EAST CENTRAL COLLEGE

ASSOCIATE OF APPLIED SCIENCE DEGREE IN

RADIOLOGIC TECHNOLOGY

2024-2025 STUDENT HANDBOOK

Table of Contents

Dear ECC Radiologic Technology Student,

Welcome to the East Central College's program of Radiologic Technology. As a Radiologic Technologist you will be a vital 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. It is a responsibility shared jointly by faculty and students. The faculty's role is not only to provide information, guidance, and direction; but more importantly, to role model and create an environment that facilitates the student to critically think, problem solve and practice safe and competent care. The student's role is to participate responsibly and actively engage in the learning process, the *primary responsibility for learning rests with the student.* The level of achievement is dependent upon the student's attitudes, commitment, and motivation.

Please read the Radiologic Technology Student Handbook carefully. The intent of the handbook is to clearly state the policies of the Rad Tech program so that you can study and work effectively within the program and clinical sites. The policies, procedures, and general information encompass the professional, clinical, and academic behaviors that are to be explicitly followed. This handbook should be used in conjunction with other official documents prepared and distributed by East Central College.

The Rad Tech program reserves the right to change, delete, or add any information without previous notice and at its sole discretion. Furthermore, the provisions of this document are designed by the college to serve as guidelines rather than absolute rules, and exceptions may be made on the basis of particular circumstances. The forms you sign should be reviewed very carefully. Your acknowledgement will be submitted to the Rad Tech office. They will be placed in your student file along with all required certifications, paperwork, and student progress reports during the twenty months you are 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 graduating from the ECC Radiologic Technology Program and a successful allied health career will be the reward for all your efforts.

Sincerely,

Brandi Grindel, RT(R), MEd
Director Radiologic Technology

EAST CENTRAL COLLEGE
ASSOCIATE OF APPLIED SCIENCE DEGREE IN RADIOLOGIC TECHNOLOGY

I, the undersigned, have received, read, and fully understand the policies in the Student Handbook for Radiologic Technology, which was reviewed and updated July 2024.

I understand that I am accountable for all policies and procedures found in the ECC Student and Radiologic Technology student handbooks.

I have received, read, and fully understand the College academic policy regarding class attendance and student conduct found in the East Central College Student Handbook.

I understand that personal information may be required by the clinical sites (i.e., criminal background check, immunizations, etc.). I give my permission for this information to be divulged for that purpose alone. Refer to individual policies relating to personal information.

I fully understand that in order to be placed at a clinical site or to participate in clinical experiences, I must comply with all clinical site compliances (I.e., required immunizations, drug screenings, criminal background checks, direct and indirect supervision policies,etc.).

I have read and will abide by the policies and procedures describe within these handbooks.

- The ECC Radiologic Technology Student Handbook 2024-2025
- The ECC Student Handbook 2024-2025

I understand the Rad Tech program reserves the right to change, delete or add any information without previous notice and at its sole discretion. Furthermore, the provisions of this document are designed by the college to serve as guidelines rather than absolute rules, and exceptions may be made based on circumstances. The forms you sign should be reviewed very carefully. Your acknowledgement will be submitted to the nursing and allied health office. They will be placed in your student file along with all required certifications, paperwork, and student progress reports during the twenty months you are in the program.

I acknowledge that I have:

- *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 i.e.. 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)?*

Student:_____ _____ _____

Signature Printed (please print legibly) Date

Notice of Non-Discrimination East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Vice President of Student Development, 131 Administration Building, 1964 Prairie Dell Road, Union, MO 63084, (636) 584-6565 or stnotice@eastcentral.edu. **Reviewed/Updated 7/2024**

East Central College
Request for Release of Information

East Central College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA)*, a federal law that protects the privacy of student education records. All information other than directory information is restricted and will not be released without first obtaining the student's signed consent. East Central College defines directory information as follows:

- Student name
- Parent's name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Most recent previous school attended

I request the release of additional information to the persons listed below for the purpose of discussing my academic progress at East Central College.

- Student assignments will be available in an area that other students/persons have access.
- Agree to notify Allied Health office if file has restrictions for release of general information.
- Allow release of information to potential employers regarding academic and clinical performance, as requested.
- Allow release of information to clinical sites regarding academic and clinical performance. May also include criminal background checks, drug screening results or other information per contractual agreement.
- This release is valid from date of signature forward.

Print Name (legibly): _____

Student Signature: _____

Student ID: _____

Date: _____

Witnessed by: _____Date: _____

*FERPA contains provisions for the release of personally identifiable information without student consent to financial aid organizations, health agencies in emergencies, court officials, third parties with valid subpoenas and others as defined in the provisions of the Family Educational Rights and Privacy Act. Please consult the East Central College Registrar if you have questions regarding FERPA.

PROGRAM

INFORMATION

ADMISSION CRITERIA

ADMISSION CRITERIA FOR THE RADIOLOGIC TECHNOLOGY PROGRAM

To be considered for admission into East Central College's Associate of Applied Science in Radiologic Technology Program you must have completed high school, or equivalent, and be admitted as an East Central College student (separate application). *Applicants desiring admission into the program, must have a "C" or higher in each pre-requisite course.* ***To apply to the Radiologic Technology Program, return the attached application to East Central College, Radiologic Technology, 1964 Prairie Dell Road, Union, MO 63084-4344, or Rolla Main, with a receipt from the Business Office at the Union campus or the ECC office located on the Rolla Main campus (500 Forum Drive, Rolla) showing payment of the $25.00 application fee. Applications must be submitted on an annual basis and are only good for one admission cycle.***

APPLICATION DEADLINE: The ECC Radiologic Technology Program is approved to accept students into the program each Fall semester. ***The deadline for application is April 1st of the year before your desired entrance into the Radiologic Technology Program and all transcripts must be on file by April 1, 2023.***

Class selection is competitive in nature. A point system is used to determine an applicant's rank in the selection process. Your academic advisor is glad to review your standing and provide suggestions on how you may achieve the best candidacy possible.

For consideration, applicants must meet the following minimum criteria:

1. **Application Packet is due by April 1st deadline.**

2. **Minimum cumulative GPA of a 2.5 or greater on a minimum of 12 credit hours of college credit.**

3. **Pre-requisite coursework completed with a "C" or better.** Pre-requisite coursework ***must be completed by the end of the summer semester (July) before*** Fall admission into the program. See curriculum page in this application packet for more detail.

4. **Complete a minimum of 8 hours of job shadowing** with a RT(R) at a healthcare facility.

5. **TEAS Exam Score of 50% or greater in the last two years.** *It is your responsibility to provide our office with a copy of your TEAS Exam results.* The TEAS Exam is designed to assess a student's academic and personal readiness for higher education in a healthcare related field, such as radiologic technology. The test is an internet-based, timed (plan for 4 hours), multiple-choice test evaluating your knowledge in the following categories: Reading, Math, Science, and English and Language Usage. You will have 4 hours to complete the test so pacing yourself is very important. You may schedule your exam in the Learning Center located on the Union Campus or at ECC Rolla Main at 500 Forum Drive. Students are allowed 2 attempts to take the TEAS Exam within an application cycle.

6. **Three (3) professional references on file.** (See application for guidelines regarding references).

7. **Official transcripts received and evaluated for program, as well as proof of enrollment, if coursework is taken at another institution.** Applications will not be considered if official transcripts have not been evaluated by April 1st. It is the applicant's responsibility to check their E-Central account to determine status of their ECC transcript.

8. **Must be in a state of physical and mental health compatible with the responsibilities of a radiologic technology career.** A physical examination, including selected diagnostic tests and immunizations, is required ***after*** acceptance into the program (a form is provided in acceptance packet).

9. **Admission is contingent upon a successful criminal background check and a satisfactory drug screening.** The procedures are completed after the radiologic technology acceptance packet has been received.

It is the *applicant's responsibility* to verify with the Nursing and Allied Health office that the application file is complete. Incomplete application files will *not* be considered for admission.

All college coursework, pertinent to the radiologic technology program, MUST be completed with a grade of "C" or better. *All science and computer courses must be no older than 5 years at the time of acceptance.*

Reviewed/Updated 7/2024

MISSION STATEMENT, PROGRAM GOAL, AND OUTCOME MEASURES OF EAST CENTRAL COLLEGE RADIOLOGIC TECHNOLGY PROGRAM

Program Mission Statement

The ECC Radiologic Technology Program ***empowers*** graduates to pass the ARRT national exam and function as a competent Radiologic Technologist. The program will educate individuals who are qualified in the use of ionizing radiation, to promote high standards of professionalism, and service to patients. The graduates of the Radiologic Technology program will ***enrich*** our ***communities*** by contributing to the ***service*** workforce by promoting high standards of professionalism, quality patient care, and safety in diagnostic medical imaging procedures in ***diverse*** healthcare settings.

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 Program Curriculum 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:

- integrate critical thinking and problem-solving abilities into clinical practice.
- evaluate orders and assess patients 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 the needs of the 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 the patient and provide quality patient care.
- apply concepts of radiation protection and use appropriately to protect the patient.
- manipulate radiographic equipment correctly as needed for each exam.
- position patients to obtain high quality images.
- analyze the 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.

Student Files

Students' academic program files are secured in accordance with policies dictated by ECC and JRCERT. Students may review their program file at any time. The file will be reviewed in the program director's office, in the presence of the program director or clinical coordinator.

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 its benefits. Membership cost is included in the course fees.

Didactic Requirements

To satisfy the requirements for graduation and the granting of a diploma from the Radiologic Technology Program of East Central College, 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.
- **Successfully pass the HESI exit exam with a score of 700 or higher.**

Program Accreditation

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.
      i. If no, notifies complainant accordingly within 20 working days following receipt of the complaint.
      ii. 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.

