



STUDENT GUIDE

2025 – 2026

TABLE OF CONTENTS

Compliance with Policies	4	Patient Confidentiality	26
Program Philosophy	5	Social Networking Guidelines	26
Program Mission, Goals, Student Learning Outcomes	6	Attendance Policy	28
Statement of Role & Scope	7	Clinical Tracking of Attendance	32
Value Statements	8	Program Readmission Policy	33
Accreditation	9	Grading Policy	34
JRCERT Process for Reporting Allegations	9	Remediation	35
Certification	11	Disciplinary Actions	36
Professional Organizations	12	Program Grievance Process	37
Technical Standards	13	Drug & Alcohol Procedure	39
Equal Opportunity Statement	14	Insurance	43
Student Services	15	Radiation Safety	44
Graduation Requirements	18	Radiation Monitoring	45
Clinical Dress Code	19	Radiation Threshold Dose Policy	45
Image Receptor ID Positioning Markers	21	Health & Safety	46
Clinical Scheduling	22	MRI Safety	47
Communication of Clinical Concerns	23	Pregnancy Policy	48
PTR Employment	24		
Clinical Supervision	25		

COMPLIANCE WITH POLICES, RULES, AND REGULATIONS

Every student is expected to know and comply with all current published policies, rules, and regulations as stated in the college catalog, course handbook, code of conduct, and the radiology student guidebook.

The provisions in this guide are not to be regarded as a contract between the students 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.

RADIOLOGY PROGRAM PHILOSOPHY

The Radiologic Technology program, sponsored by Arizona Western College, is a twenty-two continuous month, Associated in Applied Science degree program. The students are involved in the educational training program to meet the program requirements for the State of Arizona and to be eligible to sit for the American Registry of Radiologic Technologists (ARRT) national certification examination in radiography.

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 radiology services provided in the hospital setting and a variety of clinical settings that are necessary to round out the student's 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.

RADIOLOGIC TECHNOLOGY MISSION, GOALS, STUDENT LEARNING OUTCOMES

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.

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.

Student Learning Outcomes (SLOs)

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

SLO #1: Students will demonstrate acceptable positioning skills.

SLO #2: Students will provide appropriate patient care.

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

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

SLO #2: Students will demonstrate entry level skills in image evaluation.

Goal 3: Students will communicate effectively.

SLO #1: Students will use effective oral communication skills.

SLO #2: Students will use effective written communication skills.

RADIOLOGIC TECHNOLOGY PROGRAM 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 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

The students’ input in the program’s governance is extremely valuable. There are several areas of the program’s operation that will be evaluated during the students’ educational experience.

All phases of the program are assessed to ensure that quality services are provided to the student, employer and community.

The Radiologic Technology Program participates in the Arizona Western College program review process on a five-year cycle.

All phases of the program are assessed to ensure that quality services are provided by the student, employer, and the community. 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.

RADIOLOGIC TECHNOLOGY PROGRAM VALUE STATEMENTS

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

Commitment to Students

Belief in the priority of the finest instructions, 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 service 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.

Effective Use of Resources

The program 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 its clinical affiliates.

ACCREDITATION

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 education 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 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 Education 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 JRCERT. 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 students.
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 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 the 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 allegations 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 the 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.

CERTIFICATION

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 a student wants to become certified and registered by the ARRT, the student must meet AWC Radiology Program requirements and apply to the ARRT. If a student wants to obtain a state license, the student 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 States that Regulate](#)

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 standard 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 standards of professional behavior and by complying with continuing education requirements.

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

The ARRT Standards of Ethics are made available for publication from the ARRT website.

If a student has concerns about a potential ethics violation the student should consider requesting an ARRT pre-ethics review. For additional information: [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 drop a letter grade in that semester's clinical course.

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 professions 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 Radiologic Technology Program at AWC can apply to become student members of this organization at their own cost.

Arizona Society of Radiologic Technologists (AZSRT)

www.azsrt.net

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 Radiologic Technology Program at AWC can apply to become student members of this organization at their own cost.

TECHNICAL STANDARDS

These standards represent the physical, cognitive, and behavioral requirements for students in the Radiologic Technology Program at AWC.

Standard 1

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 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 students. 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 healthcare 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 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 6 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 patients with and without mechanical devices.

EQUAL OPPORTUNITY

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 the applicability of state and federal anti-discrimination laws to Arizona Western College and its services, programs or activities, and any grievance or claims of violations 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.

STUDENT SERVICES

AccessABILITY Resource Services

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 effect 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 office is in the 3C building.

- 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 accommodation and alternative media services).

