



STUDENT GUIDE

**Class of
2024 - 2026**

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**RADIOLOGIC TECHNOLOGY
ARIZONA WESTERN COLLEGE
STUDENT GUIDE
2024-2026**

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, course handouts, and/or student guidebook.

The provisions in this guide are not to be regarded as a contract between the student and Arizona Western College.

The program reserves the right to change any provisions or requirements when such action will serve the interest of the college or the students.

STATEMENT OF MISSION

The Radiologic Technology program is a comprehensive competency-based program of study that prepares students to sit for the National Registry Examination offered by the American Registry of Radiologic Technologists (ARRT) and allows successful students to graduate with expertise at the entry level in the field of Radiologic Technology and to be eligible for education and training in other specialized diagnostic imaging fields.

WHAT IS ACCREDITATION

Accreditation is a peer review process whereby a private, non-governmental agency or association grants public recognition to an institution or specialized program of study that meets or exceeds nationally established standards of acceptable educational quality.

ARIZONA WESTERN COLLEGE INSTITUTIONAL ACCREDITATION

Arizona Western College is accredited by the Higher Learning Commission. The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the United States. For more information, please visit www.hlcommission.org

RADIOLOGIC TECHNOLOGY PROGRAMMATIC ACCREDITATION

Arizona Western College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. A copy of the JRCERT Standards for an Accredited Educational Program in Radiography are available via the JRCERT website: www.jrcert.org

The continuing accreditation status of the program was considered at the March 21, 2023 meeting of the Joint Review Committee on Education in Radiologic Technology. The program was evaluated according to the Standards for an Accredited Educational Program in Radiography (2021). The JRCERT awarded:

ACCREDITATION FOR A PERIOD OF EIGHT YEARS.

JRCERT PROCESS FOR REPORTING ALLEGATIONS

Important note for reporting allegations against a program:

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

Process:

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.1)
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Ph: (312)704-5300
E-mail: mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the aforementioned address with required supporting materials. All submitted documentation must be legible.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty, or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by an individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions as the program appear to jeopardize the quality of instruction or the general welfare of its students.

STATEMENT OF ROLE AND SCOPE

The program implements its mission through a clearly defined set of objectives and goals that meet and exceed the “Standards” for an accredited program set by the Joint Review Committee on Education in Radiologic Technology.

Didactic Instruction

The program follows the American Society of Radiologic Technologists (ASRT) curriculum guide in the presentation of Radiography content as well as the general education requirements for the associate degree.

Clinical Education

The program is responsible for the professional behavior and clinical competency skills of its graduates. Clinical rotations through all phases of radiography are required to meet the job demands of the small office to the large hospital. Critical thinking skills and problem-solving methods are emphasized.

Customer Service

The program teaches and evaluates students in the affective areas of patient care. Teamwork, professionalism, and patient management skills are assessed throughout the curriculum. Involvement in professional society functions is strongly encouraged.

Access Programs

The program provides students with counseling, tutoring and job placement services. Program and student assessment are routinely conducted and strategies are constantly being developed to improve and enhance the program and the student.

Quality Outcome Assessment

All phases of the program are assessed to ensure that quality services are provided to the student, employer, and the community. Areas such as RAD 100, instructor’s teaching abilities, ARRT scores, post graduate evaluations, student satisfaction surveys, etc., are used as assessment tools. The Radiologic Technology Advisory Committee is an active integral part of assessing the quality of the program and providing important input into the necessary clinical skills needed by the graduates.

The Radiologic Technology program participates in the Arizona Western College Program Review process on a five-year cycle. The Radiologic Technology program also participates in the Arizona Western College’s Student Learning Assessment Program on a yearly basis.

STATEMENT OF VALUES

The program respects the diversity of its students and recognizes the worth, dignity, and potential of each student. Therefore, the program affirms the following values and beliefs:

Commitment to Students

Belief in the priority of the finest instruction, resources and support services to enhance the growth and development of the students. The program supports students in clarifying their lifelong goals, developing interpersonal skills, and becoming self-sufficient.

Commitment to Excellence in Education.

Belief in providing and being accountable for the quality of medical and general education and student support services. Graduates are prepared to demonstrate their knowledge, in written and oral communication, customer services areas, information technology, clinical procedures, equipment operation, quality assurance, and radiation safety.

Commitment to Faculty and Staff

Recognition of the importance and contribution of all individuals who collectively create a positive learning environment. All members of the Radiologic Technology and College community should have the opportunity to enhance their potential for purposeful, gratifying, and productive lives in an atmosphere of lifelong learning.

Quality Clinical Environment

Recognition of the importance of providing an ethical learning environment that is characterized by integrity, clear communication, open exchange of ideas, fairness in evaluations, and respect for all individuals of diverse backgrounds.

Effective Use of Resources

Is community-centered and partnership oriented. Believes in the effective use of College and program resources to provide quality education and services to its students and community and to be accountable to all of its clinical affiliates.

PHILOSOPHY AND GOALS OF THE PROGRAM

The Radiologic Technology program, sponsored by Arizona Western College, is a twenty-two continuous month, Associate in Applied Science degree program. The students are involved in the educational training for a period of twenty-two months in order to meet the requirements of the program, the State of Arizona, and to be eligible to sit for the American Registry of Radiologic Technologists (ARRT) National Board Exam.

The clinical education of the program is based on sound academic performance, achievement of clinical objectives, and a thorough testing system for clinical competency.

It is the purpose of the Radiologic Technology program of Arizona Western College to produce graduates that are competent technologists, registry eligible, and demonstrate a professional concern for their patients.

The students' accomplishments of their clinical and academic objectives will prepare them for entry level into the field of Radiologic Technology.

During the student's clinical education, students will rotate through all radiology services provided in a hospital setting and a variety of clinical settings that are necessary to round out the students' clinical education.

The program has an Advisory Committee comprised of area professionals in the field of Radiologic Technology and Health Administration. This committee helps guide the program in the production of qualified graduates that are needed to meet the expectations of the health care community.

The Radiologic Technology program of Arizona Western College serves its communities of interest and its students through meeting and maintaining the following goals:

1. Students will demonstrate competency at the entry level of the field of Radiologic Technology.
2. Students will demonstrate the ability to use critical thinking skills.
3. Students will communicate effectively.
4. The program will monitor its effectiveness.

STUDENT LEARNING OUTCOMES FOR ACHIEVEMENT OF GOALS

1. Students will demonstrate competency at the entry level of the field of Radiologic Technology.

Outcome 1: Students will demonstrate acceptable positioning skills.

Outcome 2: Students will provide appropriate patient care.

2. Students will demonstrate the ability to use critical thinking skills.

Outcome 1: Students will demonstrate the ability to adjust technique to suit patient condition, pathology, or body habitus.

Outcome 2: Students will demonstrate competency on non-routine imaging views.

3. Students will communicate effectively.

Outcome 1: Students will use effective oral communication skills.

Outcome 2: Students will use effective written communication skills.

4. The program will monitor its effectiveness.

Strategy A: The program will strive for an average satisfaction rate of not less than 80% of employers will be satisfied with the graduate's entry level skills as determined by a graduate employer survey.

Strategy B: The program will maintain an average program retention rate of not less than 50%.

Strategy C: The program will strive for an average pass rate of not less than 75% on the ARRT examination on first attempt over a 5-year period.

Strategy D: The program will encourage employer recruitment so that over a 5-year period not less than 75% of graduates actively seeking employment may be employed within 1 year after graduation.

Strategy E: The program will strive for an average satisfaction rate of not less than 80% of students will be satisfied with their education as determined by a graduate exit survey.

PROGRAM ASSESSMENT

The students' input in the program's governance is extremely valuable. There will be several areas of the program's operation that will be evaluated during the student's educational experience. Suggestions for improving the program through assessment surveys, in class or personal discussions are welcomed and encouraged.

All phases of the program are assessed to ensure that quality services are provided to the student, employer, and the community. Instructor evaluations, ARRT scores, post graduate evaluations, student satisfaction surveys, etc., are used as assessment tools.

The Radiologic Technology Advisory Committee is an active and integral part of assessing the quality of the program and providing important input into the necessary clinical skills needed by the graduates. Students also have a means of giving feedback to the program by serving as class representatives and holding a position on the program's Advisory Committee.

The Radiologic Technology program participates in the Arizona Western College Program Review process on a five-year cycle, and also participates in the Arizona Western College's Student Learning Assessment Program on a yearly basis.

WAIVER OF LICENSURE / CERTIFICATION GUARANTEE

Admission or graduation from the AWC Radiology Program does not guarantee certification as a registered Radiologic Technologist with the American Registry of Radiologic Technologists (ARRT). It also does not guarantee licensure in Arizona or any other state with a licensure mandate. Licensure, certification, and registration requirements and subsequent procedures are the exclusive right and responsibility of the ARRT and the respective state licensure body.

If you want to become certified and registered by the ARRT, you must meet AWC Radiology Program requirements and apply to ARRT. If you want to obtain a state license, you must meet the individual state's requirements and apply directly to that state.

More information regarding state licensure can be found on the ASRT's website, [ASRT Individual State Licensure Information](#)

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

www.arrt.org

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

In support of this mission, the ARRT:

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

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

Students completing the Radiology Program at AWC will be eligible for the ARRT Certification Exam in Radiography.

The ARRT Standards of Ethics is made available for publication from the ARRT website. Visit www.arrt.org for more information.

If a student has concerns about a potential ethics violation the student should consider requesting an ARRT pre-ethics review. For additional information, please visit: [Ethics Review Preapplication - ARRT](#)

PROFESSIONAL ORGANIZATIONS

Students are encouraged to join professional radiologic technology organizations such as the ASRT and AZSRT.

Attendance at Professional Meetings:

1. Students attending professional meetings and educational functions will be excused from clinical classes. If the student misses an academic class, makeup work will be assigned.
2. Students who attend society functions will not be required to make up clinical education time. Those students who do not attend the society functions will attend clinical education practice.
3. Those students attending professional society functions and do not attend the specific classes as agreed upon will receive extra class assignments.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

www.asrt.org

The mission of the ASRT is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care. The ASRT strives to be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, research and innovation.

Students enrolled in the Radiology Program at AWC can apply to become student members of this organization at their own cost.

ARIZONA STATE SOCIETY OF RADIOLOGIC TECHNOLOGISTS (AZSRT)

www.assrt.netlify.app

The AZSRT is affiliated with the ASRT. The purpose of the state society is to advance the professions of medical radiation and imaging specialties; to assist in establishing and maintaining high standards of education and training; to elevate the quality of patient care; and to further the welfare and socioeconomics of radiologic technologists.

Students enrolled in the Radiology Program at AWC can apply to become student members of this organization at their own cost.

TECHNICAL STANDARDS

(Physical, cognitive, and behavioral requirements for students in the Radiologic Technology program)

STANDARD 1

In order to provide safe care in the Radiologic Technology program, the students must be able to satisfy, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum. The essential abilities required by the curriculum are in the following areas: motor, sensory, communication, intellectual (conceptual, integrative and quantitative abilities for problem solving and patient assessment) and the behavioral and social aspects that impact the performance of a Radiologic Technology student. Any change in physical, cognitive and/or behavioral status of the student requires a new student medical history form to be placed in the student's file.

STANDARD 2

The Program requires the use of comprehensive speech, memory, reading and writing to communicate with clients, families and other health professionals. The student must be able to quickly and efficiently provide direct care functions, engage in therapeutic communication and function effectively in stressful situations.

STANDARD 3

Essential functions for patient care include the use of senses to gather information, i.e. color changes in the skin, hearing heart and lung sounds through a stethoscope, feeling pulses and feeling hot/cold skin, etc. patient care requires the ability to synthesize information from a variety of sources and apply it in making decisions regarding safe patient care. The student must be focused and alert to maintain patient care safety. This includes the ability to place the patient care's needs first.

STANDARD 4

During clinical training, the student must be able to accomplish tasks that ordinarily require the student to stoop/bend, squat, kneel, climb, push/pull, grasp/handle, reach over shoulders, reach at waist, reach below waist, lift, hear, see, smell, touch, stand and walk during most of the entire clinical day (between 4 and 10 hours). Physical agility is required while working. There is pushing and pulling of various medical equipment and items required for patient care. There may be a need to lift patient with and without mechanical devices.

NOTE: AccessABILITY Resource Services (ARS)

The AccessABILITY Resource Services office works in partnership with students with disabilities, faculty and staff to remove barriers in the educational process through design and accommodation. We recognize disability as an aspect of diversity and promote a culture of inclusion for all diverse groups.

Goals for students:

- Become effective self-advocates, independent and self-sufficient
- Build self-awareness, self-esteem and self-identity
- Work through personal obstacles and obtain academic success

Requesting Accommodations

- Students must self-identify with [AccessABILITY Resource Services](#) and submit documentation on the disability/(ies).
 - The eligibility determination process is not a same day process. Once documentation is received, it will be reviewed in order of receipt; therefore, it is recommended that documentation be submitted well in advance of any accommodation related needs (e.g. exam accommodations and alternative media services).

- Students must make an appointment with the [ARS Coordinator](#); located on the second floor of the 3C building at (928) 344-7629. Students must meet with the coordinator each semester to develop the accommodation letter.
 - Be prepared to speak to the Coordinator about their disability and the barriers they feel they may encounter in the classroom, as well as, accommodations or design modifications needed to ensure equal access.
 - The ARS Coordinator works with students to determine which design modifications or accommodations are appropriate for each class.
 - We encourage all students to contact instructors two weeks before the start of classes to discuss accommodations and success strategies for the semester. This not only gives the instructor time to consider the changes that will be needed to ensure access to materials, but also breaks the ice and encourages more effective communication.

***Note:** Services can be requested at any time during the semester; however, requesting services well in advance will help ensure resources are available when needed.*

EQUAL OPPORTUNITY POLICY AND STUDENTS WITH DISABILITIES

Arizona Western College does not discriminate in admission or access to, or treatment or employment in, its services, programs, or activities on the basis of race, color, national origin, sex, religion, age (40+), or disability, in compliance with the laws of the United States and the State of Arizona. Any questions regarding that applicability of state and federal anti-Discrimination laws to Arizona Western College and its services, programs or activities, and any grievances or claims of violation of such laws, should be directed to its Title IX Compliance Officer: The Chief of Human Resources Officer, P.O. Box 929, Yuma, AZ, 85366-0929, (928) 344-7505.

CLINICAL EDUCATION

CLINICAL EDUCATION REQUIREMENTS / OBLIGATIONS

Clinical education requirements are designed to help the student learn to adjust to the requirements of the professional work force.

The student must:

1. Maintain prompt attendance in all clinical assignments.
 - a. If sick and cannot attend their clinical assignment, call site clinical instructor or technologist in charge 1 hour before they are supposed to report to clinic.
 - b. For any clinic assignment absence, immediately inform the clinical coordinator by email and document the absence on Trajecsyst.
 - c. Document any failure to clock in/out on Trajecsyst with the corresponding "Time Exception".
 - d. Make up missed clinical time before the end of the semester in order to complete clinical competencies within the required time frame.
 - e. All time missed must be made up by the due date of the clinical objectives.
 - f. If a prolonged illness or injury (extenuating circumstances such as: auto accident, hospitalization, surgery, etc.) occurs that would cause a student to miss clinical practice and fall behind in obtaining clinical objectives and competencies, the make-up time will be at the discretion of the clinical coordinator and the program director.
2. Pass the physical requirements of the program.
3. Pass drug screen and fingerprint clearance required by clinical affiliates.
4. Meet vaccination requirements as per clinical affiliate requirements.
5. Maintain CPR certification.
6. Rotate through all clinical assignments including weekend and evening rotations to gain working knowledge of the equipment and procedures done.
 - a. Clinical sites for the Yuma clinical track are in the Yuma / San Luis area within 30 miles from AWC Main Campus.
 - b. The clinical sites for Phoenix are geographically dispersed. Students will be expected to live in the Phoenix area (within a 1-hour commute to the Phoenix clinical sites). These students will be expected to commute to Yuma for academic classes and / or labs.
7. Complete all clinical competency objectives on or before the required deadlines set each semester.
8. Complete satisfactory rotations through elective areas such as Special Procedures, Nuclear Medicine, MRI, Ultrasound, Radiation Therapy, and Mammography.
9. Maintain satisfactory clinical evaluations completed by staff technologists and clinical instructors.
10. Manage emergency room patients and produce satisfactory images within the specified time as designed by the program.
11. Demonstrate compassion and professional conduct at all times while working with patients.
12. Be able to communicate effectively with patients.
13. Able to communicate and interact positively with fellow students, staff, technologists, and faculty.
14. Complete required competencies within the specified time and is expected to retain proficiency.
15. Refrain from coming to clinic during their time off unless approved by instructors.
16. Act in a professional and ethical manner.

