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

# RADIOGRAPHY STUDENT HANDBOOK

**Revised: 08/13/19**

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# 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

**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 polices, 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. *pending revision (rev 08/13/19)

# 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 1st 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.

# PROGRAM FACULTY

Program Director: Shawn Dixon M.ED., RT(R)(ARRT)
(918)781-7317 dixons@bacone.edu

Clinical Coordinator/Instructor:

# CLINICAL AFFILIATES(rev 08/13/19)

| Name | Address | Clinical Instructor |
|---|---|---|
| Ernest T. Childers VA Outpatient Clinic-Tulsa | 9322 E. 41st Street<br>Tulsa, OK 74145 | Marcus Vestal<br>(918)683-3261, Ext. 2521 |
| Jack C. Montgomery VA Medical Center-Muskogee | 1011 Honor Heights<br>Muskogee, OK 74401 | Starla Carlton<br>(918)577-3297 |
| McAlester Regional Health Center | 1 Clark Bass Blvd<br>McAlester, OK 74501 | Olivia Ward<br>(918)421-8277 |
| Saint Francis Muskogee-Main | 300 Rockefeller Drive<br>Muskogee, OK 74401 | Meagan Moore<br>(918)684-3536 |
| Northeastern Health System- Tahlequah | 1400 E. Downing<br>Tahlequah, OK 74465 | David Spyres<br>(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:**

Applicants will have a list of prerequisite courses to complete prior to applying to the program. There will only be one Fall start date for the program and availability will depend on clinical sites. It is the applicant's responsibility to ensure that application documentation has been submitted while enrolled in the Introduction to Radiography course. For questions contact Admissions at 1-888-682-5514 or Shawn Dixon, Radiography Program Director, at 918-781-7317.

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

**Admissions Requirements: (Items will be completed while enrolled in RAD1114)**

- **Only 10 will be accepted for RAD1114; applications will be submitted during this course and it will be a first-come, first-serve basis; if the class enrolls more than 10 then the admissions process will proceed to a scoring system.**
- Complete application to Bacone Health Sciences-Radiography.
- 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 director upon application process or prior to.*

- Physical- TBA during RAD1114
- Immunizations- TBA during RAD1114
- CPR- TBA during RAD1112
- 10-panel drug screen- TBA during RAD1114
- Proof of health insurance.
- Complete Pre-Entrance Exam. The cost is $45.00. This must be paid by check or money order before the exam. A study guide is available to applicants at the Betts Library (on reserve) or one can be ordered at the applicant's expense.

  *Title:* ***Admission Assessment Exam Review, 4th Edition***
  *Author:* ***HESI***
  *ISBN-13:* ***9781455703333***
  *List Price:* ***$41.95***
- Pre-Entrance scores of Math, Reading Comprehension, Vocabulary, Grammar, and Biology need to meet a score of **70** ***or higher.***
- Interview with health science faculty/clinical faculty.
- Completion of clinical orientations.
- Uniforms- TBA during RAD1114.
- **Minimum GPA of 2.6 for all prerequisites/ grade of "C" or better in each course.**
- Meet the physical standards of Radiography. See attached form.
- A laptop is a requirement for this program. All assignments and exams are completed with the

laptop, progression in the program cannot happen without one.

- Transportation is a necessity for the program. Need to have reliable transportation for class and clinic and a valid drivers license.

**Admissions Process:**

**During enrollment of RAD1114, applicant files will be reviewed for admissions and:**

- Can be admitted with no conditions, conditions, alternate or declined. If conditions or declined are stated then this will be discussed with the applicant on how to proceed.
- Class size varies each year according to the number of clinical sites available.
- If an applicant accepts, then the "Letter of Acceptance" must be returned with a signature.

# 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.

X 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.

Δ 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.

Φ 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 issue is corrected or cleared by a doctor with no restrictions.

