

# CATAWBA VALLEY COMMUNITY COLLEGE



## *Radiography Program*

### STUDENT HANDBOOK & POLICY MANUAL

Revised: February, 2011

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*All of the policies, rules, and regulations of Catawba Valley Community College, as published in the College Catalog and Student Handbook, apply to Radiography students in addition to the policies, rules, and regulations published in this program handbook. In instances where College policies may conflict with program policies, the policies, rules, and regulations of the program will take precedence. During clinical education, students are also subject to the policies, rules, and regulations of the clinical facilities to which they are assigned.*

## **MISSION STATEMENT**

The mission of the Radiography Program is to prepare individuals to function in the professional medical community as entry-level radiographers certified by the American Registry of Radiologic Technologists. This five semester, Associate in Applied Science program will offer opportunities for students to acquire the necessary knowledge, skills and attitudes required to use radiation to produce images of the various organs and systems and to provide safe, effective patient care.

## **VISION STATEMENT**

The vision of the Radiography Program is to strive for excellence through continuous improvement providing students with marketable skills and learning opportunities that promote critical thinking and problem-solving.

## **PROGRAM GOALS**

*Goal 1: Students will be clinically competent.*

Learning Outcomes: Students will apply positioning skills.  
Students will select technical factors.  
Students will provide basic patient care and comfort.  
Students will utilize radiation protection

*Goal 2: Students will demonstrate communication skills.*

Learning Outcomes: Students will demonstrate written communication skills.  
Students will demonstrate oral communication skills.

*Goal 3: Students will develop critical thinking skills.*

Learning Outcomes: Students will adapt standard procedures for non-routine patients.  
Students will critique images to determine diagnostic quality.

*Goal 4: Students will model professionalism.*

Learning Outcomes: Students will demonstrate work ethics.  
Students will summarize the value of life-long learning.

## **ORGANIZATION**

The Radiography Program is sponsored by Catawba Valley Community College (CVCC). Catawba Valley is one of fifty-eight community colleges operated by the State of North Carolina under the direction of the North Carolina Community College System. It is administered by a local Board of Trustees. The program faculty are employees of Catawba Valley Community College under the direction of the Department Chair of Radiography and the Associate Dean of Health and Human Services.

The Radiography Program is a five semester, full-time program beginning in the Fall Semester of each year. Classes are held at CVCC and the clinical education component of the program is conducted in various hospitals and other medical facilities affiliated with CVCC by contract. Collectively the clinical affiliates provide a wide variety of radiographic examinations and diagnostic modalities to offer students a well-balanced, supervised clinical experience. Clinical education centers may include Carolinas Medical Center – Lincoln, Carolina Orthopaedic Specialists, Catawba Valley Imaging Center, Catawba Valley Medical Center, Davis Regional Medical Center, and Hickory Orthopaedic Group. Other clinical sites may be used as necessary.

## **PHILOSOPHY**

The Radiography Program strives to educate individuals to function in the professional medical community as entry-level radiographers certified by the American Registry of Radiologic Technologists.

Graduates will be clinically competent and possess the necessary theoretical knowledge and practical skills to enter the profession.

The faculty of the Radiography Program believes:

- A. In the inherent worth and dignity of the individual.
- B. That each individual is unique and that this uniqueness should be respected and nurtured.
- C. That the faculty and technical staff of the clinical affiliates have the responsibility to assist the student in developing his abilities to the highest potential.
- D. That the faculty has the responsibility to guide the student in recognizing his responsibilities, abilities, and limitations.
- E. That the faculty has the responsibility to provide an educational climate in which the student can develop concepts, skills, abilities, and attitudes which will enable him to become a competent technologist but that the student has the responsibility to use that climate.
- F. That the individual is accountable for his actions and must take responsibility for his own educational achievement.
- G. That technical and ethical competency must be required of every individual involved in delivering patient care and that care must be delivered in a compassionate, patient-centered, non-discriminatory manner.
- H. That students should be prepared educationally to provide maximum safety to themselves, co-workers, patients, and patient families by the use of appropriate safety practices and precautions for all tasks and activities.
- I. That students should practice their procedures to minimize the possibility of transmitted infection or communicable disease by using appropriate antiseptic and decontamination measures.
- J. That all health care providers should give courteous, sensitive, and sympathetic attention to the patient and his/her family, being responsive to fears, anxieties, and pain experienced by each, and recognizing the need of each for assurance, information, and dignity.

## **RADIOGRAPHY EDUCATION**

Radiography education is a systematic process which offers opportunities for students to acquire the psychomotor, cognitive, and affective behaviors required of a registered radiographer in the provision of safe, effective patient care in the radiology setting. Radiography education provides resources, facilities, a program of learning, and an environment in which the student has an opportunity to test ideas, analyze mistakes, take risks, develop creativity, and evaluate outcomes.

The educational process progresses from simple to complex and actively involves the student in what will become a lifelong learning process. Like radiography practice, radiography education is based on theories and principles from various disciplines. The program of learning is based on the program philosophy and expected outcomes and incorporates influences of the school and geographic setting in which the program is located. Continuous review and revision of institutional and program philosophy and outcome expectations provides for currency in radiography education. The responsibility for learning belongs with the student and the faculty serve as organizers, resource persons, facilitators, role models, and evaluators. Faculty plan learning experiences in which students think carefully and thoroughly about situations and are motivated to use their cognitive skills in a responsible manner.

## ACCREDITATION

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The minimum standards by which a radiography program is evaluated by JRCERT are published in the *Standards for an Accredited Educational Program in Radiologic Sciences*, available at [www.jrcert.org](http://www.jrcert.org). Copies of *The Standards* are kept on file in the Program Director's office and may be inspected at any time. Complaints regarding potential noncompliance of the Program with the *Standards* should be brought to the attention of the Radiography Department head in writing. The Department head will respond to complainant in writing within ten (10) school days. If the response is unsatisfactory, a written complaint may be filed with the Dean of the School of Health and Public Services. The Dean will respond to the complainant in writing within ten (10) school days. If the complaint is not resolved, a written complaint may be filed with:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive  
Suite 2850  
Chicago, IL 60606-2901  
(312) 704-5300

The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) accredits Catawba Valley Community College to award associate degrees. As a result of SACS and JRCERT accreditation, the program is recognized by the American Registry of Radiologic Technologists (ARRT) and program graduates may apply for the ARRT certification examination.

## STUDENT EXPENSES

### Tuition

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. Current tuition rates for curriculum courses may be found in the current schedule of classes.

### Liability Insurance

Students are required to carry liability insurance for clinical education. The college provides a master liability insurance policy with \$1,000,000/\$3,000,000 coverage payable in the Fall Semester.

### Other Costs

Students purchase books and supplies as they are needed. Most are available in the CVCC bookstore, which is located on campus. The student must provide uniforms and transportation for clinical education. Students are required to bear the cost of a criminal background check and urine drug screen. Students will be responsible for replacement of lost name tags, ID cards, radiographic markers, etc. A physical examination is required prior to entry into the program. This expense will be the student's responsibility.

### Financial Aid

The Financial Aid Office at CVCC administers different aid programs designed to assist students in defraying the cost of education if financial need is shown. Financial aid recipients are required to maintain satisfactory progress toward completing a degree or diploma. Students will be given a copy of the policy that governs satisfactory progress at the time the financial aid award is made. Questions regarding financial aid should be made to the Financial Aid Office. Financial aid may also be offered at times by various clinical facilities.

**Refund Policy**

A pre-registered curriculum student who officially withdraws from any or all classes prior to the first day of the College's academic semester will be eligible for a 100% tuition refund. A 100% refund will also be given if a class is cancelled due to insufficient enrollment.

A 75% refund will be given if the student officially withdraws from any or all classes prior to the date listed on the registration form.

Students receiving Federal financial aid (Title IV funds) who withdraw may have their financial affected.