If a student is not allowed to attend a clinical site due to behavior and/or performance issues, the student may not be able to continue in the program.

Any infraction of the above requirements is subject to disciplinary actions.

CLINICAL ROTATIONS

The clinical education received in this program provides the student with the clinical background in the manipulation of equipment, the management of all types of patients, the setting of proper radiographic techniques, image evaluation, and processing. All areas of these basic skills must be mastered before the student can successfully complete the program and be eligible to be certified by the American Registry of Radiologic Technologists. All clinical and didactic activities assigned to students are designed to meet program and student outcomes. Students will not be scheduled in clinic for more than 10 hours per day or 40 hours per week.

During the two-year training program, the student must rotate through the following clinical assignments for the length of time prescribed by the program director and clinical instructors:

1. Fluoroscopy
2. Portable Imaging
3. Surgery
4. ER
5. Evening shift
6. Weekend shift
7. Outpatient / Urgent Care Clinics

Electives:

8. Special Procedures Radiography
9. Computerized Tomography
10. Nuclear Medicine
11. Radiation Therapy
12. Diagnostic Medical Sonography
13. Magnetic Resonance Imaging
14. Radiologic Technology Education
15. Mammography

AFFILIATE CLINICAL SITE ASSIGNMENTS

Rules: The student must adhere to all AWC Radiologic Technology requirements while assigned to Affiliate Clinical sites.

PROCEDURES:

Responsibilities

Student

Action

1. Calls clinical instructor or technologist in charge of assigned site if expects to be out sick, late, or has changes in normal routine, i.e. doctor's appointment.
2. Emails clinical coordinator regarding clinical absences.
3. Emails clinical coordinator with any changes at posted clinical sites.
4. Reports for duty unless otherwise directed. (Follows clinical rotation schedule).
5. Communicates with staff in charge about lunch time.
6. Reports back to staff when returning to department.
7. Requests weekly clinic evaluation from a staff technologist at assigned sites. The technologist completing the weekly clinic evaluation should be the technologist in which the student worked with the most during that week.
8. Checks Trajecsyst weekly to ensure evaluation have been completed.
9. Meets all competency requirements.
10. Completes tasks in Trajecsyst as instructed by clinical coordinator.

Clinical Instructor

1. Supervise student
2. Notifies clinical coordinator concerning student and/or staffing issues

Clinical Coordinator

3. Notifies clinical instructor if changes were made in schedules.
4. Documents absences.
5. Obtains and reviews performance evaluations.
6. Reviews objective accomplishments.
7. Documents and informs the program director about any student who is having difficulty following procedures.

Program Director

1. Reviews all records.
2. Participates in the informal grievance process.

CLINICAL SCHEDULING

All Radiologic Technology academic classes will follow the College's academic calendar. However, due to the clinical requirements needed for graduation, the clinical rotations may not follow the published college calendar.

The radiography program's curriculum is based on 22 months of academic study and clinical rotations to acquire clinical competency. The purpose of clinical rotations through hospitals and offices is to provide the students the variety and number of radiographic procedures that need to be performed and evaluated before clinical competency can be obtained.

In order to graduate from the program within the published two years a standard number of radiographic procedures must be completed by each student as well as other written assignments and the completion of specific clinical objectives.

Students will receive specified breaks as noted in the college calendar, however, those students who have not obtained the required number of clinical competencies will be strongly encouraged to schedule designated break days for clinical rotations in order to achieve the number of exams as required. All students can be scheduled for clinical rotations during breaks in order to meet clinical objectives or to make up clinical rotations that are missed during the semester. Students will not be scheduled in clinic on National holidays or days in which the AWC college is closed.

The purpose of clinical scheduling during college breaks is to assist those students that have not met established program clinical requirements during the semester. This additional time provides the clinical time and rotations necessary to meet semester requirements. This would assist the students in graduating as scheduled, and to be able to sit for the National Registry Examination with their classmates.

Students entering the Radiologic Technology program must be willing to devote their time and energies to a medical technical specialty that requires dedication and commitment.

VOLUNTEERING FOR CLINICAL PRACTICE

Students who wish to volunteer for additional clinical practice must follow specific guidelines:

1. Get prior approval from the clinical instructor/coordinator with specific dates and times, which match current clinical rotations and level of skill.
2. Provide clinical instructor/coordinator a list of objectives that you would like to accomplish during rotations.
3. A clinical supervisor must be present during rotations.
4. All program policies are in force while volunteering.
5. Volunteerism time cannot be utilized for make-up time unless extenuating circumstances prevail.
6. Failure to meet the scheduled volunteer obligation will result in the following:
 - a. The student will be counted absent for failure to meet his/her obligations and commitment.
 - b. The student may forfeit future volunteer opportunities.
7. The student must notify the site's clinical instructor or technologist in charge, and email the clinical coordinator if there is an emergency and the obligation cannot be fulfilled.

DIRECT AND INDIRECT SUPERVISION

Purpose: To inform student of responsibilities concerning direct and indirect supervision of the Radiologic Technology student.

Statement:

According to Standard 5.4 of the Standards for an Accredited Educational Program in the Radiography:

Until students achieve the program's required competency in a given procedure, all clinical assignments should be carried out under the direct supervision of qualified radiographers. *JRCERT defines direct supervision as student supervision by a qualified radiographer who:*

1. reviews the procedure in relation to the student's achievement,
2. evaluates the condition of the patient in relation to the student's knowledge.
3. is physically present during the performance of the procedure, and
4. reviews and approves the procedures/images.

Qualified radiographer is a radiographer possessing ARRT certification or equivalent and active registration in the pertinent discipline and practicing in the profession. This excludes the PTR license issued by the State of Arizona.

All mobile procedures, surgical procedures, and repeat imaging must be performed under direct supervision.

After the student has met the requirements for competency on exams, the student may then perform them under indirect supervision. *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 equipment is in use on patients.

A 1:1 supervision ratio must be always maintained. This is not dependent on the student's supervision level. A qualified radiographer can only supervise one student per procedure.

INFECTIOUS PATIENTS

Statement:

AWC Radiologic Technology students will adhere to the rules and regulations established by the Affiliate Clinical sites. For the safety of the patients and the safety of the students, a staff technologist or an instructor **MUST** be present when radiographing a patient on isolation precautions. Students **MUST** practice universal precautions while radiographing patients at all times.

**STUDENTS MUST PERFORM ALL EXAMS ON INFECTIOUS PATIENTS
UNDER DIRECT SUPERVISION**

CLINICAL MERITS AND DEMERITS

Merits: A numerical documentation of performance which exceed the expectations of clinical performance to a notable degree. Merits are assigned by the clinical coordinator to remove demerits for attendance or dress code infractions. Merits can only be used to remove 1 demerit for attendance or dress code infraction.

A merit cannot be used in any way to increase the clinical competency portion of the clinic grade. This includes comps, rechecks, written objectives, ethics, and professionalism.

Merits can be given for:

1. Unusual case studies (limited to two per semester).
2. Perfect attendance (No days missed and no tardies in a semester).
3. Written thanks from patients or physicians.
4. Exceeding the required number of competencies by two or more.
5. Difficult or rare examinations.
6. Documentation of excellent performance submitted by staff of radiographers.
7. Volunteering to assist with community service.
8. Other merits may be given at the instructor's discretion.

Merits can be carried over from one semester to the next.

Demerits: A demerit is a numerical documentation of unsatisfactory performance, which will affect a student's clinical grade. Demerits are assigned by the clinical coordinator. The number of demerits given will depend on the seriousness of the infraction and the frequency of the infraction. Demerits will be taken from the clinic grade. 1 demerit = 1 clinical grade point

Demerits may be given for:

1. Violation of dress code.
2. Not properly calling in when absent from clinical practice.
3. All clinical absences after three (3). (Only two clinical absences allowed for summer semester).
4. All clinical tardies after two.
5. Leaving clinic without permission.
6. Being unprepared for clinical assignments.
7. Failure to turn in written assignments.
8. Not submitting required number of evaluations.
9. Not entering appropriate data in the computer.
10. Failure to follow universal precautions.
11. Not having ID markers in clinic area.
12. Failure to put correct marker on image (right or left).
13. Using another person's marker.
14. Incorrect identification of images.
15. Failure to wear a dosimeter in the clinic area or AWC clinical lab.
16. Not cleaning x-ray rooms as assigned.
17. Not following professional standards, and/or exhibiting unprofessional and unethical behavior.
18. Careless conduct that causes a critical incident in which a patient is involved.
19. Failure to question pregnancy and shield patient; especially those of childbearing age and pediatric patients.
20. Performing exams without proper supervision (Direct/Indirect). **Students may be dismissed from the program for failing to follow the supervision policy.**

21. Repeating exams without proper supervision (Direct).
22. Failure to finish entire exam (ex: release patient, finish paperwork, reschedule patient).
23. Failure to complete competency exams or rechecks, or electives:
24. Failure of a recheck exam.
25. Exam failures after three (3) per semester.
26. Inconsistent performance in clinical rotations.
27. Not having staff check images.

Note: this is only a partial list; demerits can be given at the discretion of the instructors.

CLINICAL GRADING POLICIES

Demerits are given at the discretion of the clinical coordinator for inefficiency and/or inadequacy in the clinical area and will affect the clinical grade.

Clinical grades are determined in five areas. The areas and each determining factor are listed below.

EVALUATIONS

The required number of evaluations must be completed by the mid-term and semester deadline. For each evaluation not turned in, demerits will be taken from the clinical grade in this category.

The student can score a maximum of ten (10) points on the mid-term and final grade sheet for evaluations. The student is required to have evaluations completed from the staff for 50% of his/her grade; the clinical coordinator submits two (2) "*Performance Evaluations*" for the other 50% (mid-term and end of the semester).

To calculate the grade for the staff evaluations part of the grade, a point value is assigned to each of the columns of the student evaluation form: the best being ten (10) and the worst being zero (0). The sum of all acquired points is then divided by the total number of categories. All staff evaluations will be calculated in this manner. For averaging, the points are totaled and divided by the total number of evaluations for the final point value of staff evaluations.

1 st year Student Point Value:	10	8	4	0	
2 nd year Student Point Value:	10	8	6	4	0

Any student who receives a four (4) is considered to be below average in the performance being evaluated. Any student receiving a four (4) will be counseled by the clinical coordinator.

The same method and a similar rating scale are used for the clinical coordinator's "*Performance Evaluation*".

60 – 57 = 10	Excellent
56 – 53 = 9	Above Average
52 – 49 = 8	Average
48 – 45 = 7	Average
44 – 41 = 6	Satisfactory
40 – 37 = 5	Satisfactory
36 – 33 = 4	Below Average
32 – 29 = 2	Unsatisfactory
28 & below = 0	Unsatisfactory

Each category is given a score; the sum of which is totaled and given a point rating from the above scale "*Performance Evaluations*" from the clinical coordinator which carry 50% of the total grade for evaluations).

CLINIC ATTENDANCE

The clinical shifts throughout the course continuum are carefully designed to meet JRCERT requirements of providing an equitable and educationally valid clinical experience for all students. Students are expected to work their posted clinical shift.

After three (3) absences (fall, spring) and after two (2) absences (summer) one (1) demerit will be taken from the clinic grade for each absence. After three (3) consecutive absences which are due to illness, student must have a doctor's release to return to clinic.

The late policy state that after two (2) tardies in a semester, two (2) demerits will be taken from the clinic grade for each offense. Leaving clinic without permission will result in (1) one demerit for each occurrence.

Excessive tardies and/or absences will impact the student's clinical grade. In the event of a failing grade, the student will be dismissed from the program.

If extenuating circumstances are present, the program director may approve scheduled time off. E.g. bereavement leave, medical emergency, physician recommendation

All time must be made up.

CLINICAL SHIFT SWITCHING

Students are allowed a limited opportunity to switch clinical shifts. Both students will email a request to switch a shift to the clinical coordinator for approval. Students will be allowed (1) one switch opportunity per semester.

WRITTEN ASSIGNMENTS

Written assignments include: examination logs and room objectives. This list may not be inclusive, refer to each clinical course first day hand out for specific details. Demerits may be applied for each element not meeting the minimum requirement for the midterm and final grade. Additional demerits can be deducted at the clinical coordinator's discretion. If no exams are logged and/or no room objectives completed, the student will receive zero (0) points for appropriate section.

COMPETENCY EVALUATIONS

The following grading scale is in effect for the competency evaluations:

Failure of 0 – 3 exams will result in 0 demerits

Failure of 4 – 5 exams will result in 1 demerit each

Over 5 failed exams will result in 2 demerits per exam

Failure of any recheck will result in 1 demerit per failure

1. Failure to complete mandatory competencies by the designated time will result in five (5) points being taken from the clinical grade for each section .
2. Failure to complete required electives or rechecks will result in one (1) point taken from the clinical grade for each incomplete exam.
3. Students who do not meet competency or recheck requirements by the due date at the end of the semester must complete those requirements in order to continue to the next semester.
4. Students who have completed their competencies before the end of the semester will be able to get additional competencies without penalty of failure.
5. Circumstances may arise where clinical performance is lacking or the student is not meeting program standards. Clinical instructors or the clinical coordinator may recommend that the student receive additional clinical practice during college breaks to ensure his or her progress in the program.
6. Excessive failure could result in either clinical probation or suspension. All required work must be completed prior to the start of the next semester.



First Year Clinical Evaluation

Student: _____ Clinic Site: _____ Week #: _____

	Superior	Above Average	Average	Below Average
Professionalism/ Ethics				
Cooperation and Attitude				
Communication				
Initiative				
Patient Care				
Self-confidence				
Quality of Work				
Use of Equipment/Rooms and Technique				
Positioning Skills				
Ability to Follow Instructions				

Did well on:

Needs to work on:

SAMPLE

Technologist: _____ Date: _____

Student: _____ Date: _____



Second Year Clinical Evaluation

Student: _____ Clinic Site: _____ Week #: _____

	Superior <i>(perfect - no mistakes)</i>	Above Average	Average	Below Average	Not Acceptable
Professionalism/ Ethics					
Cooperation and Attitude					
Communication					
Initiative					
Patient Care					
Self-confidence					
Quality of Work					
Organization of Work					
Radiation Protection					
Use of Equipment/Rooms and Technique					
Positioning Skills					
Ability to Follow Instructions					

Did well on:

Needs to work on:

SAMPLE

Technologist: _____ Date: _____

Student: _____ Date: _____

**Arizona Western College
Radiologic Technology
Mid-Term Clinic Grading Sheet**

Student _____

Date _____

Semester _____

Grade _____

ACHIEVEMENT OF COURSE OBJECTIVES

SCORE

1. Evaluations (10 pts)

a. Staff Evaluations:

Number: _____ Average: _____

b. Instructor Evaluation: _____

2. Written Objectives (10 pts)

a. Examination log: _____

b. Rotation Objectives: _____

3. Attendance (5 pts)

Absent: _____

Tardy: _____

4. Professionalism (10 pts)

a. Ethics: _____

b. Dress code: _____

5. Competency Objectives (15 pts)

a. Mandatory comps: _____

b. Elective comps: _____

c. Rechecks: _____

TOTAL: _____

STRONG POINTS:

Grading Scale	
50 – 46	A
45 – 41	B
40 – 36	C
35 – 0	F

IMPROVEMENT NEEDED:

SAMPLE

DEMERITS: _____

MERITS: _____

HOURS: _____

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

**Arizona Western College
Radiologic Technology
Final Clinic Grading Sheet**

Student _____

Date _____

Semester _____

Grade _____

ACHIEVEMENT OF COURSE OBJECTIVES

SCORE

1. Evaluations (10 pts)

a. Mid-term score: _____

b. Staff Evaluations:

Number: _____ Average: _____

c. Instructor Evaluation: _____

2. Written Objectives (10 pts)

a. Examination log: _____

b. Rotation Objectives: _____

3. Attendance (5 pts)

Absent: _____

Tardy: _____

4. Professionalism (10 pts)

a. Ethics: _____

b. Dress code: _____

5. Competency Objectives (15 pts)

a. Mandatory comps: _____

b. Elective comps: _____

c. Rechecks: _____

TOTAL: _____

STRONG POINTS:

Grading Scale	
50 – 46	A
45 – 41	B
40 – 36	C
35 – 0	F

IMPROVEMENT NEEDED:

SAMPLE

DEMERITS: _____

MERITS: _____

HOURS: _____

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

**Arizona Western College
Radiologic Technology
Performance Evaluation**

Purpose: To take an inventory to pin point weaknesses and strengths, and to outline and agree upon a practical improvement program.