(rev 08/13/19)

# PROGRAM CURRICULUM/COURSE SEQUENCE

The Radiography Program is a 19-month (five-semester) consecutive program consisting of **53** credit hours of Radiography courses (didactic and clinical) and **19** credit hours of related general education courses, with a total credit hours of **72**. 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***

| **Fall (August-December) Semester** | **Credit Hours** | **Day** |
|---|---|---|
| RAD1224 Imaging II w/ Lab | 4 | M |
| RAD1224L Imaging II Lab | 0 | W |
| RAD1223 Clinical I | 3 | TR |
| RAD1123 Patient Care & Education | 3 | F |
| MTH1513 College Algebra | 3= **13 credit hours** | |

| **Spring (January-May) Semester** | **Credit Hours** | **Day** |
|---|---|---|
| RAD1403 Radiation Protection | 3 | M |
| RAD2223 Imaging III w/ Lab | 3 | M |
| RAD2223L Imaging III Lab | 0 | W |
| RAD1333 Clinical II (fluoro & surgery rotations) | 3 | TR |
| RAD2213 Image Evaluation & Acquisition | 3 | W |
| SPC1713 Speaking & Thinking Critically | 3= **15 credit hours** | |

| **Summer (June-August) Semester** | **Credit Hours** | **Day** |
|---|---|---|
| RAD2113 Radiation Physics | 3 | MT |
| RAD2153 Clinical III (4 wk evening rotations) | 3= **6 credit hours** | WR |

***SECOND YEAR***

| **Fall (August-December) Semester** | **Credit Hours** | **Day** |
|---|---|---|
| RAD2254 Clinical IV (CT rotation) | 4 | TRF |
| RAD2305 Radiography Seminar | 5 | M |
| AIS1103 Introduction to American Indian Studies | 3= **12 credit hours** | |

| **Spring (January-May) Semester** | **Credit Hours** | **Day** |
|---|---|---|
| RAD2363 Clinical V (specialty rotation) | 3 | TRF |
| RAD2413 Career Skills | 3 | M |
| RAD2203 General Registry Seminar | 3 | W |
| REL1003 Introduction to Christianity | 3= **12 credit hours** | |

**TOTAL CREDIT HOURS WITH PREREQUISITES= 58**

*Prerequisites for the program BIO2134, RAD1103, RAD1114, ENG1213

**Minimum grade for prerequisites and RAD prefix courses is a "C"

***Must have a complete admission file, orientations completed, and grade of "C" or better in RAD1114 to be considered for the Fall start date.

Rev.10/17/18

# Bacone College
# Associate of Applied Science – Radiography

Student_____ Advisor_____

**Course Placement Guidelines - Reading**

| Grade | Semester | Course # | Course Name | ACT | SAT | COMPASS |
|---|---|---|---|---|---|---|
| _____ | _____ | REA 0125 | Improving College Reading | 17 or below | 430 or below | 78 or below |
| _____ | _____ | REA 0213 | Advanced Reading | 18-20 | 440-490 | 79-86 |

**Course Placement Guidelines - English**

| Grade | Semester | Course # | Course Name | ACT | SAT | COMPASS |
|---|---|---|---|---|---|---|
| _____ | _____ | ENG 0113 | Intro to College Writing | 17 or below | 440 or below | 69 or below |
| | | ENG 1113 | English Composition I | 18+ | 450 or above | 70-100 |

**Course Placement Guidelines - Math**

| Grade | Semester | Course # | Course Name | ACT | SAT |
|---|---|---|---|---|---|
| _____ | _____ | MTH 0125 | Introductory Algebra | 19 or below | 470 or below |
| _____ | _____ | MTH 0223 | Intermediate Algebra | 20-21 | 480-510 |
| | | MTH 1513 | College Algebra | 22+ | 520+ |

**Bacone Core Requirements (19)**

| Grade | Semester | Course # | Course Name |
|---|---|---|---|
| _____ | _____ | AIS 1103 | Introduction to American Indian Studies |
| _____ | _____ | ENG 1213 | English Composition II (Prerequisite:ENG1113English Composition I |
| _____ | _____ | MTH 1513 | College Algebra (1513) |
| _____ | _____ | REL _____ | REL 1003**, or** REL 1013**,** REL 2253 **or** REL 3113 |
| _____ | _____ | SPC 1713 | Speaking and Thinking Critically |
| _____ | _____ | *BIO 2134 | Anatomy & Physiology I (Prerequisite:Human Biology or Equivalent) |