**CURRICULUM****FIRST YEAR****FALL SEMESTER**

Course	Title	HOURS			
		Class	Lab	Clin	Cred
BIO 168	Anatomy/Phys I	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
RAD 110	Rad Intro/Pt Care	2	3	0	3
RAD 111	RAD Procedures I	3	3	0	4
RAD 151	RAD Clinical Ed I	0	0	6	2
		11	9	6	16

**SPRING SEMESTER**

Course	Title	HOURS			
		Class	Lab	Clin	Cred
BIO 169	Anatomy/Phys II	3	3	0	4
PSY 150	Gen Psychology	3	0	0	3
RAD 112	RAD Procedures II	3	3	0	4
RAD 121	Rad Imaging I	2	3	0	3
RAD 131	Rad Physics I	1	3	0	2
RAD 161	RAD Clinical Ed II	0	0	15	5
		12	12	15	21

**SUMMER SESSION**

Course	Title	HOURS			
		Class	Lab	Clin	Cred
ENG 112	Argument-Based Research	3	0	0	3
	OR				
ENG 113	Lit.-Based Research	3	0	0	3
	OR				
ENG 114	Prof Research	3	0	0	3
RAD 122	Rad Imaging II	1	3	0	2
RAD 171	RAD Clinical Ed III	0	0	12	4
		4	3	12	9

**SECOND YEAR****FALL SEMESTER**

Course	Title	HOURS			
		Class	Lab	Clin	Cred
	Humanities Elective	3	0	0	3
RAD 211	RAD Proced. III	2	3	0	3
RAD 231	Rad Physics II	1	3	0	2
RAD 251	RAD Clinical Ed IV	0	0	21	7
		6	6	21	15

**SPRING SEMESTER**

Course	Title	HOURS			
		Class	Lab	Clin	Cred
RAD 241	Rad Protection	2	0	0	2
RAD 245	Rad Analysis	1	3	0	2
RAD 261	RAD Clinical Ed V	0	0	21	7
RAD 271	Rad Capstone	0	3	0	1
		3	6	21	12

**CPR CERTIFICATION**

All students must show proof of current Healthcare Provider (or equivalent) CPR certification prior to the end of the first semester. Students are required to maintain certification while enrolled in the Radiography Program.

## STUDENT POLICIES

### I. ADMISSIONS

- A. Students are admitted to the Radiography Program once a year in the Fall Semester. Applications must be received by January 31 and all admission requirements must be completed by January 31 of each year. Students are considered for admission only after all admission requirements have been completed.
- B. Each student is required to meet the minimum admission requirements of the college. In addition, applicants must complete the following:
  1. Submission of a completed application to the college's admissions office.
  2. Submission of official high school / adult high school / GED transcripts as well as official transcripts from any colleges attended. The high school transcript requirement will be waived for graduates of accredited two- and four-year colleges.
  3. Exemption from or completion of the ASSET or COMPASS placement test. ASSET and COMPASS scores are valid for three (3) years. Students who do not earn the minimum scores on the ASSET or COMPASS and who do not meet specified criteria must complete the appropriate reading, English and math courses.
  4. Students who have taken coursework at CVCC or are currently enrolled in coursework at CVCC must have a minimum cumulative GPA of 2.0 on all CVCC coursework.
  5. Completion of the Revised PSB Entrance Examination for Schools of Health Occupations with minimum 30<sup>th</sup> percentile scores in Total Academic Aptitude, Reading Comprehension, and Knowledge in the Natural Sciences. Applicants may take the PSB once each admission year.
  6. A satisfactory pre-entrance physical examination is required prior to program entry. Physical examination forms will be provided by the program and must be returned to the Department Head before the first day of classes or by the date designated. All immunizations must be up-to-date and two-step TB screening must be negative. Urine drug screening and a criminal background check are required by some clinical affiliates. Students with a positive drug screen or criminal background check may be denied entry into that affiliate. If a student is denied entry into a clinical site, the faculty will not place the student in another clinical site, even if the site does not require a background check. Therefore, it will not be possible to meet clinical education requirements of the program and the student will have to withdraw from the program.
  7. Physical and cognitive expectations
    - a. Radiography is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. For purposes of program compliance with the 1990 Americans with Disabilities Act, a qualified individual with a disability is one who, with or without accommodation or modification, meets the essential eligibility requirements for participation in the Radiography Program.
    - b. If students believe that they cannot meet program requirements without accommodations or modifications, college officials will determine on an individual basis whether or not the necessary accommodations or modifications can be reasonably made.
    - c. The following performance standards are expected of students in the Radiography Program:
      1. Critical thinking ability sufficient for clinical judgement.
      2. Interpersonal abilities to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
      3. Communication abilities sufficient for interaction with others in verbal and written form.
      4. Physical abilities sufficient to move from room to room, maneuver in small spaces, and lift, move, and push heavy patients and equipment.

5. Gross and fine motor abilities sufficient to provide safe and effective radiographic practice.
6. Auditory ability sufficient to monitor and assess patient health needs.
7. Visual ability sufficient for observation and assessment necessary for patient care.
8. Tactile ability sufficient for physical assessment and the handling of small objects.
9. Ability to lift and manipulate / move 45-50 pounds, weekly and sometimes daily.
10. Cognitive ability to be oriented to time, place and person and organize responsibilities and make decisions.

#### C. Re-admission

1. This policy applies to students who have interrupted their studies in the Radiography Program for health reasons or due to extenuating circumstances. A student is not eligible for re-admission if the student was terminated because of behavior that jeopardized patient safety, if the student voluntarily withdrew at the request of the faculty because of behavioral problems or if the student was involuntarily withdrawn by the faculty because of behavioral problems.
2. A student who withdraws, withdraws passing or otherwise leaves in good standing may be re-admitted to the program at the beginning of the same semester in the next academic year, e.g. a student withdrawing during Spring, 2010 may be re-admitted at the beginning of Spring, 2011. The following procedure should be used:
  - a. Meet with Student Services to reactivate your major as Radiography.
  - b. Notify the radiography Department Head in writing at least one (1) semester in advance of the anticipated re-entry date.
  - c. At the discretion of the Radiography Program faculty, the student may be asked to demonstrate mastery of radiography competencies in skills and theory. The necessity for and the method of assessing mastery will be based on previous academic and clinical performance in the program.
3. A student who withdraws failing or fails a RAD course also may be re-admitted to the program at the beginning of the same semester in the next academic year. The following procedure should be used:
  - a. Meet with Student Services to reactivate your major as Radiography.
  - b. Notify the radiography Department Head in writing at least one (1) semester in advance of the anticipated re-entry date.
  - c. The student will be required to audit all radiography courses during the semester of re-entry.
4. Students will be re-admitted on a space available basis and may be re-admitted only once.
5. Students who exit the Radiography Program in good standing and seek re-admission will be given priority over students exiting the program as a result of failure, transfer students and advance placement students.
6. Students who do not request re-admission within one (1) academic year are not eligible for re-admission in future academic years. They must re-apply and participate in the admission process as a new student. No advance standing will be offered and students must take all radiography courses.

#### D. Transfer students

1. Applicants for transfer to the Radiography Program must follow the admissions procedure and meet all admission requirements outlined previously. Only applicants currently enrolled in other appropriately accredited radiography programs within the North Carolina Community College System will be considered for transfer. Transfer applicants from other programs may be considered under the advance placement policy below.

2. Student Services will evaluate transfer of credits for courses in the curriculum other than RAD courses and will adhere to the Transfer of Credit policy of CVCC.
3. Credit for RAD courses will be based on obtaining a grade of B or better on challenge exams for the courses, both clinical and academic. All clinical competencies must be repeated.
4. Regardless of transfer credits awarded, students graduating from CVCC must complete a minimum of 51% of the required semester hours at CVCC. The last fifteen (15) hours required for graduation must be completed at CVCC unless a waiver is obtained from the Dean of Student Services.

E. Advance placement

1. An advance placement applicant is one who has had previous, formal radiography education, but is no longer enrolled in a radiography educational program and is not certified. All applicants requesting advance placement must meet the same criteria for admission, progression, and graduation as all other students in the program and must be able to officially document their previous radiography education.
2. Advance placement applicants are advised to take the PSB entrance examination to determine eligibility for admission prior to taking related courses in the Radiography curriculum.
3. The Radiography Department Head and radiography faculty will decide which RAD courses are eligible for advance placement credit on the basis of a challenge exam for each course with a grade of B or higher, both clinical and academic. Advancement placement students will be required to repeat clinical competency requirements to receive credit for clinical education courses.
4. Regardless of advance placement credit awarded, students graduating from CVCC must complete a minimum of 51% of the required semester hours at CVCC. The last fifteen (15) hours required for graduation must be completed at CVCC unless a waiver is obtained from the Dean of Student Services.

II. Scheduling

A. Classes

1. Classes will be held as scheduled in the current CVCC class schedule.
2. Because of the limited availability of laboratory facilities on campus, it may be necessary at times to shift class locations or times. Notice will be provided as far in advance as possible.

B. Clinical assignments

1. A schedule of clinical assignments will be provided with each clinical education course syllabus. Clinical course syllabi may be found on Blackboard.
2. The following clinical assignments may be utilized:

Brenner Children's Hospital  
 Carolina Orthopaedic Specialists (COS)  
 Carolinas Medical Center-Lincoln  
 Catawba Valley Imaging Center (CVIC)  
 Catawba Valley Medical Center (CVMC)  
 Davis Regional Medical Center (DRMC)  
 FryeCare (FC)  
 Hickory Orthopaedic Center (HOC)

Other clinical assignments may be used as needed. Students may be required to travel as much as one hour from campus for clinical assignments.