Health and Wellness

Health and wellness services coordinate and facilitate programming for health and wellness education and awareness campaigns for high-risk behavior, healthy behaviors and title IX violence intervention and prevention for all students throughout the district. Students have access to:

- Health & Wellness Visit: email health.wellness@azwestern.edu to request an appointment.
- Health & Wellness Nook: a place for the college community to use for various mental wellness/good health activities requiring a semi-private, relaxed, and calm area. For more information or to reserve a time to use the nook visit: <https://www.azwestern.edu/student-life/health-and-wellness>
- BetterMynd/Teletherapy: AWC students get 3 free 50-minute teletherapy sessions. For more information visit: <https://www.azwestern.edu/student-life/health-and-wellness>
- The Cubby: Provides a variety of non-perishable food items and other necessities for students and their families. The food pantry is in MAC Room 178.

Program Academic Advisement

Faculty members have open door policies regarding the students' progress in the program. Each student will receive at least a midterm conference regarding the student's academic, behavioral and clinical progress.

The program director maintains 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 graduate's request.

Learning Resources

AWC and the Radiologic Technology program offer a wide variety of resources to help students succeed in the program.

- College library is located in the Learning Resources building
- Radiologic Technology program library. A variety of textbooks can be borrowed from the program. Contact the program director for more information.
- Computer labs at the college campuses
- Radiologic Technology energized simulation lab located at Parkview Medical Plaza.
 - Students may request the lab be available to them for additional clinical practice. Extra lab time should be scheduled with the clinical coordinator or procedural course instructors.
- Access to the AWC virtual reality lab
- Access to a variety of learning platforms including: RadReview, Clover Learning, and Virtual Medical Coaching
- AWC laptop rental program

Student Support Services

AWC offers a variety of student support services ranging from academic advisement, career services, development workshops, cultural activities, etc. <https://www.azwestern.edu/student-support>

Faculty Support

Radiology program faculty are available to assist the radiology student. The student should reach out to the course instructor, clinical coordinator, or program director for assistance.

Student Success Center

The AWC Student Success Center offers free tutoring in a wide range of subjects. To connect with a tutor visit <https://www.azwestern.edu/student-success-center>

Veterans Services

The veteran services office at AWC is the student's point of contact for receiving information, applying and certifying the student's educational benefits from the Department of Veteran Affairs and/or Department of Defense. <https://www.azwestern.edu/veteran-services>

Childcare

Childcare is available to students who qualify. For more information visit <https://www.azwestern.edu/child-development>

Housing

AWC provides campus housing for students who qualify. For more information visit <https://www.azwestern.edu/student-life/on-campus-housing>

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 of 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 patient condition and other variables
9. Set exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure to the patient
10. Adapt exposure factors for the various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality
11. Practice radiation protection for patients, self and others
12. Recognize emergency patient conditions and initiate first aid and basic life support procedures
13. Evaluate radiographic images for appropriate positioning and image quality
14. Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunction to the proper authority
15. Demonstrate knowledge and skills relating to quality assurance
16. Exercise independent judgement 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
17. Successful completion of all the required ARRT clinical competencies.
18. Completion of all assigned clinical rotations
19. Completion of all clinical objectives

CLINICAL DRESS CODE

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:

Uniform

All uniforms must be clean and pressed.

▪ **White scrub top**

- An AWC radiology patch must be stitched or ironed on to the left sleeve 2 inches below the shoulder.
- Patches can be purchased from Mothers & Daughter Embroidery, 2615 E. 24th St. #3, Yuma.
- A white lab coat may be worn over the uniform with an AWC patch visible on the left sleeve of the lab coat.
- A solid white, long sleeve top may be worn under the scrub top. This excludes OR scrubs

▪ **Medium grey scrub pants**

- Jeans are not allowed
- Scrubs of any other color are not allowed - see color example below
- The length of the pants should be hemmed so the pant leg does not touch the floor.
- Cropped scrub pants, skirts, or shorts are not allowed.



▪ **Shoes**

- Should be white (95%) leather athletic shoes (e.g. Nike, Reebok) with closed toes or all white nursing shoes worn with solid white socks
 - No mesh inserts on the shoes.
 - No crocs
 - White shoelaces
 - Shoes must always be clean

General Appearance

- The student will always wear an identification badge while in the clinical setting.
- Dosimeters must be worn in the clinical area and the AWC radiology lab.
- Breath should be free of any offensive odors.
- NO cologne, aftershave, perfume, or scented lotions should be used while in the clinic.
- **Tattoos**
 - Students should make all attempts to cover any visible tattoos.
 - Tattoos that cannot be covered up shall not display offensive imagery, nudity, profanity, or gang affiliations.
- **Piercings**
 - Visible body piercings are not allowed except for the lobe of the ear.
 - Only small conservative stud earrings may be worn in the lobe of the ear.
 - NO hoops
 - Only one earring may be worn in each ear lobe.
- **Jewelry**
 - All jewelry is subject to the instructor's approval.
 - A watch may be worn provided it is not loose fitted.
 - One ring can be worn per hand.
 - The ring(s) should not have any sharp edges or be the type that could catch on clothing.
 - A short lightweight gold or silver chain may be worn on the neck **inside** the uniform collar.
 - NO bracelets
 - NO beads or long necklaces.
- **Nails**
 - Nails should be short and well groomed.
 - Artificial and acrylic type nails **must not** be worn.
 - Only nail polish that is clear or neutral in color may be worn.
- **Hair**
 - Hairstyle must meet with the approval of the instructors and clinical sites.
 - Hair must be kept clean.
 - Hair must be of a natural color. No loud colors are allowed. Example: blue, green, pink
 - Hair that falls below shoulder level must be worn in a conservative style that prevents the hair from falling forward when leaning over a patient.
 - Barrettes, clips, or combs of a conservative style and form may be worn.
 - Short hair must be styled in a conservative fashion.
 - **NO** spikes, mohawks or fauxhawks
 - Beards and mustaches are permitted
 - Must be kept short (no longer than the mentum of the mandible), well-trimmed and clean.