**Radiologic Technology (53)**

| Grade | Semester | Course # | Course Name |
|---|---|---|---|
| _____ | _____ | *RAD 1103 | Medical Terminology (Prerequisite) |
| _____ | _____ | *RAD 1114 | Introduction to Imaging w/ Lab (Prerequisite) |
| _____ | _____ | *RAD 1123 | Patient Care and Education |
| _____ | _____ | *RAD 1223 | Clinical I |
| _____ | _____ | *RAD 1224 | Imaging II w/lab |
| _____ | _____ | *RAD 1333 | Clinical II |
| _____ | _____ | *RAD 1403 | Radiation Protection |
| _____ | _____ | *RAD 2113 | Radiation Physics |
| _____ | _____ | *RAD 2153 | Clinical III |
| _____ | _____ | *RAD 2203 | General Registry Seminar |
| _____ | _____ | *RAD 2213 | Image Evaluation & Acquisition |

| | | | |
|---|---|---|---|
| _____ | _____ | *RAD 2223 | Imaging III |
| _____ | _____ | *RAD 2254 | Clinical IV |
| _____ | _____ | *RAD 2305 | Radiography Seminar |
| _____ | _____ | *RAD 2363 | Clinical V |
| _____ | _____ | *RAD 2413 | Career Skills |

| Grade | Semester | Course # | Course Name |
|---|---|---|---|
| _____ | _____ | *RAD 1201 | Special Studies: Clinical Remediation |
| _____ | _____ | *RAD 1202 | Special Studies: Critical Thinking in Healthcare |
| _____ | _____ | *RAD 2101 | Special Studies: Clinical Remediation |
| _____ | _____ | *RAD 2102 | Special Studies: Medicine in Film |
| _____ | _____ | *RAD 2302 | Special Studies: Ethical Issues in Radiologic Science |
| _____ | _____ | ____ ____ | _____ |
| _____ | _____ | ____ ____ | _____ |
| _____ | _____ | ____ ____ | _____ |

**Proof of Computer Literacy**

| | | | |
|---|---|---|---|
| _____ | _____ | CIS 2113 | Information in Modern Society, or |
| _____ | _____ | ____ ____ | Other Computer Course, or |
| _____ | _____ | | Test out Date, or Met by HS Transcript Computer Course |

**ETS Proficiency Profile test taken _____ (required after 60 hours – no credit)**

Advisor Check done by _____ Date _____

Total Hours Completed _____ Required courses needed after current semester

Current Enrollment (Hrs)_____ _____

Hrs needed after current semester _____ _____

A minimum of 72 credit hours and 2.6 CGPA are required to graduate.

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**For Registrar Office Use Only:**

Core Credit Hours ____ Core GPA _____ Total Credit Hours _____ Cumulative GPA _____

**Date Graduation Requirements Met** _____ **Approved by**_____

Updated: 10/17/18

# ESTIMATED PROGRAM COST SHEET

## Tuition and Fees:

| | |
|---|---|
| Summer Tuition | $400/credit hour |
| Summer Fees | $680/semester |
| Fall/Spring Tuition | $6,000/semester (12-17 credit hours)<br>$400/credit hour (1-11 credit hours) |
| Fall/Spring Fees | $1,350/semester (12-17 credit hours)<br>$500/credit hour (1-11 credit hours) |
| Course by Special Arrangement | $800- Spring, Summer & Fall |
| Residential Tuition/Fees | Website- financial aid- tuition |
| Tuition/fee penalties | Website- financial aid- tuition |

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

| | |
|---|---|
| Books | $800/year |
| Laptop | $600 |

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

| | |
|---|---|
| Trajecsys: clinical tracking system- RAD1223 | $150 |
| Lab supplies- RAD1114 | $20 |
| Liability Insurance- RAD1223<br>RAD2153 | $25<br>$25 Total=$50 |
| Energized Lab- RAD1223<br>RAD2153 | $40<br>$40 Total=$80 |
| Film Badge Service- RAD1223<br>RAD2153 | $60<br>$60 Total=$120 |
| OSRT Convention- RAD1333<br>RAD2363<br><br>*membership, registration and hotel x 2 | $160<br>$160<br><br>Total=$320 |
| Corectec: Registry Review- RAD2305 | $80 |
| HESI: Exit Exams- RAD2203<br><br>*3 exams | $180 |
| ASRT membership- RAD2413 | $35 |
| Pinning: Pins- RAD2363 | $70 |

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

| | |
|---|---|
| Scrub Uniforms | $150/ 3 per year |
| Scrub Logo Patch | $8/each |
| White or Black Leather Shoes | $100/ 1 per year |
| Lab Coat | $40 |
| Watch with second hand | $35 |
| Lead Marker Sets (2) | $100 |

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

| | |
|---|---|
| BSSR Membership- RAD students only | $10/annual fee |
| Lambda Nu – RAD Science alumni/students- 3.0 GPA in a full-time semester | $60/one time fee |
| Phi Theta Kappa- Freshmen & Sophomores at Bacone College- 3.5 GPA or higher | $60/one time fee |
| Alpha Chi- Juniors & Seniors at Bacone College- 3.5 GPA or higher & top 10% of class | $60/one time fee |

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

| | |
|---|---|
| ARRT Registry/Certification Exam | $200 |
| Application for Graduation | $75 |

(rev 08/13/19)

# 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; after first semester.
- 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 a 90% or better. All other exams and assignments 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 per college/program requirements.

