Radiologic Technology Program
Spartanburg Community College

Informational Guide

(Updated for 2017-2018 Academic Year)
HEALTH AND HUMAN SERVICES DIVISION
GENERAL POLICIES AND PROCEDURES

CODE OF ETHICS

While a student in the Health and Human Services Division, the following code of ethics will be demonstrated to all patients and healthcare professionals during classroom and clinical rotations. This code will apply to personal as well as professional attitudes and conduct.

AS A PROFESSIONAL THE STUDENT WILL:

1. Assume a professional manner in attire and conduct.
2. Establish a positive rapport with healthcare professionals.
3. Hold in confidence information relating to patients.
4. Strive for increased efficiency and quality through organization.
5. Accept responsibility for their own work and results.
6. Strive to learn the theories of test procedures and the application of these test procedures to various imaging protocols.
7. Establish rapport and trust with the patient through kindness and empathy.
8. Follow all clinical procedures and guidelines.

IN PERSONAL CONDUCT THE STUDENT WILL:

1. Achieve the highest degree of honesty and integrity.
2. Maintain adaptability in action and attitude.
3. Establish a sense of fraternity among fellow students.
4. Strive to have a pleasant manner in the work area and with patients.
5. Strive to be an educated individual outside the existing technical field.

Any student who violates the Code of Ethics will be referred to the Vice President of Student Affairs for disciplinary action as appropriate.

WITHDRAWAL FROM THE COLLEGE

A student may voluntarily withdraw from the College at any time by initiating an official notice in the Records Office in the Student Services Building. The student is responsible for any and all of his/her financial obligations’ to the college.

A student enrolling in and attending at least one (1) course session remains enrolled until the student initiates a withdrawal and signs an official form in the Records Office. Students receiving financial aid are strongly encouraged to consult with the Financial Aid Office prior to completing the withdrawal process.

STUDENT RECORDS

The student is responsible for notifying the Radiologic Technology Department Chair and the Records Office of any changes in name, address, and/or telephone number. Appropriate forms listing any changes must be completed and signed in the Records Office.
PAGERS/CELL PHONES/IPODS/ELECTRONIC DEVICES

The use of pagers, cell phones and other unauthorized devices for any purpose during class or clinical is strictly prohibited. Should any such electronic device activate during class the student will be dismissed from that class session and cited for disturbing the class, a Student Code violation. Pagers, cell phones and any other unauthorized electronic device may not be worn or present in any of the clinical areas.

USE OF CALCULATORS DURING TESTING

Only the basic mathematical calculators are allowed during an exam. The student may not use PDAs (Personal Digital Assistants), laptop computers, cell phones or any other device that may double in use as a storage or recording device of any test materials.

REQUIRED TESTS/IMMUNIZATION DOCUMENTATION

Upon acceptance into the Radiologic Technology Program each student must submit the specific Required Tests/Immunizations Documentation and Medical History forms with appropriate information documented. The deadline for turning in these forms will be determined by the Radiologic Technology Department Chair. These forms will be reviewed by program faculty prior to the first day of class.

At the beginning of the second year of training, each student must be retested for tuberculosis (Tb). It is the student's responsibility to submit the results of a current PPD to the Radiologic Technology Department Chair annually by the first day of class. The results must remain current the entire program.

The Health and Human Services Division strongly recommends that students receive the Hepatitis B vaccine series. If the student decides not to take the vaccine, then a refusal form must be signed by the student or the student must provide documentation that the vaccine has already been taken or cannot be taken. A vaccine refusal form can be obtained from the Radiologic Technology Department Chair. Appropriate documentation will be maintained in the student’s file within each program department.

REQUIRED VACCINES AND TESTS FOR HEALTH SCIENCES

<table>
<thead>
<tr>
<th>IMMUNIZATIONS</th>
<th>REQUIRED DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B Vaccine</td>
<td>Give 3-dose series; dose #1 now, dose #2 in 1 month, dose #3 in 5 months</td>
</tr>
<tr>
<td>(Not required/Strongly Recommended)</td>
<td></td>
</tr>
<tr>
<td>MMR (Required)</td>
<td>• If born in 1957 or later, give two doses MMR 4 weeks apart</td>
</tr>
<tr>
<td></td>
<td>• If born before 1957, give one dose MMR or documentation of Rubella titer</td>
</tr>
<tr>
<td>Varicella Titer (IgC immunity verification) (Required)</td>
<td>Documentation of IgC immunity is required since</td>
</tr>
<tr>
<td></td>
<td>Having chicken pox does not guarantee immunity</td>
</tr>
<tr>
<td>Varicella Vaccine</td>
<td>Give two doses of varicella vaccine 4 weeks apart</td>
</tr>
<tr>
<td>(Required if IgC immune titer is negative)</td>
<td></td>
</tr>
</tbody>
</table>
**Tetanus (Td) Booster**
*Tdap (tetanus, diphtheria, pertussis)*