RADIOLOGIC TECHNOLOGY CURRICULUM

EAST CENTRAL COLLEGE
ASSOCIATE OF APPLIED SCIENCE DEGREE
IN THE RADIOLOGIC TECHNOLOGY PROGRAM ROLLA

PREREQUISITE COURSES/GENERAL EDUCATION

***COL 101** Falcon Seminar

***MTH 110** Intermediate Algebra, **MTH 140** Contemporary Math, **MTH 150** Statistics, or higher

***ENG 101** English Composition I

* **SOC 101** General Sociology

***BIO 151** Intro to Human Anatomy & Physiology I

Lecture and Lab

PSC CIVICS WEB Civics Achievement Exam

***CORE 42** Civics (PSC 102, HST 101, 102, or 103)

***CIS 101** Microcomputer Applications or **CIS 110** Technical and Digital Literature

RADIOLOGIC TECHNOLOGY ACADEMIC COURSE SEQUENCE

SEMESTER I	**COURSE**	
	RAD 101	FUNDAMENTALS OF RADIOLOGIC SCIENCE & HEALTH CARE
	RAD 102	RADIATION PROTECTION, RADIATION PRODUCTION, & CHARACTERISTICS
	RAD 103	DIGITAL IMAGE ACQUISITION & DISPLAY I
	RAD 104	PATIENT CARE & LAB
	RAD 105	RADIOGRAPHIC PROCEDURES I
	RAD 106	RADIOGRAPHIC PHYSICS I
	RAD 151	CLINICAL I
SEMESTER II		
	RAD 152	RADIOGRAPHIC PROCEDURES II & LAB
	RAD 153	RADIOGRAPHIC PHYSICS II
	RAD 154	DIGITAL IMAGE ACQUISITION & DISPLAY II & LAB
	RAD 155	CLINICAL II
SEMESTER III		
	RAD 156	PHARMACOLOGY & DRUG ADMINISTRATION
	RAD 157	CLINICAL III
SEMESTER IV		
	RAD 201	DIGITAL IMAGE ACQUISITION & DISPLAY III
	RAD 202	ADVANCED RADIOGRAPHIC PROCEDURES I
	RAD 203	RADIATION BIOLOGY
	RAD 204	CLINICAL IV
SEMESTER V		
	RAD 290	CURRICULUM REVIEW V
	RAD 251	IMAGING EQUIPMENT
	RAD 252	ADVANCED RADIOGRAPHIC PROCEDURES II & LAB
	RAD 253	CLINICAL V

TOTAL HOURS (including prerequisites): 70 (General Education/Pre-Requisites 20/50 Program)

NOTE: *In order to achieve success in the radiologic technology program, a student is expected to spend an additional average of 20-30 hours per week studying and preparing. Some examples include practicing skills in the clinical lab, preparing for clinical assignments, studying for exam, preparing for class, developing written assignments, and developing presentations (not an inclusive list). Student can expect to spend 5 contact hours per credit hour for laboratory courses and 10 contact hours per credit hour for clinical courses.*

Reviewed/Updated: 2/2021

ASSOCIATE OF APPLIED SCIENCE DEGREE
IN THE RADIOLOGIC TECHNOLOGYPROGRAM

****Estimated Itemized Expenses**

PREREQUISITES: In-District @ $138.00/hr. (20 credit hours) = $2,760.00
Out-of-District @ $192.00/hr. (20 credit hours) = $3,840.00

A **non-refundable** application fee of $30.00 is due when applying. ***When accepted,*** a **non-refundable** admission packet fee of $190.00 is due.	**IN-DISTRICT**	**OUT-OF-DISTRICT**
FALL, First semester: 18 credit hours		
Tuition	$4,248.00	$6,426.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	$720.00	$720.00
Course Fees (Special Lab/Assessment Fee) ***	$1,900.00	$1,900.00
Books and Syllabi plus (approximate)	$800.00	$ 800.00
Watch w/2nd hand, uniforms (3), lab coat, etc. (approximate)	$250.00	$250.00
TOTAL FALL SEMESTER	**$7,918.00**	**$ 10,096.00**
SPRING, Second semester: 11 credit hours		
Tuition	$2,618.00	$3,927.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	$440.00	$440.00
Special Lab/Assessment Fee	$180.00	$180.00
Syllabi (approximate)	$50.00	$50.00
TOTAL SPRING SEMESTER	**$3,288.00**	**$4,597.00**
SUMMER, Third semester: 4 credit hours		
Tuition	$952.00	$1,428.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	$160.00	$160.00
Course Fees (Special Lab/Assessment Fee)	$420.00	$420.00
Books and Syllabi (approximate)	$50.00	$50.00
TOTAL SUMMER SEMESTER	**$1,582.00**	**$2,058.00**
FALL, Fourth semester: 10 credit hours		
Tuition	$2,380.00	$3,570.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	$400.00	$400.00
Course Fees (Special Lab/Assessment Fee)	$1,405.00	$1,405.00
Syllabi (approximate)	$50.00	$50.00
TOTAL FALL SEMESTER	**$4,235.00**	**$5,425.00**
SPRING, Fifth Semester: 7 credit hours		
Tuition	$1,666.00	$2,499.00
General Fees (Support Services/Student Activity/Tech/Facilities/Security)	$280.00	$280.00
Course Fees (Special Lab/Assessment Fee / ARRT Certification Exam)	$670.00	$670.00
Syllabi (approximate)	$50.00	$50.00
TOTAL SPRING SEMESTER	**$2,666.00**	**$3,499.00**

Total *<u>without</u>* *Prerequisites & Co-requisites:	**$19,689.00**	**$25,675.00**
Tuition for *Prerequisites only:	**$2,760.00**	**$3,840.00**
TOTAL *<u>with</u>* *Prerequisites:	**$22,449.00**	**$29,515.00**

<u>PLEASE NOTE</u>: Radiologic Technology courses have the Tier 3 differential tuition rate. *Tier 3 tuition: In-District - $238.00/ch.; Out-of-District - $357.00/ch.*

*****The cost of prerequisites includes ***tuition only***.
*******ALL* costs are estimated and intended only to give a general idea. Amounts are subject to change during the time allotted for the degree. You pay only for credit hours taken in a given semester.
*******The semester fees include Assessment/Remediation/Exam costs.

Updated: 4/2024

Radiologic Technology Course Descriptions 2024-2025

RAD 101 Fundamentals of Radiologic Science & Health Care
A lecture course that provides 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).

RAD 102 Radiation Protection, Radiation Production & Characteristics
A lecture course that provides principles of radiation protection, responsibility to patients, personnel, and the public, as well as dose equivalent.

RAD 103 Digital Image Acquisition & Display I
A lecture course that introduces factors that govern and influence the production of the radiologic image using CR/DR equipment.

RAD 104 Patient Care in Radiologic Sciences & Lab
Radiologic Technology laboratory study is utilized in this course to demonstrate clinical applications of theoretical principles and concepts. Student learns concepts, 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.

RAD 105 Radiographic Procedures I
Radiologic Technology laboratory study is utilized in this course to demonstrate clinical applications of theoretical principles and concepts. The students learn how to perform radiologic procedures of the chest, abdomen, pelvis, and upper and lower extremity. Positioning techniques to achieve quality radiographs are discussed, along with associated anatomy, pathology, and special studies.

RAD 106 Radiographic Physics I
A lecture course that provides knowledge of basic atomic structure and radiologic physics along with their units of measurement. The electromagnetic spectrum is discussed in relationship to x-rays.

RAD 151 Clinical Practicum I
A radiologic technology clinical course where students apply didactic information to real life settings by gaining competency in ten general patient care activities, three mandatory radiologic procedures from a selected list of thirty-six. Each student will be able to perform procedures independently, consistently, and effectively.

RAD 152 Radiographic Procedures II & Lab
Radiologic Technology laboratory study is utilized in this course to demonstrate clinical applications of theoretical principles and concepts. The student learns how to perform radiographic procedures of the spine, thorax, digestive, urinary systems & cranium. Positioning techniques to achieve quality radio graphics are discussed, along with associated anatomy, pathology, and special studies.

RAD 153 Radiographic Physics II
A lecture course where students gain knowledge of components and operation of x-ray generating equipment. X-ray production, beam characteristics and x-ray interactions with matter are also discussed.

RAD 154 Digital Image Acquisition & Display II & Lab
Radiologic Technology laboratory study is utilized in this course to demonstrate clinical applications of theoretical principles and concepts. 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.

RAD 155 Clinical Practicum II
A radiologic technology clinical course where students apply didactic information to real life settings by gaining competency in six mandatory radiologic procedures and two elective radiologic procedures from a selected list of fifty-one.

RAD 156 Pharmacology & Drug Administration
Radiologic Technology laboratory study is utilized in this course to demonstrate clinical applications of theoretical principles and concepts. Students learn IV Therapy procedures, complications, and equipment necessary for infusion of drugs, as well as information about contrast media and medications.

RAD 157 Clinical Practicum III
A radiologic technology clinical course where students apply didactic information to real life settings by gaining competency in one general patient care activity, seven mandatory radiologic procedures and three elective radiologic procedures from a selected list of fifty-one. Each student will be able to perform procedures independently, consistently, and effectively.

RAD 201 Digital Image Acquisition & Display III
A lecture course where students learn advanced concepts such as the controlling factors of the display monitor and quality assurance during the production of the radiographic images using CR/DR equipment.

RAD 202 Advanced Radiographic Procedures I
Radiologic Technology laboratory study is utilized in this course to demonstrate clinical applications of theoretical principles and concepts. The student is provided the opportunity to learn basic knowledge regarding Mammography, Computed Tomography, and Magnetic Resonance Imaging. Topics integrated into the class will include patient care, anatomy, cross section anatomy, imaging procedures, and equipment specific as related to Mammography, Computed Tomography and Magnetic Resonance Imaging.

RAD 203 Radiation Biology
A lecture course where 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.

RAD 204 Clinical Practicum IV
A radiographic technology clinical course where students apply didactic information to real life settings by gaining competency in ten mandatory radiologic procedures and four elective radiologic procedures from a selected list of fifty-one. Each student will be able to perform procedures independently, consistently, and effectively.

RAD 251 Imaging Equipment
A lecture course that provides knowledge of equipment routinely utilized to produce diagnostic images such as Mobile, Tomography, AEC, and Fluoroscopy. Various recording media and techniques are discussed.

RAD 252 Advanced Radiographic Procedures II
Radiologic Technology laboratory study is utilized in this course to demonstrate clinical applications of theoretical principles and concepts. The student learns how to perform special radiographic procedures such as angiography, sialography, and hysterosalpingography. The associated anatomy, pathology, and the special equipment used for these exams are learned. Using knowledge from multiple didactic units, especially clinical education the student evaluates radiographic examinations for diagnostic quality, and then uses critical thinking skills to make corrections if necessary.

RAD 253 Clinical Practicum V
A radiologic technology clinical course where students apply didactic information to real life settings by gaining competency in ten mandatory radiologic procedures and six elective radiologic procedures from a selected list of fifty-one. Each student will be able to perform procedures independently, consistently, and effectively.

RAD 290 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.

METHODS OF INSTRUCTION / COURSE WORKLOAD

A variety of teaching-learning methods are used in rad tech courses and may include readings, lecture-discussion, demonstrations, audiovisual media, study guides, written assignments, small group work, case studies, computer-assisted programs, simulations, practice of radiography skills in the college radiography laboratory and providing care to patients in clinical areas.

ECC Radiologic Technology utilizes a team-teaching approach for all courses in the program. Faculty teaches across the curriculum.

Course Workload

The rad tech program includes classes that are theory based, clinical based or blended. Theory courses are 1:1 clock to credit hour ratio with blended courses having a 5:1 ratio and clinical courses a 10:1 ratio (e.g., one credit hour earned requires ten (10) clock hours of clinical per week.

In addition to the class and clinical hours published in the "Semester Schedule of Classes," rad tech students can anticipate additional practice hours and individually arranged evaluation sessions in the college laboratory.

To achieve success in the Rad Tech program, a student is expected to spend an additional 20-30 hours per week studying and preparing. Some examples include practicing skills in the lab, studying for exams, preparing for class, developing written assignments and presentations (not an inclusive list).

Instructional Resources

Rad Tech students have access to the campus library and electronic resources for reference books and current journals.

Audiovisual materials are available for online use during regular library hours, which may include evening, and weekend hours. Orientation to the library information system is available. Assistance with audiovisual equipment and computer usage is provided. Computers are available in the computer center and the library.

Faculty are available for instructional support during designated office hours and by appointment. It is the student's responsibility to seek instructional resources and notify faculty if they are experiencing difficulty.

