

RADIOLOGIC TECHNOLOGY

Student Handbook

2020-2021



Rolla Technical Institute/Center
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Rolla, MO 65401
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<http://rolla.k12.mo.us/schools/rtirtc/>

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Radiologic Technology Program

Welcome

Welcome to the Rolla Technical Institute/Center's Program of Radiologic Technology. As a Radiologic Technologist you will be a very important member of the health care team. Therefore, it is essential that you study and work diligently to acquire the knowledge and skills necessary to function in this role.

As a new radiologic technology student our goal is to assist you in becoming a highly competent radiographer. We use the word “assist” to help you understand that you are responsible for successfully completing the five semester program, as well as passing the American Registry of Radiologic Technologists exam.

This handbook has been prepared to provide you with the program guidelines so that you can study and work effectively within the program and clinical sites. The policies encompass the professional, clinical, and academic behaviors that are to be explicitly followed. It is your responsibility to become knowledgeable of this handbook contents. You will sign a memorandum agreement verifying that you do understand the contents of the handbook, and that you do agree to abide by the guidelines set forth within. That form will be retained in your permanent file for the duration of your participation in the program.

During your Radiologic Technology education, the program faculty will strive to prepare you to become a professional who is eligible to sit for the American Registry of Radiologic Technologists certification exam. However, graduation does not guarantee passage of the exam. This health care profession is one that takes much time and dedication on your part. Realizing this, as you make a commitment to yourself, we would like to wish you success during this course of study for the next twenty months. Also, let us offer our assistance in helping you make the upcoming months fulfilling ones. We believe that graduation from the RTI/C Radiologic Technology Program and a successful allied health career will be the reward for all of your efforts.

Sincerely,

Maggie Ogden, M.Ed., RT(R)(M)(CV)(CT)(MR)
Director Radiologic Technology

Brandi Grindel, M.Ed., RT(R)
Clinical Coordinator

General Information

Accreditation

RTI/C's Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). JRCERT sets the standards for Radiologic Technology Programs.

JRCERT

20 North Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

312-704-5300

www.jrcert.org

JRCERT Grievance Policy

The current JRCERT Standards are available online at www.jrcert.org. If a student has a grievance with the program not being in compliance with the "STANDARDS" the following procedure is to be followed:

1. Student contacts JRCERT directly in writing:

JRCERT

Suite 2850

20 North Wacker Drive

Chicago, IL 60606-3182

2. Procedure

- a. If a student feels that the program is in non-compliance with the JRCERT Standards they must send a written, signed allegation to the JRCERT outlining the specifics of the allegation.
- b. Upon receipt of the written, signed allegation the JRCERT designates the Chief Executive Officer to facilitate investigation and resolution to determine if the complaint relates to program compliance with relevant accreditation standards or established accreditation policies.
 1. If no, notifies complainant accordingly within 20 working days following receipt of the complaint.
 2. If yes, acknowledges receipt of the allegations to the complainant within 20 working days of its receipt and provides the policy and procedures pertaining to investigation and resolution.

Program Mission Statement

The Rolla Technical Institute/Center Radiologic Technology Program is dedicated to the future of the profession of Radiologic Technology. We endeavor to educate individuals who are qualified in the use of ionizing radiation, to promote high standards of professionalism, patient care, and safety in diagnostic medical imaging.

Program Goals

We will strive to provide an environment which

- facilitates development of critical thinking and problem solving skills.
- creates an appreciation for the importance of professionalism and professional growth in a radiography career.
- enables attainment of the knowledge and skills appropriate for an entry-level radiographer.
- students will be able to communicate effectively.

Student Outcome Goals

At the end of this program, each student should be able to:

Goal # 1: Apply concepts of critical thinking and problem solving skills.

Student Learning Outcomes: Students will

- integrates critical thinking and problem solving abilities into clinical practice.
- evaluate orders and assesses patient to produce high quality images.
- critique images for appropriate technical factors and clinical requirements.
- adapt standard procedures for non-routine patients.
- select the appropriate communication method to meet needs of patient.

Goal # 2: Creates an appreciation for the importance of professionalism and professional growth in a radiography career.

Student Learning Outcomes: Students will

- determine the importance of continued professional development.
- create an effective resume.

Goal # 3: Enables attainment of the knowledge and skills appropriate for an entry-level radiographer.

Student Learning Outcomes: Students will

- assess patient and provide quality patient care.
- apply concepts of radiation protection and use appropriately to protect patient.
- manipulate radiographic equipment correctly as needed for each exam.
- position patients to obtain high quality images.
- analyze patient condition and disease to accurately select technical factors.

Goal # 4: Students will be able to communicate effectively.

Student Learning Outcomes: Students will

- demonstrate the ability to communicate with a wide variety of patients
- demonstrate the ability to apply written communication skills on a professional level.
- demonstrate oral communication skills.

Technical Standards

ISSUE	DESCRIPTION	STANDARD	EXAMPLES OF NECESSARY ACTION
Hearing	Use of auditory sense	Auditory ability sufficient to monitor & asses patient health needs	Ability to hear & verbally respond to patient questions & directions from instructors, students, physicians and staff in person or over the phone. Hear blood pressure, and respond to equipment alarms.
Visual	Use of sight	Visual ability sufficient for observation & assessment necessary in radiologic technology.	View and evaluate recorded images for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure and technical qualities. Perform patient assessment for skin color.
Tactile	Use of touch	Tactile ability sufficient for physical assessment and assistance while operating radiographic and medical instruments & equipment	Perform patient assessment and positioning while operating complex radiographic equipment in a safe and accurate manner. Obtain accurate pulse on the patient. Touching patient to find appropriate body landmarks.
Mobility Mobility cont.	Physical ability, strength & stamina	Physical abilities & stamina sufficient to perform required functions of patient radiographic care	Lift, carry or move objects weighing up to 40 pounds. Stand for 85% of work time. Transfer, lift and physically place patients in radiographic positions. Reach above shoulder level for 90% of work time. Move, adjust and manipulate a variety of radiographic equipment.
Motor Skills	Physical ability, coordination, dexterity	Gross & fine motor abilities sufficient to provide safe & effective patient care.	Execute the small muscle hand and finger motor movements required to safely perform venipuncture and other patient care procedures.
Communication	Speech, reading, writing Effective use of English language. Communication abilities sufficient for effective interaction in verbal, nonverbal & written form.	Comprehension & accurate recall of verbal & written communication Interaction with patients, families, students, instructors, physicians & staff. Effectively understanding verbal & nonverbal behavior.	Concisely & precisely explain treatment & procedures, interpret patients response and provide documentation following ethical & legal guidelines
Interpersonal	Ability to relate to others	Abilities sufficient to effectively interact with individuals, families, groups & colleagues from a variety of social, emotional, cultural, intellectual & economic backgrounds Identify needs of others.	Establish rapport with patients, families, and colleagues
Behavioral	Emotional & mental stability	Functions effectively under stress	Flexible, concern for others. Ability to provide a safe patient care environment with multiple interruptions, noises, distractions, and unexpected patient needs
Critical Thinking	Ability to problem solve	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations. Make adjustments for non-routine patients and exams.

Radiologic Technology Program Didactic Policies

Curriculum

RT 101 Fundamental of Radiologic Science & Health Care

Provides the student with an overview of Medical Imaging and its role in health care delivery. Students are oriented to key departments, professionalism, and the process to become a successful RT(R).

RT 102 Radiation Protection, Radiation Production & Characteristics

Students learn principles of radiation protection, responsibility to patients, personnel, and the public, as well as dose equivalent limits and regulatory involvement.