Grading System: There are five categories under each heading, beginning with the number five and ending with number one. They are graded as follows:

Point Scale:	60 – 57 = 10	Excellent
	56 – 53 = 9	Above Average
	52 – 49 = 8	Average
	48 – 45 = 7	Average
	44 – 41 = 6	Satisfactory
	40 – 37 = 5	Satisfactory
	36 – 33 = 4	Below Average
	32 – 29 = 3	Unsatisfactory
	28 & below = 2	Unsatisfactory

1. Attendance: The faithfulness of coming to work daily and conforming to clinic requirements (scheduled vacation excluded). Reporting to clinic assignments on time.

5. _____ No days missed; no tardies. Consistently prompt and reliable; volunteers for overtime when needed.
4. _____ Very prompt; reliable in attendance. (Normal time 1 or 2 days missed; 1 or 2 tardies). Is absent only when necessary.
3. _____ Usually present one time (2 or 3 days missed; 2 or 3 tardies).
1. _____ Frequently late or absent (more than 3 or 4 days missed or 3 tardies).
0. _____ Consistently absent or late with/without excuse (more than 4 day missed or 4 tardies).

Comments:

2. Personal Appearance: Consider cleanliness, grooming, neatness and shoes.

5. _____ Consistently presents a professional image, always well-groomed and careful about appearance.
4. _____ Meets published dress code completely and consistently.
3. _____ Meets basic uniform, but lacks items such as name or student badge, markers, etc.
1. _____ Meets basic uniform, but lack aesthetics (wrinkled, stained, unwashed hair, hands etc.).
0. _____ Personal appearance unsatisfactory, does not meet published dress code.

Comments:

3. Cooperation and Attitude: The ability to work with others, share the workload and accept instruction or constructive criticism.

5. _____ Excellent attitude and spirit of cooperation. Has potential to be a leader.
4. _____ Highly enthusiastic and cooperative, works well with others, positive attitude.
3. _____ Satisfactory, does what is expected.
1. _____ Sometimes accepts direction in a manner showing displeasure, does not apply suggestions for improvement.
0. _____ Inclined to be argumentative, indifferent to comments, has difficulty working with others.

Comments:

4. Professionalism and Ethics: Consider integrity, loyalty, impression the student makes on others and professional judgment.

5. _____ Conducts self in an ethical manner at all times, inspiring to others and impressive in professional performance.
4. _____ Above average impression, uses good judgment in stressful situations.
3. _____ Average impression adheres to professional standards in an acceptable manner.
1. _____ Sometimes does not follow professional standards when dealing with others.
0. _____ Negative attitude, rude, arrogant to patients, peers and staff technologists, uses poor professional judgment.

Comments:

5. Initiative: Ability to originate action in meeting objectives.

5. _____ Looks for thing to do, hard worker, self-directed, always productive.
4. _____ Consistently above average, need minimum supervision, uses time efficiently.
3. _____ Does assigned work only, need to improve initiative.
1. _____ Takes some initiative, but occasionally needs to be prodded along.
0. _____ Avoids work.

Comments:

6. Productivity: Output of satisfactory work.

5. _____ Superior work, always productive, consistently does more than required.
4. _____ Consistently completes work in an efficient, timely manner.
3. _____ Completes work in a reasonable amount of time.
1. _____ Needs constant urging to complete exams at an acceptable rate.
0. _____ Slow in completing assigned tasks.

Comments:

7. Quality of Work: Included positioning progress, room readiness, neatness, knowledge of protocol.

5. _____ Superior, consistently competent, exceptionally high quality of performance in all phases of practical applications.
4. _____ Is exact, precise, requires little correction, consistently above average. Recognizes mistakes and can correct them.
3. _____ Usually accurate, makes only the average number of mistakes.
1. _____ Careless, makes recurrent errors.
0. _____ Makes frequent errors, does not retain, disorganized.

Comments:

8. Concern for patients and Communication Skills: Consider patient care and communication skills.

- | | | |
|----|-------|---|
| 5. | _____ | Always attentive to patient's conditions and needs routinely uses effective verbal, non-verbal and/or written communication skills. |
| 4. | _____ | Usually concerned for patient's welfare, communicates effectively. |
| 3. | _____ | Sometimes indifferent to patient's condition and needs and does not always communicate effectively. |
| 1. | _____ | Is indifferent to patient's condition and needs, needs improvement in verbal, non-verbal and/or written communication skills. |
| 0. | _____ | Unconcerned for patients, actions, may jeopardize patient's welfare. |

Comments:

9. Organization of Work: Consider ability to perform tasks in an orderly manner.

- | | | |
|----|-------|---|
| 5. | _____ | Able to determine logical work order, always has exam room ready, has excellent time management skills. |
| 4. | _____ | Organized most of the time, follow through with small details. |
| 3. | _____ | Organized most of the time, but improvement needed in following up on small details, paperwork, patient dismissal, etc. |
| 1. | _____ | Rarely organized, needs major improvement. |
| 0. | _____ | Unconcerned for patients, actions, may jeopardize patient's welfare. |

Comments:

10. Radiation Protection Efforts made to protect self and others from unnecessary radiation protection. Consider the ability to perform tasks in an orderly manner.

- | | | |
|----|-------|--|
| 5. | _____ | Always conscious of radiation protection, makes every effort to protect self and others. |
| 4. | _____ | Uses protective devices, is conscientious about shielding and collimation. |
| 3. | _____ | Uses protective devices, but sometimes forgets image receptor badge, shielding, or proper collimation. |
| 1. | _____ | Needs improvement protecting self and others. |
| 0. | _____ | Actions could be detrimental to self and others. |

Comments:

11. Ability to follow directions: Ability to listen well and apply instruction to clinical performance.

- | | | |
|----|-------|--|
| 5. | _____ | Excellent ability to listen, understands, and applies instruction to clinical performance. |
| 4. | _____ | Follows directions without errors. |
| 3. | _____ | Occasionally makes mistakes in following directions. |
| 1. | _____ | Initially follows directions, but does not retain; headstrong. |
| 0. | _____ | Does not follow directions. |

Comments:

12. Application of Knowledge: The ability to apply classroom knowledge to clinical applications.

- 5. _____ Always uses knowledge well, uses critical thinking skills to problem solve and changing situations.
- 4. _____ Able to apply knowledge, able to solve problems and adjust changes.
- 3. _____ Usually able to apply knowledge needs help in thinking things through.
- 1. _____ Unable to adjust to changes, major improvement needed in applying critical thinking skills to clinical applications.
- 0. _____ Unable to use knowledge in clinical practice, unable to adjust to changes.

Comments:

This is the opinion of the instructors and does not reflect a point value.

Total Performance: Professional opinion of ability and potentiality.

- _____ Consistently above average, superior skills in all areas of performance.
- _____ Above average, excellent
- _____ Average, satisfactory
- _____ Below average, below satisfactory
- _____ Unsatisfactory, not acceptable

Recommendations:

SAMPLE

Student signature _____

Instructor signature _____

Date and semester _____

CLINICAL PROBATION AND SUSPENSION

Clinical Probation: When a student demonstrates a consistent lack of performance in the clinical requirements of the program and is performing below average (grade “C”) the student is placed on clinical probation status for one or more semesters. A student can also be placed on clinical probation, or suspended for a severe infraction of program policy, or the continuation of an unprofessional attitude or behavior, for which the student had received previous counseling.

If a student is placed on clinical probation, the student will have a time frame designed for them to demonstrate that their weakness in clinical performance can be overcome. At the time of assigning the probationary status, the student will be advised of the problem and be offered suggestions and ways to improve. If the student does not show improvement within the given timeframe, the student can be suspended from the program.

Probation and/or suspension will, or can, result in the student being removed from the program for failure to meet or abide by published program requirements and policies. The student will be allowed due process as stated in the Student Code of Conduct.

CLINICAL SUPERVISION

Discipline: Clinical Education
Position/Title: Staff Technologist
Scope of Practice: As defined by Community, JRCERT, and ARRT standards

Position Summary

Provides quality clinical instruction to enable students to meet established standards of care in Radiologic Technology. Uses professional judgment and maintains ethical practice in the performance of clinical duties. Teaches and evaluates the appropriate patient care that is essential for successful completion of clinical procedures. Functions under the direction of the clinical coordinator and the director of the Radiologic Technology department; to ensure that graduates will be competent, at the entry level of the field of Radiologic Technology.

Qualifications

1. Maintains certification and/or competency within the discipline for which they have responsibility.
2. Maintains education, experience, and/or credentials to successfully perform the duties of the position.
3. Meets JRCERT and ARRT qualifications.
4. Meets state of Arizona (MRTBE) licensing requirement.

Duties and Responsibilities

1. Assists students in attaining the objectives for each clinical course.
2. Provides direct clinical supervision for students before attainment of competency.
3. Provides indirect supervision for students after attainment of competency.
4. Provides direct supervision for all repeat, mobile, and surgical examinations.
5. Provides direct supervision for all examinations performed on patients with infectious diseases.
6. Evaluate all images at the completion of the exam.
7. Evaluates student's psychomotor, affective behavior, cognitive and communication skills.
8. Demonstrates a professional attitude by being a positive role model for students.
9. Encourages students to practice image evaluation and technique manipulation.

CLINICAL INSTRUCTOR (PRECEPTOR) RESPONSIBILITIES

Discipline:	Clinical Education
Position/Title:	Clinical Instructor (Preceptor)
Scope of Practice:	As defined by Community, JRCERT, and ARRT standards

Position Summary

The clinical instructor is responsible for creating an atmosphere that is supportive of learning at the clinical sites. Provides quality clinical instruction to enable students to meet established standards of care in Radiologic Technology. Uses professional judgment and maintains ethical practice in the performance of clinical duties. Teaches and evaluates the appropriate patient care that is essential for successful completion of clinical procedures. Functions under the direction of the clinical coordinator and the director of the Radiologic Technology department; to ensure that graduates will be competent, at the entry level of the field of Radiologic Technology.

Qualifications

1. Maintains certification and/or competency within the discipline for which they have responsibility.
2. Maintains education, experience, and/or credentials to successfully perform the duties of the position.
3. Meets JRCERT and ARRT qualifications.
4. Meets state of Arizona (MRTBE) licensing requirement.
5. Minimum 1-year ARRT job experience, preferably 2 years' experience.

Duties and Responsibilities

1. Assists students in attaining the objectives for each clinical course.
2. Directly or indirectly supervising the student in the performance of their clinical exams and evaluating them for competency.
3. Directly supervise students during all repeat, mobile, and surgical examinations.
4. Directly supervise students during all examinations performed on patients with infectious diseases.
5. Evaluate all images at the completion of the exam.
6. Document student occurrences. These could be critical incidents or praiseworthy events.
7. Orient new students to the clinical site.
8. Inform the clinical coordinator of schedule changes due to site closure or if the clinical instructor is on leave.
9. The clinical instructor will notify the clinical coordinator if the student is unable to attend clinic at that clinical site. Students must also inform the clinical coordinator of absence.
10. Keep informed of the content of the current Student Handbook.
11. Serve as a role model for the students.
12. Maintain confidentiality of student records and grades in compliance with FERPA regulations.
13. Maintain ongoing communications with the clinical coordinator about changes in the clinical environment.
14. Participates in meetings and serves on assigned committees that further the goals of the program.

PRT EMPLOYMENT (PRACTICAL RADIOLOGIC TECHNOLOGIST)

Rules:

The student's first responsibility is to the training program. Outside jobs should not interfere with scheduled clinic or classroom hours. If a student applies for employment as a Limited Technologist or PRT, the student should notify the clinical coordinator. An AWC name tag cannot be visible while working for pay. The student cannot comp on exams or rechecks or document patient numbers while working for pay. Students must wear a dosimeter provided by his/her employer that is separate from the dosimeter that is issued upon enrollment in the program.

Responsibility

Action

Student (PTR)

1. Adheres to the above rules
2. Notifies clinical coordinator when working for pay.
3. Does not perform competency checks while working for pay.
4. Does not count numbers of patients done while working for pay.
5. Cannot check other student's images.
6. Cannot supervise a radiology student.

Clinical Coordinator

1. Enforces above rules and issue demerits for infractions.
2. Performance review will be given to a prospective employer with the student's permission.

Program Director

1. Reviews all rules and decides on any disciplinary actions.

CLINICAL AREA REGULATIONS

Rules:

1. Students are **not** to smoke at the clinic sites.
2. Students may only eat in the department employee lounge or break area.
3. Students are allowed to drink beverages in areas designated by clinic site administration.
4. Students will **not** wear jeans/jeggings/leggings or shorts in the clinical area; dress code will be followed.
5. Students are **not** allowed to be in clinic on their time off, unless they are being seen as a patient.
6. Students are **not** allowed to carry cell phones on them in the clinical area. They must be stored in the appropriate area designated by the site's administration or left at home.

Responsibility

Action

Student

1. Adheres to above stated rules of no eating or smoking in the clinical area or being out of dress code.
2. May drink beverages only in designated areas (not in the exam rooms or near the computers).
3. Must not take food or beverages in the radiology rooms or around patients.
4. Must not leave liquids around processors or computers.
5. No cell phones in the clinical area.

Clinical Coordinator

1. Enforces above stated rules by issuing demerits for failure of student to comply.

Program Director

1. Reviews all rules and makes a determination pertaining to same and to any disciplinary action taken.

CLINICAL ATTENDANCE

As an allied health professional, one is expected to be dependable in all job assignments. Punctuality is one of the most important assets to a radiographer in the medical field.

Punctuality is strictly enforced to help the graduate better adjust to the work force. Since punctuality is a vital part of dependable performance, records of your tardies are kept to give future employers accurate information.

If the student has excessive tardies from clinical assignments, this could affect the student's chance of gaining valuable knowledge and also affect the clinic grade. The student is allowed two tardies per semester, regardless of the reason. More than two tardies will be considered excessive and demerits will be given. **Tardy is defined as being more than 5 minutes late clocking in to the clinical rotation.**

Rules:

1. The student must notify a clinical instructor or technologist in charge as soon as possible if he/she expects to be late.
2. If late due to unavoidable circumstances on the way to clinical assignments, the student is to report to an instructor or clinical coordinator immediately upon arrival in the clinic area.
3. All time missed must be made up at the end of the same day or at the discretion of the clinical instructor.
4. The student **must** email the clinical coordinator with notification of any missed time.
5. No student is expected to be tardy more than two times during the term, regardless of reason.
6. More than two tardies in one semester will result in demerits and points will be taken from the clinic grade as follows:

0 – 2 tardies	=	No demerits
3 or 4 tardies	=	2 demerits for each offense
5 or more tardies	=	3 demerits for each offense, and will be considered totally unsatisfactory. In addition to demerits, disciplinary action will be given at the discretion of the instructors.
7. **Any** failure to clock in/out must be documented on Trajecsys with corresponding "Time Exception". The maximum allowed "Time Exceptions" for the failure to clock in/out is 3 per semester. All failure to clock in/out after 3 will result in 1 demerit for each infraction.
8. Clocking in/out with a mobile device should only be used when there are issues with the clinical site's computer. E.g. computer not working, technologist using computer for patient care. The mobile device's geolocation must be turned on and the student should be in the clinic ready to work when clocking in/out. Failure to follow this procedure will result in 1 demerit for each infraction.
9. Leaving clinic early without clinical coordinator permission will result in (1) demerit for each occurrence.
10. **Students can clock out up to 5 minutes before the end of their scheduled clinical shift.** More than 2 early clock outs will result in (1) demerit for each infraction
11. Students can clock in up to 10 minutes prior to shift start time. This allows the student time to prepare for their scheduled rotation. **The student is expected to be at their scheduled rotation and ready to work by their appointed start time.**

Responsibility**Action****Student**

1. Notifies clinical instructor or technologist in charge as soon as possible.
2. Reports to clinical instructor or technologist in charge upon arrival in clinic area.
3. Makes up time at end of day or as instructed.
4. Sends email notification of time missed to the clinical coordinator.
5. Clock in/out on Trajecsys.

Clinical Coordinator

1. Documents all time infractions
2. Give demerits as needed.
3. Keeps student informed.
4. Counsels student when necessary and documents the counseling session.
5. Keeps director informed of potential problems.

Program Director

1. Reviews all records.
2. Advises instructors.
3. Counsels student when necessary.
4. Makes determinations concerning disciplinary action.