1 Td dose every 10 years
One time dose of Tdap (or documentation of previous Tdap) required if under 65 and have not had a Td booster within the past 2 years per CDC recommendations

**PPD (tuberculin skin test)**
The student must have either a 1-step or 2-step PPD.

If the current PPD is positive, a follow-up evaluation by a primary care provider must be done to rule out any active disease and documentation of appropriate prophylactic therapy must be submitted. If a *previous* PPD was positive, submit an assessment certification.

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**CRIMINAL BACKGROUND INVESTIGATIONS (CBI)/DRUG TESTING (DT) POLICY**

A criminal background investigation (CBI) and drug test (DT) are required for each Health and Human Services student who has been accepted into a curriculum program of study.

Students who have been found guilty, by a court of law, or pled no contest (nolo contendere) to a crime, when conviction has occurred within the last 7-10 years, of the following crimes are deemed unqualified to attend clinical training.

Crimes including, but not limited to the following:

1. Child or adult abuse
2. Sexual assault
3. Assault with a deadly weapon
4. Neglect
5. Mistreatment of residents, patients/clients
6. Misappropriation of resident/patient/client property

The clinical affiliate may exercise discretion regarding other convictions.

A criminal background investigation (CBI) must be completed for each state the student has been a resident in the last 12 months. Both the criminal background investigation (CBI) and drug test (DT) will be conducted at the student’s expense only after he/she has been accepted into a curriculum program of study. The results of the criminal background investigation (CBI) and drug test (DT) must be obtained before the student will be allowed into a clinical site. If the results of the criminal background investigation document a violation as indicated above, the results will be sent to the clinical facility to be reviewed and a determination of whether the student will or will not be allowed in clinical by that facility. The healthcare facility will send in writing a statement to the Dean of Health and Human Services whether the student has approval to attend clinical rotations within their facility. A student with a positive drug test will be dismissed from the program for one (1) academic year. This will count as one (1) program attempt. He or she may recycle if eligible into a program only once. Upon readmission to the Program, drug testing at the student’s expense will be required each term until he or she completes or officially withdraws from the Program.

Any student unable to attend a clinical affiliate will be required to withdraw from his or her program of study.
If a student has a documented offense after completing the CBI check, he/she must notify the Radiologic Technology Department Chair in writing within 24 hours of the offense occurring.

If the Radiologic Technology Department Chair is not appropriately notified in writing within the time limit, disciplinary action will be taken against the student if this information is documented in public records.

**LIABILITY INSURANCE**

All students must join the College approved liability insurance plan. The approximate cost is $8.00. This will be paid by the student at the beginning of each academic year.

**HOSPITALIZATION INSURANCE**

Students are responsible for securing their own hospitalization insurance. Students are responsible for any medical costs incurred by them during their clinical training.

**STUDENT CLINICAL WORK**

Students may not substitute for regular clinical staff but after competence is achieved they may perform procedures with qualified supervision. Any work outside regularly scheduled hours must be noncompulsory.

**PERFORMANCE OF UNAUTHORIZED PROCEDURES**

The performance of any unauthorized or unsupervised procedures during clinical training will result in immediate disciplinary action which may lead to suspension from the program or course. Unauthorized procedures will include but are not limited to, the use of a computer code assigned to someone else or letting anyone use the computer code assigned to the student.

**PATIENT CONFIDENTIALITY**

Patients have a right to privacy. They have a right to expect that details of their condition, treatment, medical history, personal and financial affairs will be kept confidential by students and all health personnel whose duties require that such information be disclosed to them. A student is not authorized to decide what information a patient would object to having disclosed, what one person considers to be unimportant may be considered highly sensitive and embarrassing by another person.

Students who breach this duty of confidentiality by disclosing patient information other than as is necessary to perform their jobs will be subject to disciplinary action.

**CLINICAL ACCIDENTS**

Any clinical related accident must be reported to the clinical instructor and the Radiologic Technology Department Chair immediately. A call to Compendium at 877-709-2667 must be initiated immediately. A written report of the accident must be sent to the Compendium as soon as possible.
SMOKING

The Health and Human Services Division is committed to the promotion of good health. The smoking policies at all clinical affiliates, as well as the College, will be strictly enforced. Persons smoking may only do so in designated smoking areas. Individuals violating this policy may be fined by Campus Police.