PROGRESSION

&

RETENTION

PROGRESSION AND RETENTION / WITHDRAWAL

Progression and Retention

The grading scale for the program theory courses are as follows:

A = 92 – 100 B = 84 – 91 C = 75 – 83 F = 74 and below

To progress in the program, the student must:

1. Maintain a minimum average of 75% in each theory course and 84% in each clinical course.
2. Procedure course tests must be passed with an 84% or higher to perform demonstration exams. If the student scores lower than an 84% then a re-take exam must be taken. The student will have 3 attempts to retake the exam. All retake exams must be completed in one week from the date the exam was taken.
3. Demonstrate the ability to consistently function in a safe and competent manner in each clinical area.

If a student does not meet the above requirements, the student may be placed on academic probation or deemed academically ineligible to continue in the program.

Academic Probation Policy

Probation - is a warning that a pattern of unsafe practice and failure to meet critical (benchmarks) elements have been identified and is for a stated period of time that allows the student to demonstrate improvement.

The student will be given a written 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 Dean of Health Sciences 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 lower and/or a "fail" in a pass/fail area.
   b. **Clinical** – Probation may be issued at any time during the semester in clinical with a course grade of 84% or lower. Probation may be issued during any clinical rotation in which:
      i. a student "fails" to meet one of the critical outcome criteria outlined in the performance evaluation and clinical syllabus such as safety, professionalism, administration of contrast media.
2. **Code of Conduct—**refer to the Civility Policy

At the close of the stated probationary period, the student's progress will be evaluated by the Program Director and/or Clinical Coordinator.

At that time, the student will be either:

1. Be removed from probation, **or**
2. Have the probation period extended, **or**
3. Deemed academically ineligible to continue and dismissed from program.

Withdrawal or Course Failure Policy

Any rad tech student requesting to withdraw from the program must schedule an appointment for an Exit Interview with the Rad Tech Program Director, Dean of Health Sciences, or designee. ***Failure to complete this process within one (1) week of withdrawal may result in the inability to re-enroll in future rad tech courses.*** Appointments to meet with the Program Director or Dean can be made through the Program Assistant or Administrative Assistant.

Rad Tech students who are **unsuccessful** in a rad tech course are to schedule an appointment for an Exit Interview with the Program Director or Dean or designee. ***Failure to complete this process within one (1) week of withdrawal may result in the inability to re-enroll in future rad tech courses.*** Appointments to meet with the Program Director or Dean can be made through the Program Assistant or Administrative Assistant.

Termination from Program

Academic Ineligibility Policies and Procedures

To remain in the program, a student must maintain a satisfactory record of attendance, academic 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 Dean of Health Sciences. If the student does not agree with the action taken by the Radiologic Technology Program Director, the student may file a grievance following the procedure stated in the ECC student handbook.

READMISSION POLICY/PROCEDURE

ELIGIBILITY FOR READMISSION

1. Readmission must occur within one (1) year from the beginning of the semester not completed or the entire program must be repeated.
2. A student who withdraws or who has not been successful in the first semester of the program is required to reapply to the program and meet the same requirements as listed in the Admission Criteria. The student will be considered for admission with all other eligible applicants.
3. Violations of the Code of Conduct may deem a student ineligible for readmission.
4. Students who have failed two or more rad tech courses at another institution are not eligible for admission.

REQUIREMENTS FOR READMISSION

1. Demonstrate that the condition(s) causing failure, dismissal, or withdrawal have been corrected so that the student is able to complete the program. If the student left the program on ***'probation'*** status, the student, if readmitted, will remain on ***'probation'*** status.
2. ***Completion of required coursework in the case of academic failure.*** For academic failure, the student is required to complete at least one semester of 12 semester credit hours in the Fall and Spring semesters and receive a grade of at least a "C" in each course. These courses must be approved by the Program Director and should be included in the rad tech curriculum.
3. It is at the Admission and Retention Committee's discretion to include appropriate stipulations for readmission.
4. ***Readmission is conditional and based on seat capacity set forth by JRCERT.***
5. Students must meet all current admission criteria.
6. Students with an admission to another rad tech program, prior to admission to ECC are not eligible for readmission to the ECC Rad Tech Program should they be unsuccessful or withdraw.

PROCESS FOR READMISSION

Readmission decisions are made in April /May (Fall requests) and October (for Spring and Summer requests). Letters of intent must be on file by April 1st for the Spring meeting and September 1st for the October Meeting.

1. Submit a certified letter to the Rad Tech Program Director (Chairperson of the Admissions and Retention Committee) requesting readmission for a specific year or semester.
2. The letter must include the reason(s) for failure, dismissal, or withdrawal, and how or why the situation has been remedied.
3. The Chairperson of the Committee will request any additional documentation requested by the Committee and/or request a follow-up letter that may be time sensitive.
4. Upon receipt of the documentation, the Committee will either request further documentation or schedule a meeting with the student to discuss readmission.
5. Following the meeting, the student will be **notified in writing** of the Committee's decision. The Committee's decision is final.
6. If the student is re-admitted, previous completed courses will require a comprehensive exam and each competency will require a re-test exam. Didactic course exams will need to be passed with a 75% or higher, and each clinical exam will need to be passed with an 84% or higher.

Methods of Evaluation

Academic Evaluation

1. Students are reminded that to receive credentials as a radiographer, they must pass the American Registry of Radiologic Technologists (ARRT) certification examination. At all times, the goal should be to successfully complete each course and the subsequent certification exam.
2. Students Evaluations:
    a. Theory progress will be discussed and documented at mid-semester and at the of the end semester for the entity of the program.
    b. Clinical evaluation of progress in clinical areas will be written at the end of each semester.
    c. Should the student receive feedback that requires remediation, a written plan will be developed by the director/clinical coordinator and/or faculty.
    d. Evaluations will be signed by both the student and faculty member and a copy will be placed in the student's permanent file. The student will receive a copy as well.

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 Cl evaluation and a clinical site evaluation of their experiences, failure to do this will result in a reduction in the semester grade. Late paperwork will be approved on a case-by-case basis.

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

Students will lose -5% for each clinical absence, even though the student is required to make up the time they missed. For example, if a student missed two clinical days, they would have to make up two clinical days on their own time but still will receive a 90% for clinical absences portion of their grade.

Clinical Binder Paperwork

Clinical binder paperwork includes monthly repeat tally forms, monthly repeat analysis forms, all monthly Clinical Preceptor evaluations, and all competencies. These forms will be printed for the students to keep in their clinical binder prior to starting clinical rotations. It is the student's responsibility to maintain this documentation and turn in their forms at the end of each month. If students misplace any paperwork, it is available on Canvas for the student to print.

Sample Clinical Grades

Example One:					
Rotation evaluations		850 out of 900 pts.	94%x.10	=	9.4
Coordinator evaluation		80 out of 100 pts.	80% X .40	=	32
Competencies		Average of	95% X .20	=	19
Absence(s)	1	Absence	95% X .30	=	28.5
Total Grade					88.9%
Example Two:					
Rotation evaluations		790 out of 900 pts	88%x.10	=	8.8
Coordinator evaluation		80 out of 100 pts	80% X .40	=	32.
Competencies		Average of	93% X .20	=	18.6
Absence(s)	1	Absence	95% X .30	=	28.5
Total Grade					87.9%

CLASSROOM ATTENDANCE AND CLASS POLICIES

ECC Radiologic Technology Attendance Policy

THEORY (Classroom/Didactic)

Attendance

Due to the complex nature of class content, it is strongly recommended that students attend all scheduled classes. The individual student will be responsible for content missed during an absence.

The College attendance policy states: "Because East Central College believes that learning is an interactive process, students are expected to attend classes regularly. Instructors distribute written class attendance policies at the beginning of each new class. Faculty or administrators at ECC may administratively withdraw a student from a class if a student violates the expressed, written attendance policy as stated in the course syllabus for the class."

The policy of the radiologic technology department is if the student is absent the equivalent of the number of clock hours for the number of credit hours for the course, the student must obtain a physician's full written release to return to school and attendance counseling will be required to maintain participation in the program.

If student absenteeism continues, further disciplinary action may be taken up to and including dismissal from the program.

***Students should review the ECC Radiologic Technology Student Handbook for specific program attendance requirements as program attendance policies can be stricter than the college policy.**

ECC College Attendance Policy

Attendance

ECC is an attendance taking institution. Student attendance in class, regardless of the delivery modality, is important for student success. Attendance will be taken at each class meeting and recorded in a class record.
Students may be administratively withdrawn (dropped) for attendance purposes for the following reasons:

- Absent for 14 consecutive calendar days, (or a prorated amount based on a reduced class meeting calendar), without having made regular and frequent contact with the instructor.
- Absent for 14 consecutive calendar days, (or a prorated amount based on a reduced class meeting calendar), having maintained regular and frequent contact with the instructor, but are unable to maintain successful class progression (maintaining a C or better with timely submission of assignments is considered successful class progression).
- Sporadic attendance (intermittent, nonconsecutive absences equivalent to two weeks of class meeting time), regardless of contact with the instructor, and are unable to maintain successful class progression (maintaining a C or better with timely submission of assignments is considered successful class progression).

Students with concerns regarding attendance and/or successful class progression are encouraged to speak to their instructor.

Didactic Make Up Policies

The first day a student returns to school, they are responsible to contact each instructor regarding material to be made up. ***Failure to do so will result in a zero for missed assignments.***

Classroom/Class Policies:

- Make-up assignments will only be allowed if the student makes prior arrangements with each instructor on the first day the student returns to class.

- All work must be turned by the designated date as arranged by the instructor. Students will receive a zero if arrangements are not made and/or assignments are not turned in on the designated date.

- Exams will not be made up during class time. Exams will be scheduled to be taken in the ECC Testing Center once arranged with the instructor.

- In the event of a missed exam, the test must be taken the day the student returns to class. Failure to follow this procedure may result in the student not being allowed to take the exam.

- Classes begin ***promptly*** as specified by the instructor. It is the students' responsibility to show consideration for the class by being prompt. The instructor may use his/her discretion regarding allowing students to enter the classroom late due to the disruptive nature.

- Students may not audio or videotape any classroom, clinical, or lab activity unless mandated for ADA compliance.

CLINICAL ATTENDANCE AND CLINICAL POLICIES

Introduction

The Radiologic Technology clinical course is established to provide students hands-on experience in a clinical setting (either at a clinical site or in the clinical laboratory on campus). Students meet in the assigned clinic setting and are supervised by the clinical instructor at the site and/or the clinical coordinator. Students are required to conduct themselves in an appropriate and professional fashion while in the clinical setting, following guidelines established by the program faculty.

Clinical Attendance

The Radiologic Technology clinical course is established to provide students hands-on experience in a clinical setting (either at a clinical site or in the clinical laboratory on campus). Students meet in the assigned clinic setting and are supervised by the clinical preceptor at the site and/or the clinical coordinator. Students are required to conduct themselves in an appropriate and professional fashion while in the clinical setting, following guidelines established by the program faculty.

Attendance Policy

1. Clinical experience is vital for learning and professional development; therefore, ***there will be no excused clinical absence***. Make-up of clinical days missed due to snow will be determined by the clinical coordinator and/or program director. Specific recommendations will be made for additional experience at the discretion of the faculty.

2. A student may not accumulate more than **2 clinical absences** within a 16-week semester or **1 clinical absence** in an 8-week semester. To accrue clinical absences may affect the clinical grade negatively or be grounds for dismissal from the program.