CLINICAL ABSENCES

After three absences (fall, spring) and after two absences (summer) one demerit will be applied to the clinical grade for each absence. After three consecutive absences which are due to illness, student must have a doctor's release to return to clinic.

Responsibility**Action****Student**

1. If absent, call the clinical site and email clinical coordinator at least one (1) hour before scheduled time.
2. Make up all time missed to keep up with clinical competencies.
3. If seriously ill, keep clinical instructor and clinical coordinator informed of progress.
4. Notify clinical instructor and clinical coordinator if taking medication that will alter total performance.
5. Schedules by email to clinical coordinator all personal leave at least one week in advance. **Scheduled leave is considered a clinical absence.**

Clinical Coordinator

1. Documents all absences.
2. Keeps students informed of demerits.
3. Counsels and advises students.
4. Reviews missed assignments.
5. Grades students to reflect demerit documentation.
6. Assigns students to non-critical areas if necessary.
7. Schedules and approves personal leave.
8. Keeps program director informed of student status.
9. Instructs students concerning protocol and procedures.

Program Director

1. Reviews all records.
2. Advises instructors.
3. Counsels and advises students when necessary.
4. Makes final decisions concerning extended or prolonged absences.

CLINICAL COMPENSATORY TIME

Periodically there will be time when the department is extremely busy with emergency patients or has a tremendous overload of patients. As an allied health professional, you are expected to assist the Radiologic Technology department staff to finish the case you are involved in even if it is time for you to leave your clinical assignment. Students will be granted compensatory time for documented overtime in excess of 30 minutes or when the overtime extends the shift beyond 10 hours.

CLINICAL SCHEDULES

1. Schedule changes are not to be made without permission from clinical coordinator and clinical instructor (or technologist in charge).
2. Do not write on schedule.
3. No double shifts are allowed.
4. Scheduled time off needs to be requested at least one week in advance. The clinical coordinator has the right to deny any time off request. Remember you are only allowed a maximum of 3 absences in the fall and spring semesters and 2 absences in the summer semester. After these demerits will be applied to the clinical grade.
5. Class and clinical time will not exceed 40 hours per week or 10 hours per day.
6. Switching of shifts must be approved by the clinical coordinator.
7. Missed clinical time will be made up.

CLINICAL COORDINATOR'S ABSENCE FROM STUDENTS' AFFILIATE CLINICAL ROTATIONS

Statement:

Occasionally it will become necessary for the clinical coordinator to be out of the departments due to in-service or meetings, educational seminars, student conferences, etc. When this occurs, the clinical supervisor is informed in advance and accepts responsibility for the student's education.

The clinical supervisor will make all schedule changes and will assume the responsibility for educational experiences. The clinical coordinator of the program will be notified of such changes.

Responsibility

Action

Student

1. Reports directly to lead technologist or designee in clinical coordinator's absence.
2. Follows all AWC policies as stated in the student manual.
3. Responds to lead or designee's request as directed.
4. Notifies lead or designee if it becomes necessary to leave assigned areas.

Clinical Coordinator

1. Advises clinical instructor/supervisor in advance of non-routine activities.
2. Advises students of non-routine activities when necessary.
3. Communicates with clinical instructor upon returning to the affiliate.

Clinical Instructor & Lead Tech

1. Accepts responsibility of student's clinical education.
2. Informs instructors of schedule changes and reasons for changes.
3. Assists or appoints someone to assist the students in areas where the instructors are normally involved (direct supervision).
4. Assigns student to lunch or supper schedule.
5. Checks in students on the daily schedule.

Program Director

1. Reviews and approves all activities

TELEPHONE REGULATIONS

Students must honor patient confidentiality at ALL times. Any student revealing confidential information in any format (verbal, written, or electronic) will be subject to disciplinary action, including suspension and/or dismissal from the program.

For this reason, cell phones or other personal electronic devices may not be carried into the clinical area. **No pagers, cell phones, or smartwatches are allowed in the clinical area.**

The student is prohibited making long distance calls on the hospital or affiliate site phone systems and must keep incoming and outgoing personal calls to a minimum. The telephones located in the radiology department are to be used for professional and business use. A phone for personal calls is located in the department lounge. In courtesy of others, keep your calls brief and to a minimum. Due to the number of incoming calls to the x-ray department, your incoming calls may not be transferred but a message may be taken by the front desk personnel.

Responsibility

Student

Action

Will not carry a pager, cell phone or smartwatch in the clinical area.

Clinical Coordinator

Enforces policy and issues demerits for infractions.

Program Director

Reviews all policies and makes determinations pertaining to same and to any disciplinary action.

CONFIDENTIALITY STATEMENT

Purpose: The confidentiality statement is required in order to ensure adherence to the confidentiality policy and procedures of the contracted clinical affiliates.

1. Maintain patient confidentiality at all times. No discussions regarding patient shall be acceptable outside the classroom or clinical settings. In these areas, all discussions related to patients must take place in a location where the conversation cannot be overheard by uninvolved parties. In clinical conferences or classrooms, the patient shall be referred to by initials only.
2. Any identifiable patient information must not be removed from the health care facility. Identifiable patient information includes copies of any health care records with or without patient demographic data. Health care records are the property of the health care facility.
3. If a student commits a violation of confidentiality, a grade of "F" will be given for the course followed by immediate dismissal from the program. The student will be ineligible for readmission.

GUIDELINES FOR APPROPRIATE USE OF SOCIAL NETWORKING WEBSITES

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep in contact. As with any public forum, it is important that users of these sites are aware of associated risks and act in a manner that does not embarrass students, the Radiology Department, clinical affiliates, or Arizona Western College. It is also important to ensure patient information is not made publicly available. A breach in professional behavior regarding information about students, faculty, staff, administrators, clinical affiliates, and/or patients will result in immediate disciplinary action and possible dismissal from the Radiology Program.

The Radiology Program has adopted the following guidelines to assist students to safely use these sites.

1. Personal Privacy Recommendations
2. Set profiles on social networking sites so that only those individuals with approved access may see personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.
3. Evaluate photos of that are posted to these sites and “un tag” photos that depict you in what may be construed as compromising situations.
4. Protection of Patient Information
5. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
6. HIPAA rules apply online, and students may be held criminally liable for comments and/or posts that violate HIPAA.
7. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine to whom you are referring based on the content.
8. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or your colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
9. Statements made under your profile are attributable to you and are treated as if you verbally made the statement in a public place.
10. Photographs and statements made are potentially viewable by future employers.

You are representing the AWC Radiology Program when you log on a site and make a comment or post a photograph.

LOST AND FOUND

If a student finds any article in the Radiologic Technology department, the item is to be immediately given to the supervisory technologist. The finder should give a brief summary as to where the item was found. The supervisory technologist will then report this to security and turn the found item over to security.

If a student finds an article on hospital property, it should be returned to security and reported to an instructor.

STUDENT MALPRACTICE LIABILITY INSURANCE – LIABILITY INSURANCE

All radiology students are required to have liability insurance. This insurance is provided through AWC.

Questions and answers on how this policy works:

Q: What does this policy provide?

A: Bodily injury cause to a 3rd party that we are determined to be liable for.

Q: What if a claim is presented years after the medical incident occurred?

A: Policy is based on occurrence. Any incidents need to be reported & documented. There is a time limit when a claim can be filed.

Q: Are students covered if they are doing part time work?

A: No, only if it is within the scope of a clinical course as an AWC Student.

Q: Who is covered?

A: Employees and students of AWC while acting within the scope of authorization for the program.

Q: Many clinical training facilities require evidence of malpractice coverage before students are admitted to the facility. How is this handled?

A: We issue evidence of coverage for student malpractice for the specific program.

Q: What are the limits of liability?

A: We issue coverage for \$1,000,000.

Q: Who pays the premium?

A: Students are covered by Arizona Western College's Institutional Insurance Policy.

Q: What is the name of the policy's company?

A: Arizona School Retention Trust Inc.

INCIDENT REPORT AND CLINICAL INJURY INSURANCE

1. Accident school coverage is only provided by AWC for the student while attending class or clinical practice.
2. When a patient related incident occurs, notify the clinical instructor (or technologist in charge in the absence of the clinical instructor) as soon as possible and follow the facilities' policy for documentation of incidents.
3. An incident report is written documentation of the facts concerning injury to patient or student.
4. Fill out an incident report as soon as possible (i.e. within 24 hours); no matter how trivial the incident may appear to be at the time.
5. In addition to the incident form, submit a summary of the incident to be kept in the student's AWC file.
6. Personal injuries and illness requiring medical treatment becomes the financial responsibility of the student until insurance is filed.
7. If the student is injured during clinical rotations, the supervisor/clinical coordinator will refer the student to the emergency room for treatment. AWC insurance forms can be obtained from Student Resources Services, located in the 3C building, AWC main campus.

Responsibility

Action

Student

1. Notifies supervisor or clinical coordinator as soon as possible after the incident (within 24 hours).
2. If incident involves a patient, notifies department supervisor at once.
3. Goes to the emergency room or to a private physician if there is an injury.
4. Obtains incident form from the shift supervisor or clinical coordinator.
5. Obtains insurance form from Student Resource Services office.
6. Gives fully completed incident form to supervisor/clinical coordinator.
7. Arranges payment for injury.
8. Maintains other health insurance coverage because the AWC insurance coverage is secondary to any other health insurance policy that the student has.

Clinical Coordinator

1. Assists the student in filling out forms.
2. Files a summary of the incident report in the student's folder.
3. Sends incident report form to the program director.
4. Advises the student to seek medical attention if required.

Clinical Instructor

1. Accepts responsibility for student in absence of the clinical coordinator.
2. Assists students in filling out forms.

Program Director

1. Reviews all documentation and submits to the Risk Management office.

INCIDENT REPORT

Student's full name: _____ Age: _____ Sex M () F ()

SSN _____ - _____ - _____ Date of Birth _____ Student # _____ Marital Status M () S () D () W ()

Home Address _____ City _____ State _____ Zip _____

Home/Cell Phone _____ Work Ext. _____ Room# _____

Department _____ Enrollment Yr. _____ Date of Injury ____ / ____ / ____

At _____ AM/PM Witness(es) _____

Reported to Clinical Coordinator ____ / ____ / ____

Describe in factual terms (no opinion) exactly what happened (Be specific) _____

If applicable: Patient Name, and MRN _____

Student Signature _____ Supervisor's Signature _____

Medical Treatment: _____

Physician _____

Follow-up treatment ordered _____

What process or change could have prevented this event? _____

What changes have been implemented to correct the process? _____

Outcome: _____

Student _____ Date _____

Clinical Coordinator _____ Date _____

Program Director _____ Date _____

Cc: Student file, Arizona Western College Nurse, Risk Management

REPEAT EXAM REGULATIONS

Students shall not repeat radiographs unless in the presence of a qualified radiographer regardless of their level of competency. **DIRECT SUPERVISION IS REQUIRED**

To monitor the repeat image policy the student must complete the repeat image form for all images repeated. The supervising technologist signature is required. The form will be reviewed by the clinical coordinator on a regular basis.

Responsibilities

Student

Action

1. Follows the Radiology department protocol when doing exams.
2. Follows AWC protocols at all times.
3. Performs repeats under direct supervision at all times.
4. Allows staff technologists to assist with all repeats.
5. Documents repeat in the repeat image form.

Clinical Coordinator

1. Keeps current list of student's competencies.
2. Reviews progress of students with staff.
3. Assigns students to areas on a rotational basis where staff technologists are available.
4. Instructs students concerning regulations about repeats.
5. Works with chief radiographer and staff in implementing the "Standards" and guidelines set by the JRCERT.
6. Reviews student repeat image form on a regular basis.

Chief Radiographer

1. Advises staff technologists to supervise repeat exams.
2. Advises staff technologists to assist with all repeats.

Program Director

1. Reviews and approves all activities.

STUDENT CLINICAL FILES

All student clinical objectives, evaluations, competencies, and attendance records are documented and stored digitally using the online Trajecsys reporting system. Semester grade sheets, merit/demerit lists, conference forms, and hard copies of miscellaneous paperwork are kept in a student folder in the clinical coordinator's office.

Rules:

1. All folders of documentation are the property of AWC.
2. The folder for grades and written objectives must not be removed from the clinical coordinator's office without permission from the clinical coordinator.
3. Students may ask to see folders during office hours or when necessary.

Responsibilities

Student

Action

1. Files accurate records.
2. Keeps files neat.
3. Leaves folders in proper places at all times.

Clinical Coordinator

1. Reviews documentation frequently.
2. Keeps folder containing grades and evaluations in a secure, locked location.
3. Reports to program director any student who is having difficulty following clinical regulations.
4. Documents demerits for failure to meet requirements.
5. Reviews student images.

Program Director

1. Reviews all records and makes the final determination.

RESOLUTION OF CLINICAL CONCERNS

Rules:

Students who have concerns about staff technologist communication styles, exam performance, patient care issues or any other related concerns about clinical staff should discuss the concern with the program's clinical coordinator, who will then communicate with clinical site leadership.

Responsibilities

Student

Action

1. Discuss concern with AWC clinical coordinator.

Clinical Coordinator

1. Confers with clinical site leadership and seeks a resolution to the problem.
2. Informs the program director about clinical concerns.
3. Communicates with students at the end of the process.

Program Director

1. Confers with the clinical coordinator to seek a resolution of problems.
2. Meets with management to resolve recurrent issues.
3. Reviews all issues and makes a determination pertaining to same and to any disciplinary action for students who fail to adhere to these guidelines.

PATIENT CARE AND SAFETY

Students **must** implement the patient care instructions which are emphasized in the program during RAD 100 and RAD 110. Adhering to hospital and College policies, while applying current patient care theories to safe clinical practice, is a strategy that is necessary for excellent patient care skills.

Responsibilities

Student

Action

1. Follow all guidelines for safe practice with patients.
2. Adhere to the JRCERT requirements for direct/indirect supervision.
3. Report all patient care incidents to the clinical coordinator, including near misses.
4. Complete an incident report within 24-hours of the occurrence.

Clinical Coordinator

1. Document incidents.
2. Confer with hospital management.
3. Inform the program director.
4. Counsel student; assign remedial rotations with 1:1 supervision.
5. Assign demerits as needed.
6. Recommend student for dismissal from Program.

Hospital Management

1. Recommend removal from the clinical site if the student's unsafe practice is deemed to be dangerous to patients.

Program Director

1. Review student's clinical file with the Dean of Healthcare Programs.
2. Dismisses the student from the program.

Repeat involvements in critical patient care incidents or an extreme negligent act, will be considered to be unsafe patient care practice and will be grounds for dismissal.

A student who performs in an unsafe manner in the clinical area and/or has been removed from the clinical site, may not be able to complete the program.

Students who are dismissed for unsafe practice in the clinical area will not be eligible for readmission.

GRADUATION REQUIREMENTS

Graduation Requirements

1. Successful completion of all clinical and graduation competencies.
2. Successful completion of all RAD coursework with at least a “C” grade.
3. Successful completion of all required courses for the Associate in Applied Science Degree in the general studies area.
4. Cumulative RAD and overall GPA of 2.5 or higher.

Graduation Competencies

1. Use effective oral and written communication
2. Demonstrate knowledge of human structure, function and pathology
3. Anticipate and provide basic patient care and comfort
4. Apply principles of body mechanics
5. Perform basic mathematical functions
6. Operate radiographic imaging equipment and accessory devices
7. Position the patient and imaging system to perform radiographic examinations and procedures
8. Modify standard procedures to accommodate for patient condition and other variables
9. Process images on the computerized system
10. Set exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure to the patient
11. Adapt exposure factors for the various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality
12. Practice radiation protection for patient, self and others
13. Recognize emergency patient conditions and initiate first aid and basic life support procedures
14. Evaluate radiographic images for appropriate positioning and image quality
15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunction to the proper authority
16. Demonstrate knowledge and skills relating to quality assurance
17. Exercise independent judgment and discretion in the technical performance of medical imaging procedures and use critical thinking skills to evaluate situations and procedures which deviate from the norm
18. Successfully complete the required clinical competencies, venipuncture and Patient Care functions

Clinical Competencies

1. Completion of all the required ARRT Clinical Competency Requirements
2. Completion of all assigned clinical rotations
3. Completion of all clinical objectives

ACADEMIC COURSE **POLICIES**

Radiologic Technology A.A.S Program Sequence of Courses

Students may register for these courses **after** they have been admitted into the Radiologic Technology program.

Registration for RAD courses requires the Director's approval.