Students may not smoke while in their clinical uniform. If a faculty member determines that there is any cigarette odor on a student, the faculty member will dismiss the student from the class or clinical area. The student will be counted absent for the occurrence.

TRANSPORTATION TO CLINICAL AFFILIATES

While students may be assigned to rotate through clinical affiliates outside of the College’s service area or a student’s resident county as a requirement of the curriculum, the College does not assume any responsibility to transport students to clinical affiliates for any reason. It is the student’s responsibility to arrange to have his/her transportation needs met.

RADIOLOGIC TECHNOLOGY PROGRAM POLICIES AND PROCEDURES

MISSION STATEMENT

The Radiologic Technology Program provides accessible, affordable, equitable, state-of-the-art, and high quality instruction which prepares the graduates to enter, adapt to, and potentially advance in the job market with entry-level radiography skills. It assists the graduates in achieving their professional and personal goals, as well as prepares the graduates with the necessary skills for lifelong learning.

PROGRAM GOALS

Goal 1: The student will demonstrate the necessary skills to perform as an entry-level radiographer. Expected Outcomes:
   1. Students will provide age appropriate patient care, safety, and comfort.
   2. Students will apply knowledge of anatomy and positioning to accurately demonstrate anatomical structures.
   3. Students will evaluate images for diagnostic quality.
   4. Students will apply the principles of radiation protection to patient, self, and others.

Goal 2: The student will possess critical thinking and problem-solving skills that contribute to excellent standards of patient care. Expected Outcomes:
   1. Students will evaluate quality factors using both film-screen and digital images.
   2. Students will demonstrate mastery of skills on radiographic procedures.

Goal 3: The student will demonstrate effective interpersonal skills and communication skills. Expected Outcomes:
   1. Students will communicate effectively with patients and healthcare personnel.
   2. Students will demonstrate appropriate affective behaviors such as working effectively with others, and accepting constructive feedback.
Goal 4: The student will demonstrate professional development and a positive work ethic.

Expected Outcomes:
1. Students will demonstrate professionalism in the clinical setting.
2. Students will recognize the importance of continuing education as professional development for the healthcare professional.

Goal 5: The Program will graduate competent entry-level radiographers to meet the needs of the healthcare community.

Expected Outcomes:
1. The annual program completion rate will be 50% or higher.
2. Over a 5-year period, 90% of the graduates will pass the ARRT examination the first attempt.
3. Over a 5-year period, the Program will maintain a minimum of an 85 average mean scaled score on the ARRT examination.
4. Graduate surveys will rate their overall level of satisfaction with their program of study as satisfied or higher.
5. Employer surveys will rate the overall level of satisfaction with graduate performance as satisfied or higher.
6. Over a 5-year period, 75% of graduates, who wish employment in the field, will be employed within 12 months of graduation.

Introduction

The Radiologic Technologist or radiographer is a skilled health professional with a dual responsibility: care of the patient and the performance of radiographic procedures. The radiographer assists the Radiologist (M.D.) by performing examinations on the body to rule out or confirm diseases, fractures, and other injuries. These duties may be performed not only in the Radiology Department but also in the emergency center, operating suite, specialty areas and at the patient’s bedside.

The Radiologic Technology Program is designed to prepare students for their future roles in healthcare as radiographers. The learning opportunities are organized in a progressive manner to develop the student’s intellectual, interpersonal, and psychomotor skills. The student’s educational process occurs within several institutions. The College facilitates learning opportunities through formal instruction and selected supervised experiences within the on-campus energized labs. The clinical education sites provide the opportunity for the mastery of the knowledge, insight, and skills required to perform a radiographic procedure and produce a diagnostic radiograph while practicing good radiation protection. The mastery of the interpersonal skills required to deal effectively with patients and other members of the healthcare team is an important aspect that is developed and acquired in conjunction with the performance of radiographic procedures.

Students must accept responsibility for their own learning process and develop critical thinking skills through decision-making and problem-solving. A clinical competency-based evaluation system used within the curriculum provides a uniform method of preparing students to function in an active Radiology Department.
Program Accreditation

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (J.R.C.E.R.T.). The “Standards for an Accredited Educational Program in Radiologic Sciences” is available in the Radiologic Technology faculty offices, labs, and the JRCERT website (www.jrcert.org) for students to review.