- Students should be aware that facial hair can impact the fit of an N95 respirator. A properly fitting N95 respirator is necessary when imaging patients with airborne infectious diseases such as active tuberculosis.

Image Receptor ID Positioning Markers

Students must always have their ID markers with them in the clinical setting. 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.

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 Radiologic Technology 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 replacements. The loaner marker must be returned when the new marker is received.

Aluminum 5/8" vertical marker with initials

CMXmedicalimaging.com

Universalmedicalinc.com

CLINICAL SCHEDULING

All Radiologic Technology academic courses 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 with the variety and number of radiographic procedures that need to be performed and evaluated before clinical competency can be obtained.

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 to achieve the number of exams as required. All students can be scheduled for clinical rotations during breaks 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 on 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 to meet semester requirements. This would assist the students in graduating as scheduled and to be able to sit for the ARRT national certification examination.

Volunteering for Clinical Practice

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

1. Get prior approval from the clinical coordinator with specific dates and times, which match current clinical rotations and level of skill.
2. Provide clinical coordinator with a list of objectives that the student would like to accomplish during the volunteer time.
3. Follow all program policies
4. Volunteerism time cannot be utilized for make-up time
5. 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 will forfeit future volunteer opportunities.
6. If there is an emergency and the obligation cannot be fulfilled the student must notify the clinical site and email the clinical coordinator.

Student Clinical Schedules

Students are provided with the semester's clinical schedule at least two weeks prior to semester start. Students will not be scheduled for more than a 10-hour workday or more than 40 hours per week. No double shifts are allowed. All schedule changes must be approved by the clinical coordinator.

Students are responsible for all travel arrangements and expenses. Clinical sites are geographically dispersed, and students are assigned clinical track locations at time of acceptance to the Radiologic Technology program.

Clinical Rotations

The clinical education received in the 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 ARRT. All clinical and didactic activities assigned to students are designed to meet program and student outcomes.

All students are expected to adhere to the rules and regulations of the facility to which they are assigned, including health & safety requirements.

Clinical assignments include weekend and evening rotations to gain working knowledge of the equipment and procedures done.

- Clinical sites for the Yuma clinical track are in the Yuma / San Luis area within 30 miles from the AWC main campus in Yuma.
- The clinical sites for the Phoenix clinical track are geographically dispersed. Students will be expected to live in the Phoenix area. These students will be expected to commute to Yuma for academic classes and labs.

Communication of Clinical Concerns

Students who have concerns about clinical staff (i.e. communication style, exam performance, patient care issues, etc.) should discuss the concerns with the Radiologic Technology program's clinical coordinator, who will then communicate with clinical site leadership.

Advanced Modality Rotations

In the final clinical course of the Radiologic Technology program, RAD 221, students will be provided with the opportunity to voluntarily rotate to an advanced modality. These rotations are subject to the availability of the clinical education setting to provide the requested rotation.

Practical Radiologic Technologist (PTR) Employment

The radiology student's first responsibility is to the Radiologic Technology program. Outside jobs should not interfere with scheduled clinic or classroom hours. If a radiology student applies for employment as a practical or limited technologist, the student should notify the clinical coordinator. While working as a PTR or limited technologist, the student must follow these guidelines:

- An AWC name tag or clinical student name tag cannot be visible while working for pay.
- The student must not wear the AWC Radiologic Technology program uniform.
- Cannot comp on exams, complete rechecks, or document patient numbers while working for pay.
- Cannot supervise a radiology student.
- Cannot check other radiology student's images.
- Must wear a dosimeter provided by the employer that is separate from the dosimeter that is issued upon enrollment in the Radiologic Technology program.

CLINICAL SUPERVISION

Levels of Supervision

1. Direct Supervision

- a. As stated in the JRCERT Objective 5.4, direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:
 - i. Reviews the procedure in relation to the student's achievement;
 - ii. Evaluates the condition of the patient in relation to the student's achievement;
 - iii. Is physically present during the performance of the procedure, and
 - iv. Reviews and approves the procedures and /or images.