(rev 08/13/19)

# 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 08/13/19)

# 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.

****Withdrawal process for the college is completed online through the website under Resources, Forms and Documents, *Student Withdrawal Request.***

(rev 08/13/19)

# 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.

# COLLEGE RESOURCES

**BACONE COLLEGE CATALOG:**
The following policies can be found in the Bacone College Catalog:
Go to www.bacone.edu, Resources, Forms and Documents, Academic Catalog or
https://www.bacone.edu/wp-content/uploads/2019/03/STUDENT-ACADEMIC-CALENDAR-2019-2020.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, Resources, Forms and Documents, Student Handbook or
https://www.bacone.edu/wp-content/uploads/2019/03/2017-2018_Student_Handbook.pdf

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

**OTHER:**
Please refer to www.bacone.edu for all other information including:
President's Hotline http://www.bacone.edu/president/hotline/ ,

**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.

(rev 08/13/19)

# PROGRAM AWARDS

**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.

**Committed to Excellence Award:**
The Committed to Excellence Award is provided by the Radiography program. The Program Director recognizes the student who has the GPA from a 60% clinical component and 40% didactic component.

# 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.

# PROGRAM PREGNANCY POLICY

The pregnancy policy is designed to inform female students of the program guidelines for radiation protection of an unborn child and mother. 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.

The female student can choose from the following options:

- **Written notice of voluntary declaration,**
- **Option for student continuance in the program without modification, and**
- **Option for written withdrawal of declaration**

If female student chooses option #1:

1. The student will be given the option to take a leave of absence, but may continue the program with proper precautions and documentation by physician.

2. The student will be counseled about prenatal radiation exposure and sign a declaration of pregnancy. Federal and state standards require limits of less than 500 mR during the entire pregnancy and less than 50 mR each month.

3. A fetal dosimeter will be ordered and worn at the student's waist.

4. The Clinical Coordinator will prepare a letter to be given, by the student, to the clinical facility declaring pregnancy.

(rev 07/28/19)

# 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). Examples of proper protection are use of shielding, collimation, and no holding of image receptors during a procedure when an immobilization method is the appropriate standard of care. Follow all proper protection protocols during specialty rotations.

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. The report is available for discussion with the Clinical Coordinator anytime the student has a question. Students and faculty members are highly recommended to implement all radiation safety measures and to keep their quarterly exposure to less than 250 mrem (2.5 mSv). A report indicating exposure of 500 mrem (5 mSv) 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, such as counseling and copy of the investigative report will be placed in the student's file. (revised 04/20/20)

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 07/28/19)

# 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 08/13/19)

# 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. At this time, Bacone College does not 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 08/13/19)

# BUILDING RULES

**INTRODUCTION:**
The C.C. Harmon Health Science Facility, in Muskogee, 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, were held in this building. The program had moved to a Tulsa campus in Fall 2013. The program officially moved back to the Muskogee campus as of July 31, 2017.

**PARKING:**
Students are to park in designated areas only. Current parking permits are needed.

**WHEN YOU NEED TO SEE YOUR INSTRUCTOR, ADVISOR, OR PROGRAM DIRECTOR:**
It may be necessary to meet with an instructor, your advisor, or Program Director. When you need to see a Health Sciences Faculty member, you must schedule an appointment.

**TELEPHONES:**
The telephone in the main reception area is for business or "in area" calls only. Students may use cell phones on breaks, or in the case of emergency during class, the student may be excused to answer the phone.

**COPY MACHINE:**
Students are to make copies in the library; located at the Palmer Center/Indian Research Library or student support services.

**BULLETIN BOARDS:**
All posted items must be approved in advance by the Program Director.

**USE OF TOBACCO PRODUCTS:**
The use of tobacco products inside the building is prohibited**.** If you smoke, please use the designated smoking area for the Muskogee and Tulsa campus.

**FOOD AND DRINKS:**
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 or other guests to the building and leave them unattended. Children or guests can be disruptive to the classes or may be injured. Children are not allowed in the classroom.