3. A second shift assignment will be made once in each of the final two semesters.

### III. ATTENDANCE

#### A. Tardiness

1. Students are expected to report for their clinical and class assignments on time and tardiness will not be tolerated.
2. Students who must be tardy for clinical education must personally notify both the clinical preceptor at the assigned clinical site and the CVCC Clinical Coordinator as far in advance as possible. Phone numbers will be provided in the clinical course syllabi. Upon arriving at the clinical site, the student must have the clinical preceptor verify the time of arrival on the clinical attendance sheet. Time missed will be made up that day unless the clinical preceptor approves other arrangements in advance. Failure to have the clinical preceptor verify time of arrival could be construed as an honor code violation.
3. Students who are tardy three (3) times in any clinical education course will have the final clinical education grade reduced five (5) points and be credited with one unexcused absence. Each additional tardy will reduce the final clinical grade an additional two (2) points.
4. Students who fail to notify both the clinical preceptor and CVCC clinical coordinator in a timely manner will also have the grade reduced five (5) points.
5. Tardiness will be evaluated on an individual basis. (Please note that there are few bona fide reasons for tardiness).

#### B. Absence

##### 1. Class absence

- a. Class attendance policies are at the discretion of the instructor. In the absence of a stricter policy specified in the course syllabus, the following policy will apply.
- b. When a student accumulates absences totaling 20% of the contact hours for a classroom course, the instructor may withdraw the student from the course. Please note that each RAD course is a prerequisite for the next RAD course (e.g., RAD 111 is a prerequisite for RAD 112). Being withdrawn from a RAD course will result in the student being dropped from the program because he/she will lack the prerequisite for the next course in the sequence.
- c. Being late three times will be recorded as one hour of absence and applied toward the absentee limit for a course.
- d. The decision of the status of an absence shall be left to the discretion of the instructor assigned to a course. Students who must be absent for extended periods should discuss the circumstances with the instructor prior to accumulating the maximum number of absences allowed in a course.
- e. Class and laboratory make-up work, including tests, will be scheduled with the assigned instructor during a time period other than regularly scheduled class or clinical. **Tests missed must be taken the day the student returns to class unless other arrangements are made with the instructor.** The testing time will be scheduled at the convenience of the instructor.

##### 2. Clinical absence

- a. **Both** the CVCC clinical coordinator and clinical preceptor assigned for a specific clinical facility must be notified as far in advance as possible, but at least fifteen (15) minutes prior to scheduled time, when a student must be absent from clinical education. Phone numbers will be provided in the clinical course syllabus. **Failure to notify both the CVCC clinical coordinator and the clinical preceptor will result in the absence being counted as unexcused. Two (2) unexcused absences in a semester may result in the student receiving a grade of "F" for the clinical education course.**
- b. In the absence of a stricter policy in the course syllabus, if a student misses more than 10% of the contact hours for a clinical education course, the CVCC Clinical Coordinator may withdraw the student from the course. Please note that each clinical course is a prerequisite for the next clinical course (e.g., Clinical Education III is a prerequisite for Clinical Education IV). Being withdrawn from a clinical course will result in the student being dropped from

- the program because he/she will lack the prerequisite for the next course in the sequence.
- c. Whenever a student is absent, the absence must be verified on the clinical attendance record by the clinical preceptor the next scheduled clinical day and an absence report must be completed and submitted to the CVCC clinical coordinator on the next scheduled class day after the student returns. **Failure to have an absence verified or submit the proper absence report will cause the absence to be considered unexcused and may be construed as a violation of the honor code.**
3. Certain circumstances may warrant pre-arranged absences being allowed. Those circumstances include, but are not necessarily limited to:
    - a. Personal leave
      - (1) Personal leave may be granted in unusual circumstances if arranged with the CVCC clinical coordinator and the clinical preceptor at least **one week** in advance.
      - (2) The clinical assignment must be made up at the convenience of the clinical preceptor and CVCC clinical coordinator or the leave day will be counted as an unexcused absence.
    - b. Bereavement leave
      - (1) If needed, bereavement leave will be allowed for death in the immediate family. Time missed beyond the 10% limit will be made up.
      - (2) Immediate family includes grandmother, grandfather, mother, father, sister, brother, husband, wife, children, mother-in-law or father-in-law.
    - c. Jury duty and court appearances
      - (1) Leave for jury duty or subpoenaed court appearances will be provided upon presentation of the subpoena to the Radiography Department Head.
      - (2) Time missed beyond the 10% limit will be made up.
  4. Except in the case of bereavement leave, absences for the reasons above require the student to submit an absence request to the clinical preceptor and CVCC clinical coordinator at least one (1) week in advance of the desired absence.
  5. Appointments should be arranged outside of school hours as much as possible. For partial day absences for appointments, the procedure in 4 above should be followed.
  6. Calling in
    - a. Students who must be late or absent for clinic must notify **BOTH** the clinical preceptor in the assigned facility and the CVCC clinical coordinator or Radiography Program Director as far in advance as possible.
    - b. The clinical preceptor's phone number will be listed in the clinical course syllabus. The Program Director can be reached at (828) 327-7000 Ext. 4132 (office) or 828-850-0627 (mobile/text) and the CVCC clinical coordinator at (828) 327-7000 Ext. 4498.
    - c. If the instructors are not available via phone, a voice mail may be left or they may be contacted via text message. However, students must talk with the preceptor or a staff radiographer at the clinical setting.
    - d. **Failure to notify any of the above individuals regardless of the reason for absence will result in an unexcused absence.**
  7. Inclement weather closings
    - a. The college will cancel classes only when the weather is considered too hazardous for safe travel to and from the college. The decision will be made as soon as possible in order to inform students.
    - b. An official announcement stating that classes are delayed or the College is closed will be made over area television and radio stations (listed in the

General Catalog) when inclement weather occurs. The inclement weather option on the telephone system and the CVCC web page ([www.cvcc.edu](http://www.cvcc.edu)) will also provide the announcement concerning class delays or cancellations.

- c. When the college closes due to inclement weather, students may attempt to attend clinical at their own discretion if they feel they can do so safely. The call-in procedure in III.B.6 above should be followed. The North Carolina Community College System requires that assignments missed because of inclement weather be made up.
8. Clinical assignments that are missed or shortened due to absences, school closing, etc. may be rescheduled at the discretion of the faculty and college.

#### IV. GRADING AND ACADEMIC PROGRESS

##### A. Progression

1. All RAD courses required in the curriculum must be taken in the sequence outlined in the Radiography curriculum.
  - a. The student must make a grade of "C" or better in RAD and BIO courses before being allowed to progress to the next semester. Students who do not achieve a "C" or better in RAD or BIO courses will be dropped from the program. Those courses must be repeated the next time they are offered for the student to be readmitted into the program. Students may be re-admitted one time only.
2. Related course in the curriculum may be taken in any sequence allowed by the General College Catalogue. All prerequisites and/or co-requisites must be satisfactorily met.

##### B. Academic grading

1. Each individual instructor will determine grades based on specific criteria deemed appropriate by the instructor and published in the course syllabus. The following scale is mandated by the college:

A = 93 - 100  
 B = 86 - 92  
 C = 78 - 85  
 D = 70 - 77  
 F = Below 70  
 WD = Withdrawal  
 WF = Withdrawal Failing  
 I = Incomplete

2. Incomplete will be given for RAD courses only when circumstances justify additional time to complete a course and then, only after consultation with the instructor. An incomplete in an RAD course must be removed within six (6) weeks following the first day of the next semester after it was received. Incompletes not made up within six (6) weeks will be recorded as an "F" and the student will not be eligible to continue in the program.

##### C. Clinical grading

1. Clinical education courses will be graded on the same letter grade system as academic courses. Grading criteria for each clinical education course will be published in the clinical course syllabus and will include, at a minimum, performance evaluations, objective completion, attendance, participation, and competency evaluations.
2. A student may be placed on clinical probation for reasons which include but are not limited to less than satisfactory clinical performance, frequent or repeated errors in performing procedures, performing procedures without appropriate supervision, and / or repeating radiographs without appropriate supervision. The faculty member who recommends a student for clinical probation will devise a written contract,

approved by the Radiography Program Director, which will state the conditions of the probation and the deficiencies that must be corrected. Failure to comply with a clinical probation contract will result in dismissal from the program.

3. The Clinical Coordinator, with permission of the Radiography Program Director, may immediately remove a student, who is judged to be incapable of performing patient care or who presents a threat to the health and safety of patients, from the clinical setting and recommend termination from the program. The Radiography Program Director will, within two (2) days after commencement of the removal process, furnish the student with a written statement of the rationale upon which the recommendation for termination is based. The student may then request a hearing.
4. Any clinical faculty member may submit a statement of concerns about a student to the Clinical Coordinator who may then proceed as set forth above.