3. If a clinical absence is unavoidable, it is the student's responsibility to notify the clinical coordinator and the clinical site one hour prior to the scheduled clinical day. Student-Instructor contact **MUST** be made before clinical begins. Emails, phone call, and text messages are accepted as notification for class or clinical absences A written clinical make-up Plan for Success will be developed between the student and the clinical coordinator for the missed experience. ***It is the student's responsibility to initiate the Plan for Success process with the instructor within 24 hours of initial notification of absence.*** The specific terms of this contract will be set forth by the clinical coordinator and shall include a deadline for completion of terms. (Possible examples include but are not limited to; presentation of a formal case study, development of a written research paper, or attendance of clinical make-up experience.)
4. If a student fails to communicate the absence to the faculty **and** clinic site, the absence will be considered a **No Call / No Show absence**. The first absence without appropriate notification will result in a written civility 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.
5. Failure to satisfactorily initiate and/or complete the terms of the contract, as specified (including deadline), will be grounds for re-evaluation of contract and may be grounds for dismissal from the program.

CLINICAL POLICIES & COMPETENCIES

Student Clinical Performance Standards

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, ECC 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 Standard

As a Radiologic Technology student in the clinical setting, you will work collaborating with healthcare professionals 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.***
- ***At all times, you must act in a professional manner as a representative of East Central College 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. 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.

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.

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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 84% requires a repeat test.
    - Student will have three attempts to pass the written retake with an 84% or higher.
- Psychomotor
    - Practical simulation of position objective is performed by the student in the classroom/lab setting under direct supervision of the instructor by completing a pass/fail demonstration.
    - Under direct supervision of a registered technologist, the student performs the position objective in the clinical setting a minimum of three times.
    - To achieve competency status in each objective, the student must demonstrate competency to evaluator.
- Positioning
    - Assessment of patient and ordered examination for accuracy.
    - Evaluation of correct part, tube, and image receptor.
    - Correct image marker.
    - Positioning of all routine and required projections outlined in the order.
    - 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)

Clinical Participation

Clinical participation will follow this format:

1. The student begins his/her clinical participation by first observing a Radiologic Technologist in the completion of duties under direct supervision of a qualified Radiographer.
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. **Students must be directly supervised by a qualified Radiographer until competency is achieved.**
3. As the student gains experience in assisting with various procedure(s), he/she can perform the exams under the direct supervision of a qualified Radiographer to demonstrate competency. **Once the student has achieved competency, he/she may work under indirect supervision of a qualified Radiographer.**

Definition of Direct and Indirect Supervision *(per JRCERT 2021 Radiography Standard 5.4)*

The JRCERT defines **direct supervision** as student supervision by a qualified radiographer who:

- reviews the procedure in relation not the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge;
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

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

The JRCERT defines **indirect supervision** as student supervision by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

Clinical Assignments Policies & Regulations

1. The student will be supervised in the clinical area by the clinical preceptors and by the clinical staff and is ultimately responsible to the Clinical Coordinator and Program Director.
2. Monthly and daily clinical rotation assignments are posted on Canvas 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 supervising staff radiographer.
6. Students are responsible to achieve their clinical performance competencies and electives every semester.
7. Students in the clinical site needing assistance from program faculty, may call the Program Director or Clinical Coordinator.
8. The clinical preceptor will dismiss a student if he/she is in violation of the dress code policy.
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 always perform in the clinical area under the direct supervision of a qualified radiographer until competency is achieved. Once competency is achieved, students may work under indirect supervision. All repeat images, surgical, and mobile procedures (including mobile fluoroscopy) must be completed under direct supervision by a qualified radiographer.
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.

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 per **JRCERT Standard 5.3**, which states:
        a. Students must not hold image receptors during any radiographic procedure.
        b. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
    - In instances where patient restraining must be used, the student under the direct supervision 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, 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.

Five Steps to Clinical Competency

Step 1: Procedure objective is assigned. Lesson Agenda and Objective Sheet is uploaded to Canvas. 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 (84%) & pass return demonstration of procedure objective 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.(R), perform procedure objective in the clinical site a minimum of three times to earn coupons. **Student may "Observe" only one coupon, the two remaining coupons must be "Performed".**

Step 5: Competency evaluation: under the *direct* supervision of an R.T.(R), perform the procedure objective. Student must information technologist of their intention to perform the competency **BEFORE** beginning the procedure. 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, please go back and repeat step 3 and 4.)**

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

Performance Competency Evaluations

Individuals must demonstrate success in core competency areas 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. There are a total of **36 mandatory** Radiography Procedures, and the ARRT specifies which **mandatory** Radiography Procedures 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** and **two elective** procedures from the **fluoroscopy section**. **Electives** should be performed on patients whenever possible. The ARRT specifies which **elective** Radiography Procedures must be demonstrated on patients (not phantom of simulated). Additionally, the ARRT indicates that **only 10** Radiography Procedures can be simulated in the laboratory environment.

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.

General Patient Care Competencies

Completed as part of Patient Care course:

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 Pharmacology & Drug Administration)
9. Transfer of Patient
10. Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)

Required Special Rotations

Surgery, Fluoroscopy, and Portables

Optional Special Rotations

Computed Tomography	Mammography	Ultrasound
Radiation Therapy	Nuclear Medicine	MR
Bone Densitometry	Special Procedures	Interventional

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 and the student will be placed on probation.**

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

Semester	Mandatory	Elective	Total
1st Semester	3	0	3
2nd Semester	6	3	9
3rd Semester	7	3	10
4th Semester	9	4	13
5th Semester	11	5	16
	36	15	Total 51
		ARRT requirements	51
		Patient Care Procedures	10
		Total ARRT Requirements	**61**

Competencies

Imaging Procedures	Mandatory or Elective		Eligible for Simulation
	Mandatory	Elective	
Chest and Thorax			
Chest Routine	✓		
Chest AP (Wheelchair or Stretcher)	✓		
Ribs	✓		✓
Chest Lateral Decubitus		✓	✓
Sternum		✓	✓
Upper Airway (Soft-Tissue Neck)		✓	✓
Sternoclavicular Joints		✓	✓
Upper Extremity			
Thumb or Finger	✓		✓
Hand	✓		
Wrist	✓		
Forearm	✓		
Elbow	✓		
Humerus	✓		✓
Shoulder	✓		
Clavicle	✓		✓
Scapula		✓	✓
AC Joints		✓	✓
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)	✓		
Trauma: Upper Extremity (Non-Shoulder)	✓		
Lower Extremity			
Toes		✓	✓
Foot	✓		
Ankle	✓		
Knee	✓		
Tibia-Fibula	✓		✓
Femur	✓		✓
Patella		✓	✓
Calcaneus		✓	✓
Trauma: Lower Extremity	✓		

Trauma requires modifications in positioning due to injury with monitoring of the patient's condition

Competencies

Imaging Procedures	Mandatory or Elective		Eligible for Simulation
	Mandatory	Elective	
Head – Candidates must select at least one elective procedure from this section			
Skull		✓	✓
Facial Bones		✓	✓
Mandible		✓	✓
Temporomandibular Joints		✓	✓
Nasal Bones		✓	✓
Orbits		✓	✓
Paranasal Sinuses		✓	✓
Spine and Pelvis			
Cervical Spine	✓		
Thoracic Spine	✓		✓
Lumbar Spine	✓		
Cross-Table Lateral Spine	✓		✓
Pelvis	✓		
Hip	✓		
Cross-Table Lateral Hip	✓		✓
Sacrum and/or Coccyx		✓	✓
Scoliosis Series		✓	✓
Sacroiliac Joints		✓	✓
Abdomen			
Abdomen Supine	✓		
Abdomen Upright	✓		✓
Abdomen Decubitus		✓	✓
Intravenous Urography		✓	
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol			
Upper GI Series, Single or Double Contrast		✓	
Contrast Enema, Single or Double Contrast		✓	
Small Bowel Series		✓	
Esophagus – NOT swallowing dysfunction study		✓	
Cystography/Cystourethrography		✓	
ERCP		✓	
Myelography		✓	
Arthrography		✓	
Hysterosalpingography		✓	

Competencies

Imaging Procedures	Mandatory or Elective		Eligible for Simulation
	Mandatory	Elective	
Mobile C-Arm Studies			
C-Arm Procedure – Requiring manipulation to obtain more than one projection	✓		✓
Surgical C-Arm Procedure – Requiring manipulation around a sterile field	✓		✓
Mobile Radiographic Studies			
Chest	✓		
Abdomen	✓		
Upper or Lower Extremity	✓		
Pediatric Patient – Age 6 or Younger			
Chest Routine	✓		✓
Upper or Lower Extremity		✓	✓
Abdomen		✓	✓
Mobile Study		✓	✓
Geriatric Patient – At least 65 years old and physically or cognitively impaired due to aging			
Chest Routine	✓		
Upper or Lower Extremity	✓		
Hip or Spine		✓	
Subtotal			
Total Mandatory exams required	36		
Total Elective exams required		15	
Total number of simulations allowed			10

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 not a guarantee. Students will never be scheduled for less than one day a week in x-ray during special rotations.

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 the "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.

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 qualified radiographer. Once a student achieves competency, they may work under indirect supervision. **Regardless of the level of competency achieved, students must perform all repeat images, surgical and all mobile exams, including mobile fluoroscopy procedures, under the direct supervision of a qualified radiographer.**

The JRCERT defines **direct supervision** as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

The JRCERT defines **indirect supervision** as student supervision by a qualified radiographer who:

- is immediately available to assist students regardless of the level of student achievement.

Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

Students must also be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of student competency.

CLINICAL INSTRUCTOR LIST AY 24-25

General Leonard Wood Army Community Hospital (GLWACH)
Dan Howard, RT(R)(CT)
Robyn Dille, RT(R)
Consolidated Troop Medical Clinical (CTMC)
Robyn Dille, RT(R)

Lake Regional Health System
Dan Canales, RT(R)
Amanda Bargfrede, RT(R)(M)
Malarie Duncan, RT(R)

Mercy Hospital – Lebanon
Joie Dame, RT(R)(CT)
Robert Collins, RT(R)
Amanda Kelley, RT(R)(CT)
Tracy Jones, RT(R)(CT)

Mercy Hospital – Washington
Danielle Amann, RT(R)
Brooke Bockting, RT(R)
Ashley Toelke, RT(R)

Missouri Baptist – Sullivan
Travis Little, RDMS, RT(R)
Colleen Schlueter, RT(R)
Leslie Tripp, RT(R)

Phelps Health
Reta Dawson, RT(R)
Holly Branson, RT(R)
Rebecca McNeal, RT(R)

Texas County Memorial Hospital
Ann Hamilton, RDMS, RT(R)
Shannon Bridges, BSRT(R)(M)(CT)(MR)
Lori Dailing, BSRT(R)(M)(CT)(MR)

Salem Memorial District Hospital
Bobby Sullins RT(R)(CT)(MR)(BD)
Morgan Northaus, RT(R)

HEALTH & SAFETY

GUIDELINES

Program 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	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 84% 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	Such as speaking, 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.

EXTENDED MEDICAL LEAVE POLICY

1. For the student's safety, upon receiving affirmation from the physician that the student requires a medical extended leave, the instructor ***must be given written permission*** from the physician stating the student may participate in laboratory & clinical at a level that allows him/her meeting all clinical/course objectives and Program Technical Standards. If there are any physical restrictions placed on the student by the physician, these restrictions must be delineated in the written permission from the doctor. **This written permission for laboratory/clinical participation is mandatory**. No student on a medical restriction, will be allowed to attend laboratory/clinical without written permission from the physician.