(rev 08/13/19)

# 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 fitted. 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, the student will need to look professional in appearance and/or has been given instructions on what to wear. 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.

**SHOES and SOCKS:**
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.

**JEWLERY:**
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
- Trajecsys username and password

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. Students may have additional badges from clinical sites. Lead markers are purchased through course fees/students but replacement markers are purchased by the student.

(rev 08/13/19)

# 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 Imaging (RAD 1114). Students may also participate in a clinical orientation sessions 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/Program Director 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. Students will present a current drivers license prior to the start of clinicals and upon

request from clinical sites or program director.

**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 only an option during specialized rotations, 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 eight (8) 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 make up any absences from clinic. Three tardies equal 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 and, not on the designated holiday, after the approval of the Clinical Coordinator and the Clinical Instructor. Clinical make-up time will not be allowed 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.

# PROGRAM COMPETENCY SEQUENCE

| | |
|---|---|
| 1. Classroom | a. Lecture<br>b. Didactic Testing |
| 2. Laboratory | a. Demonstration/Practice<br>b. Lab Testing |
| 3. Clinical Participation | a. Observe<br>b. Assist<br>c. Perform |
| 4. Clinical Competency | a. Initial Competency<br>b. Continued Competency<br>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, geriatrics, CT

(rev 08/13/19)

# 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.
- Ensures students are not holding image receptors when immobilization can be used.

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 presence 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. Supervision still needs to ensure students are not holding image receptors in place of immobilization devices.

**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 to overwhelming or in poor conditions for the student to take on.

(rev 07/28/19)

# 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 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/image 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 08/13/19)

# 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:

- Five 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.
- Ten mandatory general patient care activities.
- Thirty-nine 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.

Demonstration of competence must include:

- patient identity verification
- examination order verification
- patient assessment
- room preparation
- patient management
- equipment operation
- technique selection
- patient positioning
- radiation safety
- imaging processing
- image evaluation

(rev 08/13/19)

# Radiography
# Clinical Competency Requirements

| Equipment | Date Completed | Grade | Competence Verified By |
|---|---|---|---|
| 1. X-ray #1-Clinical I | | | |
| 2. X-ray #2-Clinical II | | | |
| 3. C-arm-Clinical III | | | |
| 4. Fluoro-Clinical III | | | |
| 5. CT-Clinical IV | | | |

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

| Evening Rotation- Clinical III | Dates |
|---|---|
| 1st year- | |

| Surgery Rotation- Clinical III | Dates |
|---|---|
| 1st year- | |

| Fluoro Rotation- Clinical III | Dates |
|---|---|
| 1st year- | |

| CT Rotation- Clinical IV | Dates |
|---|---|
| 2nd year- | |

| Modalities/Specials- Clinical V | Dates |
|---|---|
| 2nd year- | |
| | |
| | |
| | |

| Continued Comps | Mandatory or Elective | Date Completed | Grade | Competence Verified By |
|---|---|---|---|---|
| Clinical I- | M | | | |
| Clinical I- | M | | | |
| 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 | | | |

| Terminal Comps | Mandatory or Elective | Date Completed | Grade | Competence Verified By |
|---|---|---|---|---|
| #1- | M | | | |
| #2- | M | | | |
| #3- | M | | | |
| #4- | M | | | |

| General Patient Care | Date Completed | Competence Verified By |
|---|---|---|
| 1. CPR | | |
| 2. Vital Signs- Blood Pressure | | |
| 3. Vital Signs- Temperature | | |
| 4. Vital Signs- Pulse | | |
| 5. Vital Signs- Respiration | | |
| 6. Vital Signs- Pulse Oximetry | | |
| 7. Sterile and Medical Aseptic Technique | | |
| 8. Venipuncture | | |
| 9. Transfer of Patient | | |

| | | |
|---|---|---|
| 10. Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing) | | |