#### D. Academic progress

1. Students are expected to make satisfactory progress toward obtaining a degree. A student's cumulative grade point average (GPA) will be examined at the end of each semester. The minimum cumulative GPA for remaining in good standing with the College in a degree program is as follows:

<u>Credit Hours Included</u>	<u>Cumulative GPA</u>
12 – 18.9	0.00 – 1.24
19 – 26.9	0.00 – 1.49
27 – 35.9	0.00 – 1.99
36 and above	0.00 – 1.99
Graduation	2.00

2. In addition, students must also maintain a cumulative 2.00 in the Radiography courses.
3. A student whose cumulative GPA or Radiography GPA falls below 2.00 for any semester will receive an academic warning.
4. A student whose cumulative GPA falls below the progress standard above will be placed on academic probation for the following semester. Any student on academic probation who fails to make satisfactory improvement during the following semester may be suspended or advised to enter a more appropriate program.
5. A student who receives a grade of "D", "F", "W", "WP" or "WF" in any Radiography course will be terminated from the program and must repeat the course under the program's readmission policy.

#### V. COMPETENCY EVALUATION

- A. A competency evaluation system is used in the clinical portion of the program to assure that each graduate can competently perform the full range of radiographic examinations as required by the American Registry of Radiologic Technologists. The system progresses as follows:
  1. Pass a written test and a lab simulation test in the Radiographic Procedures courses (RAD 111, RAD 112, and RAD 211).
  2. Perform examinations on patients in the clinical setting under the direct supervision of a registered radiographer.
  3. Document performance of each procedure on patients the minimum number of times indicated for each procedure in the clinical handbook.
  4. Once proper documentation is obtained, the clinical preceptor (or alternate) will evaluate the student's performance of each procedure and grade that exam accordingly. (NOTE: The student is not eligible for competency testing on a procedure until they have passed the lab simulation and obtained the minimum number of exams.)
    - a. To receive a passing grade for the competency, the student must achieve at least 78% on the evaluation. The competency will be recorded as either "Pass" or "Fail".

- b. Any error that, in the opinion of the evaluator, would cause a repeat exposure to the patient will terminate the evaluation and require a repeat competency evaluation for that procedure. This is a professional judgment on the part of the evaluator and is not subject to review. Repeat evaluations may not be performed on the same day as the unsuccessful attempt.
  - c. If the student does not pass the clinical competency in three tries, remedial education on that procedure with the CVCC Clinical Coordinator will be required. A fourth and final attempt will be allowed with the Clinical Coordinator. **If the fourth attempt is failed, the student will receive a grade of "F" for the clinical education course and be terminated from the program.**
5. If a clinical preceptor observes a student consistently performing an examination incorrectly, even though the student previously passed the competency evaluation, the preceptor may require the student to repeat step 4 above as a remedial competency evaluation.
- a. The clinical preceptor will submit a remedial evaluation request form with completion date to the clinical coordinator.
  - b. **If the remedial evaluation is not completed by the assigned date, the student's overall clinical grade will be lowered by one letter.**

**B. Students will not be allowed to graduate until all competency requirements are completed.**

#### VI. CLINICAL PERFORMANCE EVALUATIONS

- A. The clinical performance evaluation grade is based on:
  - 1. Periodic evaluations made by staff radiographers. These are usually done at midsemester and the end of the semester.
  - 2. Midsemester and end of the semester evaluations done by the clinical preceptor and CVCC Clinical Coordinator
- B. It is the student's responsibility to obtain completed evaluations from the staff radiographer. It is strongly recommended that students request evaluations early enough to have time to go over the evaluation with the staff.

#### VII. CLINICAL OBJECTIVES

- A. Clinical objective evaluations will be completed during the various clinical rotations.
- B. Clinical objectives will be evaluated by the clinical preceptor of the facility or by the area supervisor.
- C. Students who fail to complete their objectives during the assigned rotation due to absence, patient load or other constraints will have the following one (1) week in which to do so.
- D. Required objectives will vary each semester due to student rotations. Each student will be evaluated individually to be sure all objectives have been completed within the time frame required.

#### VIII. CLINICAL SUPERVISION

- A. All students will be under the direct supervision of a registered radiographer during the first semester of the program (RAD 151).
- B. During the following semesters (RAD 161, RAD 171, RAD 251, and RAD 261) the student will be under the direct supervision of a registered radiographer until competency is achieved in an examination. The following are the required components of direct supervision that must be documented in the student's procedure log:
  - 1. The radiographer will check to see if the student is capable of performing the examination.
  - 2. The radiographer will check the patient to see if the patient's condition contraindicates performance of the examination by the student.

3. The radiographer **will be present** with the student during performance of the examination.
- C. A student who has achieved competency in an examination may perform that examination under indirect supervision. A registered radiographer will be in the vicinity of and immediately available to the student during the examination. "In the vicinity" is interpreted to mean that the radiographer can hear the student should the student call for help from the door of the radiographic room. This policy applies regardless of the location of the examination.
- D. Regardless of the level of supervision required, all radiographs produced by students must be checked and approved by a radiographer prior to dismissal of the patient.
- E. All repeat radiographs will be performed with a registered radiographer present in the radiographic room during the repeat regardless of the student's level of supervision. The supervising radiographer's presence during repeat examinations will be documented on the appropriate form for each repeat.
- F. **Students who perform examinations in violation of the supervision policy may be disciplined or terminated from the program.**

## IX. PROFESSIONALISM

### A. General

1. Each student is expected to act in a professional manner at all times. Unprofessional and/or unethical conduct will be grounds for disciplinary action and/or termination from the program.
2. Students will exhibit a professional, ethical attitude toward faculty, staff, physicians, patients and visitors at all times when assigned to clinical education.
3. Students will not chew gum while in clinical education.
4. Students will not eat or drink in the halls or patient care areas while in clinical education.

### B. Professional organizations

1. All students are encouraged to obtain student membership in the American Society of Radiologic Technologists (ASRT) and the North Carolina Society of Radiologic Technologists (NCSRT). All memberships may be converted to active status after certification by the American Registry of Radiologic Technologists.
2. The ASRT web site is [www.asrt.org](http://www.asrt.org) and the NCSRT web site is [www.ncsrt.org](http://www.ncsrt.org). Membership applications and other valuable resources may be found on these sites.

### C. Seminars, workshops, etc.

1. Students wishing to attend seminars, workshops, conventions, etc. requiring time away from school, must submit a request to the Program Director as far in advance as possible. Attendance decisions will be made by the Program Director based on the educational value of the meeting.
2. Expenses for seminars, workshops, conventions, etc. are the responsibility of the student.
3. Students who are allowed to attend a meeting are expected to register for and attend as many educational sessions during the course of the meeting as possible.

## X. APPEARANCE

### A. Dress

1. The student uniform, consisting of CVCC shirt, white pants, white hose or socks, and white shoes, must be worn during clinical education. Pants must fit properly and be worn with plain white undergarments. Prints, patterns, colors and thong underwear are not permitted.
2. Shoes are subject to approval by the program at all times. White leather sneakers are permissible but may not have colored trim other than small amounts of gray, black or navy blue.

3. White lab coats should be worn with the uniform. Lab coats are subject to approval by the faculty.
  4. Uniforms must be neat, clean, and pressed. Shoes must be clean and in good condition.
  5. The personal dosimeter and the CVCC Student ID card are part of the uniform and must be worn at all times. In addition, if a clinical affiliate requires a student ID card, it must also be displayed appropriately.
  6. Scrub clothes are not proper attire for clinical education. Scrubs may be worn only when the student is assigned to portables and surgery. They may not be worn at other times and they may not be worn outside of a clinical facility. An exception may be made by the clinical preceptor in cases where the student's uniform may have become unusually soiled. Scrub clothes worn in a clinical facility must be those provided by that clinical facility.
- B. Hair
1. Hair should be clean and neat. Shoulder length or longer hair must be worn in such a manner that it does not swing forward of the shoulders when bending over.
  2. No hair ornaments should be worn except for those necessary to secure long hair, and these should be as plain as possible.
- C. Jewelry
1. Jewelry should be kept to a minimum.
  2. Small gold, silver, or pearl earrings are acceptable for those with pierced ears. Large hoop earrings and more than two (2) earrings per ear are not permitted.
  3. Other visible body piercings must be covered by clothing or other means.
  4. Class rings and wedding bands may be worn. Diamond engagement rings may be worn but are discouraged since they frequently have sharp projections that may cut patients. Diamonds may also be lost from their settings and the College and clinical facilities will not be held responsible.
- D. Makeup
1. Makeup should be kept to a minimum.
  2. Eye shadow, mascara, etc. may be worn, however, any student wearing excessive makeup in the opinion of the faculty or preceptor will be required to remove it or leave clinic and make up time missed.
  3. Since many patients are sensitive to various smells, perfume and after shave lotion should not be used or should be limited to very light applications.
- E. Fingernails
1. Fingernails should be short (no more than about 1/8" in length) and clean. Clinical site policies shall be followed at all times.
  2. Suitable nail polish may be worn if it is fresh and unchipped. Dark colors and bright colors are unacceptable. All nail polish is subject to approval by the instructors.
  3. No nail polish may be worn in the operating room. In addition, some institutions may forbid artificial nails.
- F. Miscellaneous
1. There will be no gum chewing, eating, or drinking of beverages in the clinical area except in areas designated by the clinical facility.
  2. All of the clinical facilities and College buildings are smoke free areas. Smoking is permitted only in those areas designated by the facility.
  3. Visible tattoos are not permitted. Any tattoos that are not covered by the student uniform must be covered in some other manner subject to approval by the faculty or preceptor.
- G. Students must also meet dress code requirements of the clinical facility to which they are assigned.

