



STUDENT GUIDE

2026 - 2027

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Pillar I
Program Foundation

Philosophy & Purpose

The Radiologic Technology program is a 22-month, associate in applied science degree designed to prepare students for the ARRT national certification exam in radiography.

Mission Statement: Transform lives by providing rigorous academic and clinical education that prepares students for prosperous careers in medical imaging. Through strategic partnerships with regional healthcare providers, we empower graduates to provide exceptional patient care, ultimately fostering thriving and healthy communities.

The program implements its mission through a comprehensive framework that meets and exceeds the “Standards” for accredited programs set by the JRCERT. The role and scope are defined by the following five key areas:

1. **Didactic Instruction:** The program utilizes the ASRT curriculum guide for all radiography content and incorporates college-level general education requirements.
2. **Clinical Education:** Students must complete rotations through all phases of radiography ranging from small offices to large hospitals. This training emphasizes critical thinking and problem solving to ensure graduates are clinically competent and professional.
3. **Customer Service:** The curriculum assesses the affective areas of patient care, including teamwork, patient management, and professionalism. Students are also strongly encouraged to participate in professional society functions.
4. **Access Programs:** The program supports student success by providing counseling, tutoring, and job placement services.
5. **Quality Outcome Assessment:**
 - a. Continuous assessment is performed across all phases of the program to ensure quality for students, employers, and the community.
 - b. The program undergoes a formal review process through Arizona Western College on a five-year cycle.
 - c. The Radiologic Technology Advisory Committee provides essential input regarding necessary clinical skills and program quality.

Program Goals and Student Learning Outcomes

Goal 1: Students will demonstrate competency at the entry level in the field of diagnostic radiography.

Student Learning Outcome:

1. Demonstrate acceptable positioning skills
2. Provide appropriate patient care

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

Student Learning Outcome:

1. Demonstrate the ability to adjust technique to suit patient condition, pathology, or body habitus.
2. Demonstrate entry level skills in image evaluation.

Goal 3: Students will communicate effectively.

Student Learning Outcome:

1. Use effective oral communication skills
2. Use effective written communication skills

Program Value Statements

The Arizona Western College Radiologic Technology program is guided by five core value statements that emphasize student development, educational excellence, and professional integrity.

1. **Commitment to Students:** The program prioritizes high-quality instruction and resources to help students become self-sufficient, develop interpersonal skills, and achieve lifelong goals.
2. **Commitment to Excellence in Education:** There is a strong focus on accountability for the quality of medical education, ensuring graduates are competent in clinical procedures, radiation safety, and professional communication.
3. **Commitment to Faculty and Staff:** The program recognizes that all individuals within the college community contribute to a positive, productive learning environment and should have opportunities for lifelong learning.
4. **Quality Clinical Environment:** The program maintains an ethical learning space defined by integrity, clear communication, respect for the individual, and fairness in evaluations.
5. **Effective Use of Resources:** Being partnership-oriented and community-centered, the program focuses on the responsible use of college and affiliate resources to provide quality services to both students and clinical partners.

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 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, [Higher Learning Commission](#).

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

Pillar II

Student Success & Resources

Student Support & Resource Directory

Academic & Career Success

- **Program Advisment:** Faculty maintain an “open door” policy for progress discussions. You will receive at least one midterm conference regarding your academic and clinical status.
- **Program Director Hours:** Office hours are maintained for all students; please schedule an appointment for specific course considerations or career counseling.
- **Tutoring:** The AWC Student Success Center provides free tutoring for various subjects.
- **Faculty Support:** Reach out directly to your course instructor, clinical coordinator, or the Program Director for specialized assistance.

Specialized Learning Resources

- **Radiology Libraries:** In addition to the main college library, the program offers a specialized collection of textbooks that may be borrowed through the Program Director.
- **Simulation Labs:**
 - **Energized Lab:** Located at Parkview Medical Plaza for clinical practice. Schedule extra time with the clinical coordinator.
 - **Virtual Reality Lab:** Access to medical coaching platforms and simulations.
- **Technology:** AWC offers a laptop rental program for students in need of hardware. The students have access to a variety of learning platforms such as the: Anatomage Table, RadReview, Clover Learning, Kahoot, and Educaplay. There are numerous computer labs at the colleges campuses to further support the students.

Wellness & Personal Support

- **Mental Health:** Students receive 3 free teletherapy sessions through BetterMynd.
- **The Nook:** A semi-private, relaxed area for mental wellness activities.
- **Health Visits:** Email health.wellness@azwestern.edu to request an appointment for health and wellness education.
- **The Cubby:** A food pantry providing non-perishable items and necessities for students and their families (MAC Room 178).

Access & Eligibility Services

- **Disabilities (AccessABILITY):** Works to remove educational barriers through design and accommodation. Students must self-identify and submit documentation to the AccessABILITY department located in the 3C building well in advance of needs.
- **Veterans Services:** Your point of contact for applying and certifying VA or Department of Defense educational benefits.
- **Childcare & Housing:** Support is available for students who qualify. Visit the AWC website for childcare and on-campus housing applications.
- **Transportation:** All students residing in the Yuma County Area Transit system pay a transportation fee at registration. This gives the AWC students unlimited access to YCAT services all semester long.

Pillar III

Academic & Professional Standards

Academic Standards

Academic Grading

All Radiologic Technology program coursework must be completed with a grade of “C” (75%) or higher to remain in the program.

Radiology Grading Scale

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

Didactic Remediation

Students at risk of failing a course must meet with the instructor or Program Director:

- **Develop a Success Plan:** Create a formal remediation strategy to improve performance.
- **Review Consequences:** Discuss current grades and the impact of failing to achieve a “C” or better.
- **Documentation:** Instructors will document the meeting and agreed- upon plan.

Academic Attendance

- **Eligibility:** Only registered students may attend class.
- **Requirements:** Attendance standards are set by the course instructor and provided in writing at the start of the semester.
- **Absences:** Attendance is tracked starting from the first scheduled meeting. It is the student's responsibility to consult with the instructor regarding any missed time and missed assignments.
- **Dismissal:** Failure to meet attendance standards or missing the first day of class without prior notice may result in program dismissal.