2. It is the responsibility of each student to recognize potential safety hazards in the clinical area (i.e., exposure to anesthesia gas or radiation, infectious agents, allergens, etc.).

3. The student shall pass the course if he/she has:

   a. a passing theory grade when the theoretical portion has been completed, and

   b. achieves a clinical grade of satisfactory.

4. These requirements must be met before the beginning of the subsequent Rad Tech course,

   unless otherwise stipulated by the Rad Tech Admissions and Retention Committee.

   a. The student must complete all theoretical requirements for the course.

      1) All tests missed must be taken by the date specified by the instructor. The dates will be set according to the situation and condition of the student.

   b. The student must demonstrate competence in all laboratory/clinical objectives for the course.

      1) This can be determined at the time of the medical leave or at the end of the semester if the student returns to laboratory/clinical before the semester ends.

      2) The student will be allowed 2 weeks for medical leave. Laboratory/clinical make-up will be contingent upon the student's ability to meet the course objectives.

   c. The student must assume responsibility for obtaining the notes.

5. Each request will be reviewed by the Radiologic Technology Program Coordinator and faculty for eligibility of extended medical leave. All decisions and stipulations for progression made are final.

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 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. The student would receive a reserved seat in the next accepted class, and it would not be necessary to submit another application for admission to the program. However, the student must notify the Program Director in writing of their intent to return and must meet all eligibility requirements and pay the readmission packet fee.

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

Radiation Practice Policies

1. The radiation monitoring device reports are reviewed and maintained by program director.

2. Quarterly PL Medical monitoring device reports are reviewed quarterly by students and initialed within thirty (30) days of receipt.

3. Annual Occupational Exposure Record reports are signed by students and stored in the program director's office.

4. If a student's badge report exceeds **100 mrem or more** of radiation in any given quarter, he/she will be counseled by the Program Director on the risks associated with increased exposure levels of radiation. Documentation will be placed in the student's file. Subsequent occurrences of 100 mrem or more per quarter, may require the student to be removed from high exposure areas and counseled by a Radiation Safety officer.

5. RAD 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 must be passed in order to attend any clinical rotations.

(Updated 6/06/22 per JRCERT recommendation)

Energized Lab Policies

1. Student will pass Test I in RAD 101, RAD 102, and RAD 105 prior to using lab.

2. Student will work under direct supervision of program 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 program director's office 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.

HEALTH POLICY

Students are responsible for their own health maintenance throughout the rad tech program. Neither the College nor the health care agency where the student obtains clinical experience is responsible for needed medical care. ***Students are strongly advised to make arrangements for adequate health insurance coverage.***

Each clinical agency enforces specific health requirements, and the student is obliged to meet the current requirements of the agency in which clinical experience is provided. Proof of current immunization and selected diagnostic testing such as tuberculin testing, rubella vaccine or titer levels will be required prior to entering clinical agencies. Rad Tech students are expected to inform faculty of any health problems that might interfere with laboratory/clinical experience in a timely fashion. The student will be asked to leave the area, if in the judgment of the faculty member, the student or patient's health may be compromised. The College (ECC Board Policies and Procedures Manual, *3.16 Student Health/Safety*) has the right and obligation to require individual students to have additional tests, examinations, immunizations, and treatments to safeguard both the health of the student and patients in health facilities. As soon as pregnancy (***see pregnancy policy***) or any medical problems are diagnosed, the student is ***required*** to bring a written statement from their doctor permitting them to continue in the Rad Tech Program at a level that allows his/her meeting ***all*** clinical/course objectives.

In the event of an ***exposure by needle-stick, other puncture wounds, or by other means such as splashes, the students will adhere to the following policy.*** This policy will be given to students in the first semester.

Following an exposure, it will be the student's responsibility to:

1. Report the incident immediately to the clinical preceptor and/or clinical coordinator.
2. Report the incident to the appropriate person at the health care facility immediately after the exposure occurs.
3. Report the incident to the department of infection control and complete the appropriate exposure form.

The clinical preceptor/clinical coordinator will:

1. Confer with the clinical facility's designated employee risk management official.
2. Write a complete report of the incident.

Students should be aware that neither the College nor the clinical facility is responsible for any occupational hazards encountered during the course of study. Any treatment or referral to a consulting physician will be at the student's expense.

Allergen and Latex Guidelines:

East Central College attempts to maintain a latex and allergen safe environment. It is NOT possible to assure a latex-free or other allergen-free environment in either the lab or clinical settings. Any student with an allergy; latex or other, must notify the clinical lab instructor prior to entering the lab or clinical setting. **It is the student's responsibility** to avoid causative allergens or latex whenever possible and to take the appropriate measures should an allergic reaction occur.

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

EAST CENTRAL COLLEGE
ALLIED HEALTH PROGRAMS
IMMUNIZATION REQUIREMENT POLICY

A. ***Students in the Radiologic Technology Program are required to show proof of immunity to measles, rubella, and varicella-zoster (chickenpox).***

1. **MEASLES:**
   a. Note signed by physician stating that the individual has had the disease, date, and proof of serological (blood test) screening which reads "reactive" (proof of immunity).
   b. Immunization record: Date must be after 1968 (when vaccine was made available). Documentation must include dates of the last two (2) doses.
2. **RUBELLA:**
   a. Note signed by a physician stating that the individual has had the disease and the date: and the diagnosis is supported by serial (2) serological tests at the time of the disease; **OR,**
   b. Immunization record: Date may be as early as 1969, for persons who were residing in St. Louis, or 1970, if living elsewhere in Missouri; documentation must include dates of the last 2 vaccinations; **OR,**
   Proof of serological (blood test) screening which reads "reactive" (proof of immunity).

3. **HEPATITIS "B" VACCINE:**
   a. Note signed by physician stating that the individual has initiated the Hepatitis "B" vaccine series with vaccination dates.
   b. It is recommended to speak with your healthcare provider regarding immunity, if your Hepatitis B immunizations are older than 10 years old.

4. **VARICELLA-ZOSTER (CHICKENPOX) or SHINGLES**
   a. Note signed by physician stating the individual has had the disease and date of disease, **OR**
   b. Immunization record: date must be 1995 or later and includes dates of two doses or a proof of reactive varicella titer.

B. ***If acceptable proof of immunity is not available for measles/rubella (positive titer and date, or 2-dose vaccine dates), the individual is required to receive the appropriate immunization with proper precautions taken for Rubella.***

C. ***Influenza vaccination:*** Clinical sites require an annual influenza vaccination. It is the student's responsibility to maintain compliance with clinical site requirements. ***Proof of vaccination is required each year by October 15th or date specified by clinical site and waiver returned at the same time.***

D. ***COVID vaccination:*** Clinical sites require the Covid vaccine. It is the student's responsibility to maintain compliance with clinical site requirements. ***Proof of vaccination is required each year by September 15th, or the date specified by the clinical site.***

E. **T-dap: Tetanus, Diphtheria & Pertussis:**
1. Immunization Record should indicate three dates (series) of immunization. A booster is recommended every ten years; **OR,**
2. Recent proof of immunization ***by date*** in the last 10 years.

TUBERCULOSIS TESTING

1. Students are required to be tested for tuberculosis before attending clinical the first semester and annually until graduation.

2. The Missouri Division of Health recommends the intradermal injection over the prong (Tine) type and the **2-step method** (2 separate injections, 2-3 weeks apart) for those who have not previously been tested, **OR** QuantiFERON Gold blood test, **OR** T-SPOT (lab report required) yearly.
   The rad tech program supports these recommendations.

3. On admission to the program, ***ALL*** students are required to have the 2-step TB Method. Second year students are required to have the standard one-step TB Method.

4. Documentation of the test includes:
   a. Type of test
   b. Date(s) of test
   c. Result of test
   d. Signature of the physician or nurse administering the test.
   e. The above should be recorded on official stationery, or on the physical examination form in the Fall.

5. Students with a baseline positive, or newly positive, test result for m. tuberculosis infection or documentation of previous treatment for TB disease should receive one chest radiograph result (within the last 2 years) to exclude TB disease. Instead of participating in annual serial testing, the student should complete a symptom screen assessment annually.

NOTE: Problems or questions should be discussed with the Director ***before*** the test is done.

Source: CDC, *Recommendations & Reports Guidelines for Preventing the Transmission of mycobacterium tuberculosis in Health-care Settings*

EAST CENTRAL COLLEGE
1964 Prairie Dell Road
Union, MO 63084

TUBERCULOSIS QUESTIONNAIRE

PRINT NAME: _____ DATE: _____

According to your student medical records, you do not receive annual TB skin testing. The reason for not receiving an annual TB skin test may include a previous history of a positive TB skin test, history of having received BCG Vaccine, allergic reaction to a previous skin test, or other medical contraindications. An initial negative chest x-ray is required (within the last two (2) years).

Chest x-rays are not required on an annual basis by East Central College. However, you should be aware of the symptoms of active pulmonary TB which include cough, chest pain, and hemoptysis. Systemic symptoms consistent with TB also include fever, chills, night sweats, becoming tired easily, loss of appetite, and weight loss. TB should be considered in persons who have these symptoms. Persons suspected of having TB will be referred for a complete medical evaluation by their personal healthcare provider at their expense.

Check the list below as to any symptoms you may have.

	Yes	**No**
Cough		
Chest Pain		
Hemoptysis (coughing & spitting up blood)		
Fever		
Chills		
Night Sweats		
Tire Easily		
Loss of Appetite		
Weight Loss		

SIGNATURE: _____ DATE: _____

Please complete and return this questionnaire to the ECC Rad Tech Program Director.

Source: CDC, *Recommendations & Reports Guidelines for Preventing the Transmission of mycobacterium tuberculosis in Health-care Settings.*

EAST CENTRAL COLLEGE
ALLIED HEALTH PROGRAMS
VACCINATION POLICY STATEMENT

Students with concerns regarding the vaccination policy should schedule an appointment with the Program Director or Dean as soon as possible.

Understand that if you are not able to comply with the vaccination policy, you may not be able to be placed at a clinical site or participate in clinical experiences.

If you are unable to comply with the clinical facility mandates, this would be considered a clinical absence. Please refer to "Clinical Experience Policies."

SUBSTANCE ABUSE AND DRUG TESTING POLICY

The Associate of Science in Radiologic Technology Program adheres to the East Central College policy on a drug and alcohol –free environment and intends to comply with Drug and Alcohol Abuse Program and the Drug-Free Schools and Communities Act Amendments of 1989.

The ECC Drug and Alcohol Policy states: "The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, narcotics, or alcoholic beverage on college premises or off-campus sites, or college sponsored functions is absolutely prohibited." Further details can be found, including disciplinary action, in the student handbook and ECC Board Policy.

Violations of this policy can result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution. Violations of this policy by students will be considered violation of the college disciplinary code, which may result in dismissal, suspension, or imposition or a lesser sanction.

Offers of acceptance to the Associate of Applied Science in Radiologic Technology Program are made as conditional offers. The conditions include satisfactory completion of pre-requisite courses, a satisfactory background check, and a negative drug, and/or controlled substance test. An applicant or current program student who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances will not receive a final offer of admission or will not be allowed to continue in the program.