Year 1 – SUMMER		
Course Name	Course Title	Credit
RAD 100*	Introduction to Radiography & Patient Care (12 hrs)	2.0
<i>Course must be completed before moving on to the next semester</i>		Total credits 2.0

Year 1 – FALL		
Course Name	Course Title	Credit
RAD 105	Basic Radiographic Procedures	4.0
RAD 110	Patient Care in Imaging Technology	3.0
RAD 115	Principles of Radiographic Imaging I	3.0
RAD 120*	Clinical 1 Medical Radiologic Technology (18 hrs)	3.0
<i>Courses must be completed before moving on to the next semester</i>		Total credits 13.0

Year 1 – SPRING		
Course Name	Course Title	Credit
RAD 106	Intermediate Radiographic Procedures	4.0
RAD 216	Radiographic Pathology	3.0
RAD 121*	Clinical 2 Medical Radiologic Technology (18 hrs)	3.0
RAD 215	Principles of Radiographic Imaging 2	3.0
<i>Courses must be completed before moving on to the next semester</i>		Total credits 13.0

Year 2 – SUMMER		
Course Name	Course Title	Credit
RAD 122*	Clinical 3 Medical Radiologic Technology (30 hrs)	5.0
<i>Course must be completed before moving on to the next semester</i>		Total credits 5.0

Year 2 – FALL		
Course Name	Course Title	Credit
RAD 200	Radiographic Imaging Equipment	3.0
RAD 205	Advanced Radiologic Procedures	4.0
RAD 220*	Clinical 4 Medical Radiologic Technology (30 hrs)	5.0
<i>Courses must be completed before moving on to the next semester</i>		Total credits 12.0

Year 2 – SPRING		
Course Name	Course Title	Credit
RAD 207	Radiation Biology and Protection	3.0
RAD 217	Advanced Medical Imaging	2.0
RAD 221*	Clinical 5 Medical Radiologic Technology (30 hrs)	5.0
RAD 225**	Radiologic Technology Seminar	2.0
<i>All courses must be completed prior to sitting for the ARRT Exam</i>		Total credits 12.0

**Each clinic course has a \$1,1500 fee.*

There is a \$5 technology fee per credit hour.

***There will be a \$100 software fee for this course.*

ACADEMIC CLASS RULES

Rules: Any Radiologic Technology course grade less than “C” will result in student exit from the program.

Responsibilities

Action

Student

1. Maintains Radiologic Technology course grades of “C” or better.
2. Must attend scheduled RAD classes.

Faculty

1. Advises student at midterm conferences that a grade of “C” is unsatisfactory.
2. Assigns the student to mandatory tutoring, computer lab practice, or other activities designed for student retention.
3. Enforces above stated rules.
4. May recommend to program director that student be placed on academic probation when grade is a “C”.
5. Informs program director at midterm of students with a “C” average.

Program Director

1. Reviews all rules and makes determinations pertaining to disciplinary action.

ACADEMIC GRADING SCALE

A	=	92 – 100%
B	=	83 – 91%
C	=	75 – 82%
F	=	<75

ACADEMIC PROBATION

Rules:

1. A student will be placed on academic probation when a grade point average falls below 2.50.
2. A student will be placed on academic probation when they earn a “C” (below average) in any Radiologic Technology course.
3. The student is encouraged to talk with an advisor or be referred to a counselor if they are experiencing problems.

Responsibilities

Action

Student

1. Maintains a 2.50 or better grade point average.
2. Encouraged to talk with advisor or be referred to a counselor if experiencing problems.

Faculty

1. Encourages student with a grade point ratio problem to see an advisor or be referred to a counselor.

Program Director

1. Encourages student with a grade point ratio problem to see an advisor or be referred to a counselor.
2. Enforces rules as stated.
3. Places student on probation if student makes a “C” in any Radiologic Technology course.

ACADEMIC SUSPENSION

Rules:

1. If a student fails (below a “C”) any Radiologic Technology course.
2. If after being placed on academic probation the student does not maintain a grade point average above 2.00 or if the student fails the courses attempted, the student will be exited from attending all Radiologic Technology curriculum courses.

Responsibilities

Student

Action

1. Will exit the program if grade point average remains below 2.00.
2. Will exit the program if a grade of below “C” is received in a Radiology course.
3. Student may petition for readmission to the Radiologic Technology program when the course is offered again in the curriculum.
4. Student has the right to appeal any probationary or suspension status.

PROHIBITED BEHAVIOR

The grounds for dismissal are listed below. It should be pointed out that a student can be suspended and/or dismissed from the program at any time during their training for violations. Infractions listed below constitute grounds for disciplinary action up to and including dismissal. Due process will be allowed. The student will not be allowed to attend clinic or classes during the appeal process.

1. Insubordination.
2. The use, conviction and distribution of, or possession of illegal drugs or controlled substances.
3. Alcohol, illegal drug and/or controlled substance dependency.
4. Falsification of clinical documents.
5. Unprofessional or unethical conducts as defined by the American Registry of Radiologic Technologists' (ARRT) code and rules of conduct.
6. Confidentiality / HIPAA violation.
7. Cheating in academic courses.
8. Plagiarism (the act of stealing or passing off ideas or words of another as one's own. Use of a created product without crediting the source; to commit literary theft)
9. Violations such as theft or unprofessional behavior at a clinical site that caused you to be barred from returning to that site.
10. Taking supplies from the college or clinical site without permission.

If you are dismissed from the program for cheating in academic or clinical courses; inappropriate and unethical behavior with patients, staff, or instructors; use, distribution or possession of illegal drugs or controlled substances; fraud with intent to deceive or theft; confidentiality violation; you will not be eligible for re-entry into the program.

TESTING

Rules:

1. All tests must be made up within three days after the original test was given or as determined by the instructor.
2. Failure to make up a test within the given time will result in a zero.
3. The student is responsible for scheduling the make-up test time with the instructor.
4. The student must not discuss the contents of the test with others.
5. The student will come to the next scheduled class prepared to take a make-up test if the instructor so expresses.
6. No cell phones may be used during testing. Cell phones cannot be on the desktop.
7. Final exam dates cannot be changed.
8. Students are not allowed to leave the testing area, except for an emergency situation and with the instructor's approval.

ABSENCE FROM ACADEMIC CLASSES

All students are expected to attend every session of a class in which they are enrolled.

Rules:

1. Radiologic Technology students will be allowed three absences per semester in academic courses unless otherwise stated in the course first day handout. Students are allowed two absences during the summer semester.
2. The 4th absence, 3rd absence in the summer, may result in dismissal from the course (dismissal from Radiologic Technology courses results in dismissal from the program).
3. Students who are over fifteen minutes late for class will be counted as absent for that class.

Responsibilities

Action

Student

1. Does not exceed absences as specified in course outline.
2. In extenuating circumstances are present, student must get approval of faculty.
3. Is expected to attend every session of the course.
4. Will not leave a session early unless pre-approved by course instructor.

Associate Faculty

1. Advises student after 3rd absence
2. Informs program director.

Program Director

1. Reviews rules and makes decisions pertaining to same and disciplinary action taken.

CLASSROOM ETIQUETTE

Rules:

1. No smoking in classroom or labs. The college and clinical sites are smoke free areas.
2. No eating in computer classrooms or labs.
3. Students may bring drinks to computer classrooms and lab ONLY if the container has a lid.
 - a. Food and drink are allowed in non-computer classrooms.
4. No beepers, pagers, cell phones or smartwatches are allowed in the clinical setting. Cell phones are allowed in classrooms but must be turned off or in vibration mode. See course first day handouts for more information.
5. Be considerate of fellow classmates, instructors, and offices/classrooms nearby by controlling noise.
6. No sidebar conversations when others are still completing an exam. Sit quietly or leave the room.

EVENING CLASSES

The Radiologic Technology program wants to provide the best quality of academic coursework for students, in order to have the flexibility to do so, we offer some hours of didactic course work during the evening hours.

ADMINISTRATIVE **POLICIES**

DRESS REGULATIONS

A professional image must be always presented. Students must follow these guidelines as well as all guidelines set by clinical sites. The following regulations apply whenever a student is in uniform:

GENERAL APPEARANCE

1. White scrub tops and medium grey scrub pants.
 - a. Scrub pants should be medium grey and color could be called seagull grey, steel, grey stone, nickel, etc. depending on the vendor. **No black** pants are allowed.

Example:



Seagull Grey

- b. Students should refrain from wearing high fashion uniforms or cropped pants.
 - c. The length of the pants should be hemmed so the pant leg does not touch the floor.
 - d. All uniforms are clean and always pressed.
2. Grey jeans are not acceptable.
3. An AWC patch **must** be stitched or ironed on to the left arm sleeve 2-inches below the shoulder seam, the patches can be purchased from Mothers & Daughter Embroidery, 2615 E. 24th St. #3, Yuma.
4. White (95%) leather athletic shoes with closed toes (e.g. Nike Air, Reebok Air), or all-white nursing shoes with solid white socks.
 - a. No mesh inserts on athletic shoes.
 - b. White shoelaces
 - c. No Crocs
 - d. Shoes must be always clean.
5. In the cooler months, a white lab coat may be worn over the uniform with an AWC patch visible on the lab coat.
6. Hands must be kept clean and should be washed before and after each patient.
7. Visible tattoos or body piercings are not allowed in clinic.
8. Breath should be free of any offensive odors.
9. For patients' well-being, NO cologne or perfume (including scented lotions) may be used while in clinic.
10. Students are allowed to wear solid white, long sleeved tops under their scrub uniforms. This excludes OR scrubs.
11. The student will always wear an identification badge while in the clinical setting.
12. Dosimeters must be always worn in the clinical area and AWC clinical lab.

MALES

1. Hair is to be kept clean.
 - a. **NO** Mohawks or Fauxhawks
 - b. Hair that falls below shoulder level must be secured at the nape of the neck so that it does not fall into the face.
 - c. Hairstyle must meet the approval of the instructors and clinical sites.
2. A wedding ring or class ring may be worn while in uniform.
3. A short lightweight gold or silver chain may be worn on the inside of the shirt.
4. Beards and mustaches are permitted; however, they must be kept short, well-trimmed and clean.
 - a. Beards must not be longer than the mentum of the mandible.

FEMALES

1. Only nail polish that is clear and neutral in color may be worn.
 - a. Nails should be short and well groomed.
 - b. Artificial or acrylic nails **must not** be worn.
2. Jewelry will consist of one watch (not loose fitted) and only one ring per hand.
 - a. No bracelets
 - b. Only ONE conservative gold or silver chain may be worn on the neck **inside** the uniform collar.
 - c. Beads are not allowed.
 - d. All jewelry is subject to instructor's approval.
3. Only small conservative stud earrings may be worn for pierced ears (no hoops).
 - a. No loud colors are allowed, and only one earring may be worn in each ear.
 - b. Only a matched pair of earrings may be worn.
4. Hair must be of a natural color. No loud colors are allowed. Example: blue or green
 - a. **Long Hair and Medium Length hair**
 - i. Must be worn in a style that prevents the hair from falling forward when leaning over a patient.
 - ii. Must be styled in a conservative fashion where it does not fall into the face.
 - iii. Barrettes, banana clips, or combs of a conservative style and form may be worn.
 - b. **Short Hair**
 - i. Must be styled in a conservative fashion (no spikes).

ID MARKERS

Students **must** have their ID markers with them at all times while in the clinical area. Failure to have the markers can result in dismissal from the clinical area for the day or until the student obtains proper loaner markers from the clinical coordinator.

REPLACEMENT MARKERS / LOST MARKERS

The first set of image receptor ID markers are loaned to the student free of charge. ID markers are returned to AWC upon exiting the Radiography Program. Lost markers should be reported to the clinical coordinator immediately. Loaner markers will be issued after a receipt is presented as proof of order. It will be the student's responsibility to obtain their replacements. The loaner marker must be returned when the new marker is received. Failure to report lost markers or to return loaner markers will result in demerits

Aluminum 5/8" vertical marker with initials

CMXmedicalimaging.com

SKU: EAP003-2

\$22.00

1-800-869-7191

Universalmedicalinc.com

SKU: EAP003NL

\$27.00

1-800-423-2767

PROFESSIONAL CONDUCT AND PRACTICE

1. Supervisors in the clinical area, such as lead technologists, staff technologists, clinical instructors, etc., will be referred to by last name only (unless otherwise instructed).
2. All hospital / clinic rules will be adhered to while in clinical area. (e.g. hospital surgical scrub outfits cannot be worn outside of the hospital at any time).
3. Radiographic rooms will be kept clean and stocked with adequate linens and supplies.
4. Professional conduct, courtesy, and cooperation is expected at all times when in the hospital setting.
5. Students are not allowed in the clinical area during off-duty hours without permission from clinical coordinator and clinical instructors.
6. Students will be expected to report promptly to class and clinical areas according to schedule.
7. While in the affiliate hospitals/clinics, AWC dress code must be adhered to.
8. No food is allowed in the clinical areas, except in the designated lunch and/or break rooms.
9. Student must never attempt to diagnose an exam.
10. Student must never discuss the patient's condition, show an image, or give a report to a patient or family unless given a direct order to do so by the attending physician or radiologist.
11. Students must always present themselves in a professional manner.
12. Student must cover surgery scrubs with a lab coat when leaving the surgery area and remove it upon return.
13. Student must uphold patient confidentiality.

Infractions of the above regulations may result in points being taken from the clinical grade for that semester up to dismissal from the program.

DUE PROCESS/PROGRAM GRIEVANCE

The program respects the student's right to grieve or appeal program decisions that may seem unfair. The program follows the college's Academic Appeals policy (found in the Arizona Western College Student Handbook). The students will also acknowledge their right to question program conditions through the JRCERT by signing the Grievance and JRCERT acknowledgement form. www.jrcert.org

The purpose of the student program appeals process is to provide an informal but structured system of program review for students who have questions, concerns, and/or serious disagreements concerning program matters. This procedure is to be used only when a student has an academic concern listed below that can be resolved at the program or department level.

Academic matters covered under this appeals process include allegations of:

1. Unfair, inequitable treatment of students
2. Unfair grading procedures and computation of grades
3. Inappropriate classroom/personal conduct of instructor
4. Improper disclosure of grades
5. Improper applications or interpretations of academic rules and standards
6. Improper/unfair testing procedures
7. Misadvised

This procedure is not meant to replace or substitute for the College's procedures related to alleged discrimination or other matters as defined in the **Arizona Western College Behavioral Code of Conduct**. Students have the right to use the grievance procedure after pursuing the Academic Appeals procedure, provided the matter is grievable. Students should not use both systems simultaneously.

RADIOLOGIC TECHNOLOGY PROGRAM GRIEVANCE PROCESS

If a student has a concern about clinic or academic classes in the Radiologic Technology program, the process is as follows:

To appeal any decision, action or inaction pertaining to instructional issues (exclusive of Arizona Western College's Student Code of Conduct), the student should initially discuss the issue in question with the original decision maker within 72 business hours and expect the issue to be resolved within five business days. If the student is not satisfied with the resolution of the matter, the student should contact the supervisor of the original decision maker as described below.

1. Problems with a Clinical Instructor or Staff Technologists:

- a. Contact the clinical coordinator about the problem within 72 business hours to set up an appointment to meet within five business days. In this informal meeting, the student will be expected to verbally explain the situation, indicate concerns and suggest possible solution(s).
- b. The clinical coordinator will respond to the students concerns with a written decision within five business days.

If the problem is not resolved to the satisfaction of the student after meeting with the clinical coordinator the student should:

- a. Contact the Director of the Radiologic Technology program within 72 business hours of receiving a written decision to set-up an appointment within five working days to discuss the issue. In this informal meeting, the student will be expected to verbally explain the situation, indicate concerns and suggest possible solution(s). The program director will respond to the students concerns with a written decision within five business days.

2. Problems with Associate Faculty:

- a. Contact the program director about the problem within 72 business hours to set up an appointment to meet within five business days. In this informal meeting, the student will be expected to verbally explain the situation, indicate concerns and suggest possible solution(s).
- b. The program director will respond to the students concerns with a written decision within five business days.

If the problem is not resolved to the satisfaction of the student after meeting with the program director the student should:

- a. Contact the Dean of Healthcare Programs within 72 business hours of receiving a written decision from the program director to set up an appointment within five business days to discuss the issue. In this informal meeting, the student will be expected to verbally explain the situation, indicate concerns and suggest possible solution(s).
- b. The Dean will then conduct such inquiries as deemed appropriate and will respond to the student's concerns with a written decision within 15 business days.
- c. The Dean's decision may bring the matter to closure. The College is committed to a timely resolution of student grievances relating to instructional issues, but circumstances may be present that could delay a decision in some instances. If it appears that the inquiry will require more than 15 business days for a decision, the appellant will be notified by the Dean or designee of the necessity of an extension.