The Program is in compliance with the JRCERT Standards with the last self-study and site visit in 2015. An eight-year accreditation status was awarded.

The student has the right to assume that the program operates in compliance with the “Standards for an Accredited Educational Program in Radiologic Sciences.” If the student feels that the program is not in compliance, he or she should first seek to resolve their concern by discussing it with the Course Instructor, Clinical Coordinator, or Radiologic Technology Department Chair. If the student is unable to resolve their concern, a written statement outlining the concern should be presented to the Radiologic Technology Department Chair. The Radiologic Technology Department Chair will respond in writing to the student within five (5) working days. If the student feels that a resolution has not been accomplished, the matter will be sent in writing to the Dean of Health and Human Services. The formal procedure for filing a concern will be followed as described in the Spartanburg Community College Student Handbook/Planner. If the student still does not feel the matter has been resolved, he or she has the right to contact the JRCERT and submit an allegation of noncompliance. The form is available through the following link: www.jrcert.org.

Any such allegations of noncompliance received by the Radiologic Technology Department Chair from the JRCERT are thoroughly investigated. The Radiologic Technology Department Chair will maintain records of such concerns and their resolutions.

The JRCERT may be contacted at the following address:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

Upon completion of all Radiologic Technology Program requirements students receive an Associate in Applied Science Degree – Radiologic Technology. They are then eligible to apply to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT). A passing grade on this exam entitles the graduate to use the abbreviations R.T. (R), A.R.R.T. following his/her last name.

Radiology is rapidly expanding to incorporate new technologies that offer additional career opportunities to the trained radiographer. Career opportunities exist primarily in hospitals, clinics, and specialized physicians’ offices. The student may use this curriculum as a stepping stone for careers in related health professions, such as mammography, ultrasound, nuclear medicine, radiation oncology, computed tomography, interventional radiology, magnetic resonance imaging, teaching, management, bone densitometry, and technical sales representative of various medical products.
Academic Requirements

The Radiologic Technology Program requires successful completion of the curriculum courses listed under the program description within this program handbook and the College Catalog. The curriculum courses are offered in a prescribed sequence so that all prerequisite requirements can be fulfilled before entering the next term. Students’ progress through the professional curriculum in consecutive semesters. These prerequisites are specified at the end of each course description at the back of the College Catalog.

A minimum grade of “C” is required in ALL Radiologic Technology curriculum courses to progress within the program and to be eligible for graduation. If a final grade lower than “C” is made, if eligible, the course must be repeated the next time it occurs within the curriculum. A grade below “C” will not enable a student to enroll in the next curriculum course or courses of which the unsuccessfully completed course is a prerequisite. In this situation, the student will be withdrawn by the faculty from the Program for that academic year. If a second failure is made in any course upon re-entry in the program the student will be dismissed from the Radiologic Technology Program and will not be allowed to be readmitted at a later date.

Students who are dismissed from the Program will be assisted through referral for counseling and guidance in redirecting their program of study. A Radiologic Technology student who withdraws or is dropped from the program or fails to receive a grade of “C” or higher in a prerequisite course may, if eligible, re-enter the Radiologic Technology Program with the written approval of the Dean of Health and Human Services and the Radiologic Technology Department Chair. A Radiologic Technology student who is dropped for any disciplinary reason may re-enter this program, if eligible, only with the written approval of the Associate Vice President of Instruction, Vice President of Student Affairs, Dean of Health and Human Services and the Radiologic Technology Department Chair.

The academically prepared student should be able to complete the Program in a reasonable time frame. The structure of the curriculum is based on twenty-four (24) months of full-time study. The student will be allowed three years to complete the core curriculum from the initial date of enrollment in the curriculum program. Upon approval of the Dean of Health and Human Services and Radiologic Technology Department Chair, a student may recycle through the curriculum one time without forfeiture of earned grades. However, special provisions must be made for the recycling student when returning to the clinical affiliates. Any academic recycling process places the student in an automatic probationary status until satisfactory progress is attained. Successful completion of the Program will be dependent on documented achievement of objectives and competencies defined in each course syllabus within the curriculum.

Because of the structure of this curriculum, students must progress through the courses as described. The progressive nature of the major courses requires that these courses be taken in a specific sequence while the student is considered a full-time student. Related general education courses within the curriculum will be scheduled in the full-time student's curriculum; however, these courses may be taken prior to entering the full-time curriculum.

A student wishing to transfer to another Radiologic Technology Program will be advised and assisted on an individual basis. All efforts will be made to accommodate the student, when possible.