Academic Dress code

While a uniform is not required for didactic-only days, students are expected to maintain a professional appearance that reflects the standards of Arizona Western College and the healthcare community.

- General Standards: Clothing must be clean and in good repair.
- Tops and Necklines: Shirts and tops must provide appropriate coverage of the chest and torso. Low-cut or plunging necklines that reveal the cleavage are not permitted.
- Torso Coverage: midriffs must be always covered.
- Lower Body Attire: Skirts, dresses and shorts must be of a conservative length. A general guideline is that the hem should reach no higher than 3 inches above the knee to ensure professional decorum in a college setting.
- Fit and Transparency: Clothing should not be excessively tight or made of transparent/sheer material that reveals undergarments.

Students who attend class in violation of these dress violations may be asked to change or be marked absent for the day.

Graduation Requirements

Students must maintain a cumulative GPA of 2.5 or higher, pass all radiology coursework with a “C” or better, and successfully complete all clinical and graduation competencies.

Digital Professionalism & AI Policy

Academic Integrity and Generative AI

The radiologic technology program encourages the use of modern technology to enhance learning; however, students must adhere to strict ethical standards.

- **Prohibited Use:** Students may not use Generative AI (e.g. ChatGPT, Gemini) to complete exams, quizzes, and assignments.
- **Approved use:** AI may be used as a research assistant for drafting papers or understanding complex concepts, provided that all AI-generated content is properly cited and verified for accuracy.
- **Original Work:** The “Student-as-Professional” persona requires that all clinical reflections and patient case studies be based on the student’s own observations and clinical experiences.

Clinical Data & AI Security

Hospital networks are closed systems designed to protect patient privacy.

- **Third-Party Tools:** Students are strictly prohibited from entering patient data, radiographic measurements, or clinical scenarios into public AI tools or mobile apps for “analysis” or “translation”.
- **Device Restrictions:** Personal devices must never be used to capture images of diagnostic monitors, even if the intent is to use an AI tool for educational enhancement.

Professional Digital Presence

Digital professionalism extends beyond the classroom into how students represent the profession online.

- **AI-Generated Profiles:** While professional headshots are encouraged for resumes, students should ensure the AI-generated images accurately represent their professional appearance in AWC-approved attire.
- **Communication Standards:** All digital correspondence with faculty, clinical staff, and peers must remain professional.

Policy Compliance & Integrity

- **Verification:** The program reserves the right to use AI-detection software for all written assignments.

- **Consequences:** Violation of the AI policy are treated as academic dishonesty or a breach of professional ethics, which may lead to a failing grade for the assignment, formal disciplinary action and/or withdrawal from the radiologic technology program.

Professional Standards

Certification & Licensure Waiver

- **No Guarantee of Credentials:** Admission to or graduation from the AWC Radiologic Technology program does not guarantee ARRT certification or state licensure.
- **Independent Authority:** The American Registry of Radiologic Technologists (ARRT) and state licensing boards hold the exclusive authority to set requirements and grant credentials.
- **Student Responsibility:** Students are responsible for meeting all external criteria applying directly to the ARRT for certification or to specific state boards for licensure.
- **Resource:** For state-specific regulations, students should consult the ASRT website.

American Registry of Radiologic Technologists ([ARRT](#))

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 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 AWC Radiologic Technology program 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.

Attendance at Professional Organizations

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

- 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.
- 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 practice and academic courses as scheduled.
- If a student attending a professional society function fails to attend the agreed upon events, the students' clinical course grade will drop by one letter grade.

American Society of Radiologic Technologists ([ASRT](#))

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

Arizona Society of Radiologic Technologists ([AZSRT](#))

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

Practical Radiologic Technologist (PTR) Employment

The radiology students 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 technologist, the student should be aware of the following:

Dual-Role Checklist for PTR Employment

Category	AWC Radiology Student Role	PTR / Paid Employee Role
Primary Responsibility	Priority is always given to scheduled clinic and classroom hours	Outside employment must not interfere with the program schedule
Identification	Must wear an AWC name tag or clinical student ID	AWC name tags or student IDs cannot be visible
Uniform	Must wear the official AWC radiology uniform with patch	Prohibited from wearing the AWC program uniform
Radiation Monitoring	Use dosimeter issued by the AWC program	Must wear a separate dosimeter provided by the employer
Clinical Tasks	May complete competencies, rechecks, and clinical logs	Prohibited from completing competencies, rechecks, or clinical documentation
Supervision	Under the direct or indirect supervision of an ARRT qualified radiographer	Prohibited from supervising or checking images of other students
Notification	Standard clinical scheduling applies	Must notify the Program Director if applying for PTR employment

Important compliance note

Failure to maintain these boundaries is considered a program policy violation. Ensure you are wearing the correct dosimeter for your status (paid vs student) to prevent inaccurate radiation exposure reporting.

Pillar IV

Clinical Education & Conduct

Clinical Grading

During each clinical course, the clinical coordinator will utilize observation, competencies, examination, professionalism, evaluations, and written objectives in calculating the student's clinical grade. Students must pass each semester clinical component with a "C" or better to continue in the program.

Breakdown of the clinical grade will be provided in the first day handout (FDHO) available to students at the beginning of each semester.

Technical Standards

The technical standards represent the essential physical, cognitive, and behavioral requirements necessary for safe and successful participation in the Radiologic Technology program.

- **Physical Agility:** Students must be able to stand and walk for 6 to 10 hours daily, and possess the strength to lift, push, pull, stoop, bend, and kneel while managing medical equipment and patients.
- **Sensory & Communication Abilities:** Use of sight, hearing, and touch is required to assess patient conditions (e.g. skin color, heart sounds, pulses) and to communicate effectively with patients and the healthcare team.
- **Intellectual & Cognitive Skills:** Students must demonstrate memory, reading, and writing proficiency, along with the ability to synthesize information quickly and function effectively in stressful, fast-paced situations.
- **Professional Behavior:** Students must maintain focus, remain alert, and prioritize patient safety and care needs above all else.
- **Medical Status Reporting:** Any change in a student's physical, cognitive, or behavioral status should be reported to the program director. A physician's clearance may be required to continue to attend clinicals.
- **Essential Accommodations:** Students must satisfy these standards, with or without reasonable accommodations, to complete all aspects of the curriculum satisfactorily.