3. Final Appeal

- a. If not satisfied with the Dean's decision, the appellant may submit a request for final appeal in writing to the VP of Workforce & Healthcare within five business days from receipt of the decision of the dean. This appeal must contain all the original materials submitted in the informal appeals plus a copy of the written decision of the dean.
- b. The VP or designee will conduct inquiries as deemed appropriate and shall provide a written decision to the appellant within five business days.
- c. An appeal to the VP shall be limited to one or more of the following reasons:
 - i. Failure to follow provision of this procedure or other applicable procedures with such failure resulting in prejudice to the student;
 - ii. Unlawful, arbitrary, or capricious action;
 - iii. Excessively severe sanctions;
 - iv. Newly discovered evidence that could not reasonably been discovered prior to the instructor, director, or dean's decision.
- d. The VP of Workforce & Healthcare decision on the appeal is final.

REPEATING ACADEMIC/CLINICAL RADIOLOGIC TECHNOLOGY COURSEWORK

Students must attain a grade of "C" or above in all Radiologic Technology coursework to successfully complete the program. A student who earns a failing grade, below a "C", in any Radiologic Technology course will exit the program at the end of the semester in which the failing grade was recorded. Students must successfully complete all current semester course work in order to register for the next semester.

A student who exits the program because of failing grades, below a "C", may petition the program for readmission the following year when the incomplete course is re-offered to repeat that course. **Radiologic Technology courses may only be repeated once and only one Radiologic course can be repeated.**

Students who fail the review course RAD 225 will receive an incomplete grade (I) and be given the option to enroll in RAD 299, an Independent Study course, to retake all of the Practice Exams and the Mock Registry Exams. The student must sign a learning contract and pass all exams with an average score of 75% or above. If the student is successful, the incomplete (I) will be changed to a "C". A student who earns a failing grade in RAD 299 can retake RAD 225 the next time it is offered.

Students who are applying for readmission must do the following:

1. Contact the program director at least two semesters prior to the semester for which the student is seeking readmission.
2. Submit a future academic performance improvement plan.
3. Recheck all clinical examinations which were completed prior to exiting the program, re-simulations will be scheduled with the clinical coordinator and will be done in a lab setting during evening or weekend hours.
4. Failure to pass all exam simulations will result in a denial of readmission status.
5. Register and pay for a non-credit remedial clinic course RAD 102 that will allow the student to practice and simulate in the clinical area.
6. Submit a valid Fingerprint Clearance Card.
7. Submit to a drug and alcohol testing two weeks prior to the readmission date, readmission will be on condition of receipt of a negative drug screen.

8. Take a TB screening test three weeks prior to the date of readmission.
9. Complete all health requirements and hospital orientation as required by main affiliate site.
10. Readmission will be dependent on space availability.

The program director and faculty will review the future performance plan and simulation and recheck documentation and make a decision about the student's readmission. Readmission to the program will also be dependent on the number of available seats as defined by the JRCERT regulations of program capacity and as allowed by clinical staffing availability to maintain appropriate supervision. If the student is not satisfied with the decision the student should contact and meet with the Dean of Healthcare Programs. The Dean or designee will then conduct such inquiries as deemed appropriate and shall provide a written decision to the student within fifteen business days. The Dean's decision may bring the matter to closure. If not satisfied with the results of this meeting with the Dean of Healthcare Programs, at that point the student should prepare a written statement of appeal and submit it to the VP of Workforce & Healthcare within five business days of the decision being appealed.

The Statement of Appeal must contain the following information:

1. The student's name, local address and telephone number;
2. A statement of concerns regarding the original decision;
3. Arguments and or documentation supporting the student's position; and
4. A statement of the requested solution.

The VP or designee will conduct inquiries as deemed appropriate and shall provide a written decision to the student within five business days. This appeal must contain all the original materials submitted in the informal appeal plus a copy of the written decision of the Dean of Healthcare Programs.

An appeal to the VP shall be limited to one or more of the following reasons:

1. Failure to follow provisions of this procedure or other applicable procedures with such failure resulting in prejudice to the student.
2. Unlawful, arbitrary, or capricious action.
3. Excessively severe sanction(s).
4. Newly discovered evidence that could not have reasonably been discovered prior to the instructor, supervisor, or Dean's decision.

The VP of Workforce & Healthcare decision on the appeal is final.

HEALTH AND SAFETY REGULATIONS

All students are required to have a pre-admission health examination and all applicable immunizations to ensure the safety and well-being of students, staff and patients. In addition, the hospital's policy regarding infectious diseases will be followed, as well as random drug testing if required.

If a student becomes ill or injured at the clinical site, he/she must report to the clinical instructor who may send the student home, to the employee health nurse or the emergency room. The student will be required to fill out an incident report in the event of injury.

In the event that the student contacts or is exposed to a communicable disease, the student must notify the clinical instructor. All of the regulations of the program's affiliate sites and the hospital rules regarding infection control will be observed. It is recommended that the student maintain individual health insurance coverage.

In the event of an injury while in the clinical area, the student must immediately inform the clinical instructor and follow the AWC Clinical Injury policy. The student is responsible to notify AWC Health Services within 10 days of the incident. Medical services cost related to an injury sustained in the clinical setting are covered by the AWC insurance policy, which is secondary to any other health insurance policy that the student has.

INFECTIOUS DISEASES

Each clinical facility is expected to practice universal precaution procedures when caring for patients with infectious diseases. The student technologist is educated in, and expected to be knowledgeable in the practice of these precautions. **Students must be directly supervised when performing exams on infectious patients.**

Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner that follows the hospital guidelines may result in dismissal from the program.

Procedure for Accidental Exposure to Blood or Body Fluid

All contaminated needle sticks or bloody body fluid splash to mucus membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

If the student sustains a puncture wound:

1. Withdraw needle or other object immediately.
2. Immediately wash hands/area of puncture wound using soap and water; follow application of povidone iodine and/or alcohol. Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture. Wipe away any blood.

If the student receives a spray or splash of body fluids:

1. To eyes, nose or mouth – irrigate with a large amount of water.
2. To a break in the skin, follow procedure for puncture wound (#1 above).

The student will report the incident immediately to the clinical instructor, to the agency clinical supervisor, and to the agency Infection Control Practitioner/Safety office/Employee Health Services. The student must complete an Exposure Form according to the policy of the clinical agency.

The student will follow the clinical agency's procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility and will seek a risk assessment and determination of recommended screening, treatment and/or follow up from the Infection Control Practitioner, or clinical supervisor.

CPR CERTIFICATION

When medical personnel are functioning in their official capacities, they have a positive obligation to initiate CPR when indicated. Often, within the routine examinations initiated by the technologist, patients are at risk for cardiac and/or respiratory arrest. Therefore, it is imperative that each student successfully complete an approved Basic Life Support Course. This course should include, but is not necessarily limited to:

1. Information on Cardiovascular disease and stroke.
2. Adult, child and infant one-rescuer CPR
3. Adult and child two-rescuer CPR
4. Adult, child and infant foreign body airway obstruction management

All Radiologic Technology students are required to hold an AHA (American Heart Association) Healthcare Provider CPR/BLS certification. The certification must remain current/valid throughout the program for a student to participate in the clinical component of course work.

No student will be allowed to participate in the clinical experience portion of the Radiologic Sciences program without ANNUAL verification of basic life support. Certification should be current, and copies of cards should be forwarded to the clinical coordinator. It is the student's responsibility to maintain current certification status.

AWC DRUG AND ALCOHOL PROCEDURE - DRUG TESTING AND PRESCRIBED DRUG USE PURPOSE AND SCOPE

If a clinical affiliate requires mandatory or random drug testing, students in the Radiologic Technology program must comply, or they will be suspended from the program for failure to do so. A student that is on prescribed medication which could hinder his or her discretion and judgment in dealing with patients will not be allowed in the clinical area. If a student is taking any prescribed medication that could cause drowsiness, impairs their judgment, or psychomotor skills, the student must inform the clinical instructors prior to starting clinical rotations. Failure to do so will result in clinical demerits, and could jeopardize the student's continuation in the program.

All students participating in the Radiologic Technology program are required to provide safe, effective and supportive patient care. This Radiologic Technology Program Drug and Alcohol Procedure ("this procedure" or "the procedure") is intended to augment the restrictions in AWC's Student Code of Conduct and to establish a zero tolerance for the use of alcohol and drugs by AWC Radiologic Technology students. In light of the health care responsibilities of Radiologic Technology students, the use of unlawful drugs at any time shall be deemed to affect the operation of the College. When this procedure prohibits drug use, it shall be deemed to apply to drug use at any time.

THE STUDENT CODE OF CONDUCT

This procedure shall augment but not replace, the AWC Student Code of Conduct. In any situation where this procedure and the AWC student Code of Conduct are in conflict, the provisions of this procedure shall control.

DEFINITIONS

The following terms shall apply to this procedure: The term “drug” or “drugs” includes any narcotic, dangerous drug, prescription medication, steroid, vapor- releasing toxic substance, marijuana, or controlled substance as defined by Arizona law. The term “drug” or “drugs” includes imitation controlled substances and imitation prescription-only drugs as defined by ARS § 13-3451.

“Reasonable Suspicion” is present when there is an objective, individualized basis to believe that a student has used, possessed, or transferred drugs, or alcohol in violation of this procedure. This includes, but is not limited to, situations in which a student’s behavior or physical appearance suggests impairment. Slurred speech, papillary changes, impaired physical coordination, or very unusual behavior may indicate impairment.

The term “transfer” includes any sale, purchase, or other exchange regardless of whether the exchange is completed or merely attempted and regardless of whether something of value is given or paid as consideration for the exchange.

VIOLATIONS OF THIS PROCEDURE

It is a violation of this procedure for a Radiologic Technology student to:

1. Violate the drug and alcohol policy provisions set out in Section 5 (5.1 & 5.2) of the AWC student Code of Conduct.
2. Receive a positive drug and/or alcohol test pursuant to the protocol for conducting a drug and/or alcohol test.
3. Use drugs at any time, unless the use involves: (i) prescription medication prescribed by a physician, (ii) the medication is used in accordance with the prescription, and (iii) use of the medication does not adversely impact the safe practice of Radiologic Technology.
4. Possess (other than in the student’s capacity as a Radiologic Technology student), transfer, or offer to transfer drugs or drug paraphernalia at any time.
5. Be impaired to any extent as a result of the use of drugs and/or alcohol while functioning in any capacity as a Radiologic Technology student.
6. Fail and/or refuse (i) to submit to a drug and/or alcohol test when requested by an AWC instructor or administrator, (ii) to comply with a required procedure of a drug and/or alcohol sample, or (iii) to authorize the testing facility to release the results of any drug and/or alcohol test to the director of the Radiologic Technology program. It is also a violation of this procedure to attempt to tamper with, contaminate, or switch a drug and/or alcohol sample provided to the testing facility.
7. Be convicted of a drug offense.

PROTOCOL FOR CONDUCTING A DRUG AND/OR ALCOHOL TEST

The following protocol shall be followed if, (i) an AWC Radiologic Technology instructor or an AWC Radiologic Technology staff member (hereafter an instructor and a staff member are collectively referred to as an “instructor”) observes behavior by a Radiologic Technology student that provides reasonable suspicion that the student has violated this procedure, and/or (ii) a reliable third person relays information about a Radiologic Technology student to an instructor that provides reasonable suspicion that the student has violated this procedure.

1. The instructors shall immediately notify the director of the Radiologic Technology program who will notify the Dean of Healthcare Programs.
2. The instructor shall remove the student to a private setting. The instructor will discuss with the student the behavior observed by the instructor and/or the information reported to the instructor by a third person. The student will be allowed to respond verbally to the information presented, giving an explanation for his or her behavior. The instructor has the discretion as to whether to identify any third party that provided information to the instructor. The instructor may also ask the student questions concerning the student’s use of possession of drugs and/or alcohol.
3. After discussion with the student as referenced in #2 above, if the instructor determines that there is reasonable suspicion to believe that the student has used drugs, and/or alcohol in violation of this Procedure, the instructor shall request that the student immediately undergo a drug and/or alcohol test at a testing facility chosen by the college.
 - a. The instructor shall inform the student that any failure or refusal to submit to a drug and alcohol test constitutes a violation of this procedure.
 - b. The instructor shall make arrangements to transport the student to the testing facility. After the drug and alcohol tests are completed, the instructor shall make arrangements to transport the student from the testing facility to the student’s residence.
 - c. The student shall authorize the testing facility to release the results of any drug and alcohol test to the director of the Radiologic Technology program.
4. The instructor shall prepare and deliver to the director of Radiologic Technology a written report, documenting the instructor’s involvement in the matter, and including any observations of impairment made by the instructor and/or any information received from a third party about a possible violation of this procedure. The report shall also describe the arrangements made by the instructor to transport the student to and from the testing facility.

THE DRUG AND ALCOHOL TESTING FACILITY

All sample collection and drug and alcohol testing shall be performed according to the following conditions:

1. The testing facility shall comply with scientifically accepted analytical methods and procedures for sample collection and testing. Drug testing shall be conducted at a laboratory approved or certified by the United States Department of Health and Human Services, the College of American Pathologists, or the Department of Health Services.
2. The testing facility shall provide confirmation of any positive drug test results. Confirmation of a positive drug test result shall be by use of a chromatographic technique such as gas chromatography-mass spectrometry or another comparably reliable analytical method.

COST OF DRUG AND ALCOHOL TESTING

The college shall be responsible for any cost of transporting a student to and from the testing facility and for the cost of any drug and alcohol testing, including the cost of any confirmatory test.

EXCLUSION FROM CLINICAL EXPERIENCE

Pending the results of any drug and/or alcohol test, a student shall be excluded from all clinical experiences.

DRUG TEST INDICATING USE OF PRESCRIBED MEDICATIONS

If a student tests positive for a prescribed medication, the student must obtain a written statement from a physician, chosen by the college, stating that (i) the drug level is within prescribed limits, (ii) the drug level does not indicate impairment or abuse, and (iii) the drug level does not interfere with the safe practice of radiology. The student must also present evidence of the applicable prescription in the student's name. The above conditions must be satisfied before the student will be allowed to resume clinical experiences, and failure to satisfy any of the above-referenced conditions within a reasonable time shall be deemed presumptive evidence that the student has violated this procedure. The college shall pay the cost of the report required by this section.

CONFIDENTIALITY OF DRUG AND ALCOHOL TESTING

A request that a student take a drug and/or alcohol test, and the results of any such test, shall remain confidential, except that an instructor, the Director of the Radiologic Technology program, and/or the Dean of Healthcare Programs may inform other college administrators, faculty members, clinical personnel, then ARRT and other entities on a reasonable, need-to-know basis. The request for testing and the test results may also be used as evidence in a disciplinary proceeding. The mere absence of a student from a clinical setting or permission for a student to later make up work is not a reason for disclosure. Positive drug and/or alcohol test results shall be placed in a student's records. Negative drug and/or alcohol tests shall only be placed in a student's records at the request of the student.

HEARING AND APPEAL RIGHTS

Upon receipt of information indicating a violation of this procedure, including but not limited to the receipt of a positive drug and/or alcohol test, the director of the Radiologic Technology program shall inform the Dean of Healthcare Programs. The Radiologic Technology program director shall then file a complaint with the vice president for Workforce & Healthcare Programs. Upon filing such a complaint, a formal hearing shall be held to determine whether there has been a violation of this procedure. The formal hearing shall occur pursuant to the procedures set forth in the AWC Student Code of Conduct. If the Hearing Officer finds that the student violated this Procedure, the presumptive discipline imposed; absent what the Hearing Officer believes to be unique extenuating circumstances shall include a suspension of the student from the AWC Radiologic Technology program for not less than one year. At the discretion of the Hearing Officer, the student may also be suspended or expelled from the College. The student retains the right to appeal the decision of the Hearing Officer as set forth in the AWC Student Code of Conduct.

READMISSION TO THE RADIOLOGY PROGRAM

A student who has been suspended from the Radiologic Technology program pursuant to this procedure may request to be readmitted at the end of the suspension period, pursuant to the general readmission procedure of the program. In addition to readmission to the Radiologic Technology program will be contingent upon the student providing to the director of Radiologic documentation from a college approved therapist that the student has completed a treatment program approved by the therapist and is able to provide safe, effective, and supportive patient care. Immediately prior to any readmission, the student will also be required to submit to a drug and alcohol test, paid for by the college. For students who have also been suspended from the college, additional readmission requirements may be imposed pursuant to AWC Student Code of Conduct.