RT 104 Digital Image Acquisition & Display I

Students learn factors that govern and influence the production of the radiographic image using CR/DR equipment.

RT 106 Patient Care in Radiologic Sciences & Lab

Student learns concepts of medical ethics and patient care including consideration of physical and psychological conditions, routine and emergency patient care procedures, the role of the radiographer in patient education, and the special aspects of death and dying. CPR certification will be achieved.

RT 108 Radiographic Procedures I

The student learns how to perform radiographic procedures of the chest, abdomen, pelvis, and upper & lower extremity. Positioning techniques to achieve quality radiographs are discussed, along with associated anatomy, pathology, and special studies. Laboratory study is utilized in this unit to demonstrate clinical applications of theoretical principles and concepts. Return demonstrations must be complete by end of RT 208.

RT 208 Radiographic Procedures II & Lab

The student learns how to perform radiographic procedures of the spine, thorax, digestive, urinary systems & cranium. Positioning techniques to achieve quality radiographs are discussed, along with associated anatomy, pathology, and special studies. Laboratory study is utilized in this unit to demonstrate clinical applications of theoretical principles and concepts. Return demonstrations must be complete by end of RT 308, with the exception of GI, GU, and special procedures.

RT 408 Advanced Radiographic Procedures I

The student learns basic information concerning mammography, computed tomography, and magnetic resonance. The class will include the following components associated with mammography, CT, and MR:

Patient Care and Safety, anatomy, equipment, basic imaging procedures, and will include cross sectional anatomy for CT, MR.

RT 508 Advanced Radiographic Procedures II

The student learns concepts of advanced imaging specifically special procedures. The associated anatomy and pathology, and the special equipment used for these exams are learned. Using knowledge from multiple didactic units, especially clinical education the student evaluates radiographic images for diagnostic quality, using critical thinking skills to make corrections if necessary.

RT 109 Radiographic Physics I

Students gain knowledge of basic atomic structure and radiographic physics along with their units of measurement. The electromagnetic spectrum is discussed in relationship to x-rays.

RT 209 Radiographic Physics II

Students learn fundamental components and operation of x-ray generating equipment. X-ray production, beam characteristics, and x-ray interactions with matter are also discussed.

RT 204 Digital Image Acquisition & Display II & Lab

Students learn in depth factors that govern and influence the production of the radiographic image using CR/DR equipment such as acquisition, processing, and display.

RT 404 Digital Image Acquisition & Display III

Students learn in depth factors that govern and influence the production of the radiographic image using CR/DR equipment such as acquisition, processing, and display. Quality Assurance for CR/DR is learned

RT 413 Radiation Biology:

Students learn the principles of cell radiation interaction. Radiation effects of cells and factors affecting cell response are presented, acute and chronic effects of radiation are discussed.

RT 316 Pharmacology & Drug Administration

Students learn IV Therapy procedures, complications, and equipment necessary for infusion of drugs, as well as information about contrast media and medications.

RT 509 Imaging Equipment:

The student learns knowledge about equipment routinely utilized to produce diagnostic images such as CT, Mobile, Tomography, AEC, and Fluoroscopy. Various recording media and techniques are discussed.

RT 520 Curriculum Review V

Students review all aspects of the Radiologic Technology curriculum. This is preparation for the successful completion (75% or better) on the American Registry of Radiologic Technologists national exam.

RT 110 Clinical Practicum I

Students apply didactic information to real life setting by gaining competency in five general patient care activities, three mandatory radiologic procedures from a selected list of thirty-seven. Each student will be able to perform procedures independently, consistently, and effectively.

RT 210 Clinical Practicum II

Students apply didactic information to real life setting by gaining competency in six mandatory radiologic procedures and three elective radiologic procedures from a selected list of thirty-four. Each student will be able to perform procedures independently, consistently, and effectively.

RT 310 Clinical Practicum III

Students apply didactic information to real life setting by gaining competency in one general patient care activity, seven mandatory radiologic procedures and three elective radiologic procedures from a selected list of thirty-four. Each student will be able to perform procedures independently, consistently, and effectively.

RT 410 Clinical Practicum IV

Students apply didactic information to real life setting by gaining competency in ten mandatory radiologic procedures and four elective radiologic procedures from a selected list of thirty-four. Each student will be able to perform procedures independently, consistently, and effectively.

RT 510 Clinical Practicum V

Students apply didactic information to real life setting by gaining competency in eleven mandatory radiologic procedures and five elective radiologic procedures from a selected list of thirty-four. Each student will be able to perform procedures independently, consistently, and effectively.

Academic Grade Scale

A = 92 – 100

B = 84 – 91

C = 75 – 83

F = 74 and below

Didactic Requirements

To satisfy the requirements for graduation and the granting of a diploma from the Radiologic Technology Program of the Rolla Technical Institute/Center, the student must be able to:

- Use oral and written medical communication (verified by successful completion of Clinical Practicum I-V, Fundamentals of Radiography, and Radiographic Procedures).
- Demonstrate knowledge of anatomy & physiology, and pathology (verified by successful completion of Anatomy & Physiology perquisite class, Radiographic Procedures, Clinical Practicum I-V, Radiation Biology, and Radiation Protection).
- Anticipate and provide basic patient care and comfort (verified by successful completion of Patient Care, and Clinical Practicum I-V).
- Apply principles of body mechanics (verified by successful completion of Radiographic Procedures, Patient Care, and Clinical Practicum I-V).
- Operate radiographic imaging equipment and accessory devices (verified by successful completion of Imaging Equipment, Digital Image Acquisition & Display, and Clinical Practicum I-V).
- Position the patient and imaging equipment to perform radiographic examinations and procedures (verified by successful completion of Radiographic Procedures, Clinical Practicum I-V, Digital Image Acquisition & Display, and Radiographic Physics).
- Modify standard procedures to accommodate for patient conditions and other variables (verified by successful completion of Radiographic Procedures, Clinical Practicum I-V, Digital Image Acquisition & Display, Patient Care, and Radiographic Physics).
- Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure (verified by successful completion of Digital Image Acquisition & Display, Radiographic Protection, Clinical Practicum I-V, Radiation Physics, and Radiation Biology).
- Adapt exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic quality (verified by successful completion of Digital Image Acquisition & Display, Radiographic Procedures, Imaging Equipment, Clinical Practicum I-V, and Radiation Physics).
- Practice radiation protection for the patient, self and others (verified by successful completion of Radiation Protection, Clinical Practicum I-V, Radiation Biology, and Radiographic Procedures).
- Recognize emergency patient conditions and initiate first aid and basic life-support procedures (verified by completion of CPR, Patient Care, Radiographic Procedures and Clinical Practicum I-V).
- Evaluate radiographic images for appropriate positioning and image

- quality (verified by successful completion of Clinical Practicum I-V, Digital Image Acquisition & Display, and Radiographic Procedures.
- Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority (verified by successful completion of Imaging Equipment, Radiation Physics, Digital Image Acquisition & Display, and Clinical Practicum I-V).
 - Image Production (verified by successful completion of Digital Image Acquisition & Display, Imaging Equipment, Radiographic Procedures and Clinical Practicum I-V).
 - Demonstrate knowledge and skills relating to Quality Assurance (verified by successful completion of Clinical Practicum I-V, Imaging Equipment, Radiation Physics, and Digital Image Acquisition & Display I, II, III).
 - Exercise independent judgment and discretion in the technical performance of medical imaging procedures: (verified by Clinical Practicum I-V, Fundamentals of Radiography, Patient Care, Radiographic Procedures, Digital Image Acquisition & Display, Imaging Equipment, Radiation Physics, Radiation Protection, and Radiation Biology).
 - Complete return demonstrations prior to the end of the following semester. (see page 9)
 - Exam scores on St. Mary's test – at least 6 above 60

Radiation Practice Policies

1. The radiation monitoring device reports are reviewed and maintained by program director.
2. Quarterly Instadose monitoring device reports are reviewed quarterly by students and initialed.
3. Annual Instadose Occupational Exposure Record reports are signed by students and stored in Instadose notebook which is in program directors office.
4. If a student's badge report exceeds (200 mrem) annually which is half the limit allowed by the Missouri Department of Health – Bureau of Radiological Health, the Radiological Health Analyst is contacted and student records are evaluated.
5. RT 102, Radiation Protection, Radiation Production and Characteristics course work covers information on radiation protection in greater detail during the first eight weeks of program. This class has to be passed in order to attend any clinical rotations.