Clinical Dress Code

A professional image is always required. Students must adhere to these guidelines in addition to any specific regulations set by their clinical sites. The following rules apply whenever a student is in uniform.

Uniform Requirements

- **Condition:** All uniforms must be clean and pressed.
- **White Tops:** White scrub tops and lab coats must be crisp white and free from stains or discoloration by washing and wear.
- **Scrub Top:** White scrub top.
 - An AWC radiology patch must be stitched or ironed onto the left sleeve, exactly 2 inches below the shoulder.
 - Patches are available at Mothers & Daughter Embroidery (2615 E. 24th St. #3, Yuma).
- **Undergarments:** A solid white, long-sleeved top may be worn under the scrub top (excluding OR scrubs).
- **Lab Coat:** A white lab coat may be worn over the uniform, provided an AWC patch is visible on the left sleeve.
- **Scrub Pants:** Medium grey (Seagull Grey) scrub pants.
 - Pants must be hemmed so they do not touch the floor.
 - Jeans, cropped pants, skirts, shorts, and other colors are strictly prohibited.



Seagull Grey

Footwear

- **Style:** Clean, closed-toe nursing shoes or 95% leather athletic shoes (e.g., Nike, Reebok) in solid white.
- **Details:** Must be worn with solid white socks and white shoelaces.
- **Prohibitions:** No mesh inserts and no Crocs.

General Appearance & Clinical Gear

- **Identification:** ID badges must be always worn in clinical settings.
- **Safety:** Dosimeters are required in clinical areas and the AWC radiology lab.
- **Hygiene:** Breath must be fresh. The use of scented products (cologne, perfume, scented lotions) is prohibited.
- **Tattoos:** Students must make every attempt to cover visible tattoos. Any uncovered tattoos must not contain offensive imagery, profanity, or gang affiliations.

Jewelry & Nails

1. **Earrings:** One small, conservative stud may be worn in each ear lobe. No other visible body piercings are allowed. No hoops.
2. **Rings/Watches:** One ring without sharp edges may be worn per hand. A watch is permitted if it is not loose-fitting.
3. **Necklaces/Bracelets:** A short, lightweight gold or silver chain may be worn inside the collar. No bracelets, beads, or long necklaces.
4. **Nails:** Must be short and well-groomed. Artificial or acrylic nails are prohibited. Only clear or neutral polish is allowed.

Hair & Grooming

- **Style:** Hairstyles must be professional and approved by instructors.
 - **Long Hair:** Hair that falls below shoulder level must be worn in a **secured updo** to ensure it cannot fall forward when leaning over a patient.
 - **Short Hair:** Must be styled conservatively. No spikes, mohawks, or fauxhawks.
- **Color:** Hair must be a natural color (no blue, green, pink, etc.).
- **Accessories:** Conservative barrettes, clips, or combs are permitted.
- **Facial Hair:** Beards and mustaches must be short (not exceeding the mentum of the mandible), clean, and well-trimmed.
 - Note: Facial hair can interfere with the seal of an N95 respirator, which is required for certain infectious disease protocols.

Image Receptor (IR) Positioning Markers

Professional radiographers use lead markers to identify anatomical side (right or left) and student identity on every radiographic image. Failure to use markers correctly is a breach of professional standards and patient safety.

Core Requirements

- **Mandatory Possession:** Students must always have their ID markers with them in the clinical setting and while attending labs.
- **Consequence of Loss:** Failure to have markers may result in immediate dismissal from the clinical area for the day.
- **Professional Integrity:** Using another person's markers or failing to identify side markers on images is a policy violation.

Issuance and Replacement

- **Initial Set:** The first set of markers is loaned to the student free of charge upon enrollment.
- **Return Policy:** All ID markers must be returned to AWC upon exiting the program.
- **Lost Markers:** Lost markers must be reported to the clinical coordinator immediately.
- **Loaner Protocol:** To receive a temporary loaner marker, the student must present receipt as proof that a replacement set has been ordered.
- **Return of Loaners:** Loaner markers must be returned as soon as the new permanent markers are received.

Marker Specification

- **Style:** Aluminum 5/8" vertical markers with 3-character student identification.
- **Approved Vendors:**
 - [CMX Medical Imaging](#)
 - [Universal Medical Inc.](#)
 - [Penn-Jersey X-ray](#)

Clinical Supervision

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.

A qualified radiographer is 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.

Levels of Supervision

1. Direct Supervision

- a. As stated in 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 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 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 direct 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.

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

1st incident: written warning – 2nd incident: program dismissal

Clinical Attendance

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 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, it 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 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.

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.

The program does not allow students to bank extra hours completed at clinical.

Clinical Attendance Reporting and Consequences

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

- Call the clinical site to notify them of late arrival. Provide an estimated time of arrival.
- Email the clinical coordinator, on the day of the tardy to notify the program of the late arrival.
- Time missed more than 30 minutes will need to be made prior to semester end. PTO can be applied in place of make-up time.

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

- Call the clinical site at least 1 hour before the scheduled shift start time.
- Submit a PTO request – note in comments you had an unscheduled absence.

Quick Guide: Clinical Tracking with Trajecsys

1. Where to clock in/out
 - Primary Method: Use a clinical site computer to log into Trajecsys
 - Secondary Method: Use your mobile device only if the facility computer is unavailable or broken.
 - Mandatory Setting: You must have geolocation turned on.
 - Failure to Comply: Clocking in without geolocation or from a non-clinical location is a policy violation.
2. The “Five-Minute” Rules
 - Arrival: You may clock in up to 10 minutes early to prepare for your shift. You must be at your station and ready to work exactly at your start time.
 - Departure: You may clock out no more than 5 minutes before your shift ends. Clocking out early (more than 5 minutes) without clinical coordinator approval will result in a policy violation.
 - Late Departure: If you clock out more than 5 minutes late (due to a long procedure), you must email the clinical coordinator with the reason.
3. Managing Missed Punches
 - If you forget to clock in or out, enter a “Time Exception” in Trajecsys immediately.
 - Limit: You are allowed 4 exceptions per semester; the 5th results in a policy violation.
4. Tardy Policy
 - Definition: Logging in even one minute past your start time (e.g. 7:01 for a 7:00 shift) is a tardy.
 - Consequence: 4 tardies per semester will trigger a documented policy violation.