- H. Disregard for clinical regulations (appearance, tardiness, chewing gum, etc) may result in lowering of the clinical performance evaluation grade for the semester.
  - 1. Infractions will be documented by the clinical preceptor or CVCC Clinical Coordinator, discussed with the student involved, signed, dated and filed.
  - 2. The grade effect will be:
    - 2 - 3 documentations = 5 points lower
    - 4 - 5 documentations = 10 points lower
    - 6 or more documentations = 20 points lower

## XI. ACADEMIC REQUIREMENTS

### A. Graduation requirements

- 1. Students must satisfy all of the minimum requirements for graduation:
  - a. Have a minimum "C" average (2.00 GPA)
  - b. Have a grade of "C" or better on record for all major courses.
  - c. Return the film badge, student identification card, name badge and markers to the program.
  - d. Satisfy all financial obligations to the program and college.
- 2. Students must satisfy all graduation requirements of both the program and CVCC.

### B. Program extension

- 1. Students who are unable to complete program requirements by the date of graduation due to extenuating circumstances, but who are making satisfactory progress otherwise, may request an extension of the program to allow time to complete requirements.
- 2. The student should submit a written request to extend enrollment including written documentation of program requirements completed and not completed and a statement of the reasons requirements have not been completed.
- 3. Valid circumstances for program extension include:
  - a. Inability to complete competency evaluation prior to graduation due to unavailability of radiographic examinations or extended excused absence.
  - b. Make up time as a result of extended excused absence for health or other extenuating circumstances.
- 4. The Radiography Program Director will consider requests for program extension on an individual basis.

### C. Academic Dishonesty

- 1. Students at CVCC are expected to be honest in all academic pursuits, whether class, lab, shop, or clinical. Acts of academic dishonesty are considered unethical and subject to behavior sanctions. Examples of academic dishonesty include, but are not limited to the following:
  - a. Sharing information about the content of quizzes, exams, classroom/lab/shop/clinical assignments (scheduled or make-up) without approval of the instructor including but not limited to unauthorized copying, collaboration, or use of notes, books, or other materials when preparing for or completing examinations or other academic assignments (scheduled or make-up).
  - b. Buying, selling, or otherwise obtaining a copy of a quiz, exam, project, term paper, or like document, without approval of the instructor.
  - c. Plagiarism, which is defined as the intentional representation of another person's work, words, thoughts, or ideas (from any source) as one's own.
  - d. Failing to follow approved test taking procedures by performing such acts as:
    - (1) Looking on another student's test
    - (2) Use of unauthorized notes; written, electronic, or otherwise
    - (3) Changing answers after exam is scored
    - (4) Verbal, non-verbal, or electronic communication with another student during an exam

2. Instructors have the authority to impose either a warning, probation, or dismissal from the class for acts of academic dishonesty relative to classes under their supervision.
3. Students have an obligation to report any acts of academic dishonesty to the instructor or appropriate campus authority when reasonable grounds exist for such a report. Students also have a responsibility to cooperate in the investigation of any alleged acts of academic dishonesty. Failure to report acts of academic dishonesty could result in a behavior sanction as outlined in 4.62 of the *Policy and Procedure Manual*. The information is also available in the current *CVCC General Catalog* under Behavior Sanctions.

## XII. SAFETY

### A. Radiation safety

1. CVCC provides personal dosimeters for radiation monitoring of students and employees to document compliance with ALARA (As Low As Reasonably Achievable) principles. Students will wear the dosimeter provided at all times during clinical assignments.
  - a. The dosimeter will be worn at or near the neck on the side of the body closest to the radiation source. When lead aprons are worn, the dosimeter will be worn outside the apron.
  - b. Dosimeters normally will be issued every two (2) months. It is the student's responsibility to exchange the dosimeter within five (5) days of issue
  - c. Dosimeter readings will be evaluated against the following guidelines:
    - (1) Radiation exposures will be grouped into one of four categories as follows:
      - (a) Below ALARA limits
      - (b) Above Level 1 ALARA limits
      - (c) Above Level 2 ALARA limits
      - (d) Above regulatory limits
    - d. Exposures below ALARA limits require no action to be taken.
    - e. Exposures above Level 1 ALARA limits will receive a notice from the Program Director indicating that they have received a radiation exposure higher than expected, however, no follow-up or response is required. The Level 1 ALARA limits are as follows:
      - (1) Whole body exposure : 150 – 300 mrem per month (300 – 600 mrem bimonthly)
      - (2) Extremity exposure: 500 – 1000 mrem per month (1000 – 2000 mrem bimonthly)
    - f. Exposures above Level 2 ALARA limits will receive a notice and questionnaire that they have received a radiation exposure higher than expected. The questionnaire must be completed and returned so that the possible cause of the higher exposure may be investigated and corrective action taken. The Level 2 ALARA limits are as follows:
      - (1) Whole body exposure: 300 – 416 mrem per month ( 600 – 832 mrem bimonthly)
      - (2) Extremity exposure: 1000 – 4166 mrem per month (2000 – 8332 mrem bimonthly)
    - g. Exposures above the current regulatory limits will be subject to all applicable regulations governing occupational radiation exposure listed in 15 A NCAC 11.1647. A written report will be made to the NC Radiation Protection Section with thirty (30) days of the exposure notification.
    - h. Radiation dose limits for minors will be 10% of the limits stated above.
    - i. Readings will be shared with students within thirty (3) days of receipt of the dosimetry report from the vendor. Any individual can obtain a copy of his / her exposure record by submitting a written request to the Radiography Program Director.

- j. Students who consistently fail to exchange dosimeters or who consistently fail to wear the dosimeter will not be allowed in the clinical area and any time missed for this reason will be made up.
      2. A temporary dosimeter should be obtained immediately if the student's assigned dosimeter is lost or damaged (washed, dried, etc.). A temporary dosimeter should also be obtained if the student's dosimeter is suspected of having been exposed to radiation while not being worn by the student.
- B. Responsibilities of students with infectious / communicable diseases
  1. Any student with an infectious / communicable disease must notify the Radiography Program Director immediately.
  2. Students are required to refrain from direct patient contact if they have any condition that is transmissible by skin or droplet spread, e.g., tuberculosis.
  3. State law requires persons with chronic skin conditions of the hand to refrain from direct patient care.
  4. Students with readily contagious diseases shall refrain from activities that may place other persons at risk. HIV positive students shall refrain from activities that place persons at risk.
- C. Health and first aid services
  1. In case of illness or injury on campus, the switchboard should be contacted for first aid or transportation to a medical facility.
  2. For injuries that occur in the clinical setting, the clinical preceptor should be notified for referral to the appropriate treatment setting.
  3. The student will be financially responsible for the cost of any and all treatment necessary as a result of clinical education. All students purchase an accident insurance policy when they register at CVCC. At no time will CVCC or any affiliating clinical agency be responsible for the cost of treating injuries incurred during clinical education.
  4. A CVCC incident report must be filled out for all injuries incurred on campus. Both a CVCC incident report and an affiliating clinical agency incident report must be completed for injuries incurred during clinical education.
- D. Admission / continuation of HIV positive students
  1. Any student who is known to have Hepatitis-B infection or to have tested positive for HIV or who is known to have another bloodborne disease will be individually assessed by the college-approved physician to determine eligibility for continuation or admission to the program.
  2. The Radiography Program, on the basis of medical judgments, may establish that exclusion or restrictions are necessary in individual cases. The following factors will be considered:
    - a. The potential harm that the individual poses to other people.
    - b. The ability of the individual to accomplish the outcomes of the course or curriculum.
    - c. Whether or not reasonable accommodation can be made that will enable the individual to safely and efficiently accomplish the outcomes and / or tasks of the course or curriculum without significantly exposing the individual or other persons to the risk of infection.
  3. Evaluation of an applicant or currently enrolled student with a known bloodborne disease or positive TB testing will include a college-approved physician's statement of the individual's health status as it relates to the individual's ability to adequately and safely accomplish the essential outcomes of his / her curriculum. The physician's statement must also indicate the nature and extent of the individual's susceptibility to infectious diseases often encountered when accomplishing the outcomes of the individual's course or curriculum
- E. Hepatitis-B