| Imaging Procedures | Mandatory or Elective | Date Completed | Grade | Competence Verified By |
|---|---|---|---|---|
| **Chest and Thorax** | | | | |
| 1. Chest Routine-I | M | | | |
| 2. Chest AP (Wheelchair or Stretcher)-I | M | | | |
| 3. Ribs-II | M | | | |
| 4. Chest Lateral Decubitus- I | E | | | |
| 5. Sternum- II | E | | | |
| 6. Upper Airway (Soft-Tissue Neck)- I | E | | | |
| **Upper Extremity** | | | | |
| 7. Thumb or Finger- I | M | | | |
| 8. Hand- I | M | | | |
| 9. Wrist- I | M | | | |
| 10. Forearm- I | M | | | |
| 11. Elbow- I | M | | | |
| 12. Humerus- I | M | | | |
| 13. Shoulder- I | M | | | |
| 14. Trauma: Shoulder (Scapular Y, Transthoracic or Axillary)*- I | M | | | |
| 15. Clavicle- I | M | | | |
| 16. Scapula- I | E | | | |
| 17. AC Joints- I | E | | | |
| 18. Trauma: Upper Extremity (Non-shoulder)*- I | M | | | |
| **Lower Extremity** | | | | |
| 19. Toes- II | E | | | |
| 20. Foot- II | M | | | |
| 21. Ankle- II | M | | | |
| 22. Knee- II | M | | | |

| | | | | |
|---|---|---|---|---|
| 23. Tibia-Fibula- II | M | | | |
| 24. Femur- II | M | | | |
| 25. Trauma Lower Extremity*- II | E | | | |
| 26. Patella- II | E | | | |
| 27. Calcaneus- II | E | | | |
| **Head- Students must select at least one elective procedure from this section.** | | | | |
| 28. Skull- III | E | | | |
| 29. Paranasal Sinuses- III | E | | | |
| 30. Facial Bones- III | E | | | |
| 31. Orbits- III | E | | | |
| 32. Zygomatic Arches- III | E | | | |
| 33. Nasal Bones- III | E | | | |
| 34. Mandible- III | E | | | |
| 35. Temporomandibular Joints- III | E | | | |
| **Spine and Pelvis** | | | | |
| 36. Cervical Spine- II | M | | | |
| 37. Thoracic Spine- II | M | | | |
| 38. Lumbar Spine- II | M | | | |
| 39. Cross-Table (Horizontal Beam) Lateral Spine- II | M | | | |
| 40. Pelvis- II | M | | | |
| 41. Hip- II | M | | | |
| 42. Cross-Table (Horizontal Beam) Lateral Hip- II | M | | | |
| 43. Sacrum and/or Coccyx- II | E | | | |
| 44. Scoliosis Series- II | E | | | |
| 45. Sacroiliac Joints- II | E | | | |
| **Abdomen** | | | | |
| 46. Abdomen Supine (KUB)- I | M | | | |
| 47. Abdomen Upright- I | M | | | |
| 48. Abdomen Decubitus- I | E | | | |
| 49. Intravenous Urography- III | E | | | |
| **Fluoroscopy Studies- Students must** | | | | |

| | | | | |
|---|---|---|---|---|
| **select either Upper GI or Barium Enema plus one other elective procedure from this section.** | | | | |
| 50. Upper GI Series (Single or Double Contrast)- III | E | | | |
| 51. Contrast Enema (Single or Double Contrast)- III | E | | | |
| 52. Small Bowel Series- III | E | | | |
| 53. Esophagus- III | E | | | |
| 54. Cystography/Cystourethrography- III | E | | | |
| 55. ERCP- III | E | | | |
| 56. Myelography- III | E | | | |
| 57. Arthrography- III | E | | | |
| 58. Hysterosalpingography- III | E | | | |
| **Mobile C-Arm Studies** | | | | |
| 58. C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)- III | M | | | |
| 59. Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)- III | M | | | |
| **Mobile Radiographic Studies** | | | | |
| 60. Chest- I | M | | | |
| 61. Abdomen- I | M | | | |
| 62. Orthopedic- II | M | | | |
| **Pediatrics (age 6 or younger)** | | | | |
| 63. Chest Routine- I | M | | | |
| 64. Upper Extremity- I | E | | | |
| 65. Lower Extremity- II | E | | | |
| 66. Abdomen- I | E | | | |
| 67. Mobile Study- II | E | | | |
| **Geriatric Patient (Physically or Cognitively Impaired as a Result of Aging)** | | | | |
| 68. Chest Routine- I | M | | | |

| | | | | |
|---|---|---|---|---|
| 69. Upper Extremity- I | M | | | |
| 70. Lower Extremity- II | M | | | |
| **CT** | | | | |
| 71.Non-Contrast Head- IV | M | | | |
| 72. Non-Contrast Abdomen- IV | M | | | |

*Trauma is considered a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient's condition.

**Detailed clinical competency forms will be passed out at the beginning of each semester.**

(rev 08/13/19)

# 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 08/13/19)