Attendance Compliance at a Glance

Action	Window/limit	Penalty for Violation
Early Clock-in	Up to 10 minutes before a shift	N/A
Early Clock-out	Max. 5 minutes before shift	Policy violation – if not approved by clinical coordinator
Forgotten Punch	4 allowed per semester	Policy violation (on 5 th)
Tardies	3 allowed per semester	Policy violation (on 4 th)

Clinical Leave & Time Off

Personal Time Off (PTO)

Students are allotted a set amount of PTO to cover absences (scheduled or unscheduled) except for protected leave categories.

Clinical Semester	PTO Allocation
RAD 100- 1st year summer	None – one clinical shift can be made up if student misses due to illness.
RAD 120 – 1st year fall	20 hours
RAD 121 – 1st year spring	20 hours
RAD 122 – 2nd year summer	10 hours
RAD 220 – 2nd year fall	30 hours
RAD 221 – 2nd year spring	30 hours

- Usage: Time must be taken in 30-minute increments.
- Requests: Scheduled PTO requests should be submitted 1 week in advance. Link to submit a request can be found in Trajecsys.

Protected Leave Categories

The following categories do not deduct from your PTO balance, but all missed clinical hours must be made up by the end of the semester to meet graduation requirements.

Leave Type	Maximum Allowance	Required Documentation
Bereavement	5 days (clinical/academic combined)	Request directed to Program Director
Jury Duty	Duration of service	Copy of summons/documentation to Program Director
Military (Training)	30 clinical days per 2-year period	Copy of official military orders to Program Director

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.

PTO vs. Protected Leave: At a Glance

- PTO (illness/appointments): Hours are subtracted from your PTO bank. If you run out of hours in the semester, you will be withdrawn from the program.

- Protected leave (Jury/Military/Bereavement): Your PTO bank stays the same, but you must work extra days to “repay” the missed hours. You may choose to use PTO to cover protected leave in place of making up the hours.

Long – Term Leave

Requests are handled individually and require approval from the Program Director.

- **Option A (short-term leave):** Miss up to 6 weeks of clinic while maintaining academic coursework. All missed clinical hours must be made up. Short-term leave can only be implemented once during the 2 year program.
- **Option B (One-year leave):** A student may request up to one year of leave. Readmission is contingent of clinical spot availability. Readmission requires a letter of intent and meeting all program reentry requirements.

Clinical Scheduling and Rotations

Scheduling Standards

- **Calendar Alignment:** Academic courses follow the college calendar, but clinical rotations may differ to meet graduation requirements.
- **Shift limits:** Students are limited to a maximum 10-hour workday and 40-hour work week.
- **Double Shifts:** No double shifts are permitted under any circumstances.
- **Notifications:** Students will receive their clinical schedule at least two weeks before the semester begins.
- **Holidays:** Clinical rotations are not scheduled on national holidays or when the college campus is closed.

Clinical Rotation Objectives

- **Duration:** The curriculum is built on 22 months of continuous academic and clinical study.
- **Purpose:** Rotations provide the variety and volume of radiographic procedures required to achieve ARRT competency.
- **Assignments:** Clinical rotations include evening and weekend shifts to ensure students gain experience with diverse equipment and emergency procedures.
- **Advanced Modalities:** During the final clinical course (RAD 221), students may voluntarily rotate through two advanced modalities, subject to site availability. Students must have first completed the required ARRT competencies.

Clinical Tracks and Travel

- **Responsibility:** Students are responsible for travel arrangements and associated expenses with their assigned sites.
- **Yuma Track:** Clinical sites are located within a 30-mile radius of the AWC main campus in the Yuma/San Luis area.
- **Phoenix Track:** Sites are geographically dispersed (60+ miles from the AWC campus); students should reside in the Phoenix area but commute to Yuma for academic classes and labs.

Volunteering for Extra Practice

Students may volunteer for additional clinical time if they follow these strict guidelines:

- **Prior Approval:** Obtain approval from the clinical coordinator for specific dates and times.
- **Objectives:** Provide a list of specific objectives or goals for the volunteer time.
- **Commitment:** Failure to attend the scheduled volunteer shift is counted as an absence and results in the loss of future volunteer privileges.
- **Make-up Prohibition:** Volunteer hours cannot be used to replace missed clinical time.

Clinical Conduct

Patient Confidentiality & Data Security

1. Zero-Tolerance

- **Permanent Dismissal:** Any student who commits a violation of patient confidentiality will receive a grade of “F” for the course and face immediate, permanent withdrawal from the radiologic technology program.
- **Ineligibility for Readmission:** Students dismissed for confidentiality breaches are ineligible for future readmission to the program.

2. Clinical Privacy Protocols

- **Identifiable Information:** No patient identifiable information (names, birthdates, or demographics) may be removed from the healthcare facility in any form – physical or digital.
- **Ownership of Records:** All health records are the exclusive property of the clinical facility; unauthorized copying or distribution is strictly prohibited.
- **Conversational Boundaries:** Discussions regarding patients are restricted to the classroom or clinical setting and must occur in private locations where they cannot be overheard by uninvolved parties.
- **Anonymity Rule:** Even in approved educational settings, patients must never be referred to by name.

3. Electronic Device Restrictions

- **Device Ban:** To honor patient privacy, cell phones, pagers, and smartwatches may not be carried in the clinical area.
- **Digital Boundaries:** The use of any device to capture images, video, or audio within the clinical facility – regardless of whether a patient is visible – is a breach of professional behavior and subject to disciplinary action.