1. Hepatitis-B is more common in clinical areas than HIV. Although individually less lethal than AIDS, hepatitis-B cumulatively accounts for 200-300 deaths per year among health care workers.
  2. Students will be provided with information concerning hepatitis-B and the vaccine during a training session prior to clinical education. All students will be required to do one of the following:
    - a. Be vaccinated against Hepatitis-B or
    - b. Show evidence of having had the vaccine or
    - c. Sign a vaccination waiver due to an existing medical condition or
    - d. Sign an informed refusal waiver. Many clinical facilities affiliated with the college are now requiring that students be immunized against Hepatitis-B.
  3. The student will be required to pay for the Hepatitis-B vaccine.
- F. Standard precautions
1. Students will be instructed in the use of standard precautions and precautions applicable to working with individuals with infectious diseases, including AIDS. These precautions will be reviewed with students at the beginning of each rotation.
  2. The specific infectious disease policies of the facility or agency providing the clinical experience will be reviewed with the student prior to assignment in that facility.
  3. Good personal hygiene must be followed at all times with special emphasis on good hand washing technique.
  4. Gloves must be worn for any direct contact with any blood or body fluids. Masks and eye shields must be worn when there is risk of splashing of blood and body fluids.
  5. Students with exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves. A release from a physician is required before the student can resume direct patient care duties.
  6. The student will follow recommendations from the affiliating clinical agencies regarding positive HIV / HBV practices for health care workers.
  7. The student should also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures.
  8. Students and faculty will be governed by the infectious disease policy of the agency or facility with which they are currently associated for their clinical experience, as well as the policies of the Radiography Program. Faculty members will inform students of the agency policy and the course of action to be taken by students if an incident occurs.
- G. Exposure events
1. Bloodborne pathogens
    - a. In the event a patient is exposed to a student's blood or body fluids, the student will immediately report the incident to the clinical preceptor, who will, in turn, report the incident to the infection control nurse / site physician. The clinical preceptor will complete an accident / incident report as required by the clinical site and send a copy to the Radiography Program Director. This procedure of reporting applies to ALL students regardless of their HIV / HBV status. A student is ethically obligated to undergo testing for a blood-borne pathogen when a patient has been clearly exposed to the student's blood or body fluids.
    - b. In the event a student is exposed to a patient's blood or body fluids, the student shall:
      - (1) Clean the exposed area with soap and water.
      - (2) Report the incident to the clinical preceptor, who will, in turn, report the incident to the infection control nurse / site physician and the Radiography Program Director.
    - c. The exposure will be deemed significant or not significant as determined by the physician at the clinical site designated to do so. (NOTE: CVCC is **NOT**

responsible for paying for the physician's consultation. The student accident insurance will pay approximately \$25 toward the emergency room visit and \$12 toward the physician's statement. The school insurance will not pay for consequences or complications from the exposure.)

- (1) If the exposure is not deemed significant, the physician may order a tetanus vaccine.
- (2) If the exposure is deemed significant, the attending physician will counsel the student and, with the student's consent, will draw blood for HIV and HBV testing. The physician, with the student's consent, will contact the Radiography Department Head as to the results of the test. (Clinical facilities may require the student to pay for the cost of the source's blood testing. The student will be responsible for paying for his / her own blood testing.) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's status need not be repeated.
- (3) The exposed student's blood shall be collected as soon as feasible and tested after consent is obtained. If the student consents to baseline blood collection, but does not give consent at the time for HIV serologic testing, the sample will be preserved for at least 90 days. If with 90 days of the exposure incident the student elects to have the baseline sample tested, such testing will be done as soon as feasible. If the HBV titer is decreased, the student may get gamma globulin, HBG, or follow-up hepatitis vaccine. If the student is not immune, he / she may receive gamma globulin or HBG.
- (4) The student will receive counseling from the physician at his / her own expense and may want to get testing at three-, six-, and twelve-month intervals.
- (5) The student must document the exposure detailing the route(s) of exposure, the circumstances under which the exposure incident occurred, and the identity of the source individual.

#### H. Tuberculosis

1. Any student who is exposed to or exhibits signs and symptoms compatible with TB (persistent cough greater than two weeks duration, blood, sputum, night sweats, weight loss, anorexia, fevers) must be promptly evaluated for TB.
2. The student will not return to classes or clinical until TB is excluded or the student is on therapy and documented by a college-approved physician to be noninfectious.

#### I. Latex allergy

1. Latex product usage will be managed to minimize the risk of hypersensitivity reactions in students.
2. Healthcare personnel and others who wear latex gloves, due to the generalized usage of standard precautions, may become sensitized. Individuals with prior history or atopic dermatitis, hay fever, allergic rhinitis, or asthma and / or prior history of dermatitis to some brands of latex gloves are at increased risk of hypersensitivity reactions.
3. Each student will:
  - a. Receive a handout on latex allergy
  - b. View the video "Latex Allergy: Stop the Reaction"
  - c. Read the CVCC policy on latex allergy
  - d. Sign a form that indicates the student's willingness to follow the policy

- J. Refusal to provide care to persons with infectious diseases is not in keeping with performance expectations or the ethical standards for students in the Radiography Program. Any such refusal will be reviewed with the student. It is expected that after further education and careful supervision, the student will provide care to persons with infectious diseases. In cases in which caring for the patient presents more than a minimal risk such as when the student is immunosuppressed, a student may be

temporarily reassigned. Decisions about reassignment will be made on an individual basis.

### XIII. DRUG AND ALCOHOL POLICY

- A. The Radiography Program is committed to providing an educational environment that is free of substance abuse and encourages healthy and safe lifestyles. Therefore, it is the policy of the program that the unlawful use, possession, distribution, manufacture, or dispensation of a controlled substance or alcohol is prohibited while on College premises or as part of any College sponsored activity.
- B. Some clinical sites require drug screening prior to a student being assigned to that site.
- C. Each student is required to inform the Radiography Program Director in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred on College premises or as part of any College sponsored activity.
- D. Any faculty member or preceptor who has reasonable cause to suspect that a student may be under the influence of drugs or alcohol may require that the student be drug tested. If the student refuses testing, he / she may be subject to disciplinary action up to and including termination from the program.
- E. Any student violating this policy will be subject to disciplinary action up to and including termination or expulsion and possible referral for prosecution.

### XIV. PREGNANCY

- A. The radiation dose received by the embryo or fetus of a pregnant student will be limited to internationally accepted limits (50 mrem per month, 500 mrem total). The program and Catawba Valley Community College will not be held liable for meeting the dose limit until the student has declared her pregnancy by submitting a written notice to the Radiography Program Director of the pregnant condition, including the approximate date of conception. The student shall assume any potential risk of radiation exposure before the pregnancy has been declared. Declaration of pregnancy is voluntary on the student's part.
- B. Upon receiving the written notice, the Radiography Program Director shall ascertain the student's exposure for the previous months and will advise the student whether any additional protective measures need be implemented to keep the fetal exposure below 500 millirem.
- C. The student may choose from the following options:
  - 1. Continue in clinical education without modification of the program.
  - 2. Continue in clinical education with reassignment from fluoroscopy and portables.
  - 3. Withdraw from the program. Students electing this option will be guaranteed re-enrollment in the program at the next available and suitable entry point following delivery.
- D. The Radiography Program Director shall issue a second dosimeter to be used to monitor the fetal exposure. This second dosimeter shall be worn at waist level beneath any leaded protective apron and, in no circumstance, is this dosimeter to be exchanged with the student's primary dosimeter worn outside the apron at collar level.
- E. The dose limit will be considered to have been reached when the exposure recorded by the fetal-dose dosimeter when added to any calculated exposure received prior to receiving the second dosimeter reaches 500 millirem. This assumption will insure that the dose limit to the embryo or fetus is not exceeded.
- F. Under North Carolina state regulation 15A NCAC 11.1610, "Dose Equivalent To An Embryo/Fetus", CVCC is required to ensure that the pregnant student does not exceed the dose limit of 500 millirem during the term of the pregnancy. Therefore, if the pregnant student reaches the dose limit, then the student may not remain in clinical education.
- G. A student may voluntarily undeclare her pregnancy in writing at any point prior to delivery.