Energized Lab Policies

1. Student will pass Test I in RT 101, RT 102, and RT 108 prior to using lab.
2. Student will work under direct supervision of faculty while in lab.
3. When exposures are being made: "KEEP OUT LAB IN SESSION" will be posted.

4. Before making exposure, each student will ensure that the clinical coordinator's door is closed or place the mobile shield in front of doorway.
5. Before making exposure, each student will close lab door and make sure "KEEP OUT LAB IN SESSION" sign is posted.
6. Before making exposure, each student will double check technical factors to ensure correctness.
7. Before making exposure, each student will double check CR, positioning, and collimation is correct.
8. Before making exposure, each student will ensure that all individuals are out of room.
9. No student will participate in lab sessions without his/her personnel monitoring device.
10. Students are to wear radiation badges, outside lead, at collar level, when exposures are being made in the lab.

Lab Activities

All students are expected to actively participate in all laboratory activities. As such, students will be used as "patient", allowing faculty and fellow students to position them for various radiographic procedures. Conversely, all students will be expected to position other students for radiographic procedures. At no time will students be exposed to the x-ray beam as a part of the laboratory experience. This positioning **WILL** involve radiographically appropriate touching of various anatomical landmarks.

Revised April 8, 2013 as requested by JRCERT

Didactic Make Up Policy

The first day a student returns to school, he/she is responsible for contacting each instructor regarding material to be made up. Failure to do so will result in a zero for missed assignments.

Classroom:

- Make-up assignments will only be allowed if the student makes arrangements with each instructor on the first day student returns to class.
- All work must be turned in within 1 week of due date or as arranged with instructor. Assignments turned in more than 1 week late will receive a 0.
- No tests will be made up during class lecture time. Tests may be made up during lunchtime, before/after school or during lab time upon instructor's approval.

Academic Evaluation and Grades

1. Students are reminded that to receive credentials as a radiographer they must pass the American Registry of Radiologic Technologists certification examination. At all times a student should have as his/her goal the successful completion of this course and subsequent examination.
2. An evaluation by the faculty of each student's progress in theory will be written by an assigned faculty member every four weeks during the first six months of the program, and mid-semester and end semester for the remainder of the program.
3. Evaluation of progress in clinical areas will be written at the end of each semester.
4. As problems occur, the student will discuss them and the director and/or instructor and appropriate action will be taken.
5. After each student has read and signed his/her evaluation, a copy will be given to each student and placed in his or her file.
6. To remain in school students must:
 - a. Maintain a minimum average of 75% in each theory and 85% in each clinical area.
 - b. Demonstrate the ability to consistently function in a safe and competent manner in each clinical area.
7. Student not meeting the above requirements may be placed on probation.

Probation Policy

Probation - A stated period of time that allows the student to demonstrate improvement.

The student will be given a printed progress/performance report specifying the type of probation, the time allotted to demonstrate improvement, and the criteria set forth by the Radiologic Technology Program Director and/or instructor in order to be removed from

probation. The Assistant Director will be apprised of all circumstances as they relate to the student and the probationary/warning status

Types of Probation

1. Academic Performance– refers to academic performance in theory and clinical.
 - a. Theory - Probation may be issued at any time during the semester in Theory with a course grade of 75% or below and/or “fail” in pass/fail areas occurs.
 - b. Clinical – Probation may be issued at any time during the semester in clinical with a course grade of 85% or below. Probation may be issued during any clinical rotation in which a student “fails” to meet one of the critical outcome criteria outlined in the performance evaluation and clinical syllabus such as: ie safety, professionalism, administration of contrast media
2. Behavioral – Any violation of the Rolla Public School’s Adult Discipline Policy, JG-R2.

At the close of the stated probationary period, the student's progress will be re-evaluated by the program director, & or clinical coordinator. At that time the student will

- Be removed from probation – or
- Have probation extended – or
- Deemed academically ineligible to continue or dismissed from program

Academic Promotion Policy

At the end of each semester students must have a minimum of 75% in each theory and 85% in each clinical area in order to remain academically eligible to continue in the program.

Semester I ends	December 18, 2020
Semester II ends	April 30, 2021
Semester III ends	August 14, 2021
Semester IV ends	December 18, 2020
Semester V ends	April 22, 2021
2 nd year complete	April 22, 2021

Recording Devices

A recording device will only be allowed in the classroom with special permission and prior approval of instructor. The recording device must be operated in a manner that it only records lecture, coaching and instructions.

Cheating/Dishonesty Policy

Cheating, in any form, will not be tolerated and will result in immediate disciplinary action in accordance with Rolla Public School's Adult Disciplinary Policy, JG-R2.

Clinical Instruction and Practice

Clinical Competency Plan:

In a logical educationally sound progression, clinical performance objectives will be assigned to the student. The objectives will emphasize the integrating of cognitive and psychomotor skills.

Objective Clinical Competency

- Affective
 - Student must maintain proper attitude during all radiologic procedures.
- Cognitive
 - Lecture and classroom demonstration by instructor. Student will read assignment (usually in Merrill's Atlas of Radiographic Positions, and Radiographic Procedures or Textbook of Radiographic Positioning and Related Anatomy and teacher originated handout). The handout is placed in student maintained objective folder for future reference.
 - A passing score must be earned on a written test over reading assignment and lecture material. A test score of less than 85% requires a repeat test.
- Psychomotor
 - Practical simulation of position objective is performed by the student in the classroom/lab setting under direct supervision of the instructor.
 - Under direct supervision of a registered technologist, the student performs the position objective in the clinical setting.
 - To achieve competency status in each objective, the student must demonstrate competency to evaluator:
- Positioning
 - Assessment of patient and ordered examination for correct image receptor.
 - Evaluation of correct part, tube, and image receptor.
 - Correct image marker.
 - Positioning of all projections routine to the objective.
 - Centering of part (all projections).
- Procedural Evaluation
 - Evaluation of request for patient information and ordered examination.
 - Gathering of patient history (from requisition and subjective information from patient).
 - Good patient/student communication skills (explanation of procedure; breathing instructions).
 - Proper equipment set-up (table up or down; tube to table or vertical grid device; tube locks in place; set up for examination).

- Correct patient transfer skills (to ensure patient and student safety).
- Uniforms
 - Uniforms are to be worn at designated times. They must be clean, neat and in good repair.
 - The uniform will consist of:
 - 3 scrub uniforms
 - White shoes
 - White lab coat
 - Name tag
 - Radiation badge
 - Markers for images

The Clinical Instructor has the right to dismiss any student because of inappropriate dress until the dress code violation is remediated. Time away from clinical will be regarded as absent hours. The Radiologic Technology Director must approve uniforms before students wear them to the clinical site.