2. Indirect Supervision

- a. As stated in the JRCERT Objective 5.4, indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist the students regardless of the level of the student's achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where the radiographic procedure is being performed.

Summary of JRCERT Objective 5.4

- Students must be directly supervised until competency is achieved. Once students have achieved competency, they may work under indirect supervision.
- Repeat images must be completed under direct supervision of a qualified radiographer.
- Students must be directly supervised during all surgical and mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

Qualified Radiographer

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

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

Disciplinary Action

Failure to adhere to JRCERT Objective 5.4 will result in disciplinary action. A conference will be held with the student, clinical coordinator, and program director. Disciplinary progression is as follows:

1st incident: written warning - 2nd incident: withdrawal of admission to the Radiologic Technology program

PATIENT CONFIDENTIALITY

Students are required to adhere to the confidentiality policy and procedures of the contracted clinical affiliates.

- Students must always maintain patient confidentiality. No discussions regarding a patient shall be acceptable outside the classroom or clinical setting. In these areas, all discussions related to the patient must take place in a location where the conversation cannot be overheard by uninvolved parties. The patient shall not be referred to by name.
- 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.
- If a student commits a violation of confidentiality, a grade of “F” will be entered for the course(s) followed by immediate withdrawal from the Radiologic Technology program. The student will be ineligible for readmission.

Students must always honor patient confidentiality. For this reason, cell phones and other personal electronic devices may not be carried in the clinical area. This includes but is not limited to pagers, cell phones, and smartwatches.

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 Radiologic Technology program, clinical affiliates and staff, 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 withdrawal from the Radiologic Technology program.

The Radiologic Technology 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 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 if they were made in a public place.
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 the patient or of other patients you care 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 the care of patients or that portray you or your colleagues 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.

ATTENDANCE POLICY

Didactic Attendance Policy

Only people who are registered for a class may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirements as determined by the course instructor may be dismissed from the program.

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting, may be dismissed from the program.

At the beginning of each course, each course instructor will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding absences. Absences begin to accumulate with the first scheduled class meeting.

Clinical Attendance Policy

As an Allied Health professional, one is expected to be dependable on 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. If the student has excessive tardies and/or absences from clinical assignments, this could affect the student's chance of gaining valuable knowledge and impact the clinical grade.

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 adhere to the clinical schedule developed by the AWC radiology faculty. A clinical schedule will be provided to each student a minimum of 2 weeks prior to the start of the semester.

Students are allowed 1 switch opportunity per semester. Both students should email a request to switch to the clinical coordinator for approval a minimum of 1 week in advance. Once approved, it will be documented that both students have used his/her clinical shift switch for that semester.

Students will track their attendance online. The program does not allow students to bank extra hours completed at clinical.

Reporting Unscheduled Absences and Tardiness

Being on time to clinical rotations is critical to the success of students in the Radiologic Technology program. When in clinical, students will report to the assigned imaging area and be ready to examine patients at the scheduled start time.

Students must report absences. Failure to report absence as outlined below will result in a policy violation.

1. Call the clinical site at least 1 hour before the scheduled shift start time.
2. Contact the radiology program clinical coordinator via email 1 hour before the scheduled shift start time.
3. Proper documentation must be submitted via the online tracking system within 24 hours of the absence.

Students will also need a physician's release to return to clinical when 3 consecutive days have been missed due to illness.

If a student reports (clocks in) past their scheduled start time, it is considered tardy (i.e. start time of 7:00am, 7:01 is tardy).

Students must report tardiness. Failure to report a tardy as outlined below will result in a policy violation.

1. Call the clinical site before the assigned shift start time to notify them of a late arrival.
2. Contact the radiology program clinical coordinator via email on the day of the tardy to notify them of late arrival.
3. Four incidents in a clinical semester will warrant a documented policy violation. Each additional occurrence will result in additional policy violations.

Students who have accumulated absences more than the allotted hours of Personal Time Off will be withdrawn from the program. Exceptions as noted below.

Personal Time Off (PTO)

The Arizona Western College Radiologic Technology Program 22-month schedule ensures a generous number of days off for holidays and breaks.

We recognize that students may need to miss additional time due to illness, appointments, etc. Therefore each student will be given 40 hours in the first year of their clinical experience and 60 hours in the second year of their clinical experience for a total of 100 hours of personal time off to use during the program.

RAD 100, RAD 120, and RAD 121	40 hours
<u>RAD 122, RAD 220, and RAD 221</u>	<u>60 hours</u>
Personal time off total	100 hours

The following rules apply to the use of PTO:

- PTO must be used to cover all absences both scheduled and unscheduled except for bereavement, jury duty, military, and long-term leave. Time will not roll over between the junior and senior year. Students are encouraged to schedule early morning or late afternoon appointments to minimize the amount of time off per appointment.

- Time must be taken in 15 minute block increments.
- PTO requests should be submitted 1 week in advance. Email requests to the clinical coordinator.
- PTO is to be used for clinical absences. Academic courses are exempt, and the number of academic absences allowed is per course syllabus.