## XV. DISCIPLINARY PROCEDURE

- A. Clinical probation
  - 1. Students may be placed on clinical probation for the following reasons:
    - a. Serious or repeated infractions of school, hospital, or program policy.
    - b. Infractions of the common standards of professional and ethical behavior.
- B. Clinical suspension
  - 1. Students may be suspended for the following reasons:
    - a. Patient abuse or neglect.
    - b. Insubordination.
    - c. Failure to follow clinical policies and/or protocols.
    - d. Unsafe clinical practices.
    - e. Violation of the Drug and Alcohol Policy
  - 2. In addition, a student may be suspended for:
    - a. Serious or repeated infractions of school, hospital, or program policies and procedures.
    - b. Serious or repeated infractions of the common standards of professional and ethical.
  - 3. Time missed because of a suspension will be made up.
- C. Clinical termination
  - 1. Students may be terminated from the program for the following reasons:
    - a. Patient abuse or neglect.
    - b. Insubordination.
    - c. Repeated failure to follow clinical policies and/or protocols.
    - d. Excessive clinical absenteeism.
    - e. Excessive unexcused clinical absences.
    - f. Failure to maintain an overall "C" average in clinical education.
    - g. Cheating.
    - h. Violation of the Drug and Alcohol Policy
  - 2. In addition, termination may result because of:
    - a. Serious or repeated infractions of school, hospital, or program policies and procedures.
    - b. Infractions of the common standards of professional and ethical behavior.
- D. Clinical sites have the right to request at any time that a student be removed from the clinical setting or not re-assigned to the clinical setting. The clinical preceptor or Departmental/shift supervisor must notify the Clinical Coordinator and/or Program Director in writing. Students who are removed from or denied return access to a clinical site may be dismissed from the program under Section XV.C. above.
- E. Procedure
  - 1. Disciplinary action will normally proceed in the following manner:
    - a. First, oral or written warning with documented counseling.
    - b. Second, probation with documented counseling. Probation will normally be for a period of one (1) semester.
    - c. Third, suspension or termination.
  - 2. Any step in the procedure may be repeated or skipped at the discretion of the faculty depending on the severity of the infraction, the type and severity of previous infractions, and the time elapsed since previous infractions.
  - 3. Students have the right to appeal any disciplinary action by following the appeals procedure.
- F. In addition, students must achieve a "C" or better in all courses to remain in the program.

G. Right of appeal

1. Students who feel they have been treated unfairly in assigning any final course grade shall utilize the appeals procedure specified in the CVCC General Catalog.
2. Students with pending appeals concerning clinical courses shall be allowed to attend classes, but may not attend clinical until the appeal is resolved.
3. Student who feel they have been treated unfairly because of a behavioral sanction have the right to invoke the due process procedure specified in the CVCC General Catalog.

XVI. Sexual Harassment

- A. Based upon professional ethics, Title IX of the Education Amendment of 1972, Title VII of the U. S. Civil Rights Act, and subsequent guidelines issued by the Equal Employment Opportunity Commission, the College prohibits any and all forms of sexual harassment. This policy is applicable to all staff and students and applies to relations with both staff and students.
- B. Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature."
- C. Staff members and students having committed any form of sexual harassment are subject to warning, probation, and/or dismissal. The action taken will be based upon the type, frequency, and seriousness of the harassment.
- D. Supervisory personnel are responsible for handling complaints immediately, seriously, and discreetly. This includes making sure that the identities of the parties concerned are kept confidential.
- E. Complaint report procedure
  1. Employees who believe that they are being sexually harassed, or have taken measure to stop the harassment but have been unsuccessful, may report a complaint with any of the following:
    - a. The employee's immediate supervisor
    - b. Any CVCC administrator
    - c. The College's personnel office
    - d. The College's president.
  2. Students who believe that they are being sexually harassed, or who have taken measures to stop the harassment but have been unsuccessful, may report a complaint with any to the following:
    - a. The Chief Student Services officer
    - b. Any Dean
    - c. Any Vice President
    - d. The College President.
  3. If individuals decide they want to make a report, contact should be made with whomever they feel comfortable. As with any job-related complaint, the College encourages following the chain of command where possible. However, due to the personal nature of sexual harassment and the College's strong opposition to sexual harassment, any employee/student who feels he or she is being subject to sexual harassment can complain to any one of the persons listed previously, orally or in writing.
  4. When making a complaint of sexual harassment, the employee/student should be prepared to provide the following information:
    - a. Name
    - b. The name of the person or persons committing the sexual harassment
    - c. The specific nature of the sexual harassment
    - d. Whether the employee/student has previously reported such harassment and, if so, when and to whom.

5. The complaint form, which is available in Student Services or the Personnel Office, may be used to register a complaint if so desired.
6. The appropriate vice president is the person designated by the College president to be investigator of complaints of sexual harassment which involve only employees. The vice president may delegate the investigation to another College employee, under his or her supervision, at his or her discretion. In the event the sexual harassment complaint is against the vice president, the investigator shall be a College employee appointed by the College president.
7. The dean of student services is the person designated by the College president to be investigator of complaints of sexual harassment which involve students only or students and employees. The dean may delegate the investigation to another College employee, under his or her supervision, at his or her discretion. In the event the sexual harassment complaint is against the dean, the investigator shall be a College employee appointed by the vice president of academic and student affairs or the College president.

#### XVII. RECORDS

- A. The program is required to maintain certain records pertinent to its students. These include records of each student's clinical assignments, attendance, radiation exposure, clinical experience and grades. In addition, the program will maintain any records deemed necessary for its proper operation.
- B. Attendance records
  1. Time sheets will be maintained by each student to document attendance in clinical education. Students will utilize these sheets to sign in when they arrive and out when they leave. The clinical preceptor or designee will verify arrival and departure times by initialing the time sheet each morning and afternoon. Students may not have preceptors verify arrival and departure times simultaneously or at the end of the week.
  2. Failure to sign in or out and / or obtain the proper preceptor verification will result in the student being charged with an absence.
  3. Each student is responsible for the accuracy of his / her time sheet.
  4. Falsification of time records will result in probation and / or suspension at the discretion of the instructors.

#### XVIII. CERTIFICATION

- A. Students who graduate from the program will be eligible to apply for the national certification examination of the American Registry of Radiologic Technologists.
- B. Eligibility requirements:
  1. Candidates must comply with the "Rules of Ethics" contained in the *ARRT Standards of Ethics*. One issue addressed by the "Rules of Ethics" is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and / or drug related violations must be reported. Convictions which have been expunged need not be reported.
    - a. All potential violations will be investigated by the ARRT in order to determine eligibility.
    - b. Individuals who have violated the "Rules of Ethics" may file a pre-application with ARRT to obtain a ruling on the impact on their eligibility for examination.
    - c. A pre-application may be submitted at any time, either before or after enrollment in the radiography program, up to six (6) months prior to graduation. Pre-applications may be obtained directly from ARRT at 1255 Northland Drive, St. Paul, Minnesota 55120-1155 or downloaded from the "Ethics" section of their web site at [www.arrt.org](http://www.arrt.org). The pre-application is not a substitute for the regular application and does not waive the application fee, application deadline or any other procedures. The pre-application fee was \$75 as of July 1, 2005.
    - d. CVCC and the radiography program cannot be responsible for a student's ability to satisfy the ethics eligibility requirement of the ARRT. **Students who**

**are concerned about meeting this requirement should file a pre-application as far in advance of enrollment in the program as possible.**

2. Candidates must have successfully completed, within the last five (5) years, all phases of a program of formal education that is accredited by a mechanism acceptable to the ARRT. In addition, all candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures.
  3. Applicants for certification, after having met all other qualifications for certification, must pass an examination developed and administered by the ARRT. The exams assess the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of staff technologists practicing. The handbooks available for each of the disciplines provide specifications listing the content covered by the examination.
  4. All eligibility requirements must be completed by the date of the examination.
- C. Application procedures are outlined in the examinee handbook, which will be furnished to students by the Program Director during the last semester of the program.
1. Applications may be submitted up to three (3) months prior to graduation. It takes up to four (4) weeks to process the application.
  2. ARRT will issue an examination window beginning on the date of program completion and extending for 90 days.
  3. It is the candidate's responsibility to contact Prometric (formerly Sylvan Prometric) to schedule the date, time and location of the exam within the examination window established by the ARRT. If the candidate fails to schedule an appointment during the assigned window, he / she will receive a Notice of Expired Examination Window and will be required to submit a re-examination fee to reopen the file for a future examination.
  4. Candidates are allowed three (3) attempts to pass the examination. The three (3) attempts must be completed within a three-year period of time that begins with the initial examination window start date. After three unsuccessful attempts or three (3) years have expired, the candidate is no longer eligible.
- D. Accommodations for disabled applicants
1. The ARRT complies with the Americans with Disabilities Act. Disabled persons may request special arrangements for taking the examination.
  2. A letter requesting special arrangements must accompany the application.
  3. A letter documenting the disability must be sent directly to the ARRT on or before the application deadline from the qualified professional making the disability diagnosis.