Student Performance Standards

All members of any organization must work together harmoniously and effectively, so the rights and interests of all are assured. This is especially true in the medical imaging profession, RTI/C Radiologic Technology Program and the clinical facilities in which you will be working. It is imperative to maintain superior behavioral standards, assure quality care and provide for the well-being of each and every patient. Therefore, the following performance standards have been established. It is the student's responsibility to know and follow them. Common sense, sound judgment and acceptable personal behavior will foster an optimal learning environment. While working in the health care facility, the student will observe all policies for Medical Imaging Performance Standards.

Personal Appearance Policy

As a Radiologic Technology student you represent your school, classmates, and radiology as a profession to the public, patients and their visitors. Professional appearance is important. Cleanliness and neatness are necessary because of the nature of our work. The following requirements have been established:

- Good daily personal hygiene in both classroom/clinical including daily bathing, use of effective deodorant and good oral hygiene. (Persistent halitosis and/or body odor, for whatever reason may deem the student ineligible to continue in the program).

- Hair must be clean, simply styled, and well-groomed and off the collar while in uniform.
- Makeup must be conservative.
- While working in health care facilities, the student will observe all policies of conduct for employees, as stated in the individual clinical facilities' handbook, with the understanding that clinical facility handbooks supersedes our handbook when more stringent or more detailed.
 - Examples (not a total listing)
 - Earrings may be worn if they meet the above standard and are not considered of possible danger to the student should they be pulled from the ear.
 - Fingernails cannot extend beyond the tips of the fingers. In compliance with hospital policy, no false-nails, nail fill or nail jewelry will be allowed when providing "hands on" patient care, administration of medications, preparation of food or preparation of products for patients.
 - Tattoos are to be covered as hospital policy states.
- While representing the RTI/C's Program of Radiologic Technology at seminars, it is required for students to dress in a professional manner.
- Student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational process or to constitute a threat to the health or safety of the student or others. If there is a problem related to dress the faculty or clinical instructors will dismiss the student until the dress code violation is remediated. Time away will be regarded as absent hours. Tops must have sleeves and shorts need to extend past finger tips. Examples of inappropriate apparel in the classroom are, but not limited to: halter-tops, tops with spaghetti straps, tube tops, short-shorts, extremely low rise jeans, or abdomen baring clothing.

As a Radiologic Technology student in the clinical sites you will be involved with doctors, nursing personnel, and patients. This will require that you conduct yourself in an attitude of quiet maturity.

Demonstration of excellent performance standards and professional attitudes are the options of choice.

- **You are accountable for your own actions.**
- **You must act professional as a representative of Rolla Technical Institute/Center at all times in school, clinical sites, and professional meetings.**

The health care facility is a therapeutic and learning environment where violations of good order may be cause for disciplinary action. Refer to adult discipline JG-R2.

The clinical instructor is responsible for student activities and behavior while in the facility. When in doubt on any matter, you are to contact him/her for direction.

Clinical Participation

Clinical participation will follow this format:

1. The student begins his/her clinical participation by first assisting a Radiologic Technologist in the completion of duties.
2. This participation moves from a passive mode of observation to a more active mode of assisting the technologist in radiographic examinations. The rate of student progress is dependent upon the ability, dedication and initiative of the student to comprehend and perform the various tasks.
3. As the student gains experience in various procedure(s) he/she gradually moves into an independent clinical performance stage. At this point the student is actually performing the procedure under the indirect supervision of an R.T.

****THE STUDENT IS ALLOWED TO REPEAT AN EXAMINATION ONLY UNDER THE DIRECT SUPERVISION OF AN R.T.**

Patient Records and Confidentiality

During clinical rotations - you are permitted to obtain patient records from the Medical Records Department of the hospital for the purpose of **preparing a case study only**. Obtaining a medical record for any other purpose is strictly prohibited and will be cause for disciplinary action and/or immediate dismissal. (i.e., obtaining your own record during school time or while in school uniform) Information concerning any patient and his/her illness is private. It is your obligation, as well as every member of the hospital, to keep this information **strictly confidential**. Do not discuss patient information with friends, relatives, classmates or fellow employees.

You may discuss a patient's medical condition with other RTs, physicians, your instructors and RT students provided they are directly concerned with the care of the patient or if it is in a supervised learning situation. This does not authorize the student to make moral judgments concerning the patient's personal life. This would be an invasion of privacy.

Clinical Grades

Clinical grades will be based on a percentage of total possible points. Each competency is worth 100 points. Rotation evaluations (behavior/trait) will be based on points earned out of total points possible. Clinical absences will be worth thirty percent (30%), rotation evaluation ten percent (10%), clinical coordinator semester evaluation forty percent (40%), and competencies twenty percent (20%) will make up the clinical grade.

Failure to turn in monthly evaluations will result in a 0 for that month. Monthly evaluations will not be accepted more than 1 month after the month being evaluated (i.e., Last day to get March evaluation turned in to the clinical coordinator is April 30)

Within 1 week of the end of each rotation students are required to turn in, to the clinical coordinator, a CI evaluation and a 1 page rotation summary of their experiences that rotation (typed, double spaced, Times New Roman 12 font), failure to do this will result in a reduction in the semester grade. No late papers will be accepted.

Monthly evaluation not signed by a CI will not be accepted.

Example One:

Rotation evaluations	850 out of 900 pts.	$94\% \times .10$	=	9.4
Coordinator evaluation	80 out of 100 pts.	$80\% \times .40$	=	32
Competencies	Average of	$95\% \times .20$	=	19
Absence(s)	1 Absence	$95\% \times .30$	=	<u>28.5</u>
Total Grade				88.9%

Example Two:

Rotation evaluations	790 out of 900 pts	$88\% \times .10$	=	8.8
Coordinator evaluation	80 out of 100 pts	$80\% \times .40$	=	32.
Competencies	Average of	$93\% \times .20$	=	18.6
Absence(s)	1 Absence	$95\% \times .30$	=	<u>28.5</u>
Total Grade				87.9%

Attendance and Clinical Grades

Perfect attendance each semester will add three percent (3%) toward the attendance portion of your clinical grade. Five percent (5%) will be deducted from the attendance portion for each clinical day missed.

Regulations Governing Clinical Assignment

1. The student will be supervised in the clinical area by the clinical instructor and by the staff radiographer and is ultimately responsible to the Program Director.
2. Monthly and daily clinical rotation assignments are posted on Google Classroom and the bulletin board of the clinical coordinator's office.
3. Students are expected to report promptly at designated time to the staff radiographer in their assigned clinical rotation area.
4. Students will be assigned a one-half hour lunch period by their supervising staff radiographer.
5. Students must remain in their assigned clinical rotation area and may not leave the rotation area or department without notification and permission of the supervision staff radiographer.
6. Students are responsible to achieve their clinical performance competencies.
7. Students in the clinical site needing assistance from program faculty, may call the Rolla Technical Institute/Center at (573) 458-0160 ext. #16190
8. The clinical instructor will dismiss a student if he/she is not in approved uniform. (See dress code).
9. Students will be assigned weekends as part of their clinical education. Such clinical time will be compensated by time off from clinical during the week. Students will not be allowed to work 2 consecutive shifts (16) hours (see week-end clinical).
10. At no time shall a student be given a clinical assignment or academic instruction in excess of forty hours per week.
11. Students will perform in the clinical area under the direct supervision of the staff radiographer while achieving specific competencies. The students may be under indirect supervision by a staff radiographer, while performing previously achieved competencies.
12. Students are not permitted to accept gratuities.
13. Information acquired about the diagnosis, prognosis or personal life of any patient is confidential information and must not be discussed at any time, in public or private with the patient or any member of his or her family.