Bereavement Leave

Bereavement leave is leave due to the death of a student's spouse/partner or the following family members of the student or student's spouse/partner: parent, grandparent, child, stepchild, foster child, sibling, grandchild, or in-laws in any one incident. Bereavement leave may not exceed 5 days, clinical and academic combined. Bereavement leave requests should be directed to the clinical coordinator.

Bereavement leave will not be deducted from the student's Personal Time Off. Total missed hours due to bereavement leave will be completed at the end of the semester. The student must complete all clinical and academic requirements for graduation.

Jury Duty

Students should consult with the Program Director when summoned for jury duty, as it may be possible to defer service until after the program is completed. Students may attend jury duty without jeopardizing their position in the radiologic technology program. A copy of the student's jury duty documentation must be presented to the Program Director.

The jury duty will not be deducted from the student's Personal Time Off. Total clinical hours missed due to "jury duty" will be completed at the end of the semester. The student must complete all clinical and academic requirements for graduation.

Military Leave (Training)

Students who are members of the National Guard or Reserve Units may attend periods of military training without jeopardizing their position in the radiologic technology program. A copy of the student's military orders must be presented to the program director.

The training period will not be deducted from the student's Personal Time Off. Up to 30 clinical days in a 2-year period can be missed. The total clinical hours missed due to "military leave" will be completed at the end of the semester. The student must complete all clinical and academic requirements for graduation.

Long-Term Leave

Requests for long term leave will be dealt with by the program on an individual basis. This may require a doctor's written authorization. All requests for long-term leave must be approved by the Program Director. A student who seeks leave may employ one of the following options:

1. Students who can maintain academic courses will remain in the program. A maximum of 6 weeks of clinic can be missed and the total number of clinical hours missed must be made up. The student must complete all clinical and academic program requirements for graduation.
 - a. This type of leave may only be used once during the 2 years of the program.
2. Up to one year's leave may be granted. The student must submit a letter of intent for readmission to the Program Director. Upon approval, the student will re-enter the program at the next available course from which they exited and complete the program readmission requirements. The student must complete all clinical and academic program requirements for graduation.

Clinical Tracking of Attendance

Trajecsys is the online clinical tracking software program used by the Radiologic Technology Program. Student attendance, clinical evaluations, simulations, and competencies are tracked via this online program.

Students will be required to track clinical attendance using Trajecsys.

- When clocking in/out for a clinical shift, the student should use the clinical site's computer. If the clinical sites computer is not working or if the technologist is using the computer for patient care related tasks and there is not another computer available to use, a student's mobile device may then be used when clocking in/out.
 - When using a mobile device, the student must allow geolocation, and the student should be in the clinic ready to work when clocking in/out.
 - Failure to have geolocation turned on will result in a policy violation.
 - If the geolocation shows the student was not at the schedule clinical location, a policy violation will be applied.
- The student can clock in no more than 10 minutes before the start of a clinical shift. This allows the student time to prepare for his/her scheduled rotation. The student is expected to be at his/her scheduled rotation and ready to work by the appointed start time.
 - If a student clocks in late for a clinical shift, a tardy will be assessed.
 - (i.e. start time of 7:00am, 7:01 is tardy)
 - 4 tardies will result in a documented policy violation. Each additional occurrence will result in additional policy violations.
- The student can clock out no more than 5 minutes before the end of a clinical shift.
 - If a student clocks out more than 5 minutes after the end of a clinical shift, the student should email the clinical coordinator providing a reason for the late clock out.
 - Clocking out early (more than 5 minutes early) without clinical coordinator approval will result in a documented policy violation.
- If a student forgets to clock in or out for a clinical shift, the student should enter a time exception in Trajecsys to document clinical attendance.
 - 4-time exceptions due to forgetting to clock out/in will result in a documented policy violation. Each additional occurrence will result in additional policy violations.
- If a student is absent from a clinical shift, the student should enter a time exception to represent his/her missed clinical shift.

PROGRAM READMISSION POLICY

Students who have withdrawn their admission or have had their admission to the program withdrawn may be eligible for readmission in the following year's cohort. A student who has been dismissed from the program due to clinical failure, unprofessional conduct, or found to be performing in any manner that would violate the ARRT Standards of Ethics will not be eligible for readmission into the Radiologic technology Program.

Eligibility for readmission may be dependent upon and not limited to meeting the following criteria:

- Submit a request for readmission to the Program Director at least 2 semesters prior to the semester for which the student is seeking readmission.
- A seat must be available in the following year's cohort.
- Complete the health and safety requirements
- Submit a valid Arizona fingerprint clearance card
- If applicable, submit an academic performance improvement plan
- 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.
 - o Recheck all clinical examinations which were completed prior to exiting the program, re-simulation will be scheduled with the clinical coordinator.

Students are responsible for any costs associated with re-entering the program.