4. Digital and Social Media Ethics

Students always represent the radiologic technology program and Arizona Western College. Digital footprints are permanent and can impact your standing in the program and your future career.

- **Online Compliance:** HIPAA rules apply to all online activity; students can be held both academically and criminally liable for posts that violate these laws.
- **The “Invisible Patient” Rule:** Simply removing a name does not make a post anonymous; clinical context (facility name, date, or rare pathology) can allow third parties to identify the patient.
- **Implied Authority:** Any statement or photograph posted under a student’s profile is treated as a public statement made in a professional capacity.

- **Uniform & Representation:** Do not post content while wearing the AWC uniform that depicts unprofessional behavior, illegal acts, or content that reflects poorly on the college or clinical partners.
- **Confidentiality Self Check:** If I share this information or image, could a family member or friend of the patient identify them? Does this post reflect the high standard of trust required in healthcare?

Student Checklist for Social Media

- [] Is my profile set to private?
- [] Does any of my content show patient information or clinical interiors?
- [] If a future employer saw my “tagged” photos, would I still be hired?

Resolution of Professional & Clinical Concerns

The program is committed to a transparent, fair, and respectful environment. Students who encounter issues regarding clinical staff behavior, communication styles, or patient care discrepancies are expected to follow the professional resolution pathway below.

The Formal Communication Pathway

Issues should be addressed as close to the source as possible before escalating:

- **Initial Step (Informal):** Discuss the concern directly with the individual involved (e.g. clinical instructor or staff technologist) within 72 business hours of the incident.
- **Escalation to Clinical Coordinator:** If the issue is not resolved, or if the student is uncomfortable speaking directly to the individual, they must contact the AWC Clinical Coordinator.
- **Leadership Review:** The clinical coordinator will communicate with clinical site leadership to find a resolution. If the concern is academic or involves program-wide policy, it should be brought to the Program Director.

Standard for Reporting Concerns

To ensure a productive resolution, students must adhere to the following professional standards when reporting:

- **Objectivity:** Focus on specific behaviors, facts, and dates rather than personal feelings.
- **Professionalism:** Maintain the “Student-as-Professional” persona; avoid discussing clinical grievances with other students or clinical staff who are not part of the resolution process.
- **Proactive Solutions:** When reporting a concern, students are encouraged to suggest possible solutions or outcomes that would improve the learning environment.

Support for the Student

- **Open Door Policy:** Program faculty maintain an open-door policy to assist students in navigating difficult professional interactions.
- **Protection from Retaliation:** Students have the right to voice concerns without fear of academic or clinical prejudice, provided the grievance process is followed in good faith.

Clinical Performance Remediation

This policy is triggered when a student is struggling to meet the technical or clinical benchmarks required for their current semester.

- **Focus:** Skill acquisition, accuracy in positioning, and technical proficiency.
- **Tone:** Supportive and educational
- **Goal:** To foster student success and ensure the student meets the required “C” grade or clinical competency.
- **Process:**
 - **Identification:** Pinpointing specific clinical deficiencies (e.g. poor image evaluation or repeated positioning errors).
 - **Meeting:** A discussion between the student and clinical coordinator to review the grade and potential consequences.
 - **Plan:** A formal remediation plan will be developed and implemented.
 - **Re-evaluation:** The plan will undergo re-evaluation after a designated timeframe to assess improvement.
 - **Consequences:** Continued inability to perform at an acceptable level for the current clinical semester may lead to withdrawal from the program.

Clinical Disciplinary Actions (Conduct & Compliance)

Compliance with radiologic technology program policies is mandatory. This policy is triggered by violations of rules, ethics or safety protocols.

- **Focus:** Behavioral compliance, patient safety, HIPAA, and professional ethics (e.g. performing exams without proper supervision, leaving a clinical site without clinical coordinator permission, careless conduct resulting in a critical incident, fraudulent or untruthful documentation, failure to wear a radiation dosimeter, prohibited electronic device in the clinical setting, dress code violation)
- **Tone:** Corrective and formal
- **Goal:** To protect patients, clinical affiliates, and the college from liability or harm.
- **Process:**
 - **Graduated Scale:** A 3-strike system where violations lead to grade drops, probation or withdrawal.
 - **3 Documented Violations:** The student’s clinical course grade is reduced by one full letter grade.
 - **4 Documented Violations:** The student is placed on Probationary Status and must meet with the program director.
 - **5 Documented Violations:** The student faces withdrawal from the program at the discretion of program leadership.
 - **Immediate Action:** For severe breaches (e.g. patient abuse or HIPAA violations), the program may move to immediate dismissal.
 - **Due Process:** Students are referred to the AWC Student Code of Conduct and the radiology programs grievance policy.
- **Classification of Infractions**
 - **Minor Infraction examples (progressive discipline):** These follow the 3-4-5 step progression (grade drop – Probation – Dismissal)
 - **Punctuality:** Arriving late at clinical shift.
 - **Uniform standards:** Improper patch placement, wrinkled scrubs, missing ID badge, artificial nails, etc.
 - **Documentation errors:** Forgetting to clock in/out or exceeding the limit of “time exceptions” in Trajecsys
 - **Equipment Neglect:** Forgetting lead markers or radiation dosimeter for a shift
 - **Personal Devices:** Carrying a cell phone or smartwatch in the clinical area.
 - **Professionalism:** Minor lapse in communication or “affective” skills with staff or peers.

- **Major Infraction examples (Presumptive Probation):** These are serious breaches that usually result in immediate probationary status, regardless of prior history.
 - **Unsupervised Procedures:** Performing a repeat or a surgical/mobile exam without a qualified radiographer physically present. Performing exams without appropriate supervision.
 - **Safety Violations:** Neglecting to shield a patient appropriately.
 - **Insubordination:** Refusing to follow direct, safe instruction from a clinical instructor or faculty member.
- **Critical Infraction examples (Immediate Dismissal):** These violations are so severe that they typically result in immediate withdrawal from the program without a warning or a probation period.
 - **HIPAA violations:** Sharing patient information, photos, or clinical data on social media or with unauthorized people.
 - **Falsification:** Forging signatures or logging clinical hours not actually worked.
 - **Patient Endangerment:** Gross negligence or abuse (physical or verbal) of a patient.
 - **Ethics Violations:** Violating the ARRT Standards of Ethics or the AWC Student Code of Conduct (e.g. theft, harassment, drug/alcohol use).