14. Students are to refrain from personal conversation or remarks while in the patient areas.
15. Students who are involved in or witness any unusual incident during school or clinical hours are to immediately report the incident to the program director.
16. Students are responsible for completion of patient history forms & **verification of orders prior to radiographic examinations.**
17. The student is to consult his/her assigned technologist prior to taking radiographs if the possibility of pregnancy by a patient is revealed.
18. Students must never leave a patient unattended.
19. In accordance with the National Council on Radiation Protection Report #48, "no persons shall be employed specifically to hold patients, nor shall member of the Radiology Department who are classified as radiation workers, be asked to do so."

A student within the radiography program shall not be made to hold or restrain patients during radiographic exposures. For cases necessitating the restraint of a patient during an exposure, the student may assist voluntarily. If the patient must be held during the exposure, such persons shall be provided with protective aprons and gloves and be positioned such that the unattended useful beam does not strike any part of the holder's body.

In instances where patient restraining must be used, the student under the direction of the technologist is encouraged to employ restraining devices such as tape, sandbags, sheets, etc. In the event that these devices fail, students are encouraged to solicit the assistance from non-radiology worker such as aides, orderlies, nurses, clerical staff, or member of the patient's family. Such persons shall be provided with a protective apron and gloves and will be instructed to position themselves away from the primary beam.

20. The following conditions constitute direct supervision by a staff radiographer:

A qualified staff radiographer will review the request for radiographic examinations to determine the capability of the student to perform the examination with reasonable success or to determine if the condition of the patient contraindicates performance of the examination by the student. If either of the above determinations is in question, the radiographer should perform the examination. Medical judgment may supersede this

provision. The registered technologist in radiography, RT(R) checks and approves the radiographs prior to the dismissal of the patient.

21. A staff radiographer is in the radiographic area, available for immediate assistance to the students constitutes indirect supervision. All repeat examinations are performed while the staff radiographer is present.

Five Steps to Clinical Competency

- Step 1: Procedure objective is assigned. Lesson Agenda and Objective Sheet is handed out. Listen to lecture and read assigned material.
- Step 2: In lab setting (at school) and under the direct supervision of the instructor, practice procedure objective.
PRACTICE!
- Step 3: Achieve competency on written test (85%), & pass return demonstration of procedure objective, ASAP, no later than last day of following semester. At least 3 return demonstrations must be complete prior to attending clinical.
- Step 4: Under the direct supervision of an R.T., perform procedure objective in the clinical site a minimum of three times.
- Step 5: Competency evaluation: Under the direct supervision of an R.T., perform the procedure objective. A percentage grade is awarded using the competency evaluation sheet. At least an 85 percent (85%) is required to achieve competency status. A **REPEAT** for positioning, incorrect exposure factors or failure to use radiation protection during competency evaluation earns **NO** grade. **(A repeat competency evaluation is required.)**

The program director maintains evidence of student achievement of didactic competency. Students are responsible for maintaining Step Four and must present them to the clinical instructor or faculty member prior to completing Step Five.

On completion of all five steps by the student, competency has been earned.

Clinical Education Supervision

Until a student achieves and documents clinical competency in any given procedure, all clinical assignments shall be carried out under the direct

supervision of a registered radiographer. Upon completion of the five steps to clinical competency students may perform radiographic examinations with indirect supervision. **Regardless of the level of competency achieved, students must perform all repeat radiographs, and mobile exams in the presence of a registered radiographer.**

In providing direct supervision, the registered radiographer shall:

- Review the request for the examination in relation to the student's achievement.
 - Evaluate the condition of the patient in relation to the student's knowledge.
 - Be present in the room during the examination.
 - All mobile examinations (including surgical environments) must be performed under the guidelines of direct supervision.
- (Revised 5.30.2017)
- Review and approve the radiographs before they are submitted to the radiologist.

In providing indirect supervision, the registered radiographer shall:

- Be present in a room adjacent to the room where the procedure is being performed.
- Review and approve the radiographs before they are submitted to the radiologist.
- Be present in the room for all repeat radiographs.

General Patient Care Competencies

Completed as part of Patient Care class:

1. CPR Certified
2. Vital Signs – Blood Pressure
3. Vital Signs – Temperature
4. Vital Signs – Respiration
5. Vital Signs – Pulse
6. Vital Signs – Pulse Oximetry
7. Sterile and Medical Aseptic Technique
8. Venipuncture (completed as part of IV Therapy class)
9. Transfer of Patient
10. Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)

Required Special Rotations

Surgery and Portables

Optional Special Rotations

Computed Tomography
Radiation Therapy
Bone Densitometry

Mammography
Nuclear Medicine
Special Procedures

Ultrasound
MR

All examinations under optional special rotations heading will not earn competency, but will require objective sheet. Required Special Rotations will be scheduled throughout the second year. Optional Special Rotations will be available to students who have completed all necessary clinical competencies and maintained and demonstrated appropriate student conduct and status in class and at clinical rotations. Students will be scheduled on a first come first serve basis. Optional special rotations are a privilege.

Students may perform objectives outside their assigned semester category with prior approval, provided steps one through three of the "Five Steps to Competency" has been achieved by the student.

Students may "work ahead" on competencies providing "Five Steps to Competency" criteria can be met for each competency.

Any student who fails a clinical competency must complete three more "performed coupons" and shall be counseled by the clinical faculty so that the student recognizes deficiencies and can receive help to correct the problem before competency is attempted again.

Sharps and Biohazards

You will be required to sign the sharps policy which will be kept in your student file. You will be taught correct techniques to be used when dealing with biohazardous materials and/or sharps. If you are injured by any of these items while at the clinical site, you must immediately report to your clinical instructor and fill out a hospital incident report. You must then obtain care for the injury in the Occupational Health Department or Emergency Room, **at your own expense.**

You must also contact the clinical coordinator/program director to notify of the incident on the same day and fill out the school incident report as well. You must bring a copy of the hospital incident report to the clinical coordinator in a reasonable amount of time for placement in your permanent file.

Failure to follow this policy correctly may result in your dismissal from the program.

After Hours in Clinic

Due to insurance reasons, students are not allowed to be in the radiology departments of hospitals unless for specific purpose such as: clinical hours as student, paid employee of facility or visiting a patient.

Performance Competency Evaluations

There are core competencies that all individuals must demonstrate to establish eligibility for ARRT certification. The requirements listed are the minimum core clinical competencies necessary to establish eligibility for participation in the ARRT Radiography Examination. ARRT encourages individuals to obtain education and experience beyond these core requirements.

Students must demonstrate competency in all the **mandatory** Radiography Procedures. At least 29 of the **37 mandatory** Radiography Procedure competencies must be demonstrated on patients (not phantom or simulated). Competency demonstration should incorporate patient-specific variations such as age and pathology. Students must demonstrate competency in at least 15 of the **34 elective** Radiography Procedures. Students must select one elective procedure from the head section. Students must select either UGI or BE plus one other elective from the fluoroscopy section. **Electives** should be performed on patients; however, electives may be simulated on phantoms if demonstration on patients is not feasible.

In addition to the Radiography Procedure competencies, the ten General Patient Care competencies are mandatory. These competencies may be simulated and will be completed in the didactic Patient Care Course and Pharmacology and Drug Administration class.