Radiologic technology courses may only be repeated once and only one radiologic course can be repeated.

GRADING POLICY

Students must earn a grade of “C” or better for all courses within the program. At the conclusion of the semester, any program course grade less than “C” will result in student exit from the program.

Radiologic Technology Program Academic Grading Scale

Each instructor will provide a first day handout with specific information on how to earn points towards a passing grade in each course. This information will be made available to students at the beginning of each course. The following grading scale will be used for all academic courses taught in the radiologic technology program:

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

Radiologic Technology Program Clinical Grading Scale

During each clinical course, the clinical coordinator will utilize observation and competencies, examination, professionalism, evaluations, and written objectives in computing the student’s clinical grade. Breakdown of the clinical grade will be provided in the first day handout available to students at the beginning of each semester. The following grade scale will be used for all clinical courses taught in the radiologic technology program:

A	50 - 46
B	45 - 41
C	40 - 36
F	35 - 0

REMEDIATION

Didactic Remediation

Students at risk of failing any given course will meet with the course instructor and/or program director. The purpose of the meeting is to 1) develop a plan for remediation that will ideally foster student success and 2) discuss with the student his/her grade and consequences of not passing the course with a “C” or better. The instructors are encouraged to document this meeting.

Clinical Performance Deficiency Remediation

Students unable to perform at an acceptable level in the clinical setting will result in the documentation of clinical deficiencies as identified by the clinical coordinator and/or clinical instructor. A meeting will be held with the student and clinical coordinator to discuss the clinical deficiencies.

A plan for clinical remediation will be developed and implemented as necessary. After a designated time frame, the remediation plan will undergo reevaluation. Continued inability to perform at an acceptable level, appropriate for the clinical semester, may lead to the withdrawal of admission to the Radiologic Technology Program.

The following is a list of clinical deficiencies which constitute unacceptable clinical behavior and may become the basis for withdrawal of admission to the Radiologic Technology Program. The student will be allowed due process as stated in the AWC Student Code of Conduct and the program’s grievance policy. This list is not intended to be exhaustive.

- The clinical site has requested that the student be removed from their facility.
- Performing exams without proper supervision.
- Leaving the clinic without permission.
- Violation of dress code
- Attendance violations as per attendance policy.
- Being unprepared for clinical assignments.
- Failure to follow standard precautions
- Not following professional standards, and/or exhibiting unprofessional and unethical behavior including but not limited to confidentiality, failure to show respect for patients, peers, staff, and instructors.
- Careless conduct that causes a critical incident in which a patient is involved.
- Failure to wear a dosimeter in the clinic area or AWC clinical lab.
- Not following the proper procedure when absent / tardy from clinical practice.
- Consistent “unacceptable” or “needs improvement” ratings on clinical evaluations
- Any preparation of written or electronic documentation that is fraudulent and/or untruthful.
- Not having ID markers in clinic area, using another person’s markers and/or incorrect or failure of identification of side markers on images.

DISCIPLINARY ACTIONS

Program Policy Violations / Clinical Performance Deficiencies

Failure to comply with any of the policies in the Radiologic Technology Student Guide will be documented. Three (3) documented policy violations and/or clinical deficiencies will result in probationary status or withdrawal of admission to the Radiologic Technology Program. Depending on the severity of the issue, withdrawal from the program may be immediate after the first offense (i.e. HIPPA violation, patient abuse).

The following list of disciplinary actions will be taken because of violations / deficiencies accumulated during a semester.

- Three (3) documented violations/deficiencies will drop the student's clinical grade by one letter grade.
- Four (4) documented violations/deficiencies will result in probationary status. The student must meet with the Program Director.
- Five (5) documented violations/ deficiencies may result in withdrawal of admission to the Radiologic Technology Program at the discretion of the Clinical Coordinator and Program Director.

PROGRAM GRIEVANCE PROCESS

The program respects the student's rights 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 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/person conduct of instructor
4. Improper disclosure of grades
5. Improper application 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 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.

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 technologist:**
 - 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 student 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 Program Director of the Radiologic Technology program within 72 hours of receiving the written decision to set up an appointment within five working days to discuss the issue. In this information 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 student 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 student concerns with a written decision within five business days.
3. **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 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 concerns with a written decision within 15 business days.
 - c. 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 the 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.
4. **Final Appeal**
 - a. If not satisfied with Dean's decision, the appellant may submit a request for final appeal in writing to the VP of Workforce & Healthcare within five business days of receipt of Dean's decision. 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, program director, or dean's decision.
 - d. The VP of Workforce & Healthcare decision on the appeal is final.