FIRE PREVENTION AND PROTECTION/MEDICAL EMERGENCIES

Rules:

1. Know the procedures of the clinical sites in the event of fire.
2. Know locations of fire alarms and fire equipment in department.
3. Know how to use fire extinguishers and which to use for various fires. NOTE: ABC extinguishers are located throughout the department and can be used for any fire that may occur.
4. Never endanger self or a patient should a fire exist.
5. Report fire and electrical hazards to a supervisor.

Responsibilities

Student

Action

A. Prevention of Fires

1. Smokes only in designated areas and extinguishes in a proper manner.
2. Investigates suspicious fire hazards.
3. Keeps passageways, fire exits, and corridors clear at all times.
4. Knows location of all firefighting equipment and their use.
5. Reports fire hazards to immediate supervisor.

B. Event of Fire

1. Removes patient from immediate area when fire or smoke exists.
2. Pulls fire alarm.
3. Calls operator reporting location.
4. Calls front desk to announce location of fire.
5. Controls fire using proper extinguishers.
6. Closes all doors, thereby confining the fire.
7. Disconnects electrical equipment, i.e., circuit breakers and combustibles, those not engaged in extinguishing the fire.
8. Closes the oxygen cut off valves adjacent to the fire as instructed.

C. Medical Emergencies

1. Monitor patient during exams.
2. Recognize a change in the patient's condition.
3. Call for immediate assistance.
4. Know the procedures for handling an emergency at all clinical sites (codes).
5. Locate the CRASH carts and other emergency supplies.

RADIATION SAFETY

To ensure the safety of the student, radiation safety regulations must be followed at all times.

1. Never expose self or a fellow student for test exposure or demonstration.
2. Stay behind protective barriers during “radiation exposure”.
3. Never hold patients or image receptor.
4. During fluoroscopic procedures, maintain as much distance as practical.
 - a. Use the protective drape on the image intensifier for the examination.
 - b. Wear a lead apron of at least 0.25 mm of lead or equivalent of lead or equivalent and preferably 0.50 mm and if not actually assisting the radiologist, either stays in the control booth or behind the radiologist.

Radiation safety and MRI safety will be taught:

- On the YRMC intranet Health Stream module and Simon Med and Honor Health onboarding.
- During RAD 100 summer orientation.
- In RAD 110 during the first fall semester.
- In RAD 207 during the last spring semester.

RAD 207 is a more advanced course that deals with Radiobiology, State and Federal radiation regulations.

The program conforms to State regulations for the use of ionizing radiation. Students and instructors conform to the various affiliates’ policies regarding radiation safety and patient shielding. Variances in these policies will be covered in class. Policies involving pregnant students are also covered.

RADIATION MONITORING

To help ensure that the student is working in a safe environment, the amount of radiation received will be monitored. Radiation dosimeters will be issued to each student each month.

It is the responsibility of the student to wear the assigned dosimeter device at all times while in the clinical setting, this includes the clinical lab setting. The student must use caution as not to lose or damage the monitoring device. The GI (total body) dosimeter is to be worn on the outside of the apron. The monitor will be placed in a holder, which must face forward at all times for an accurate reading.

1. Always wear the radiation dosimeter at the collar level outside of the lead apron. **NOTICE: FAILURE TO WEAR THE MONITOR OR RETURN IT IN A TIMELY FASHION WILL RESULT IN DISCIPLINARY ACTION AND/OR GRADE REDUCTION.**
2. Lost dosimeter must be reported immediately to the instructor.
 - a. You will be given a temporary dosimeter in order to return to clinic.
3. Students will not be allowed to be in clinical area without a dosimeter. The student will be sent home from clinic if the student is not wearing a dosimeter. Demerits may be applied to the student’s clinical grade.
4. Students are responsible for switching out dosimeters monthly.
5. Students can login to www.myldr.com to view their most recent reports. The radiation dosimeter report will be posted in the clinical lab office. Students must review and initial the report within 30 days of posting of the report.
6. Radiation exposure is monitored by the Radiation Safety Officer and the clinical coordinator. If the radiation level exceeds acceptable limits, the student will be counseled.

PATIENT PROTECTION

Students are expected to protect all patients from unwanted radiation by doing the following:

- Use appropriate shielding on all exams: aprons, half aprons, and gonadal shields.
- Question pregnancy in all women of childbearing age (onset of menstruation to menopause)
- Show evidence of collimation on all images if appropriate.
- Practice acceptable positioning skills to reduce patient positioning errors.
- **Perform all repeats under the direct supervision of qualified technologist.**

Responsibilities

Action

Student

1. Follow all of the guidelines above

Clinical Coordinator

1. Documents evidence of the students' failure to follow patient protection guidelines.
2. Reviews completed competency forms and vetoes the achievement of competency, if the patient was not shielded (a reason for automatic failure)
3. Evaluates student using the Midterm and Final Instructor Evaluation form, in the area of Patient Protection and counsel student during the Midterm and Final clinical conferences.
4. Assigns demerits as earned for failure to follow patient radiation safety procedures. Demerits will affect the student's final clinical grade.
5. Informs the program director of instances when students do not protect patients from unnecessary radiation.

Program Director

1. Meets with the student to discuss failure to adhere to policies
2. Removes the students from the clinical area if documentation shows a repeated pattern of failure to adhere to clinical policies.

LOST RADIATION DOSIMETERS

Students are never allowed to be in the clinical areas without a dosimeter.

Responsibilities

Student

Action

1. Contact the clinical coordinator to obtain a temporary dosimeter.
2. Do not report to your clinical area until you have been assigned a temporary dosimeter.
3. Make-up any clinical time missed because of not having a dosimeter.
4. If the dosimeter is lost for a 3rd time, pay a fine of \$35.

Clinical Coordinator

1. Contact the Radiation Safety Officer (RSO) to assign the student a temporary dosimeter.
2. Counsel the student and document two demerits for each occurrence up to two occurrences.
3. Impose a fine of 35.00 for the 3rd lost dosimeter and suspend the student from the clinical area until the fine is paid, and a dosimeter is secured. (Payment should be made to the RSO or the clinical resource coordinator of the diagnostic radiology department)
4. Schedule the student to make-up the missed clinical time at a time when it is not possible to exceed the 10-hours clinic per day as required by the JRCERT, or no more than 40 hours per week class/clinic requirement.

Radiation Safety Office/Clinical Resource Coordinator

1. Assign the student a temporary dosimeter as needed.
2. Apply payment to YRMC cost center 7040-4002 and provide the student with a receipt. – Yuma Clinical Sites
3. Apply payment to HonorHealth or AWC – Phoenix clinical sites.

THRESHOLD DOSE POLICY FOR STUDENTS

Title 10, Part 20, of the *Code of Federal Regulations* (10 CFR Part 20), "Standards for Protection against Radiation," establishes the dose limits for radiation workers. Although the limits vary, depending on the affected part of the body, the annual total effective dose equivalent (TEDE) for the whole body is 5,000 mrem (5 rem). AWC monthly threshold effective dose equivalent limit for the whole body is 125 mrem. Dosimetry reports will be posted in the clinical lab for student review. Students will review and initial the report within 30 days of the report being posted. The clinical coordinator reviews the reports and investigates readings over 125 mrem per month.

Responsibilities

Student

Action

1. Always wear a dosimeter in the clinical areas.
2. Change dosimeters each month as instructed.
3. Review and initial monthly radiation report.
4. If a monthly exposure exceeds 125 mrem the student will be interviewed by the clinical coordinator.
5. The student must submit a written report to the program director as to how they will reduce their exposure. The report will be kept in their file.

Radiation Safety Office

1. Assists the clinical coordinator in investigating exposures exceeding 125 mrem per month.
2. Interviews students as necessary.
3. Recommends steps on how the student can reduce their exposure.

Clinical Coordinator

1. Reviews student's radiation reports to ensure that the monthly exposure does not exceed 125 mrem.
2. Recommends suspension from the clinical areas or clinical rotation adjustment for students who have dose reports exceeding or close to exceeding 125mrem per month.
3. Schedules the student to make-up the missed clinical time at a time when it is not possible to exceed the 10-hours clinic per day as required by the JRCERT, or no more than 40 hours per week class/clinic requirement.
4. Informs program director of occurrences.

Program Director

1. Places the student on a probation or removes them from the program if the student continues to display continuous monthly exposures, which exceed 125 mrem per month and if it is determined that the student has been involved in unsafe radiation safety practices, such as holding patients or image receptors during the performance of exams.

PROTOCOL TO PROVIDE FOR THE HEALTH AND SAFETY OF PREGNANT RADIOLOGIC TECHNOLOGY PROGRAM STUDENTS

PURPOSE: AWC is committed to protecting Radiologic Technology program students (“RT Students”) from health and safety hazards. It is both the protocol and practice of the program to offer maximum radiation protection to RT Students, and to require safe radiation practices in accordance with the “As Low as Reasonably Achievable” philosophy. The purpose of this protocol is to provide information to RT Students and other personnel to help them make decisions regarding radiation exposure during pregnancy.

1. The National Council on Radiation Protection and Measurement recommends that the radiation dose to an embryo/fetus of a pregnant woman not exceed 0.5 rems (5 mSv) during the gestation period. This is one-tenth of the dose that an occupational worker may receive in a year.
2. All RT Students will be required to read the U.S. Nuclear Regulatory Commission Regulatory Guide 8.13 titled “INSTRUCTION CONCERNING PRENATAL RADIATION EXPOSURE” (Regulation Guide 8.13).
3. Disclosure of pregnancy is voluntary; students are not required to disclose pregnancy. However, in order for a pregnant RT student to take advantage of the protocols set out below, she must declare her pregnancy in writing to the director of the Radiologic Technology program or designee.
4. In addition to the dosimeter worn by all RT Students, the director of the Radiologic Technology program or designee will provide to declared pregnant RT Students a second dosimeter, and will carefully monitor this second dosimeter to ensure that the 0.5 rem per year lower exposure limit during the pregnant RT Student’s gestational period is not exceeded. The director of the Radiologic Technology program or designee will also counsel pregnant RT Students concerning the use of additional shielding.
5. If pregnancy is disclosed the student, then has the following options:
 - a. continue in program, wearing a 2nd dosimeter and appropriate protection in the Fluoroscopy areas.
 - b. at any time during either pregnancy or post-pregnancy, if an RT student believes that continuing in the program is contraindicated, the student can withdraw from the program and may thereafter be eligible for readmission as outlined in the Radiology readmission protocol.
 - c. notice of intent to withdraw from the program must be submitted in writing to the program director.
 - d. notice of intent to withdraw a declaration of pregnancy should be submitted in writing to the program director.
6. If any student has questions or needs additional information concerning this protocol, the student should contact the director of the Radiologic Technology program or designee.
7. All Radiologic Technology students shall acknowledge receipt of this protocol and the fact that they have read Regulation Guide 8.13 by signing a copy of this protocol.

MRI SAFETY POLICY

SCOPE: This policy describes the MRI safety and screening procedures for the patient undergoing an MRI exam and students who are in the vicinity of MRI scanning equipment.

GUIDELINES FOR PATIENTS:

1. All outpatients are required to fill out an MRI History Form.
2. All Inpatients are required to complete the Checklist/Consent for Magnetic Resonance Imaging.
3. Inpatients and Outpatients unable to complete and sign the form must have a legal guardian or POA review and sign the MRI form.
4. The technologist will review completed Forms/Checklists to determine if the patient and the patient's family can safely enter the MRI exam area.
5. Questions will be posed to determine if patients have breathing problems, movement disorder, pain or claustrophobia, as these are known to present difficulties during MRI procedures.
6. After the procedure, the MRI staff will ensure that the patient is safely removed from the scanning area. Each patient will be evaluated to ensure no physical trauma has occurred as a result of positioning, injection, or coil placement.

GUIDELINES FOR STUDENTS:

1. The following are **CONTRAINDICATIONS** for being in the MRI area:
 - a. cardiac pacemakers
 - b. electronic implanted devices
 - c. acoustic implants
 - d. neurostimulators
 - e. some implanted aneurysm clips
2. Before entering the MRI scan room, students will remove all loose ferromagnetic objects such as: removable dental work, metal hair clips, bobby pins, keys, wallets, pocket knives, cell phones, pagers, steel toed boots/shoes and all other items determined unsafe by the MRI staff.
3. MRI staff will ensure that students in the MRI scan room during active scanning will be provided with appropriate hearing protection devices.
4. The door to the magnet will remain closed at all times to ensure safety and image quality.
5. Use only equipment (stretchers, IV poles etc.) that are safe to take into the MRI room.
6. Complete and sign a checklist that asks questions about ferromagnetic implants prior to entering MRI.
7. Complete an initial MRI safety screening form, during program orientation, to determine if the student can safely enter the MR area. Form to be kept in student file.
8. Student to contact clinical coordinator if his/her health status changes that would impact the student's ability to safely enter the MR area.
9. The safety of MRI has not been established in pregnancy.

I read and understand the above guidelines.

Student Signature

Date

REQUIRED COUNSELING NOTIFICATION POLICY

Affective behaviors are extremely important in the educational process and employment of Radiographers. Due to the medical professions' emphasis on customer service and teamwork, affective behaviors such as professionalism, attitudes, the proper use of discretion and judgment, etc. are extremely important. It is the purpose of the program to graduate competent and caring Radiographers who exhibit necessary affective behaviors as deemed important by the ASRT's Scope of Practice for the Radiographer as well as the ARRT's Code of Ethics for the Radiographer.

The Radiologic Technology faculty will assist the student in forming the necessary behaviors. If after two conferences with the Radiologic Technology faculty, the negative affective behavior has not changed, the student must make an appointment with the Health & Wellness office to be referred to a counselor or additional help in order to continue. If after professional assistance, the behavior or related problems continue, and the student's continuation in the program is in jeopardy due to an accumulation of demerits. Career counseling would then be offered.

Negative affective behaviors such as sexual harassment and hazing of other students will not be tolerated. Students displaying those negative affective behaviors will be referred to the Health & Wellness department.

ADVISEMENT/STUDENT SERVICES

As a partner in the mission of the college, the Student Services staff at the College plays a vital role in creating a college environment that maximizes student success and the total development of the individual. Student Services staff takes a proactive role in working with faculty, staff, administration and students to design and implement programs and services that positively affect identified student goals and outcomes.

Programs and services include: academic and career counseling, computerized information delivery systems, and advising student with undeclared majors. All of these services are available to students with disabilities. In addition, Student Services offers support and assistance by arranging appropriate accommodations for students with disabilities. Please refer to the AWC Student Handbook for specific services and information regarding available student services.

ADVISEMENT POLICY REGARDING - ACADEMICS – CLINICAL PERFORMANCE

Faculty members have open door policies regarding the students' progress in the program. Each student will receive a minimum of one instructor conference per semester regarding their academic/behavioral and clinical progress.

The program director will maintain office hours to ensure availability to all students. Appointments should be scheduled. Course considerations beyond the normal Radiologic Technology curriculum will be on an individual basis. Career counseling for post-graduate education or certification in other modalities will be at the student's request.

LEARNING RESOURCES

- College library
- Program library
- Online library at <http://hil.alicogroups.com/hltindex.asp>
- Computer labs at the College
- Access to program library/labs on weekends
- Simulation lab
- Access to RadReview and Clover Learning
- Virtual Reality lab

Student Support Services are available to students who are eligible

- Tutoring
- Career Counseling
- Personal assistance
- Developmental workshops
- Cultural Activities
- Mentoring

Faculty Support

- Additional clinical instruction during break
- Allowing volunteer clinical time
- Minimum of one conference per semester with faculty

Student Success Center Support Services

- Tutoring/computerized tutorials
- Assistance with study skills
- Successful Student seminars

Childcare

- Childcare is available to students who qualify

Housing

- Arizona Western College provides Campus housing for students who qualify

Classroom/Lab/Computer Use after Hours

- The program encourages students to utilize the facilities and equipment after normal school hours. Therefore, students may request that the lab be made available to them for additional clinical practice or study time. Extra lab time must be scheduled with an instructor.
- AWC laptop rental program

External Links

- American Society of Radiologic Technologists (ASRT) www.asrt.org
- American Registry of Radiologic Technologists (ARRT) www.arrt.org
- Joint Committee on Education in Radiologic Technology www.jrcert.org
- National Council on Radiation Protection and Measurement (NCRP) www.ncrponline.org

ADMINISTRATIVE **FORMS**

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

Re: Protocol to Provide for the Health and Safety of Pregnant Radiologic Technology Program Students

PURPOSE: Arizona Western College is committed to protecting Radiologic Technology program students (“RT Students”) from health and safety hazards. It is both the protocol and practice of the program to offer maximum radiation protection to RT students, and to require safe radiation practices in accordance with the “As Low as Reasonably Achievable” philosophy. The purpose of this protocol is to provide information to RT students and other personnel to help them make decisions regarding radiation exposure during pregnancy.