A specified minimum number of performance objectives must be completed by the end of each semester (see the schedule below). Failure to complete minimum performance requirements will result in a 15 percent (15%) reduction on semester clinical grades.

At any time the student feels confident and prepared, the student may request a competency evaluation from the clinical coordinator, clinical instructor or designated technologist.

<u>Semester</u>	<u>Mandatory</u>	<u>Elective</u>	<u>Total</u>
1st Semester	3	0	3
2nd Semester	6	3	9
3rd Semester	7	3	10
4th Semester	10	4	14
5th Semester	10	6	16
Total	52 ARRT requirements		52

Competencies

MANDATORY		ELECTIVE	
chest routine	geriatric routine chest	pediatric upper extremity	scoliosis series
AP chest wheel chair or stretcher	geriatric lower extremity	chest lateral decubitus	SI joints
Ribs	Clavicle	sternum	IVU
finger or thumb	C-spine	upper airway-soft tissue neck	esophagus
Hand	T-spine	scapula	small bowel series
Wrist	L-spine	AC joints	cystography
forearm	Pelvis	patella	ERCP
elbow	Hip	calcaneus	myelography
humerus	abdomen supine	toes	arthrography
shoulder or humerus (trauma)	crosstable hip horizontal beam	facial bones	hysterosalpingography
shoulder trauma	upright abdomen	orbits	zygomatic archs
trauma upper extremity (non shoulder)	C-arm manipulation around a sterile field, Cross table spine horizontal beam		mandible/panorex TMJ
Foot	geriatric upper extremity	nasal bones	pediatric lower extremity
trauma lower extremity	c-arm procedure two projections		pediatric abdomen
tibia/fibula	port chest	sacrum/coccyx	pediatric mobile study
Knee	port abdomen	skull	abdomen decub
Ankle	portable - orthopedic	Parnasal sinus	UGI
Femur	pediatric chest		BE

Clinical Instructor List

2020-21

Phelps County Regional Medical Center

573-458-7775

Christy Amos RT(R)

Tasha Wilson, RT(R)(CT)

**General Leonard Wood Army
Community Hospital**

573-596-0029

Lisa Bilderback RT(R)(M)

Dana Prohaska RT(R)

Andrew Ogden RT(R)-till Oct. 2020

CTMC

573-596-1680 ask for x-ray

Texas County Memorial Hospital

417-967-1241

Ann Hamilton RT(R)RDMS

Shannon Bridges BS., RT(R)(M)(CT)(MR)

Lori Dailing BSRT(R)(M)(CT)(MR)

Salem Memorial District Hospital

573-729-6626

Bobby Sullins RT(R)(CT)

Morgan Northaus, RT(R)

Lake Regional Health System

573-348-8323

Dan Canales, RT(R)

Patricia Franks, RT(R)

Kara Brandt, RT(R)(CT)

Mercy Hospital – Lebanon

417-533-6026

Joie Dame RT(R)(CT)

Robert Collins RT(R)

Amanda Kelley, RT(R)(CT)

Tracy Jones, RT(R)(CT)

Missouri Baptist – Sullivan

573-468-1357

Travis Little RDMS, RT(R)

Colleen Schlueter RT(R)

Leslie A. Tripp RT(R)

Attendance Policy

Student's attendance must be regular and punctual in both the classroom and clinical areas. The services the student provides are necessary for the optimum care of the patient; therefore, if he/she is absent or late someone else must assume his/her responsibilities. Attendance is a mark of dedication, a component of professionalism that future employers seriously consider.

A total of 48 hours may be accrued. Any absence over the stated amount will deem the student academically ineligible to continue in the program. An absence warning letter may be issued upon accumulation of 32 hours or more.

It is the student's responsibility to notify school or clinical site prior to time missing. When absent from clinicals notification must be made to faculty and clinical site, prior to assigned time. Students will log in the Trajecsyst each day of clinical and class. A warning will be issued after 5 exceptions.

Delete above

Add with your approval below:

Students are responsible for their individual positive attendance by checking in using the required clock-in method. All students must clock in and out daily, whether they are attending class on campus, participating in work-based learning at a clinical or internship site, or participating in some other school sponsored activity. Because the school has the ability to restrict clock-in activity to pre-defined geographic coordinates, students are asked to use a phone app on their personal device to clock in and out. If a student does not have a personal device, arrangements can be made for the student to access a computer.

In the event that a student fails to clock in, the student must contact his/her instructor and/or student services for assistance. Students will be required to validate that they were actually in attendance on time in order to have their time adjusted. Students are allowed to have their time adjusted two times per semester or trimester. After the two-occurrence grace period, students who fail to clock in will be absent until they clock in again and their time will not be adjusted. In the event that a student cannot clock in because they failed to clock out the day before, he/she should immediately notify his/her instructor and/or student services for assistance. [

If the student has missed 18 or more consecutive hours, the student must obtain a physician's full written release to return to school or clinical

Tardy Policy

A total of six (6) tardies may be accrued. Any tardy over the stated amount will deem the student academically ineligible to continue in the program. A tardy is defined as 1-59 minutes.

No Call/No Notification Policy

The first absence without appropriate notification will result in a written warning. A copy will be placed in the student's file. Two absences without appropriate notification will result in academic ineligibility to continue in the program. Failure to notify will result in a No Call/No Notification incident. Emails,

phone call, and text messages are accepted as notification for class or clinical absences. An absence is defined in hours.

Attendance Policy

Attendance warning will be issued after 32 hours absence and/or fourth (4th) tardy or first (1st) first No Call/No Notification. The student will be provided a written reminder of the attendance/tardy policy. Any absence over the 48 hours or upon the seventh (7th) tardy or second (2nd) No Call/No Notification, will cause the student to be academically ineligible to continue in the program. Students determined academically ineligible may appeal the decision through the appeal process found in the RTI/C Adult Student Handbook.

Perfect Attendance

An award will be presented at the end of the second year to the student(s) who have perfect attendance - no missed days, and no tardies in class and clinic.

Withdrawal/Readmission Policy

Students desiring to withdraw from school must contact the school office and submit a written statement giving reason for withdrawal.

The student who desires to be readmitted must:

- Have completed a minimum of one semester of the program.
- Have an overall grade average of B or above.
- Receive exit counseling from the Financial Aid Administrator.

Readmission is conditional and student may be readmitted only if readmission does not cause class to exceed limit set forth by JRCERT.

Conditions:

- Absence shall be for no longer than one year.
- Any new textbooks/e-books must be purchased.
- A physical examination will be required prior to readmission.
- Student must abide by rules and regulations as set forth in current student handbook(s).

Termination from Program

Academic Ineligibility Policies and Procedures

To remain in school, a student must maintain a satisfactory record of attendance, personal hygiene, scholastic standing and demonstrate the ability to consistently function in a safe and competent manner in the classroom and clinical areas.

The following steps will be taken, if a student does not meet the above criteria:

1. The Radiologic Technology Program Director will make an evaluation of student's record.
2. Documentation of findings will be reviewed with written recommendation for action to be taken. A copy of the written recommendation will be provided to the Assistant Director and/or Director of Career and Technical Education. If the student does not agree with the action taken by the Radiologic Technology Program Director, he/she may file a grievance following the procedure stated in the adult handbook.