DRUG AND ALCOHOL PROCEDURE

If a clinical affiliate requires mandatory or random drug testing, students in the Radiologic Technology program must comply, or they will be withdrawn from the program for failure to do so. A student that is on a prescribed medication which could hinder his or her discretion and judgement in dealing with patients will not be allowed in the clinical area. If a student is taking any prescribed medication that could cause drowsiness, impair their judgment, or psychomotor skills, the student must inform the clinical coordinator prior to starting clinical rotations. Failure to do so 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 Drug and Alcohol 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 any situations where this procedure and the AWC Student Code of Conduct are in conflict, the provisions of this procedure shall control. When this procedure prohibits drug use, it shall be deemed to apply to drug use at any time.

Definitions

The following terms shall apply to this procedure: The term "drug" or "drugs" includes any narcotic, dangerous drug, steroid, vapor releasing substance, marijuana, or controlled substance (imitation or otherwise) as defined by the law. The term "medication" means any substance that is available legally by prescription only, but does not apply to marijuana, which for this procedure is considered a drug. The passage of Arizona Proposition 203, commonly known as the Medical Marijuana Law, notwithstanding, Arizona Western College prohibits the possession, use or transfer of marijuana on any college property and/or college event/activity.

"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 condition, 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 the 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 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. The use of marijuana is prohibited even if prescribed by a physician.
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 because 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 party 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 move 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 party. The student will be allowed to respond verbally to the information presented, explaining 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 and possession of drugs and/or alcohol.
3. After discussion with the student as referenced in #2 above, if the instructor determines there is reasonable suspicion to believe the student has used drugs, and/or alcohol in violation of this procedure, the instructor shall request 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 part 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.

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 test, 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 radiologic technology. The student must also present evidence of the applicable prescription in the student's name. The above conditions must be satisfied before the student is allowed to resume clinical experience, and failure to satisfy any of the above-mentioned conditions within a reasonable time shall be deemed presumptive evidence that the student has violated this procedure.

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 VP of Workforce & Healthcare Programs. Upon filing such a complaint, a formal hearing shall be held to determine whether there has been any 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 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 After a Drug/Alcohol Dismissal

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, readmission to the Radiologic Technology program will be contingent upon the student providing to the director of the Radiologic Technology program 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/or alcohol test. All conditions of program readmission as stated in the readmission policy must be met. For students who have also been suspended from the college, additional readmission requirements may be imposed pursuant to AWC Student Code of Conduct.

INSURANCE

Health Insurance

The Radiologic Technology program recommends that the student carry personal health insurance.

Student Malpractice Liability Insurance

Arizona Western College provides malpractice liability insurance at no cost to the student. Any incident needs to be reported and documented immediately after the occurrence. Students are only covered while working in the scope of a clinical course as an AWC student.

Incident Reporting and Clinical Injury Insurance

An incident report is documentation of the facts concerning injury to a patient or student. Accident school coverage is only provided by AWC for the student while attending class or clinical practice.

Reporting a patient incident

- Notify the clinical supervisor and AWC clinical coordinator as soon as possible after the incident (within 24 hours).
- Follow the facilities policy for documentation of incidents.
- A summary of the incident will be placed in the student's clinical file.

Reporting a student incident

- Notify the clinical supervisor and AWC clinical coordinator as soon as possible after the incident (within 24 hours).
- If the incident occurred at a clinical site, follow the facilities policy for documentation of incidents.
- Complete the AWC incident report. The program director will submit the report to the AWC Risk Management Office. A copy of the report will be placed in the student's clinical file.
- Seek medical attention if required
 - Personal injuries and illness requiring medical treatment become the financial responsibility of the student.
 - AWC accident insurance coverage is secondary to any other health insurance policy that the student has.
 - AWC insurance forms can be obtained from the Student Resources Services located in the 3C building, AWC main campus.

RADIATION SAFETY

To ensure the safety of the students, radiation safety regulations must always be followed.

- Never expose self or a fellow student for test exposure or demonstration.
- Stay behind protective barriers during radiation exposure.
- Never hold patients or image receptors during radiation exposure.
- During fluoroscopic procedures, maintain as much distance as practical.
 - Use the protective drape on the image intensifier.
 - Wear an appropriate lead apron.
 - If not actually assisting the radiologist either stay in the control booth or behind the radiologist.

To ensure the safety of the patients, students are expected to protect all patients from unwanted radiation.

- Follow facility radiation safety policies.
- Use appropriate shielding on exams
- Question pregnancy in all women of childbearing age.
- Practice acceptable positioning skills to reduce patient positioning errors.
- Collimate the radiation field to the anatomy of interest.
- Apply the principles of radiation exposure
- Perform all repeats under the direct supervision of a qualified radiographer.

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 on a monthly or quarterly basis depending on the student's clinical track.

It is the responsibility of the student to always wear the assigned dosimeter while in the clinical setting, this includes the AWC clinical lab setting. The dosimeter is to be worn facing forwards, at collar level, on the outside of the lead apron.

Students will not be allowed to be in the clinical area without a dosimeter.

Lost dosimeters must be reported immediately to the clinical coordinator.

- The student should not report to the clinical area until another dosimeter has been issued.
- The student may be required to pay a fine of \$35.00 for each lost dosimeter.
- Any clinical time missed will need to be made up.

