clear color nail polish may be worn if not chipped or cracked. Artificial nails, tips, or fills are prohibited.

### **JEWELRY:**

The only jewelry permitted to be worn in the clinical area is a wedding band, which may need to be removed at times, and one pair of small, plain stud/post/button earrings.

**TATTOOS and BODY PIERCINGS:**

Tattoos must be covered or not visible in the clinical area. Body piercings (other than earrings) and gauging of body parts must be covered, removed, or not visible in the clinical area.

**REQUIRED EQUIPMENT:**

The following are required during clinicals:

- ▲ Name Badge(s)
- ▲ Film Badge
- ▲ Lead Markers
- ▲ Positioning Manual
- ▲ Notepad
- ▲ Ink Pen

All of the following are to be on the student and visible at all times while at clinic. The name and film badges will be provided to the student through Bacone College. Lead markers and positioning manual may be purchased through the Bacone College Bookstore or on your own.

(rev 6/26/12)

**CLINICAL EDUCATION**

Radiography students have experiences in a number of institutions. It is important that students be constantly aware, in these settings, that they represent Bacone College and the Radiography profession. Some clinical facilities have an employee handbook that will be made available to the students. It is to be stressed that radiography students are not eligible for any benefits due the employees of the clinical institution, but are bound by their rules and regulations, since you will be encountering patients on their premise. The radiology department has set up rules in addition to those established by the clinical institutions that you, as students, are responsible for reading, understanding and following.

### **CLINICAL ORIENTATION:**

Students complete an introductory overview of the field, as well as the necessary entry-level radiation protection requirements necessary prior to clinical involvement with patients. This takes place during their first clinical course titled, Introduction to Clinical (RAD 1111). Students will also participate in a clinical orientation session for each clinical facility that includes clinical policies and procedures; including hazards, emergency preparedness, medical emergencies, HIPPA, and Standard Precautions.

### **CLINICAL PLACEMENT:**

Clinical placement is non-discriminatory, determined by the Clinical Coordinator with geographical locations taken into consideration.

### **TRANSPORTATION:**

The radiography student, himself/herself, is solely responsible for transportation to and from college and any facility used for clinical education. Students will not transport clients in their own automobiles.

### **CLINICAL ROTATIONS:**

Students will rotate through multiple clinical settings which will provide a wide range of imaging settings (hospitals, clinics, and imaging centers) with a wide range of examinations (mobile, surgical, and trauma) and patients (outpatient, inpatient, critical, pediatric, and geriatric) . Rotations will be in increments of eight and sixteen weeks. All students will be provided with equitable learning opportunities with rotations of evenings, weekends, fluoroscopic, surgery, CT, and other specialized modalities.

### **CLINICAL ASSIGNMENTS:**

Clinical assignments will be followed as outlined on the rotation schedule by the Clinical Coordinator, then followed by the Clinical Instructor assignments at each facility. Student clinical assignments such as file room, reception area, and patient transfer should be limited. Students are not replacements for employees/techs. The ratio of the clinical instructor to students never will be greater than 10:1. The ratio of registered staff radiographers to students will be 1:1. All second year students will have a four week evening rotation and two week fluoroscopic, surgery, and CT rotations and also an eight-week specialized rotation choice. Evening rotations are an option for more than 4 weeks, but not to exceed 16 weeks (25% of the total clinical clock hours). Weekends are also an option, but will only be allowed to do 12 weeks. The combination of evening and weekend cannot exceed 16 weeks (25%).

**CLINICAL HOURS:**

The program operates on traditional program hours of Monday-Friday, 5:00 a.m. - 7:00 p.m. No more than ten (10) clinical hours will be scheduled in one day; with a total of didactic and clinical hours not exceeding forty (40) hours per week. Each clinical facility's hours will be outlined on the clinical rotation schedule.

**CLINICAL ABSENCES:**

Each student will have two personal days in the fall and spring semesters, but any missed days in the summer semester will be make-up time. Any absences past the two personal days will be make-up time and three tardies equals a make up day. See each clinical syllabus for attendance policy.

**CLINICAL MAKE-UP TIME:**

Clinical make-up time will be made-up only during school breaks after the approval of the Clinical Coordinator and the Clinical Instructor. Clinical make-up time will not be allowed on the actual holiday of a break or through the week while school is in session.