Remediation / Disciplinary Key Comparison

Feature	Remediation Policy	Disciplinary Policy
Trigger	“I can’t get the image right”	“I shared a patient’s x-ray on Facebook”
Involvement	Clinical coordinator	Program Director/ Dean/ VP
Typical Tool	Extra Lab Time / Simulation	Written warning / Probation
End Result	Competency Achievement	Compliance or Dismissal

Probationary Status Policy

Definition of Probation

Probationary status is a formal trial period during which a student must demonstrate immediate and sustained improvement in clinical performance, academic standing, or professional conduct. It serves as a final warning that the student is at risk of being withdrawn from the radiologic technology program.

Criteria for Placement on Probation

A student may be placed on probationary status for any of the following reasons:

- **Policy Violations:** Accumulating four documented policy violations within a single semester and/or a major infraction.
- **Academic Standing:** Falling below the required 2.5 cumulative GPA. Didactic remediation is implemented whenever a student is at risk of failing any given radiology course.
- **Remediation Failure:** Failure to meet the benchmarks established in a formal clinical performance remediation plan.
- **Professional Conduct:** Exhibits patterns of unprofessional, unethical, or unsafe behavior as identified by faculty or clinical staff.

The probationary Process

- **Notification:** The student will receive written notification of their probationary status.
- **Mandatory Meeting:** The student must meet with the program director and/or clinical coordinator to review the causes for probation.
- **Probation Contract:** A formal contract will be signed, outlining the specific improvements required, the timeframe for evaluation, and the consequences of further violations.

Terms of Probation

While on probation, the following restrictions may apply:

- **Zero Tolerance:** Any further policy violation (the 5th violation) may result in immediate withdrawal from the program/
- **Evaluation Frequency:** The student may be subject to more frequent clinical evaluations or bi-weekly check-ins with the clinical coordinator.
- **Ineligibility:** The student may be ineligible for elective advanced modality rotations or volunteer clinical practice while on probation.

Removal from Probation or Withdrawal

- **Success:** If the student meets all terms of the probation contract by the end of the designated period, they will be returned to “Good Standing”.
- **Failure:** If the student fails to meet the terms or commits an additional violation, the program director will initiate the process for withdrawal of admission to the radiologic technology program.

Student Accountability Checklist

- Have I reviewed the specific violations leading to my probation?
- Do I understand the “Zero Tolerance” rule for the 5th violation?
- Have I scheduled my follow-up meeting with the program director and/or clinical coordinator?

Pillar V

Health, Safety, & Rights

Student Grievance & Appeals Pathway

The program respects the student’s rights to grieve or appeal program decisions that may seem unfair. The purpose of the student grievance and 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 process is to be used only when a student has an academic concern that can be resolved at the program or department level.

This procedure is not meant to replace or substitute for the college’s procedures related to alleged discrimination or matters as defined in the AWC Behavior Code of Conduct. Students should not use both systems simultaneously.

Examples of Grievable Matters	Examples of Non-Grievable Matters
Unfair or inequitable treatment	Violations of the Behavioral Code of Conduct
Grading computation errors	Alleged discrimination (Title IX)
Improper application of academic rules	Clinical site-specific safety mandates
Unfair testing procedures	JRCERT Standards

[AWC Student Conduct](#)

Step 1: Informal Resolution (The 72-Hour Rule)

Before formal grievance is filed, the student must attempt to resolve the issue at the source.

- **Action:** Discuss the concern with the original decision-maker (e.g. clinical instructor or faculty).
- **Timeline:** Must occur within 72 business hours of the incident.
- **Goal:** Verbal explanation of the situation and a suggested solution.

Step 2: Formal Program Review

If the informal meeting does not reach a resolution, the student moves to program leadership.

- **Timeline:** Must occur within 72 business hours from the informal meeting.
- **Clinical Issues:** Contact the Clinical Coordinator
- **Academic / adjunct faculty issues:** Contact the Program Director
- **Requirement:** A written decision will be made to the student within 5 business days.

Step 3: Administrative Appeal

If the program-level decision is unsatisfactory, the student escalates to the Associate Dean of Healthcare Programs.

- **Timeline:** Contact the Associate Dean within 72 hours of receiving the program's written decision.
- **Process:** The Associate Dean conducts an inquiry and responds in writing within 15 business days.

Step 4: Final Institutional Appeal

The final step involves the VP of Workforce and Healthcare.

- **Timeline:** Submit a written appeal to the VP within 72 hours of receiving Associate Dean's written decision.
- **Documentation:** The appeal must contain all the original materials submitted in the informal appeals plus a copy of the written Associate Dean decision.
- **Scope:** Limited to procedural errors, arbitrary actions, or newly discovered evidence.
- **Decision:** The VP's written decision is final and brings the matter to close.

Documentation Recommendation: Students should keep a "Communication Log" (dates, times, and summaries of conversations) to support their appeal at higher levels.

External Reporting: Allegations of non-compliance with JRCERT Standards must follow the specialized JRCERT reporting process only after exhausting the AWC Internal Grievance Procedure.

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 support 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.

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.

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.

Zero-Tolerance Policy

The radiologic technology program maintains a zero-tolerance policy for the use of alcohol and illegal drugs. This procedure augments the AWC Student Code of Conduct and always applies to students.

- **Definition of “Drug”:** Includes narcotics, steroids, marijuana (including medical marijuana), and any controlled substances.
- **Medical Marijuana:** Despite Arizona state laws, the possession or use of marijuana is prohibited on college property and during all program activities.
- **Prescription Medication:** Students must notify the clinical coordinator if they are taking prescribed medication that could impair judgment, motor skills, or cause drowsiness.

Violations & Reasonable Suspicion

A violation occurs if a student uses, possesses, or transfers drugs/alcohol, or fails a drug/alcohol test.