#### XIX. TECHNOLOGY POLICY

- A. No personal electronic devices that could be connected to the internet are allowed in the clinical setting. Students are not allowed to connect to the internet via the clinical facility unless they do so on a facility approved device. If a student is allowed to connect to the internet, it may only be for valid educational purposes.
- B. No texting is allowed in the clinical setting.
- C. No cell phone usage is allowed in the clinical setting unless it is an emergency and the clinical preceptor must be informed of the emergency situation.
- D. Students should not bring flash drives, jump drives, thumb drives or any USB drives to clinical that have any other information on them except for CVCC documents (attendance log, procedure log, clinical objectives, staff evaluations, student handbook.)
- E. **ANY VIOLATION OF THE ABOVE POLICY WILL RESULT IN THE ELECTRONIC DEVICE BEING TAKEN FROM THE STUDENT BY THE CLINICAL PRECEPTOR. DEPENDING ON THE SEVERITY OF THE CASE, CLINICAL PROBATION, OR CLINICAL TERMINATION MAY BE NECESSARY.**

#### XX. MISCELLANEOUS

- A. Employment policy
  - 1. Students seeking employment in a health care related position must wear the uniform of their specific job and **NOT** the student uniform of the program. The Catawba Valley Community College dosimeter may **NOT** be worn during employment in other institutions.
  - 2. If a student's employment involves radiation exposure, the Radiography Department Head must be notified. Each employer must issue its own dosimeter and the student must provide each employer and the Radiography Department Head with quarterly reports of his / her exposure at each facility.
  - 3. Students employed in clinical facilities that are affiliated with CVCC as clinical education centers may not use hours of employment or examinations performed while employed to satisfy clinical education requirements of the Radiography Program. Employment in facilities affiliated with CVCC is strictly at the discretion of the student and facility and in no way involves CVCC, the Radiography Program, or program faculty.
  - 4. CVCC and the radiography program place no limits on student employment; however, realizing the time required for the radiography curriculum, the faculty recommends that students work no more than 20 hours per week during the semester.
- B. Transportation
  - 1. Each student is responsible for his / her own transportation to and from the college and all clinical facilities utilized for learning experiences. Clinical sites may be located as much as one hour's drive from the college. Arrangements for transportation should be made prior to entering the program. Excused absences will not be granted for transportation problems involving poor planning by the student. Car pools may be formed, but this is the responsibility of the student.
- C. Insurance
  - 1. Students must purchase liability insurance under a master policy with the College. The coverage is limited to \$1,000,000 per incident and \$3,000,000 total. Liability insurance must be purchased each academic year.
  - 2. Students purchase accident insurance as part of the registration process each semester. This policy provides limited coverage only for accidents associated with college activities and is supplemental to the student's own insurance. Students are encouraged and advised to carry their own personal accident and health insurance.
- D. Students are expected to observe the visiting hours of the affiliating agency when visiting friends or relatives who may be hospitalized. Visits may not be made during clinical assignments without the approval of the clinical preceptor.
- E. Lunch and break periods in the clinical setting will be arranged by the supervising technologist and clinical preceptor to be convenient to the area in which the student is assigned. Students are expected to return to their assigned area immediately after their lunch or break period is over. A minimum of thirty (30) minutes is assigned for lunch.
- F. Personal phone calls may not be received or made on clinical phones. They disrupt clinical services and tie up phones needed for hospital business.

*The Radiography Program reserves the right to revise these policies at any time that it is deemed necessary for the proper function of the program. Students will be subject to any and all revisions upon receiving written notice stating the revision and its effective date.*

**ACADEMIC CALENDAR****FALL SEMESTER, 2011**

Classes Begin	Aug. 15
Labor Day Holiday	Sept. 5
Mid-Semester Break	Oct. 10-12
Last day to withdraw (WD)	50% Date
Registration Day (no classes)	Nov. 1
Student break (no classes)	Nov. 10-11
Thanksgiving Holiday	Nov. 23-26
Exam schedule	Dec. 10-16/17/19
Classes end	Dec. 16/17/19

**SUMMER SESSION, 2012**

Classes Begin	May 14
Last Day to withdraw (WD)	50% Date
Memorial Day – No Classes	May 28
First five-week session ends	June 18
Second five-week session begins	June 19
Summer Break	July 4-10
Registration Day (no classes)	July 9-10
Classes end	July 30

**SPRING SEMESTER, 2012**

Classes Begin	Jan. 5
Martin Luther King Day	Jan. 16-17
Mid-Semester Break	Mar. 1-2
Snow makeup days	Mar.1; Apr. 15
Last day to withdraw (WD)	50% date
Registration Day	Apr. 4
Easter Break	Apr. 4-7
Exam schedule	Apr. 28-May 4
Classes End	May 4
Commencement	May 5

## **APPENDIX A**

### **Joint Review Committee on Education in Radiologic Technology Standards for an Accredited Educational Program in Radiologic Sciences**

# Standards for an Accredited Educational Program in Radiography

EFFECTIVE JANUARY 1, 2011

Adopted by:  
**The Joint Review Committee on Education  
in Radiologic Technology - April 2010**



The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy,

magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

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**To access the full 2011 standards please go to:**

**[http://www.jrcert.org/docs/Radiography%20Standard's%202011%20\(Fill%20In\).doc](http://www.jrcert.org/docs/Radiography%20Standard's%202011%20(Fill%20In).doc)**

## **APPENDIX B**

### **Sample Forms**

# Catawba Valley Community College Radiography Program

## *Infraction Documentation Form*

\_\_\_\_\_ while at \_\_\_\_\_ on  
(Student Name) (Clinical Facility)

\_\_\_\_\_ failed to follow clinical regulations by:  
(Date)

---

---

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---

---

(Infraction)

This infraction was discussed with the student. The student's signature does not necessarily mean agreement by the student.

\_\_\_\_\_  
(Clinical Instructor)

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

# CATAWBA VALLEY COMMUNITY COLLEGE Radiography Program

## *Absence Report or Request for Absence*

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

Clinical Site: \_\_\_\_\_

Absence Report

Request for Absence

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

\* Date requested: \_\_\_\_\_

\*

\*

Reason for absence: \_\_\_\_\_

\* Reason for request: \_\_\_\_\_

\*

\*

\*

\*

\*

\*

Date of return: \_\_\_\_\_

\* Date of return: \_\_\_\_\_

\*

Excused

\*  Approved

Unexcused

\*  Disapproved

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Preceptor Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Clinical Coordinator Signature: \_\_\_\_\_ Date : \_\_\_\_\_

## CATAWBA VALLEY COMMUNITY COLLEGE Radiography Program

### Request For Additional Clinical Time

**This form must be completed and turned into the clinical coordinator at least 1 week prior to requested time. Time must not exceed 8 hours a day or 40 hours a week.**

Name: \_\_\_\_\_ Course No.: RAD \_\_\_\_\_

Purpose of request:

- ( ) Makeup for time missed to fulfill requirements of attendance in clinical education courses
- ( ) Request for additional clinical time to fulfill requirements of competencies in clinical education courses

Clinical Site Assignment: \_\_\_\_\_

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

Date(s) Requested: \_\_\_\_\_

\_\_\_\_\_ Number of days **OR** \_\_\_\_\_ Number of hours

**Clinical Preceptor**       Approved       Disapproved

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

**Clinical Coordinator**       Approved       Disapproved

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

**CATAWBA VALLEY COMMUNITY COLLEGE**  
**Radiography Program**

*Request for Remedial Competency Evaluation*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Preceptor: \_\_\_\_\_

Exam requested: \_\_\_\_\_

Completion deadline: \_\_\_\_\_

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

Instructor signature: \_\_\_\_\_

This form is initiated by the clinical preceptor. The clinical preceptor will maintain a copy of this form for the clinical coordinator and mark on the competency evaluation form in the student's clinical competency manual that an additional competency is required.

**The student should bring this form to the clinical coordinator to receive forms for the additional competency evaluation.**

## **APPENDIX C**

### **ARRT Code of Ethics**

## **ARRT Code of Ethics**

### **Revised and adopted by the ARRT, August 1, 2010**

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

To view the full Standards of Ethics please go to:

<http://arrtpdf1.s3.amazonaws.com/ethics/standardethic.pdf>