**CLINICAL CONFERENCES:**

Students will have scheduled clinical conferences with the Clinical Coordinator every eight-weeks to discuss progress. See clinical syllabi for details.

(rev 7/1/12)

**PROGRAM COMPETENCY SEQUENCE**

1. Classroom

a. Lecture

2. Laboratory

b. Didactic Testing

- a. Demonstration/Practice
- b. Lab Testing

3. Clinical Participation

- a. Observe
- b. Assist
- c. Perform

4. Clinical Competency

- a. Initial Competency
- b. Continued Competency
- c. Terminal Competency

**CLASSROOM:**

Classroom instruction is provided through lectures, followed by didactic testing examination of the material covered.

**LABORATORY:**

Laboratory instruction is provided with demonstration and practice of positioning skills, followed by lab testing while simulating the examination.

**CLINICAL PARTICIPATION:**

Clinical participation consists of observation, assistance, and performance phase of clinical education. Two performed examinations under direct supervision must be logged before any initial competency for a mandatory competency, but no performed examinations have to be logged before an elective competency.

**CLINICAL COMPETENCY:**

Clinical competency consists of initial, continued, and terminal competencies.

- ^ Initial Competency: The first competency evaluation of a specific radiographic examination.
- ^ Continued Competency: A competency evaluation that assesses the on-going competence in previously completed semesters.
- ^ Terminal Competency: A series of four random competency examinations from various categories used to demonstrate the student's overall competence. The clinical instructor, clinical coordinator, or program director will select these. The four exams will be selected from different categories that include:
  - ^ thorax/abdomen, upper/lower extremities, spine/pelvis, head, fluoroscopy, mobile, pediatrics, CT

(rev 6/26/12)

# CLINICAL SUPERVISION POLICY

The clinical instructor at each facility is the primary supervisor/person responsible for students during their rotation at the clinical facility.

## **DIRECT SUPERVISION:**

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer 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 physically present during the conduct of the procedure, and
- ▲ reviews and approves the procedure and/or image.

This is the supervision required before the student has successfully completed an initial competency, or if the student regardless of competency status needs to repeat a film.

## **INDIRECT SUPERVISION:**

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation is in use on patients.

This is the supervision permitted only after the student has been deemed competent.

## **OTHER:**

All students must perform, under direct supervision, in a minimum of two, radiographic examinations and have been successfully tested didactically in the classroom and in the laboratory before attempting an initial competency/ test out.

All elective procedures are an exception in the minimum of two; students may test out without completing any performed exams alone. You must, however, have successfully tested didactically and in the laboratory setting. These exams are still under direct supervision.

## **REPEAT RADIOGRAPH POLICY:**

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present (direct supervision) during the conduct of a repeat image and must approve the student's procedure prior to re-exposure, regardless of the student's competency status and sign the repeat sheet provided by the student. The student has only one attempt at a repeat then they have to let the tech take over the exam; we do not want a high repeat rate and run the risk of exposure to the patient. Probation could occur if the clinical coordinator becomes aware of multiple repeats. The tech has the right to take over an exam if they feel the patient is too overwhelming or in poor conditions for the student to take on.

(rev 5/29/12)

## CLINICAL SIMULATION POLICY

A simulation may be performed when a student is short on the total competencies required for the clinical semester. A letter, e-mail, or phone call needs to be given by the clinical instructor stating that exams being used for simulations were not available at that time. A student may simulate on a maximum of two simulations without a deduction in grade. After the two simulations, a deduction in the grade will occur.

To perform a simulation, the student performs the radiographic examination on a model (fellow student or technologist) or phantom (not a patient). If the phantom is used the student may make an exposure. If a model is used a simulated exposure will be used, without actually activating the x-ray beam. The student will then pull a radiograph of that type of examination to critique and evaluate.

Simulations must meet the following criteria: (a) the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting; (b) the qualified radiographer is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting.

The documentation procedure will follow other competencies with the exam being put into Trajecsys, but marked as a simulated examination.

This simulation competency must be replaced with an actual competency when one becomes available. A simulation from the mandatory category must be replaced by that same procedure. However, a simulation from the elective category can be replaced with any elective procedure not already tested out on. When they are replaced you may then simulate another exam. All simulations must be replaced by the end of Clinical V.