- **Reasonable Suspicion:** Exists when behavior, physical appearance, or slurred speech suggests impairment.
- **Refusal to Test:** Any refusal to submit to a requested test, or attempting to tamper with a sample, is considered a violation and grounds for dismissal.

Protocol for Testing

- **Immediate Action:** The instructor will move the student to a private setting and notify the Program Director and Associate Dean of Healthcare.
- **Transportation:** The college will arrange and pay for transportation to and from a designated testing facility.
- **Exclusion:** Pending test results, the student is excluded from all clinical experiences.

Results & Consequences

The student shall authorize the testing facility to release the results of the drug/alcohol test to the director of the radiologic technology program. Results will remain confidential and communicated to entities on a reasonable need to know basis (e.g. clinical coordinator, Associate Dean of Healthcare, ARRT)

- **Positive Results:** A positive test result will be placed in the student's permanent record.
- **Disciplinary Hearing:** A formal hearing will be held per the AWC Student Code of Conduct.
- **Presumptive Discipline:** Violations typically result in suspension from the program for no less than one year but could result in the student being expelled from the college. The student retains the right to appeal the decision as set forth in the AWC Student Code of Conduct.
- **Prescription Verification:** If a student tests positive for prescribed medication, they must provide a physician's statement confirming the level is within prescribed limits and does not interfere with safe practices.

Readmission Post-Dismissal

Students suspended under this policy may request readmission after the suspension period, provided they meet the following:

- **Therapeutic Documentation:** Provide proof from an approved therapist of successful completion of a treatment program.
- **Pre-admission Test:** Submit to a new drug/alcohol test immediately prior to readmission.
- **Standard Criteria:** Meet all other general readmission policy requirements for the radiologic technology program and AWC readmission.

Student Safety Check

- **Self-Reporting:** If you are taking a medication that makes you drowsy, inform the clinical coordinator before you start your shift.
- **Peer Safety:** If you observe signs of impairment in a peer, you have a professional responsibility to notify faculty to ensure patient and student safety.

Program Readmission Policy

Eligibility for Readmission

Students who have withdrawn or had their admission withdrawn may be eligible for readmission into the following year's cohort.

- **Exclusions:** Students dismissed for the following reasons are ineligible for readmission:
 - Clinical failure
 - Unprofessional conduct
 - Violations of ARRT Standards of Ethics
 - Violations of patient confidentiality (HIPAA)

Readmission Requirements

Eligibility is dependent on meeting several administrative and clinical criteria:

- **Formal Request:** Submit a written request to the program director at least two semesters prior to the desired reentry date.
- **Seat availability:** Readmission is contingent upon a seat being available in the target cohort.
- **Compliance:** Complete all current health and safety requirements and submit a valid Arizona Fingerprint Clearance Card.
- **Remediation:** If applicable, the student must submit an academic performance improvement plan.

Clinical Re-Entry Protocol

To ensure clinical safety and competency, returning students must:

- **RAD 102 Enrollment:** Register and pay for the non-credit remedial clinical course, RAD 102, to practice and simulate in the lab.
- **Clinical Rechecks:** Re-simulate and pass all clinical examinations that were completed prior to the student's exit.
- **Financial Responsibility:** All costs associated with re-entering the program are the responsibility of the student.

Frequency of Readmission

- **Repeat limit:** Radiologic technology courses may only be repeated once.
- **Course limit:** Only one radiologic technology course in the entire program curriculum can be repeated.

Insurance & Incident Reporting

Types of Coverage

- **Malpractice Liability Insurance:** Arizona Western College provides this coverage at no cost to the student. This insurance only applies while the student is working within the scope of an official AWC clinical course.
- **Health Insurance:** It is strongly recommended that students carry personal insurance for the duration of the program.
- **Clinical Injury Insurance:** AWC provides accident school coverage, but it is secondary to any personal health insurance the student holds.

Incident Reporting

An incident report is required for any injury involving a patient or a student. All incidents must be documented and reported within 24 hours.

If a Patient Incident Occurs:

- **Notify Personnel:** Inform the clinical supervisor and AWC clinical coordinator immediately.
- **Facility Policy:** Follow the specific documentation requirements of the clinical facility.
- **File Summary:** A summary of the event will be kept in the student's clinical file.

If a Student Incident Occurs:

- **Notify Personnel:** Inform the clinical supervisor and AWC clinical coordinator immediately.
- **AWC Report:** Complete the AWC incident report. The program director will forward this to the AWC Risk Management Office.
- **Medical Attention:** Seek medical care if required.
- **Health Services Notification:** The student must notify the AWC Health Services within 10 days of the incident.

Financial Responsibility

- **Personal Costs:** Expenses for medical treatment related to personal injuries or illnesses sustained during clinical rotations are the financial responsibility of the student.
- **Insurance Forms:** Necessary AWC insurance forms are available at Student Resources Services in the 3C building on the main campus.

Health and Safety Standards

General Health Requirements

- **Pre-Admission:** Students must complete all health and safety requirements before starting clinical rotations.
- **Site Compliance:** Students must adhere to all clinical site policies regarding infectious diseases and undergo random drug testing if requested.
- **Reporting Illness:** If the student becomes ill or is exposed to a communicable disease, the student should notify the clinical coordinator immediately.
- **Injury Protocol:** If injured at a site, notify the clinical supervisor and clinical coordinator. An incident report must be filed.
- **CPR Certification:** Students must maintain a current American Heart Association (AHA) Healthcare Provider CPR/BLS certification to participate in clinicals.

Infectious Diseases & Clinical Precautions

- **Standard Precautions:** Students are expected to practice transmission-based precautions for all patients.
- **Supervision:** Students must be directly supervised when performing exams on patients with known infectious diseases.
- **N95 Respirators:** A properly fitted N95 respirator is required for airborne diseases like tuberculosis. Note that facial hair can interfere with the respirator seal.