Pregnancy Policy

Students should be aware that there is a possibility of radiation injury to an unborn fetus with the greatest risk occurring during the first trimester. A female student has the option of whether or not she wants to notify program officials of her pregnancy. If the woman chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. The student also has the option at any time to withdraw the declaration of pregnancy. This statement is required to be in writing. A student who notifies the program of her pregnancy has the following options:

Pregnancy Statement Form

- Option #1 the student may continue the educational program without modification or interruption. I choose to continue with all my present rotations.
- Option #2 the student may continue in the program with the following restrictions being imposed on clinical rotations:

The pregnant student will have limited exposure to the following:

- Fluoroscopic procedures
- Portable procedures
- Surgical procedures
- Procedures involving radium-implant patients
- Nuclear Medicine procedures

Substitute clinical rotations will not be provided. All clinical rotations missed by the student will be made up at the end of the program. This may result in a delay in the completion of the program. In addition to the clinical restrictions, the student will be expected to complete all of the standard clinical requirements.

Option #3 A pregnant student may use the withdrawal policy as long as all requirements were met. There would be a place reserved for the student in the next accepted class, and it would not be necessary to submit another application for admission to the program.

Option #4 A pregnant student may request to withdraw from the program for an indefinite period of time. If she wished to be reinstated, she must submit an application and compete for readmission to the program. Any previous coursework taken would be reevaluated at the time of readmission to assure that competency has been maintained.

Revised Mar. 14, 2013 as requested by JRCERT

Health Care Policy

Emergency, Injury and/or Illness

If you become ill or injured while in the classroom or on duty at a health care facility, report to your classroom/clinical instructor immediately.

Emergency care will be the responsibility of the individual student. Such care will be at the expense of the student.

In the event of an emergency/illness or injury, first aid measures may be initiated by the director/faculty.

It is strongly recommended that each student carry their own health insurance. The school and clinical sites will not be responsible for paying your medical bills including those accumulated from any sharps incident at the clinical site. Sharps incidents will be at the student's own cost.

You must also contact the clinical coordinator or have someone contact them for you to notify of the situation and follow the program's sharps policy for any incident.

Health Record

A complete and continuous health record will be kept for each student during the school year.

It will consist of:

1. Pre-entrance physical exam
2. Record of current immunizations
3. Documentation of current drug screening results
4. Hepatitis B vaccination record/declination form
5. Emergency information form
6. Any incident reports that may have occurred

Emergency Information Form

All students must have on record emergency information forms which will contain necessary information should an emergency arise. This form shall include the name of the person to notify, phone number to be reached during the day, and names and phone numbers of adult friends or relatives who would take responsibility should it be impossible for an adult student to make a decision rendering his/her own care.

Communicable/Infectious Diseases

The Radiologic Technology Program is in compliance with the Rolla Public Schools Policy JHCC-R regarding communicable/infectious diseases.

A student shall not be permitted to attend class or other school sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the Board or its designees has determined, based upon medical evidence, that: (1) the infected student is no longer liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality.

Drug Screening Policy

The Rolla Public Schools' RTI/C Radiologic Technology Program is committed to providing a safe, healthy, and productive learning environment for all our students. We are also committed to protecting our students, patients (clinical assignments), patients' families, staff,

etc. from the potential hazards associated with drug and alcohol use in the learning environment (school and clinical experiences).

All Allied Health students will be required to be involved in a drug-screening program that is a part of the RTI/C's student services' activities. This program includes two parts:

1. An initial drug screening is to be completed as a part of the enrollment process. Information from this screening must be released to the school as part of the pre-entrance requirements of all students. This screening will be at the student's expense.
2. Additional drug screening may be requested and given to any student who manifests "reasonable belief" at any time during the school year.

Failure to participate or failure to pass a drug test may be cause for dismissal from the RTI/C health program based on the school's policies regarding drug use and the rights of the student to appeal.

This drug-screening program is necessary to meet the requirements of the health care facilities where students are placed for clinical experiences, internships, and preceptorships.

For any questions regarding the drug-screening program, please contact the program director or other administrators of the school.

Special Facilities and Services

Support Services

Support services are available to Radiologic Technology students. Students have access to these services, which include: financial aid, counselor, student services, and academic help services. Instructors will assist students toward understanding and observing program policies and practices and may provide assistance or referral for personal problems that may interfere with progress of the program.

The Radiologic Technology Program Director and Clinical Coordinator will:

- Maintain an "Open Door" policy. Authorization must be obtained before entering director's/faculty's office.
- Refer students to the RTI/C Assistant Director or the counselor, when deemed necessary (written documentation kept in student files).
- Mid-term interview between program director and student (written documentation kept in student's file)
- End of semester interview between program director and student (written documentation kept in student file)

Support Service Scheduling

- Individual conferences shall be scheduled with director/faculty/counselor to assure privacy and adequate time needed.
- Examples of conference needs are: clarification of or assistance with subject matter and/or assignments, extenuating circumstances, etc.
- Student should sign all documentation prior to it being placed in his/her file

Students may seek services from the counselor without consulting any other member of the faculty by drop-in, phone, or e-mail.

Janell Duncan (located at RTI) 458-0150 Ext. 15030 jduncan@rolla.k12.mo.us

Miscellaneous Rules

1. Reliable transportation is a vital component for all travel during the Radiologic Technology Program and is the responsibility of the each student.
2. Each student is required to attend designated field trips, seminars and/or conventions along with other students and faculty. There is one required overnight field trip in April which has been included in the tuition. Professional dress is required.
3. Lunch may be eaten in the classroom as long as trash and leftovers are properly disposed of and messes are cleaned up promptly.
4. Drinks and snacks are permitted in classroom at the discretion of the instructors unless they are disruptive to the learning process.
5. Professionalism and respectful behavior must be demonstrated in and out of class and clinicals at all times.

Felony Convictions Policy

According to the by-laws of the American Registry of Radiologic Technologists, applicants for registration must be of good moral character. Generally, the conviction of a felony, misdemeanor, or any other offense, indicates lack of good moral character for purposes of determining an applicant's fitness for registration or a registrant's right to continue holding a certificate of registration. For this reason, any student convicted of a felony must contact ARRT to determine eligibility to sit the registry examination. www.arrt.org

Honor Code – ARRT

The following question is on the ARRT exam application. **Have you ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification requirements?** The ARRT has a self-reporting system on ethics violations. An individual must self-report violations or suspected violations & the Registry will make a determination of eligibility of sitting for examination.

RTs are mandated reporters & will be in violation if they know & do not share information.

See: ARRT web site for information concerning honor code violations www.arrt.org

Gratuities Policy

Students are not permitted to solicit or accept tips and gratuities from any source at any time; including patients, patient's families, friends, or staff of clinical facility for services rendered in the course of assignments or duties. Students accepting tips or gratuities are subject to immediate disciplinary action per Rolla Public School's Adult Discipline policy, JG-R2.

Student Work Policy

It is the policy of this program that any student will not be paid or accept any type of payment (i.e., gifts, food, or room and board) for clinical time they are performing at any clinical site. Students will not be substituted for staff in any way.

If a student wishes to obtain a job at a clinical site before they receive a certificate of Radiologic Technology, they will only be allowed to work after clinical hours have ended.

Telephone Use Policy

Phone calls are not to be made or received by students during class time or in the clinical sites except in cases of emergency, and only when the student has obtained permission. Cellular phones are to be turned off while in the classroom and clinical sites unless an instructor has advised you they may be used for educational purposes. Students may use their cell phone during breaks and lunch periods as long as they do not abuse this and they return to duties at the proper times. Instructors may restrict this privilege if student has problems acting professionally in some way due to their cell phone. It is recommended at clinical sites all cellular phones are to be left in your car, purse, or locker. **Cellular phones are not to be in direct patient care areas!**

Tobacco Policy Class and Clinical

Rolla Technical Center is a tobacco free institution. In an effort to promote safety and health for our students, visitors, and staff, please respect our no tobacco policy. Tobacco use will not be permitted on any Rolla Public School premise at any time. While in the clinical setting, the student will follow the site policy. Failure to follow policy will result in disciplinary action in accordance with Rolla Public School's Adult Discipline Policy, JG-R2.