(rev 5/29/12)



# **Radiography**

## **Clinical Competency Requirements**

As a part of their educational program, students must demonstrate competence in the clinical activities identified in the following pages. Demonstration of clinical competence means that the program director or designee has observed the student performing the procedure, and that the student performed the procedure independently, consistently, and effectively. Students must demonstrate competence in the areas listed below:

- ⤴ Four equipment competencies.
- ⤴ All (if any) simulation competencies made up.
- ⤴ Evening, surgery, fluoroscopic, and CT rotations completed.
- ⤴ Modalities/Specials rotation is optional.
- ⤴ Thirteen continued competencies.
- ⤴ Four terminal competencies.
- ⤴ Six mandatory general patient care activities.
- ⤴ Thirty-two mandatory imaging procedures.
- ⤴ Fifteen elective imaging procedures to be selected from a list of 35 procedures.
- ⤴ One elective imaging procedure from the head section.
- ⤴ Two elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Barium Enema.

(rev 5/22/12)

## Radiography Clinical Competency Requirements

Equipment	Date Completed	Grade	Competence Verified By
1. X-ray #1			
2. X-ray #2			
3. C-arm			
4. CT			

Simulations/Replace	Mandatory or Elective	Semester & Date	Grade	Competence Verified By
/		/	/	/
/		/	/	/
/		/	/	/
/		/	/	/
/		/	/	/

Evening Rotation	Dates
2 <sup>nd</sup> year-	

Surgery Rotation	Dates
2 <sup>nd</sup> year-	

Fluoro Rotation	Dates
2 <sup>nd</sup> year-	

CT Rotation	Dates
2 <sup>nd</sup> year-	

Modalities/Specials	Dates
2 <sup>nd</sup> year-	

<b>Continued Comps</b>	<b>Mandatory or Elective</b>	<b>Date Completed</b>	<b>Grade</b>	<b>Competence Verified By</b>
Clinical I-	M			
Clinical I-	M			
Clinical II-	M			
Clinical II-	M			
Clinical II	M			
Clinical II-	M			
Clinical III-	M			
Clinical III-	M			
Clinical III-	M			
Clinical IV-	M			
Clinical IV-	M			
Clinical IV-	M			
Clinical IV-	M			

<b>Terminal Comps</b>	<b>Mandatory or Elective</b>	<b>Date Completed</b>	<b>Grade</b>	<b>Competence Verified By</b>
#1-	M			
#2-	M			
#3-	M			
#4-	M			

<b>General Patient Care</b>	<b>Date Completed</b>	<b>Competence Verified By</b>
1. CPR		
2. Vital signs (blood pressure, pulse, respiration, temperature)		
3. Sterile and aseptic technique		
4. Venipuncture		
5. Transfer of patient		
6. Care of patient medical equipment (e.g., oxygen tank, IV tubing)		

<b>Imaging Procedure</b>	<b>Mandatory or Elective</b>	<b>Date Completed</b>	<b>Grade</b>	<b>Competence Verified By</b>

<b>Chest and Thorax</b>				
1. Chest Routine	M			
2. Chest AP (Wheelchair or Stretcher)	M			
3. Ribs	M			
4. Chest Lateral Decubitus	E			
5. Sternum	E			
6. Upper Airway (Soft-Tissue Neck)	E			
<b>Upper Extremity</b>				
7. Thumb or Finger	M			
8. Hand	M			
9. Wrist	M			
10. Forearm	M			
11. Elbow	M			
12. Humerus	M			
13. Shoulder	M			
14. Trauma: Shoulder (Scapular Y, Transthoracic or Axillary)*	M			
15. Clavicle	E			
16. Scapula	E			
17. AC Joints	E			
18. Trauma: Upper Extremity (Non-shoulder)*	M			
<b>Lower Extremity</b>				
19. Foot	M			
20. Ankle	M			
21. Knee	M			
22. Tibia-Fibula	M			
23. Femur	M			
24. Trauma: Lower Extremity*	M			
25. Patella	E			
26. Calcaneus (Os Calcis)	E			
27. Toes	E			
<b>Head- Students must select at least one elective procedure from this</b>				