Students are responsible for switching out the dosimeter at the designated time.

Radiation exposure is monitored by the Radiation Safety Officer and the AWC Clinical Coordinator. If the radiation level exceeds acceptable limits, the student will be counseled and clinical assignment adjusted if necessary. Students must review and initial the radiation dosimetry report within 30 days of posting. The dosimetry report is available in the AWC clinical lab.

Radiation 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 dose limits for radiation workers. Although the limits vary depending on the affected part of the body, the annual total effective dose equivalent for the whole body is 5,000 mrem.

AWC monthly threshold effective dose limit for the whole body is 125 mrem and a quarterly threshold effective dose for the whole body of 500 mrem.

The clinical coordinator reviews the dosimetry reports and investigates readings over 125 mrem per month or 500 mrem per quarter – depending on which dosimeter the student is wearing.

Clinical rotations may be adjusted for students who have dose reports exceeding or close to exceeding the monthly/quarterly limit.

If the student continues to receive excessive monthly/quarterly readings, the student may be withdrawn from the program if it has been determined that the student has been involved in unsafe radiation practices.

HEALTH AND SAFETY

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 clinical sites policies regarding infectious disease will be followed as well as random drug testing if required.

If a student becomes ill or injured at the clinical site, the student should report to the supervising technologist and clinical coordinator who may send the student home or to the emergency room. The student will be required to fill out an incident report in the event of injury.

If the student contracts or is exposed to a communicable disease, the student must notify the clinical coordinator. All the regulations of the program's affiliate sites regarding infection control will be observed. It is recommended that the students maintain individual health insurance records.

In the event of an injury while in the clinical area, the student must follow the AWC Clinical Injury Policy. The student is responsible for notifying AWC Health Services within 10 days of the incident. Medical services costs 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 held by the student.

Infectious Diseases

Each clinical facility is expected to practice transmission-based precautions 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 known infectious patients.

Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner that follows the clinical facilities guidelines may result in withdrawal from the Radiologic Technology program.

CPR Certification

All radiologic technology students are required to hold an American Heart Association (AHA) 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 of the Radiologic Technology program without valid CPR certification. Copies of certification renewals should be sent to the clinical coordinator. It is the responsibility of the student to maintain current certification status.

MRI SAFETY POLICY

The American Society of Radiologic Technologists (ASRT) recognizes the concept of ALARA to include energies used for magnetic resonance. Students in the Radiologic Technology program have the option to participate in an MRI clinical rotation in the final semester of the senior year.

Per JRCERT Objective 5.3, program must establish an MRI screening protocol and student must complete MRI orientation and screening which reflect current American College of Radiology (ACR) MR safety guidelines prior to the clinical experience. This ensures that students are appropriately screened for magnetic field hazards. Students must notify the program should their status change.

Students receive MRI safety training in the Radiologic Technology program's RAD 100 course. The students watch an MRI safety video and complete an MRI screening questionnaire. Clinical sites that have MR scanners require students at onboarding to complete online educational modules that address not only radiation safety but MR safety.

Pregnant students will not be allowed in the MRI scan room when the radiofrequencies are being utilized.

PREGNANCY POLICY

Nuclear Regulatory Commission (NRC) regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to the program faculty. In doing so, she can take advantage of the special dose limits provided to limit radiation exposure to the developing embryo/fetus. A declared pregnant woman is defined as a woman who has voluntarily informed her employer (Program Director) in writing of her pregnancy (NRC Regulation, Section 20.1003 of 10CFR).

Per JRCERT Objective 5.1, this pregnancy policy must include the following:

- A written notice of voluntary declaration,
- An option for withdrawal of declaration,
- An option for student continuance in the program without modification.

Written Notice of Voluntary Declaration

A student who becomes pregnant while enrolled in the program has the option of disclosing her pregnancy to the program director in writing. This disclosure is voluntary, but the student is not considered pregnant unless this written notification is submitted. Within the document, the estimated date of delivery and amount of time for recovery following delivery need to be stated. The program director can provide a declaration of pregnancy form for the student to use.

Upon receipt of this declaration, the program director will request a fetal dosimeter to be issued to the student for the purpose of monitoring fetal exposure to radiation. The student's occupational radiation dose for the entire pregnancy will not be allowed to exceed 5 mSv for the entire 9-month gestation period. A 0.5 mSv/month limit must not be exceeded following the declaration of pregnancy.

Option for Withdrawal of Declaration

The student may withdraw their declaration of pregnancy at any time. This declaration must be provided to the program director in writing. If a fetal dosimeter has been issued to the student, it should be returned to the program director.

Option for Student Continuance in the Program Without Modification

The student has the option of remaining in the program and continuing her education without modification. This decision should be made in consultation with her physician.

Option for Long-Term Leave

The student can discuss long term leave with the program director. The long-term leave policy will be utilized in this instance.