A number of programs are available on campus and in the community to promote alcohol and drug awareness. In the Department of Allied Health content on chemical dependency and the impaired person is integrated into coursework required for the program. Policies will be reviewed with students during the admission process and during clinical orientation each semester. Student acknowledgement/consent forms to be tested for the presence of drugs, alcohol, and controlled substances will be signed when a conditional offer of admission to the Radiologic Technology program is made.

To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, Radiologic Technology students will be tested:

1. as a condition of admission, readmission, or transfer to the program and
2. upon reasonable suspicion

Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen will be performed to confirm the initial result. A positive test result on the confirming test will result in dismissal from the program.

If an alcohol test is positive, a second test will be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in dismissal from the program.

Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all program courses. A grade of "W" will be transcribed if prior to the College withdrawal date. A grade of "F" will be transcribed if the student is removed from courses following the college withdrawal date.

Substance Abuse and Drug Testing Policy (cont.)
Page 2

Students in clinical agencies are subject to the policies of East Central College and must also abide by the policies of the agency in which they are practicing as a radiologic technologist student. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the program.

The Director of the program must authorize reasonable suspicion testing on a student before such a test is administered. In the absence of the Director, the faculty, or designated administrator may authorize a test. Reasonable suspicion may include, but not be limited to; accidents and injuries caused by human error, unusual or serious violations of rules, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages.

A student may not return to the clinical agency assigned until verification that the random drug test was negative. The student will be required to make up missed clinical experiences.

Students must abide by the terms of the above policy and must report any conviction under a criminal drug statute for violations occurring on or off college premises. A conviction must be reported within five (5) days after the conviction. Students convicted of involvement in a criminal drug offense will be dismissed from the program.

Dismissed students will be reconsidered for admission one time. Dismissed students will be eligible for consideration of readmission to the program upon successful completion and documented evidence of treatment remedying the rationale for dismissal.

I understand that this drug screening test is used for the sole purpose of determining my ability to enter patient care areas in order to be able to complete the clinical requirements of the Radiologic Technology program and I hereby consent to this test through Missouri Occupational Medicine – Washington, Missouri or TOMO Drug Screening, Rolla, Missouri. I have read and understand the Drug and Alcohol policies of East Central College and those of the Associate of Applied Science Degree Radiologic Technology program as stated in this consent.

Full name (Print):_____

Address:_____
(Street)

_____
(City, state, zip code)

Date of birth: _____

Signature: _____

TRANSPORTATION POLICY STATEMENT
FOR STUDENTS

1. Each rad tech student is expected to provide his/her own transportation to and from each clinical site. The term "clinical site" shall include any facility which has been selected to provide practice and/or observation experiences.

2. East Central College, its agents, employees, and servants disclaim any liability for any and all claims of personal injury and/or property damage which shall arise from, or be incident to, the carriage, transportation, and/or transference of any student to, and/or from, any clinical site.

NOTE: ***Students should check their liability policy prior to the acceptance of compensation from passengers.***

Approved by the ECC Board of Trustees on March 1, 1982. Reaffirmed in "East Central College Board of Trustees: Policy & Procedures" (August 28, 2003).

Reviewed: May 2017, May 2018, May 2019, May 2020

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***.

Student Work Policy

It is the policy of this program that students 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 are not allowed to be substituted for staff at any time.

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.

If a student is working at one of the clinical sites as an employee, they cannot acquire clinical competencies, electives, or objectives towards the program requirements.

PROFESSIONAL CONDUCT

CODE OF PROFESSIONAL CONDUCT AND STUDENT CIVILITY POLICY

East Central College Associate of Applied Science Degree in Radiologic Technology Program is a professional program and expects the highest standards of ethical and professional conduct. The ECC Radiologic Technology Programs Code of Professional Conduct and Ethics is based on the American Society of Radiologic Technologists (ASRT) Code of Ethics. The program believes that professional behavior is an integral part of each student's educational endeavors.

Standards of Conduct for the Associate of Applied Science Degree in Radiologic Technology Program

- **Be Accountable and Responsible**
- **Demonstrate Professional Behavior, Respect and Civility**
- **Maintain Academic Honesty**
- **Maintain Confidentiality**

ASRT Preamble

Ethical professional conduct is expected of every member of the American Society of Radiologic Technologists and every individual registered by the American Registry of Radiologic Technologists. As a guide, the ASRT and the ARRT have issued a code of ethics for their members and registrants. By following the principles embodied in this code, radiologic technologists will protect the integrity of the profession and enhance the delivery of patient care.

Adherence to the code of ethics is only one component of each radiologic technologist's obligation to advance the values and standards of their profession. Technologists also should take advantage of activities that provide opportunities for personal growth while enhancing their competence as caregivers. These activities may include participating in research projects, volunteering in the community, sharing knowledge with colleagues through professional meetings and conferences, serving as an advocate for the profession on legislative issues and participating in other professional development activities.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care.

Demonstrate Professional Behavior, Respect and Civility

Each student is expected to demonstrate professional behavior as reflected by the ASRT Code of Ethics. Students will fulfill professional roles including advocate, direct care provider, and educator. Students will treat peers, faculty, members of the healthcare team, patients and families with respect and compassion. Each of these people comes from different cultural backgrounds and holds different values. Students will respect these differences providing professional, empathetic, and holistic health care for all.

Per the ASRT Code of Ethics***: The radiologic technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.***

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 socioeconomic status.

* **Incivility** is defined as, "rude or disruptive behavior that may result in psychological distress for the people involved and, if left unaddressed, may progress into threatening situations." (Clark, 2010)

Examples of uncivil & unprofessional behavior are below (***NOT*** inclusive):

- Inability to meet set deadlines (application, vaccinations, etc.)
- Failure to notify faculty/staff if late or unable to attend a scheduled appointment.
- Discounting or ignoring solicited input from faculty regarding classroom or clinical performance or professional conduct
- Knowingly withholding information from faculty, peers, & clinical staff
- Not responding to email, letters, or voicemail that requires a reply
- Sending emails or text messages that are inflammatory/disrespectful in nature
- Demeaning, or belittling or harassing others
- Rumoring, gossiping about or damaging a classmates/professors/clinical staff members reputation

Examples of uncivil & unprofessional behavior are below (***NOT*** inclusive) continued:

- Speaking with a condescending attitude
- Yelling or screaming at faculty, peers, clinical staff, or patients & their families
- Display of temper or rudeness that may or may not escalate into threatened or actual violence
- Threatening others: this refers to physical threats, verbal/nonverbal threats, and implied threats
- Inappropriate posting on social media related to ECC Rad Tech program experience (refer to policy on Use of social media)
- Illegally removing college property, healthcare agency or patient property from the premises
- Destruction of any college, healthcare, or patient property
- Falsifying or fabricating clinical experiences
- Documenting care that was not performed or falsifying a patient record
- Knowingly accessing a patient's health record that is not in your direct care

Radiologic Technology students are expected to uphold the ASRT Code of Ethics. Students whose behavior does not comply with the ASRT Code of Ethics presented here will receive sanctions which may include but are not limited to the following: verbal reprimand, letter of understanding, disciplinary probation, and/or dismissal from the program.

1. **Verbal Reprimand** – official verbal warning that continuation or repetition of wrongful conduct may result in further disciplinary action. This will also be documented in the student's file.
2. **Letter of Understanding and/or Learning Contract** – official written warning that continuation or repetition of wrongful conduct may result in further disciplinary action (i.e.: disciplinary probation or dismissal from the program.)
3. **Disciplinary Probation** – may be imposed for any misconduct, failure to follow the Code of Professional Conduct & Ethics, violation of the Safety Policy, Civility Policy, etc. that does not warrant dismissal from the program but requires further consequences. Disciplinary Probation is imposed for a designated period of time determined by the faculty and director. This probationary status includes the probability of further penalties if the student commits additional acts of misconduct or fails to comply in any probationary contract details (see probation policy for details).
4. **Program Dismissal** – permanent termination of admission and enrollment status in the ECC Radiologic Technology Program.

*****A student may be dismissed on the first occurrence of incivility based on the severity of offense. A learning contract may be issued, or probation note. Incivility offenses will remain on the student's record throughout the program.***

Maintain Academic Honesty

Please refer to the East Central College Academic Honor Code found in the ECC Radiologic Technology Student Handbook, the ECC Student Handbook and/or the college website.

Maintain Confidentiality at All Times

Please see the ECC Student Radiologic Technology Policy regarding Electronic Communications and HIPAA Security Rule along with the ECC Electronic Compliance Form located in the ECC Radiologic Technology Student Handbook.

Use of social media

The use of social media outlets (i.e.: Facebook, Twitter, Instagram, Text messaging, etc.) is strictly prohibited in all capacities related to the ECC Radiologic Technology experiences. **The posting of pictures, comments or discussions addressing any classroom and /or clinical experience on any of these sites could result in immediate dismissal from the program.**

COMMUNICATION POLICY

CELL PHONES/ELECTRONIC DEVICES:

- ***It is required that all cell phones must be turned off during class.*** The device should neither be seen nor heard during class. Voice mail and text messages may be retrieved during breaks.
- If a cell phone rings, it is considered a "disruption" to the class. Due to the disruption the student has created the student with the phone may be asked to leave the classroom until the next break occurs. The time the student is out of the classroom is considered an unexcused absence. Any material covered, quizzes, or exams missed will not be allowed to be made up.
- ***Please verify with each instructor, at the beginning of the clinical rotation, the cell phone policy for the specific clinical site.*** If allowed, cell phones are to be utilized ONLY for retrieval of information related to medications, labs/diagnostics, and pathophysiology. This information must be retrieved under the direction or supervision of the instructor. The cell phone must remain on "silent" and out of sight of patients and their families. If a disruption occurs due to a cell phone or electronic communication device, the student will be dismissed from the clinical experience. This will result in an unexcused absence.

FACULTY COMMUNICATION

Open communication is highly encouraged between student and faculty members. The following guidelines will allow for respectful contact for both students and faculty.

- Students are encouraged to utilize faculty scheduled office hour time (posted beside office doors) to have routine questions answered. An appointment is recommended.
- If a phone call or text is ***absolutely*** necessary to an instructor's personal phone, guidelines include:
    - ☎ No call after 9 p.m.
    - ☎ Check with each instructor regarding texting procedures.
    - ☎ No call before 6 a.m.
    - ☎ Routine matters should be addressed during regular office hours.
    - ☎ Appropriateness of the timing and content to be discussed over the phone will be determined by the individual instructor.
- Feel free to utilize the instructor's e-mail for routine matters, concerns, and questions. This information will be furnished to you at the beginning of the semester.

Electronic Communications and HIPAA Security Rule

Health care professionals have a moral and ethical responsibility to protect the privacy of their patients, and this has been mandated by federal law (Health Insurance Portability and Accountability Act -HIPAA). This encompasses all aspects of patient care from pulling curtains and using towels and sheets to protect the patient's modesty and dignity to refraining from discussing details about a patient in any circumstances where you can be overheard.

Rad Tech students have an obligation to protect the patient's information from being seen by anyone who has no need to know. Students should never leave electronic records open when you leave your seat by the computer. It means not leaving patient charts out and unattended for anyone to view.

DEFINITIONS:
Privacy - the clinical site's desire to limit the disclosure of patient personal information.

Confidentiality - a condition in which information is shared or released in a controlled manner.