Liability

Rolla Technical Institute/Center, the Rolla Public School System, and the Faculty and staff will not be held accountable for the health, safety or behavior of students of the Radiologic Technology Program during non-classroom or non-clinic hours or when traveling to and from sites for scheduled educational experiences regardless of the time of day.

Environmental Requirements

The work involves risks or discomforts that require special safety precautions, additional safety education and health risk monitoring, (i.e., ionizing radiation) working with sharps, chemicals and infectious disease. Students may be required to use protective clothing or gear such as masks, goggles, gloves, and lead aprons.

School Cancellation

In the event of inclement weather, the Radiologic Technology program will comply with cancellations of the Rolla Public Schools. This information is available on:

Cable TV Channel 6

Local radio stations: KTTR 1490 AM or 99.7 FM

 KZNN 105.3 FM

www.Cancellations.com call 573-458-0101, if still in doubt contact director

Parking

While in class students are to park in the designated parking area. At times, the parking lot at RTI/C may be fuller due to certain events and students will be permitted to park at another nearby area. Parking at a clinical site will be in accordance to the policy of that facility. If a student refuses to park in the designated area at their clinical facility, they may be placed on behavioral probation and /or dismissed from that clinical site.

Sexual Offenders and Convicted Criminals

All clinical sites that students rotate through have done backgrounds checks on all of their employees upon employment. But, it is our responsibility to inform you that you may encounter employees and/or patients that have been charged and convicted of criminal acts including sexual offences.

Student Files

Every student may review his/her program file. The file will be reviewed in the program director's office and in the presence of the program director. Files are secured in accordance with Rolla School Board policy. This policy is in the master plan, which is located in the program director's office.

Graduation Requirements

1. Demonstrate consistent safety and competency in each clinical area.
2. Successful completion of each theory and each clinical area.
3. Satisfactory attendance and punctuality record.
4. Turn in all library books and periodicals.
5. Make application to the American Registry of Radiologic Technology Examination.
7. Have exit conference with Director, Financial Aid Administrator and or other designated RTI/C official.
8. To have transcripts, or diplomas issued, all tuition & fees must be paid prior to their release.

Any exception to above policies must be for good cause and be approved by the Director of Rolla Technical Institute/Center/Assistant Director and/or Radiologic Technology Director.

Student Organizations

Missouri Society of Radiologic Technologists

Students will become student members of the Missouri Society of Radiologic Technologists (MoSRT) and are entitled to all of its benefits.

American Society of Radiologic Technologists Code of Ethics



Code of Ethics

- 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 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 purpose 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 health care 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.

Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, February 2003



Memorandum Agreement for handbook RTI/C Program of Radiologic Technology

I, _____, have received in print or have been given the webpage address where these 3 handbooks are stored electronically. I will read and abide by the policies and procedures describe within these handbooks.

- Student Handbook for the Radiologic Technology Program at RTI/C 2020-21
- The RTI/C Adult Student Handbook 2020-21 http://rolla.k12.mo.us/schools/rtirc/student_services/handbook/
- The RTI/C Financial Aid Policy and Procedures Manual 2020-21
http://rolla.k12.mo.us/schools/rtirc/student_services/handbook/

I understand that I am accountable for all policies and procedures found in the RPS Board Policy JG-R2.

I understand the Student Handbooks describes important information about the Radiologic Technology Program. I acknowledge I have received a copy of RTI/C's Program of Radiologic Technology Student Handbook and understand my responsibility to read and comprehend the policies and procedures set forth herein. I understand that I am responsible for complying with the policies and the procedures in this handbook and know that clinical facility handbooks overrides our handbook when more stringent or more detailed. I also understand that at any time I have questions regarding a policy or rule or subject outlined in this handbook, I should ask the Director of the Radiologic Technology Program for an explanation or assistance.

I have entered into my student relationship with the Program voluntarily and acknowledge that there is no specified promise of continued enrollment. Accordingly, either the Program or I can terminate the relationship at will, with cause, at any time, so long as there is no violation of applicable law.

I further understand and acknowledge that the policies and procedures set forth in this handbook may be subject to change, and revised by the Program Director and/or faculty from time to time without advance notice. All such changes will be communicated through official notices and I understand that revised information may override, modify, or eliminate existing policies. Handbooks are reviewed and revised annually by program director, faculty and administration. Handbooks may be changed at any time to address urgent and necessary issues. Only the Program Director, in conjunction with the Radiologic Technology faculty, and upon approval of the Director/Assistant Director, and the Rolla Public School's Board of Education has the ability to adopt any revisions to the policies and procedures in this handbook.

Also, I acknowledge that I am enrolled in the RTI/C's Radiologic Technology Program and:

- Received orientation to the institution's curriculum for Radiologic Technology.
- Received and reviewed a copy of Standard of Ethics – Appendix I from the ARRT Examination handbook for Radiography. Available <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>
- Received and reviewed a copy of ARRT application – ie. Have you had any license, registration, or certification denied, revoked, suspended, placed on probation, or subjected to discipline by a regulatory authority or certification board (other than ARRT).
- This acknowledgement will be placed in my personal file.

Student: _____

Signature

Printed

Date

Sharps/Biohazard Policy Acknowledgement**Rolla Technical Institute/Center****Program of Radiologic Technology**

I _____ agree to abide by the sharps and biohazard policy listed in the Student Handbook of Radiologic Technology.

I will take care of the wound (anything that constitutes an entrance through intact skin or mucous membranes) in an appropriate manner by immediately washing the area thoroughly.

I will contact an administrator/supervisor at my clinical site immediately after the incident happens and fill out a hospital incident report.

I will report the incident to my clinical coordinator and bring a copy of the hospital incident report to them.

I will obtain emergency care for the wound immediately, including HIV/Hepatitis testing of myself and the source patient.

I understand that this care is at my own cost or covered under my own health insurance.

I will come to my clinical coordinator or program director if I have any questions regarding a sharps incident.

Name printed

Signature

Date

Clinical Infection Control Compliance Statement

I _____:

(Print full name)

- Understand participation in Clinical Education carries inherent risk of exposure to infectious diseases, which may include, but are not limited to, seasonal flu, Covid-19, Tuberculosis (TB), Methicillin-resistant Staphylococcus aureus (MRSA), and clostridium difficile (C-diff).
- Understand clinical education is an essential component of my professional education that cannot be replaced with laboratory experiences, virtual simulations, or other remote experiences.
- Will have completed instruction in infection control practices and the use of PPE prior to clinical placement.
- Agree to follow safe infection control practices in the clinical setting and to adhere to any additional Safety Guidelines, Policies and Procedures instituted by my clinical site and my professional program. I understand that failure to follow these guidelines may result in dismissal from the clinical site.
- Understand following these procedures and guidelines does not eliminate the risk of contracting these diseases, only reduces the probability of transmission to myself and others.

_____ I have read the above guidelines and agree to being placed into clinical settings at this time.

_____ I have read the above guidelines and DO NOT agree to being placed into clinical settings at this time. In accordance with the program's accreditor, if this option is selected, I understand that I may not graduate on time and/or may need to forfeit my position in the program.

Student Signature

Date