1. The National Council on Radiation Protection and Measurement recommends that the radiation dose to an embryo/fetus of a pregnant woman not exceed 0.5 rems (5 mSv) during the gestation period. This is one-tenth of the dose that an occupational worker may receive in a year.
2. All RT students will be required to read the U.S. Nuclear Regulatory Commission Regulatory Guide 8.13 titled “INSTRUCTION CONCERNING PRENATAL RADIATION EXPOSURE” (Regulation Guide 8.13).
3. Disclosure of pregnancy is voluntary; students are not required to disclose pregnancy. However, in order for a pregnant RT student to take advantage of the protocols set out below, she must declare her pregnancy in writing to the director of the Radiologic Technology program or designee.
4. In addition to the dosimeter worn by all RT students, the director of the Radiologic Technology program or designee will provide to declared pregnant RT students a second dosimeter, and will carefully monitor this second dosimeter to ensure that the 0.5 rem per year lower exposure limit during the pregnant RT student’s gestational period is not exceeded. The director of the Radiologic Technology program or designee will also counsel pregnant RT students concerning the use of additional shielding. The Radiologic Technology programs provides pregnancy aprons for pregnant students.
5. If pregnancy is disclosed the student, then has the following options:
 - a. Continue in the program, wearing a second dosimeter and appropriate protection in the Fluoroscopy areas.
 - b. At any time during either pregnancy or post-pregnancy, if an RT student believes that continuing in the program is contra indicated, the student can withdraw from the program and may thereafter be eligible for readmission as outlined in the Radiology re-admission protocol.
 - c. Notice of intent to withdraw from the program must be submitted in writing to the program director.
 - d. Notice of intent to withdraw a declaration of pregnancy should be submitted in writing to the program director.
6. If any student has questions or needs additional information concerning this protocol, the student should contact the director of the Radiologic Technology program or designee.
7. All Radiologic Technology students shall acknowledge receipt of this protocol and the fact that they have read Regulation Guide 8.13 by signing a copy of this protocol.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

Re: Radiologic Technology Authorization to Release Reference Information

I hereby authorize the program director and/or instructors in the Radiologic Technology program of Arizona Western College to release information concerning my performance while enrolled in the program.

This information should only be released to prospective employers to whom I have given the names of the program director and/or instructors as references.

This information may be given out by letter or via telephone conversation.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

Re: Prohibited Behavior

The grounds for dismissal are listed below. It should be pointed out that a student can be suspended and/or dismissed from the program at any time during their training for violations. Infractions listed below constitute grounds for disciplinary action up to and including dismissal. Due process will be allowed. The student will not be allowed to attend clinic or classes during the appeal process.

1. Insubordination.
2. The use, conviction and distribution of, or possession of illegal drugs or controlled substances.
3. Alcohol, illegal drug and/or controlled substance dependency.
4. Falsification of clinical documents.
5. Failure to accomplish clinical assignments and objectives.
6. Unprofessional or unethical conducts as defined by the American Registry of Radiologic Technologists' (ARRT) code and rules of conduct.
7. Cheating in academic courses.
8. Plagiarism (the act of stealing or passing off ideas or words of another as one's own. Use of a created product without crediting the source; to commit literary theft)
9. Violations such as theft or unprofessional behavior at a clinical site that caused you to be barred from returning to that site.
10. Taking supplies from the college or clinical site without permission.
11. Confidentiality violations

If you are dismissed from the program for cheating in academic or clinical courses; inappropriate and unethical behavior with patients, staff or instructors; use, distribution or possession of illegal drugs or controlled substances; fraud with intent to deceive or theft; confidentiality violations; you will not be eligible for re-entry into the program.

By signing this form, I understand that engaging in these behaviors is grounds for dismissal from the program.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

Re: Professional Standards

A student entering the profession of Radiologic Technology must understand that they are entering a field of medicine that requires certain professional standards that other career choices may not. Professional dress, appearance, and modes of communication must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of a Radiologic Technologist present themselves in all ages, cultures, and of various ethnic origins, therefore trendy modes of dress and appearance are not allowed. The program has an established dress code and code of conduct that must be followed throughout the academic year.

Signing the Professional Standards form indicates that the student understands the requirements of the program and that the student agrees to abide by these standards.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

Re: Confidentiality Statement/HIPAA Regulations

I understand that the information concerning patients, their illness or their families is private. I will preserve this right to privacy by not discussing their conditions, treatments, or any other private matters in public settings either in the Hospital or outside of the Hospital. All discussions related to patients must take place in a location where the conversation cannot be overheard by uninvolved parties. In clinical conferences and classroom references, *the patient shall be referred to by initials only.*

Any information obtained from the patient's medical record will be used only for authorized purposes. I will preserve and protect the contents of the records and other confidential information obtained.

Information concerning employees, and employee records, is private and confidential. I understand that this private information shall be distributed only to authorized personnel. Financial information of patients, employees, or the organization shall be distributed only to authorized personnel. Any identifiable patient information must not be removed from the health care facility.

Computer access codes are recognized as electronic signatures to access automated patient and employee records. I understand that due to the confidential nature of the documentation in the medical record, my password should not be shared with another person. I hereby agree not to reveal my password, nor will I attempt unauthorized access to the system. If I suspect the security of my password has been compromised, I agree to report this to the clinical instructor immediately.

I understand that a breach in confidentiality may be in violation of federal and/or state statutes and regulations, and subject to prosecution under law. This statement is in compliance to the rules of HIPAA. If I violate patient confidentiality, a grade of "F" will be awarded for the course followed by immediate dismissal from the program. I will be ineligible for readmission.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

Re: Hepatitis B Vaccine Information

I. THE DISEASE

Hepatitis B virus, one of at least three Hepatitis viruses, is an important cause of viral Hepatitis. The illness caused by or related to Hepatitis B is serious, resulting in death in about 1% of those infected. Complications of the disease include a variety of liver disorders, including cirrhosis and cancer. Most patients recover completely but about 6 – 10% become chronic carriers and can continue to transmit the virus to others. There may be as many as .5 – 1.0 carriers in the United States.

II. TRANSMISSION AND RISKS

The disease is transmitted chiefly through contact with infected blood and blood products. Hospital staffs, therefore, are at increased risk of acquiring the disease. The risk for hospital personnel can vary, both among hospitals and within hospitals. Though the risk of acquiring Hepatitis B through the clinical experience is probably lower than in some facilities, the decision to receive or decline the vaccine deserves your careful consideration.

III. THE VACCINE

Vaccines which provide protection from Hepatitis B have been developed by various pharmaceutical companies. Field trials have shown 80 – 95% efficacy in preventing infection among susceptible persons. The duration of protection and the need for booster doses is not yet known. Adult vaccination consists of three intramuscular injections of vaccine. The second and third doses are given at one and six months respectively, after the first.

IV. WAIVER FORMAT

- Consistent with guidelines developed by the CDC and the American Hospital Association, certain employees have been identified as being at relatively higher risk of exposure to Hepatitis B. Radiography, at certain institutions, has been designated in this group.
- Immunity to Hepatitis B through previous illness, exposure, or vaccination, can be determined by a laboratory screening test, available at an approximate cost of \$30.
- The Hepatitis B viral vaccine is available through the Health Departments, personal physicians, or any hospital for approximately \$100 personal cost.
- As with any immunization, there are disadvantages and risks. If you wish further advice, please contact your personal physician.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE.

- ☐ I have already received the Hepatitis B vaccine.
- ☐ I will obtain the Hepatitis B vaccine
- ☐ I will not obtain the Hepatitis B vaccine.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

Re: Grievance and JRCERT Acknowledgment

The Purpose of Accreditation has been explained to me. I have been given the opportunity to review “The Standards for an Accredited Program” by JRCERT 2021.

If I have concerns about the program, I was advised to address a written complaint to the program director. If there is no resolution, I was advised to contact the Dean of Healthcare Programs. If after following the AWC Grievance Process, there is no resolution at this point, I can contact the Joint Review Committee on Education in Radiologic Technology at:

20 N Wacker Drive. Suite 2850
Chicago, IL 60606-3182
Tel: (312) 704-5300
Fax: (312) 704-5304
Email: mail@jrcert.org
Website: www.jrcert.org

I have also been informed of the College’s grievance procedure as stated in Arizona Western College Student Code of Conduct and the informal procedure for grievance resolution within the Radiologic Technology program as stated in the Radiologic Technology Student Guide.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

Re: Class and Clinical Scheduling

All Radiologic Technology classes will follow the College's academic calendar. However, due to the clinical requirements needed for graduation, the clinical rotations may not always follow the published college calendar.

The Radiologic Technology's program curriculum is based on 22 months of academic study and clinical rotations to acquire clinical competency. The purpose of clinical rotations through hospitals and offices is to provide students the variety and number of radiographic procedures they need to be evaluated on to be performed before competency and graduation can be obtained.

In order to graduate from the program within the published 22 months, a standard number of radiographic procedures must be competently completed by each student as well as other written assignments and the completion of specific clinical objectives.

Students will receive specified breaks as noted in the college calendar, however, those students who have not obtained the required number of competencies would be strongly encouraged to schedule designated break days for clinical rotations in order to achieve the number of exams as required. There will be break days that all students receive. There may be occasions during the program that all students will be scheduled for clinical rotations during breaks in order to meet clinical objectives in special rotations or other areas of clinical rotations that are difficult to schedule.

The purpose of clinical scheduling during college breaks is to assist those students that have not met established program clinical requirements during the semester. This additional time provides the clinical time and rotations necessary to meet semester requirements. This would assist the student in graduating as scheduled, and to be able to sit for the National Board Examination with their classmates. Classes or clinical rotations will not be scheduled on a National holiday.

The program will offer some academic course work during the evening hours such as 5:00 pm – 8:30 pm, so that there is increased flexibility to provide the best quality instruction from qualified, experienced adjunct faculty who are currently working in the field of Radiologic Technology.

I have read this information about class and clinical scheduling and understand that due to my own progression of clinical competence, I may, or may not receive all of the college's academic breaks as designated by the College's calendar.

Questions will be answered by the program faculty prior to signing this form.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

RE: Absence from Academic Classes

All students are expected to attend every session of a class in which they are enrolled.

Rules:

1. Radiologic Technology students will be allowed three absences per semester in academic courses unless otherwise stated in the course outline. Students are allowed two absences during the summer semester.
2. The 4th absence, 3rd absence in the summer, may result in dismissal from the course (dismissal from Radiologic Technology courses results in dismissal from the program).
3. Students who are over fifteen minutes late for class will be counted as absent for that class.

Responsibilities

Action

Student

1. Does not exceed absences as specified in course outline.
2. In extenuating circumstances are present, student must get approval of instructor.
3. Is expected to attend every session of the course.

Associate Faculty

1. Advises student after 3rd absence
2. Informs program director.

Program Director

1. Reviews rules and makes decisions pertaining to same and disciplinary action taken.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

RE: Clinical Attendance and Absences

As an allied health professional, one is expected to be dependable in all job assignments

Clinical Attendance Rules:

1. The student must notify a clinical instructor or technologist in charge as soon as possible if he/she expects to be late.
2. If late due to unavoidable circumstances on the way to clinical assignments, the student is to report to an instructor or clinical coordinator immediately upon arrival in the clinic area.
3. All time missed must be made up at the end of the same day or at the discretion of the clinical instructor.
4. The student **must** email the clinical coordinator with notification of any missed time.
5. No student is expected to be tardy more than two times during the term, regardless of reason.
6. More than two tardies in one semester will result in demerits and points will be taken from the clinic grade as follows:

0 – 2 tardies	=	No demerits
3 or 4 tardies	=	2 demerits for each offense
5 or more tardies	=	3 demerits for each offense, and will be considered totally unsatisfactory. In addition to demerits, disciplinary action will be given at the discretion of the instructors.
7. **Any** failure to clock in/out must be documented on Trajecsyst with corresponding “Time Exception”. The maximum allowed “Time Exceptions” for the failure to clock in/out is 3 per semester. All failure to clock in/out after 3 will result in 1 demerit for each infraction.
8. Clocking in/out with a mobile device should only be used when there are issues with the clinical site’s computer. E.g. not working, technologist using for patient care. The mobile device’s geolocation must be turned on and the student should be in the clinic when clocking/out. Failure to follow this procedure will result in 1 demerit for each infraction.
9. Leaving clinic early without clinical coordinator permission will result in (1) demerit for each occurrence.
10. Students can clock out up to 5 minutes before the end of their scheduled clinical shift. More than 2 early clock outs will result in (1) demerit for each infraction
11. Students can clock in up to 10 minutes prior to shift start time. This allows the student time to prepare for their scheduled rotation. **The student is expected to be at their scheduled rotation and ready to work by their appointed start time.**

Responsibility

Student

Action

6. Notifies clinical instructor or technologist in charge as soon as possible.
7. Reports to clinical instructor or technologist in charge upon arrival in clinic area.
8. Makes up time at end of day.
9. Sends email notification of time missed to the clinical coordinator.
10. Clock in/out on Trajecsyst.

Clinical Coordinator

6. Documents all time infractions
7. Give demerits as needed.
8. Keeps student informed.
9. Counsels student when necessary and documents the counseling session.
10. Keeps director informed of potential problems.

Program Director

5. Reviews all records.
6. Advises instructors.
7. Counsels student when necessary.
8. Makes determinations concerning disciplinary action.

Clinical Absences:

After three absences (fall, spring) and after two absences (summer) one demerit will be applied to the clinical grade for each absence. After three consecutive absences which are due to illness, student must have a doctor's release to return to clinic.

Responsibility

Student

Action

1. If absent, call the clinical site and email clinical coordinator at least one (1) hour before scheduled time.
2. Make up all time missed to keep up with clinical competencies.
3. If seriously ill, keep clinical instructor and clinical coordinator informed of progress.
4. Notify clinical instructor and clinical coordinator if taking medication that will alter total performance.
5. Schedules by email to clinical coordinator all personal leave at least one week in advance. **Scheduled leave is considered a clinical absence.**

Clinical Coordinator

1. Documents all absences.
2. Keeps students informed of demerits.
3. Counsels and advises students.
4. Reviews missed assignments.
5. Grades students to reflect demerit documentation.
6. Assigns students to non-critical areas if necessary.
7. Schedules personal leave.
8. Keeps program director informed of student status.
9. Instructs students concerning protocol and procedures.

Program Director

1. Reviews all records.
2. Advises instructors.
3. Counsels and advises students when necessary.
4. Makes final decisions concerning extended or prolonged absences.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

Re: Radiation Safety Policies

POLICY STATEMENT: All Radiologic Technology students and faculty are expected to follow established safety procedures for working around sources of radiation. Disregard for radiation safety policies will result in disciplinary action.

RULES AND PROCEDURES:

1. ALWAYS wear a lead apron when in the room during an x- ray procedure. If one's hand must be in the primary x-ray beam, lead gloves are available.
2. While in the room during an x-ray procedure, wear a lead apron or stand as far as possible (at least ten feet) from the portion of the patient being examined.
3. Students and faculty SHALL NOT HOLD PATIENTS as a method of immobilization or support during an x-ray examination. Immobilization devices are available.
4. ALL RADIOLOGIC TECHNOLOGY students and faculty will be issued a personal radiation monitor or "dosimeter." Dosimeters are exchanged on a monthly basis. If a lead apron is worn, the dosimeter is to be worn at the collar and outside the lead apron.
5. Report lost dosimeters to the clinical coordinator – a temporary spare dosimeter will be issued.
6. Dosimeter reports will be kept in a secure area as they are received. Each student is responsible for reviewing his/her own results monthly and will initial the report.
7. Exposures in the Radiology department are to be maintained AS LOW AS REASONABLY ACHIEVABLE (ALARA)
8. The ALARA dose level for the Radiologic Technology program is 125 mrem per month. Exposures exceeding the ALARA level will be investigated by the clinical coordinator and the Radiation Safety Officer.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____

To: Radiologic Technology Students

From: Arizona Western College, Radiologic Technology Program

Re: Radiologic Technology Program Understanding of Program Regulations

I read and understand the information and policies in the Arizona Western College Radiologic Technology Program Student Guide and agree to abide by the regulations therein.

Print Student Name: _____

AWC ID: _____

Student Signature: _____

Date: _____