Radiation Protection for Patients

- **Pregnancy Screening:** Always question pregnancy in all women of childbearing age before exposure.
- **ALARA Principles**
 - Use appropriate shielding on all exams.
 - Follow facility radiation safety policies.
 - Practice acceptable positioning skills to reduce patient positioning errors.
 - Apply the principles of radiation exposure.
 - Collimate the radiation field to the specific anatomy of interest.
 - All repeated images must be performed under the direct supervision of a qualified radiographer.

Magnetic Resonance (MR) Safety

- **Screening Protocol:** Prior to clinical experience, students must complete MRI orientation and a screening questionnaire reflecting current ACR guidelines.
- **Status Change:** The student must notify the program if their medical status changes (e.g. new implants).
- **Training:** MRI safety training is provided in RAD 100 via educational videos and modules and prior to attending any MR specific rotation.
- **Pregnancy in MRI:** Pregnant students are not permitted in the MRI scan room while the radiofrequencies (RF) are being utilized.

Radiation Safety and Monitoring for Students

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

- **Self-Exposure:** Never exposure self or a fellow student for demonstration or test purposes.
- **Barriers:** Always stay behind protective lead barriers during exposures.
- **Fluoroscopy:**
 - Use as much distance as possible
 - If not, assisting the radiologists and/or patients stay in the control booth or behind the radiologist.
 - Wear an appropriate lead apron
 - Use the protective drape on the image intensifier, unless exam is prohibited
- **Patient Holding:** Students are strictly prohibited from holding patients or image receptors during radiation exposure.
- **Dosimeters:**
 - Are issued on a monthly or quarterly basis depending on the student's clinical track.
 - Must be worn at the collar level, facing forward, on the outside of the lead apron.
 - Required in all clinical settings and the AWC radiology lab.
 - Lost dosimeters must be reported immediately, students cannot enter the clinic without one.
 - The student may be required to pay a \$60.00 fine for each lost dosimeter.
 - Any missed clinical time will be made up.
 - The students are responsible for switching out the dosimeter at the designated time.

- Students will review and acknowledge their dosimeter readings within 30 days of posting. Dosimetry reports can be found in the AWC Radiology Lab.

- **Radiation Dose Limits 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. The annual total effective dose equivalent for the whole body is 5,000 mrem.
 - Onvada Radiation Safety Officer and/or AWC radiology clinical coordinator monitors exposure monthly (125 mrem limit) or quarterly (500 mrem limit).
 - Excessive reading will lead to an investigation and possible clinical adjustment. The student may be withdrawn from the program if the student was involved in unsafe radiation practices.

Pregnancy Policy

Voluntary Declaration

In accordance with the NRC regulations (10 CFR 20.1003), a student has the right to decide whether to formally declare her pregnancy.

- **Formal Notification:** A student is considered “declared” after providing a written signed notice of voluntary declaration to the program director.
- **Declaration Details:** The written notice should include the estimated date of delivery and the expected recovery period.
- **Fetal Monitoring:** Upon declaration, the program director will issue a dedicated fetal dosimeter to monitor radiation exposure to the embryo/fetus.

Dose Limits for the Declared Student

To protect the developing embryo/fetus, specific radiation thresholds are enforced once a declaration is made:

- **Gestation Limit:** The total occupational radiation dose for the entire pregnancy must not exceed 5 mSv (500 mrem).
- **Monthly Limit:** Exposure should not exceed 0.5 mSv (50 mrem) in any single month.

Student Options & Continuance

Following a declaration, the student may choose one of the following pathways:

- **Continuance Without Modification:** The student may remain in the program and continue her education and clinical rotations without changes to her schedule. It is recommended this decision be made in consultation with her physician.
- **Option for Long-Term Leave:** The student may request long-term leave. This follows the standard leave policy, which may allow for up to one year of leave or a clinical only leave of up to 6 weeks.
- **Withdrawal of Declaration:** A student may withdraw her declaration of pregnancy at any time for any reason. This must be submitted in writing, and the fetal dosimeter must be returned to the program director.

Safety & MRI Restrictions

- **MRI Safety:** Regardless of declaration status, pregnant students are prohibited from entering the MRI scan room while radiofrequencies (RF) are being utilized.

- **ALARA:** All students, especially those who are pregnant, are expected to strictly adhere to “As Low as Reasonably Achievable” (ALARA) principles to minimize exposure.

Summary of Rights

Feature	Policy Standard
Declaration Requirement	Strictly voluntary
Written Notice	Required to trigger special dose limits
Fetal Dosimeter	Issued only after written declaration
Program Standing	Pregnancy does not jeopardize a student’s position in the program

Student Compliance with Policies

By enrolling in the Arizona Western College Radiologic Technology program, students accept the responsibility to adhere to all policies outlined in this guidebook, the AWC Student Code of Conduct, and specific regulations of our clinical affiliates.

- **Knowledge of Policy:** It is the student's responsibility to read and understand the guidebook. “Lack of knowledge” is not an acceptable defense for a policy violation.
- **Continuing Compliance:** Policies are subject to change to meet evolving JRCERT standards or clinical regulations. Students will be notified of updates via AWC email or during a student/faculty meeting. Students must adhere to the most current version.
- Compliance is monitored through a cumulative tracking system. Violations (conduct-based) and deficiencies (skill-based) are recorded in the student’s clinical file.

Integrity of Documentation

The program relies on the “Honor System” and professional honesty regarding clinical logs and time tracking.

- **Falsification:** Any attempt to falsify clinical hours, “comps”, or radiation monitoring data is considered a breach of professional ethics.
- **Immediate Dismissal:** Falsification of documents is grounds for immediate dismissal from the program without the benefit of the progressive disciplinary steps.

Failure to Comply

Failure to follow a direct instruction from a clinical supervisor or program faculty member is considered “Failure to Comply”. This includes:

- Refusal to participate in a clinical rotation.
- Refusal to follow a remediation plan.
- Refusal to adhere to safety protocols.

Student Compliance Acknowledgement

Every student is required to sign a Policy Acknowledgement Form at the beginning of each academic year. This signature confirms that the student has:

- Received the current student guidebook.
- Had the opportunity to ask questions regarding its content.
- Agrees to abide by the policies as a condition of their continued enrollment.