Security - consists of measures to protect the confidentiality, integrity and availability of information and the information systems used to access it.

Electronic health information - (such as electronic medical records) is a computerized format of the health-care information paper records that is used for the same range of purposes as paper records, namely, to familiarize readers with the patient, to document care, to document the need for care, to assess the quality of care, to determine reimbursement rates, to justify reimbursement claims and to measure outcomes of the care process

Confidentiality and the Patient's Chart Access/Usage in **hard copy**:

- Confidentiality is to be upheld at all times. Conversations, concerning patients and diseases, between students and/or others (either in the institution or away) are only those which are professional and necessary.
- The patient's chart (hard copy) is a legal document and ***may not be photocopied for any reason, per facility policy.*** No printed copies of any portion of the patient's record (chart or computer printout) may be taken from the healthcare facility/clinical site. ***Students do not have authorization to review medical documents of patients not assigned to them unless review is authorized by instructor for a learning purpose such as gathering information for an assignment.***

Confidentiality and the **Electronic Health Record** Access/Usage:

- All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- **The Security Rule:** The HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical, and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information. The Security Rule is located at 45 CFR Part 160 and Subparts A and C of Part 164.

The security rule adopts standards for the security of electronic protected health information to be implemented by health plans, health care clearinghouses, and certain health care providers.

- Students must adhere to professional standards for all communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material.
- Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or anywhere else. This includes proper management of confidential patient information.
- Personal Health Identifiers (PHI) must be removed from any patient data students collect. Additionally, students will use a password to protect access to information. This password is never to be disclosed to another individual. ***Students do not have authorization to review electronic health records of patients not assigned to them unless review is authorized by an instructor. Also, students do not have authorization to review electronic health records of any personal acquaintances such as family member or friend, etc., under any circumstance.***
- Research of a medical record is for the purposes of the Radiologic Technology Program curriculum and course requirements only.
- Students will follow clinical site protocol for review of medical records.
- Photocopying of a medical record is a HIPAA violation and will result in disciplinary action.
- Electronic Medical Records may only be accessed while present at the clinical site AND only during approved clinical rotations. Accessing an Electronic Medical Record while off site is considered a HIPAA violation and will result in disciplinary action.
- Students will sign the East Central College Electronic Compliance Form [Authorization to Access/Use PHI] prior to entering any clinical setting at any facility annually for all courses. This form will be placed in each student's file.
- Using the internet while at clinical for personal, non-school related functions is strictly prohibited. Inappropriate internet access/usage or violation of HIPAA guidelines is cause for termination from ECC School of Radiologic Technology (See ECC Students Disciplinary Guidelines).
- Violation of patient confidentiality or clinical site medical access policies will result in disciplinary action up to and including dismissal from the program. Violation of patient confidentiality with malicious intent will result in dismissal and can also carry federal charges.

Electronic Compliance Form

[Authorization to Access/Use PHI]

Authorization to access/use PHI (Protected Health Information) is granted to the student identified below based on review and evaluation of the academic need. Students must take responsibility for the security of all PHI. A signed copy of this authorization is to be maintained in the student user's file and can be viewed upon request. The

Section 1: Describe the defined academic reason

- To collect limited information (i.e., diagnosis, medication list, history and/or physical assessment data) for assignments.
- To update current directives (i.e., look up new drug order or new diagnosis, answer patient education questions).
- To assist with communication between student and clinical instructor.

Section 2: User (Student) Agreement (This section to be completed by the authorized user)

- I understand that I have been granted authorization to temporarily access/use PHI for academic purposes only while I am a current radiologic student in the East Central College Radiologic Technology Program. This authorization has been granted based on a defined academic need; therefore, access/usage must be limited to those uses necessary to meet that academic need. I agree to follow the requirements and guidelines as stated in this User Agreement. I understand the definition of PHI (Protected Health Information).
- At no time will I access/use Social Security numbers for criminal intent such as Identity Theft.
- I agree to use physical and technical safeguards for the protection of PHI. I agree to use strong password protections.
- I will ensure the proper destruction of all PHI immediately after intended use, and I will not use the PHI beyond the approval period (clinical rotation).
- If any academic paperwork (case studies, journals) is lost or stolen, I will immediately report the loss/theft to the Radiologic Technology Program Director even if I believe the academic paperwork did not contain PHI.
- I will protect the confidentiality of patient information as required by law at all times.
- Conversations between other healthcare professionals in the setting of a patient receiving care are protected and may not be discussed.
- Other sources of medical information that are protected and confidential are medical records, emergency room department and ambulance records, child abuse reporting forms, elderly abuse reporting forms, laboratory requests and results, radiography diagnostic reports, and any element of the patient medical record.

REQUIRED SIGNATURES:

Name (Print): _____

Signature: _____Date: _____

Criminal Background and Disclosure Policy/Consent

RSMo 660.317 prohibits a hospital, or other provider, from knowingly allowing those who have been convicted of, pled guilty to or nolo contendere in this state or any other state or has been found guilty of a crime, which is committed in Missouri would be a Class A or B felony violation, to give care to patients in their agency. As defined by state law, these are violations of chapter RSMo 565 (domestic violence/violence against a person), RSMo 566 (sex offenses) or RSMo 569 (robbery, arson, burglary, or related offenses), or any violation of subsection 3 of section 198.070 RSMo (abuse and neglect), or section 568.020 RSMo (incest).

RSMo 660.315 requires an inquiry whether a person is listed on Missouri Department of Health and Senior Services disqualification list. In addition to these records, an on-line search will be conducted to determine if a student is on other government sanction lists. These on-line searches include Office of Inspector General (OIG) and the General Services Administration (GSA). As a requirement of the East Central College Associate of Science in Radiologic Technology Program application process in response to RSMO 660.317b and 660.315, students accepted into the program will be required to consent to release of their criminal history records (RSMo 43.450) for the sole purpose of determining the applicant's ability to enter patient care areas in order to fulfill the requirements of the program.

East Central College is hereby granted my permission, consent, and authorization to obtain all background check information maintained on me by the Missouri Highway Patrol, the Missouri Department of Health and Senior Services (sanction list) and any agency thereof, the FBI and any other law enforcement agency of and state of the United States, the Office of Inspector General A (sanction list) and the General Services Administration (sanction list). I understand that at this time, only the Missouri Highway Patrol background check will be obtained to determine class A and class B felonies, but ECC is hereby authorized to obtain the other background information listed above. The information received by the Admission's and Retention Committee will remain confidential (RSMo 43.540) and will be used for the sole purpose to determine a student's ability to enter patient care areas in order to complete the requirements of the ADN program.

Any student who is found to have a criminal history for a class A or class B felony, as defined by state law, or is found to be on one of the governmental sanction lists will not be able to continue enrollment in the East Central College Radiologic Technology program. Acceptance into and completion of the program does not guarantee certification by ARRT. *****See the Felony Convictions Policy for ARRT***

I understand that these background checks are used for the sole purpose of determining my ability to enter patient care areas in order to be able to complete the clinical requirements of the Rad Tech program and I hereby consent to the use of such information as stated in this disclosure consent. I also understand if my criminal history, regardless of the criminal classification, prohibits my placement in the clinical setting, I will not be able to complete the Radiologic Technology program at East Central College. I will also notify the Program Director of any criminal charges/convictions that may occur during the course of study at East Central College during the Rad Tech program.

Full name (Print):_____SS#_____

Maiden/Alias name(s):_____(include all last names you have been known as)

Address:_____

Date of birth:_____ Place of birth_____

Signature:_____Date:_____

Witness signature:_____Date:_____

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

ARRT has a self-reporting system for ethics violations. An individual must self-report violations or suspected violations & the Registry will make a determination of eligibility of those sitting for the examination. ***RTs are mandated reporters and will be in violation of the code of ethics if they know of a student violation and do not share the information with 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?

If you have answered "YES" to this question, you must do the following:

ARRT ETHICS REVIEW CHECKLIST

The required information for an ethics review is:	1. A written explanation of the events that led to your suspension, dismissal, or expulsion 2. Copies of all documentation relevant to the matter (don't send original records)
You must also:	Waive confidentiality of your education records so that we may communicate freely and openly with your educational program director. Use the Family Educational Rights and Privacy Act (FERPA) waiver found on our website.

For additional information see: www.arrt.org

MANDATORY SAFETY POLICY

1. The Radiologic Technologist is concerned with the welfare of human beings. It is the personal responsibility and must be the personal commitment of each individual to maintain competence in practice, whether as a student or a professional.

2. According to legal standards, students are expected to provide the same level of care that a registered technologist in radiography would provide.

3. It is to the end of protecting the patient, upholding the intent of the law, and maintaining the highest standard of care that the Mandatory Safety Policy is initiated.

4. Courses within the program have laboratory and clinical components. Violation of the safety requirements can result in the student failing the course and may result in dismissal from the program.

5. Some examples of behavior that could be considered to violate this standard include the following:

    a. Negligent practice:

        1) Failure to comply with mandatory safety procedures related to radiation practice and energized lab policies.

        2) Error in oxygen or contrast media administration

        3) Contributing to the injury of a patient

        4) Inappropriate/inadequate preparation for the assigned laboratory/clinical experience.

        5) Disorganization in the laboratory/clinical setting

        6) ***Breach of professional confidentiality in any setting.***

        7) Failure to report an incident/accident in a timely fashion

        8) Failure to report significant assessment findings to your clinical instructor immediately

        9) Unprofessional behavior

        10) Violation of the Civility Policy

        11) Failure to follow clinical facilities' policies

    b. Dishonest Communication:

        1) Written

        2) Spoken

    c. Clinical attendance under the influence of drugs and/or alcohol. (Refer to the East Central College Board Policies and Procedures Manual.)

    d. Incivility as defined by policy.

PROFESSIONAL APPEARANCE (DRESS CODE)

1. Clinical experience should be attended in full dress uniform.
2. Complete uniform dress includes:
   A. Uniform
      1. 1st Year Students—***3 sets of matching Navy scrubs***
         2nd Year Students – ***3 sets of matching Ceil Blue scrubs***:
         a. Dress uniform, including culottes and skirts, may be worn and shall reach at least to the bend of the knee. Pants uniforms may be worn with professional style top. **Midriff may ***NOT*** be exposed during any activity.**
         b. Proper foundation garments shall be worn.
         c. Neutral or subdued, solid matching socks.
         d. White lab coat—short in length
         e. White long- or short-sleeved, crewneck t-shirt under scrub top. (No thermal shirts)
         f. Professional, clean, white non-canvas, closed-toe shoes. ***Shoes must be clean and water resistant.***
      3. All students:
         a. East Central College student clinical identification badge
         b. Radiation Badge
         c. Imaging markers
         d. Hair should be neat, clean, and worn appropriately. Men and women with hair length below the neck shall have hair pulled back off the face and tied securely. Extreme hair styles and/or non-natural/fad colors, including sprayed coloring, are not appropriate. For infection control purposes, hair shouldn't hang over or come in contact with patients or equipment. In certain areas/departments, additional measures like hair coverings or hair nets may be required.
         e. No facial hair. Clean shaven without the appearance of stubble.
         f. Fingernails short and clean; No artificial nails or nail tips; intact, clear polish with short natural tips allowed.
         g. Personal Hygiene: i.e., prior to attending ***ALL*** clinical experiences, students are expected to bathe, apply deodorant, and brush teeth.
         h. Jewelry. The only visible jewelry that is acceptable includes:
            1. Wedding ring only.
            2. Watch, with a second hand, should be worn at all times.
            3. If worn, earrings should be small, stud posts in a non-dangling style and in good taste and one (1) per ear.
         i. Make-up can be worn in good taste; no perfume/cologne.
         j. Tattoos/Body art/Body piercing: ***None can be visible.*** All must be tastefully covered. No "gauge" holes; gauge holes must be filled with a flesh-colored plug or adhere to clinical site policy. No tongue piercings.

k. ***Personal cell phones and other means of electronic personal communication is NOT to be worn or carried in the clinical setting, unless approved by clinical facility and the clinical instructor.***

The Clinical Coordinator or 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 or clinical Coordinator must approve uniforms before students wear them to the clinical site.