<b>section.</b>				
28. Skull	E			
29. Paranasal Sinuses	E			
30. Facial Bones	E			
31. Orbits	E			
32. Zygomatic Arches	E			
33. Nasal Bones	E			
34. Mandible	E			
<b>Spine and Pelvis</b>				
35. Cervical Spine	M			
36. Trauma: Cervical Spine (Cross Table Lateral)*	E			
37. Thoracic Spine	M			
38. Lumbar Spine	M			
39. Pelvis	M			
40. Hip	M			
41. Cross Table Lateral Hip	M			
42. Sacrum and/or Coccyx	E			
43. Scoliosis Series	E			
44. Sacroiliac Joints	E			
<b>Abdomen</b>				
45. Abdomen Supine (KUB)	M			
46. Abdomen Upright	M			
47. Abdomen Decubitus	E			
48. Intravenous Urography	E			
<b>Fluoroscopy Studies- Students must select either Upper GI or Barium Enema plus one other elective procedure from this section.</b>				
49. Upper GI Series (Single or Double Contrast)	E			
50. Barium Enema (Single or Double Contrast)	E			
51. Small Bowel Series	E			
52. Esophagus	E			

53. Cystography/Cystourethrography	E			
54. ERCP	E			
55. Myelography	E			
56. Arthrography	E			
<b>Surgical Studies</b>				
57. C-Arm Procedure (Orthopedic)	M			
58. C-Arm Procedure (Non-Orthopedic)	E			
<b>Mobile Studies</b>				
59. Chest	M			
60. Abdomen	M			
61. Orthopedic	M			
<b>Pediatrics (age 6 or younger)</b>				
62. Chest Routine	M			
63. Upper Extremity	E			
64. Lower Extremity	E			
65. Abdomen	E			
66. Mobile Study	E			
<b>CT</b>				
67. Non-Contrast Study	M			

(rev 5/22/12)

# Radiography Clinical Competency Requirements per Semester

## CLINICAL I

17 Total Comps.

10 Mandatory: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_, 4. \_\_\_\_\_,  
5. \_\_\_\_\_, 5. \_\_\_\_\_, 6. \_\_\_\_\_, 7. \_\_\_\_\_,  
8. \_\_\_\_\_, 9. \_\_\_\_\_, 10. \_\_\_\_\_.

3 Elective: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_.

2 Continued Comps. from Clinical I: 1. \_\_\_\_\_, 2. \_\_\_\_\_.

2 Equipment Comps. (2 different rooms): 1. \_\_\_\_\_, 2. \_\_\_\_\_.

## CLINICAL II

17 Total Comps.

10 Mandatory: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_, 4. \_\_\_\_\_,  
5. \_\_\_\_\_, 5. \_\_\_\_\_, 6. \_\_\_\_\_, 7. \_\_\_\_\_,  
8. \_\_\_\_\_, 9. \_\_\_\_\_, 10. \_\_\_\_\_.

3 Elective: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_.

4 Continued Comps. from Clinical I: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_,  
4. \_\_\_\_\_.

## CLINICAL III

12 Total Comps.

6 Mandatory: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_, 4. \_\_\_\_\_,  
5. \_\_\_\_\_, 5. \_\_\_\_\_, 6. \_\_\_\_\_.

3 Elective: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_.

3 Continued Comps. from Clinical II: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_.

CLINICAL IV

18 Total Comps.

10 Mandatory: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_, 4. \_\_\_\_\_,

5. \_\_\_\_\_, 5. \_\_\_\_\_, 6. \_\_\_\_\_, 7. \_\_\_\_\_,

8. \_\_\_\_\_, 9. \_\_\_\_\_, 10. \_\_\_\_\_.

3 Elective: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_.

4 Continued Comps. from Clinical III: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_,

4. \_\_\_\_\_.

1 C-Arm Equipment Comp.: 1. \_\_\_\_\_.

CLINICAL V

9 Total Comps.

1 Mandatory: 1. \_\_\_\_\_ (CT Procedure)

3 Elective: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_.

4 Terminal Comps.: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_,

4. \_\_\_\_\_.

1 CT Equipment Comp.: 1. \_\_\_\_\_.

\*\*\*All competencies are open to testing but you may not test ahead.

(rev 5/22/12)



## HANDBOOK ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, acknowledge that I have read and understand the Radiography Student Handbook. The policies and procedures have been reviewed and questions have been answered by either the Program Director or Clinical Coordinator.

Student- print: \_\_\_\_\_

Student- signature: \_\_\_\_\_

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

(rev 6/22/12)