3. Outside Employment:
    a. If a student is employed in any agency, the student may not wear the school's name badge while at work.
4. Students are required to wear their full uniform at clinical sites for any clinical experience or school-sponsored functions unless approved by the program director or faculty member. Examples include: In-service, continuing education opportunities, etc.
5. Students are required to dress in a professional manner while representing ECC's Radiologic Technology program at conventions or seminars unless the student uniform is required.
6. No smoking or drinking alcoholic beverages in uniform. Students should be free from the odor of smoke or other offensive odors.

STUDENT SERVICES

&

COLLEGE POLICIES

ACADEMIC SUPPORT / ACCESS SERVICES

ACADEMIC SUPPORT

Need help? The Learning Center (TLC) at East Central College is a comprehensive student resource center for educational assistance. They offer free tutoring in English, math, and other subjects that vary by semester. With experienced, competent tutors available in most subjects, they are qualified to assist any student with academic needs. In addition, TLC houses the Testing Center, Adaptive Technology Lab, and open computer lab for academic use. Visit today to see a tutor, watch a course video, DVD, or tutorial, get help with PowerPoint, set up a study group, access your Canvas page or eCentral account. Find out for yourself that TLC is a nice place to think and do your homework. Create good study habits early in the semester.

www.eastcentral.edu/learning-center/

For tutoring contact: Call 636-584-6688 or stop by the front desk in Learning Center in Union to make an appointment.

Union Location:	1st Floor, Buescher Hall	TLC Contact: 636-584-6688
Rolla Location:	500 Forum Drive (at Rolla Technical Center)	TLC Contact: 573-466-4080

**Student IDs are required to use any of The Learning Center facilities.

Hours of Operation:

See the following link for current hours of operation for all College facilities:

http://www.eastcentral.edu/locations/operations-schedule

Radiologic Technology Student Support:

The radiologic technology faculty are the student's first contact for academic support and remediation. If further assistance is needed with test-taking strategies, clinical concepts, etc., please make an appointment with the Program Director and/or Clinical Coordinator.

ACCESS Services for Students with a Disability

Any student who has a health concern or other disability that prevents the fullest expression of academic abilities should contact Access Services as soon as possible. Students with a health condition or other disability which may require an accommodation in order effectively participate in college activities can make an appointment with the Access Counselor by contacting 636-584-6577 or 636-584-6580 in Union, or 573-466-4081 in Rolla. An appointment should be made as soon as possible to ensure that accommodations are arranged in a timely manner. Information about a disability will be held in strict confidence. Disabilities covered through the Access accommodations include, but are not limited to learning disorders, ADHD, dyslexia, hearing or visual impairments, and physical challenges.

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 unless deemed necessary by ACCESS documentation.

ACADEMIC HONOR CODE

Students are expected to conduct themselves honestly in all academic endeavors. Any act of academic dishonesty is a violation of the Academic Honor Code.

East Central College is an academic community. Integrity and honesty in the classroom, in academic programs and in all related learning experiences is critical. The Academic Honor Code is a statement of the college's position regarding student conduct as it relates to academic integrity. It is not intended to supersede specific course or instructor guidelines, or policies contained in any course syllabus. (Students are responsible for learning about and being fully aware of activities that constitute violation of the Academic Honor Code.) The following list is presented for information and clarification and is not intended to be exhaustive.

The faculty retains the right to recommend a remedy when students are in violation of the Academic Honor Code. Students retain the right to appeal any accusation of policy violation as outlined in the Student Discipline Policy and Appeal Policy in this handbook.

Definitions and Clarifying Comments

Academic Dishonesty:
Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or a fair evaluation of a student's performance. Some examples and definitions are given below. The College faculty can provide additional information, particularly as it relates to a specific course, laboratory, or assignment.

Cheating:
An intentional use or attempted use of unauthorized material or study aids in assignments or tests, or unauthorized assistance by any other party in any academic exercise. *Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.

Plagiarism:
Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgement.

Examples: copying another's paper, work, computer disk, or answers and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks.

Facilitation of Academic Dishonesty:
Knowingly assisting another in violation of the Academic Honor Code.

Examples: working together without permission on a take-home test; providing another with information about a test that you have already taken before they take it.

Multiple Submission:

Submission of work from one course to satisfy a requirement in another course without explicit permission.

Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Fabrication/Forgery:

Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record.

Examples: making up a source or citing a nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

Obstruction:

Behavior that limits any student's opportunity to participate in any academic exercise or attempts to block access to resources.

Examples: destroying a library resource before another student can access it; interfering with other students' efforts or work in any academic exercise; tampering with a computer resource before other students can gain access.

Misconduct in Creative Endeavors:

The misrepresentation of another person's ideas, writing, computer images, artistic effort, or artistic performance as one's own.

Examples: representing a musical performance as original when it is not; using copyrighted artistic material inappropriately or illegally.

Professional Behavior:

Students are required to conduct themselves in a manner appropriate to the classroom, laboratory, internship, or clinical setting as specified in the course syllabus and program requirements.

Academic Honor Code Disciplinary Procedures

A. Students who violate the Academic Honor Code will be confronted by the faculty member and referred to the Chief Student Affairs Officer (CSAO). Supporting documentation, when appropriate, will be forwarded to the CSAO. The CSAO will meet with the student, discuss the misconduct, and review the Academic Honor Code and Disciplinary Procedures. The CSAO will maintain a file with supporting documentation and the name of the student will be placed on a disciplinary list accessible only to the CSAO and the Chief Academic Officer (CAO). The faculty member will determine how the violation will affect the student's grade.

B. In the event that the student violates the Academic Honor Code a second time, the student will be required to meet with the CSAO. The student will be placed on academic probation. The faculty member will determine how the violation will affect the student's grade. The student's file and disciplinary list will be maintained by the CSAO.

C. If the Student violates the Academic Honor Code a third time, they will be subject to sanctions up to disciplinary suspension or expulsion.

EAST CENTRAL COLLEGE – STUDENT CODE OF CONDUCT
Student Conduct Policy (BP 3.17)

3.17 Student Conduct Policy (Revised May 7, 1973; Reaffirmed December 2, 1991; Revised August 28, 2003; Revised June 16, 2014; Revised October 24, 2014)

Admission to East Central College carries an obligation to conduct oneself as a responsible member of the College community. Individual students and student organizations are required to observe the policies of the College and the laws of city, state, and federal governments. Student and organizational behavior must be compatible with the educational objectives of the College thereby maintaining safety standards and promoting the health and wellness of each member of the College community. Students are expected to approach each academic course and activity with a willingness to learn and an attitude of cooperation. Students and student organizations are expected to uphold the key principles of honor, truthfulness, and respect for people and property. Prohibited conduct will lead to student discipline.

Prohibited Conduct:

A. Violations of standards established by college academic programs for student conduct in areas and classes such as the gym, fitness center, locker rooms, clinical settings, labs, shops, and internships.

B. Violation of or disregard for safety policies and procedures, e.g., lab safety contract.

C. Violation of the Tobacco-Free Campus Policy.

D. Violation of East Central College's Information Technology Policy.

E. All forms of academic dishonesty such as cheating, aiding, or abetting cheating, plagiarism, fabrication, or multiple submission of papers in courses without prior instructor consent or representation of others' work as one's own. Refer to Academic Honor Code.

F. Knowingly furnishing false information to the College.

G. Forgery, alteration, or misuse of college documents, records, or identification, whether in written or electronic form.

H. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College events or activities, including public service functions and other authorized activities on college premises.

I. Disturbing others with strong, pervasive odors such as perfume, cologne, body odor, animal odor, alcohol, or illegal substances.

J. Assault, abuse or conduct which threatens or endangers the health or safety of another person on college-owned or controlled property or at a college-sponsored or supervised function.

K. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a college employee, a college student, or a campus visitor.

L. Unauthorized entry into or use of college facilities.

M. Violation of local, state, or federal laws on college-owned or controlled property or at college-sponsored or supervised functions.

N. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, an imitation controlled substance, or alcoholic beverages on college premises or at off-campus sites, in college vehicles and in any private vehicles parked on college premises or at off-campus sites or at college-sponsored or supervised functions. An imitation controlled substance is a substance that is not a controlled substance, which by appearance (including color, shape, size, and markings), or by representations made, would lead a reasonable person to believe that a substance is a controlled substance.

O. Failure to identify oneself when requested to by college officials or College agents or failure to comply with directions of college officials acting in the performance of their duties.

P. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at college-sponsored or supervised activities.

Q. Gambling on College-owned or controlled property or at college-sponsored or supervised functions. Charitable or fund-raising raffles may be permitted for student organizations with the approval of the Vice President of Student Development.

R. Violation of the Policy Regarding Student Protections Against Sexual Assault, Relationship Violence, and Stalking.

S. Violation of College policies regarding Discrimination and Harassment.

T. Disorderly conduct, breach of public decency, breach of the peace, aiding or inciting another to breach the peace, infringement upon the rights of another or defamation of another either on college property or at college-authorized activities.

U. Hazing, or any act that intimidates, frightens, or degrades an individual.

V. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.

W. Stalking, defined as engaging in a course of conduct directed at a specific member of the College community that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a course of conduct means that two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking may involve physical stalking and/or cyber stalking.

X. Any aforementioned committed in concert with other persons, may make each participant responsible for the acts of the entire group.

Jurisdiction for this Policy applies to student conduct which occurs on all property owned or operated or maintained by East Central College as well as actions which occur off-campus when the misconduct affects the well-being of students and other members of the College community.

APPEALS POLICY

The ECC Radiologic Technology program follows the Board of Trustees policies for Student Grievance and Appeals.

A copy of this may be found on the East Central College website.

FACULTY/STAFF

ROSTER

ASSOCIATE OF APPLIED SCINECE DEGREE IN RADIOLOGIC TECHNOLOGY PROGRAM

2023-2024 FACULTY/STAFF ROSTER

Dean of Health Sciences

Mitchell, Nancy, MSN, RN, AAS, East Central College; BA, Williams Woods University, Fulton, Missouri; BSN, Central Methodist University, Fayette, Missouri; MSN, Maryville University, St. Louis, Missouri

Program Coordinator:

Grindel, Brandi, R.T.(R) (ARRT), Certificate of Radiologic Technology, Mineral Area School of Radiologic Technology; BS and M.Ed., Central Methodist University, Fayette, Missouri.

Clinical Coordinator:

Ditmeyer, Laura, BHS R.T.(R), (ARRT), Certificate of Radiologic Technology, Rolla Technical Institute/Center; BS, University of Missouri, Columbia, Missouri.