Student wishing to transfer Radiologic Technology courses from another accredited radiography program must demonstrate competence in all curriculum content. To do so, students must take
challenge exams for each SCC program course administered by Radiologic Technology faculty. The student must pay $50 per challenge exam prior to exam administration. (A minimum grade of 75 is required to earn credit.) Clinical competence for previously completed courses will be handled on an individual basis. In addition, a letter from the previous Radiologic Technology Department Chair showing the student left in good standing (no disciplinary issues) must be presented. All efforts will be made to accommodate the transfer student, when possible. However, due to the variances between radiography programs state and nationwide, individual cases will be handled by the Radiologic Technology Department Chair with the approval of the Dean of Health and Human Services. (Refer to the College Catalog, Admissions Procedures Transferring credits to SCC.)

Class Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, field trips, and other class activities. The College does not grant excused absences; therefore students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing missed work.

Instructors maintain attendance records. (Students are considered absent if they miss thirty (30) minutes or more of the class period). However, it is the student’s responsibility to withdraw from a course. A student who stops attending the class and fails to initiate a withdrawal will remain on the class roster. With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly and will appear on the student’s transcript.

Withdrawal Policy: During the first 75% of the course, a student may initiate a withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate Department Chair and academic dean.

If a student is absent due to sickness or emergency on the day of an assigned test, the student must notify the appropriate course instructor prior to the beginning of the class time in which the test is scheduled. (The student must speak directly with the specific course instructor. If the course instructor is not available prior to class, a message must be left on the course instructor’s voice mail.) Arrangements will be made by the student and course instructor for the make-up examination to be given the day that the student returns to campus. No arrangements will be made for the make-up examination in the event that the student is absent without prior notification. A grade of zero (0) will be recorded for that test when the student doesn’t appropriately notify the course instructor. Emergency/extenuating circumstances will be handled on an individual basis.

The student is responsible for all lecture notes, assignments, etc. missed during his/her absence. A grade of "0" will be recorded for all pop quizzes missed during the absence. Any assignments not returned on the designated day because of absence must be returned on the first day the student returns to campus. (See the specific course syllabus for guidelines on grading of late assignments). It is the student’s responsibility to contact the course instructor upon return to campus concerning a satisfactory time to complete make-up work. Failure to contact the course instructor on the first day of return, or to complete make-up work on the agreed upon day, will result in a grade of zero for the test or laboratory procedures the student has missed.

Students are tardy if not in class at the time the class is scheduled to begin. Tardy students are
admitted to class at the discretion of the instructor. Course syllabi reflect program attendance policies related to tardiness.

**Course Requirements**

At the beginning of each term the student will be given specific information concerning each course. This information will include course competencies, course requirements and specific dates for completion of work. It is the student's responsibility to adhere to the requirements as outlined.

**Faculty Advisor**

At the beginning of each term the student is assigned a Radiologic Technology faculty advisor. The advisor will serve the student throughout the term while assisting the student with performance in the clinical and classroom setting, identifying his/her strengths and weaknesses, setting goals, and noting accomplishments. Although personal problems may be discussed, the student may be referred to an Admissions Counselor for further assistance. The student will meet with the assigned advisor periodically throughout the term to review his/her clinical progress. A final term summation will be reviewed with the student at the conclusion of the term.

**Grading Scale**

The grading scale for the Radiologic Technology Program is as follows:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- Below 60 = F

Individual course grading policies are the responsibility of the course instructor.

* It is the policy of all program faculty that NO individual test grades or course grades are rounded to a whole number.

A grade for an incomplete course that is a prerequisite for a course being offered the following term must be awarded by the last day of the next term’s add/drop period in order for the student to be able to continue in the Program. If the course is not completed by this deadline, a grade of “F” will be automatically assigned for the course. The student will be withdrawn from all other curriculum courses.

**Suspension/Dismissal from the Radiologic Technology Program**

A student may be suspended or dismissed by the Vice President of Student Affairs for specific violations of the Radiologic Technology Program and the College’s policies and procedures. Specific violations are listed throughout this Program Handbook, and include, but are not limited to, the following:

1. Any false statement, or omission of information, made on the College’s application or health forms.
2. Negligent or unauthorized acts which contribute to a serious hazard for, or injury to, any patient or other persons on the College or clinical affiliate premises.
3. Unauthorized disclosure of confidential information about patients or hospitals.
4. Falsifying clinical records, college or other official documents which are submitted, including false recording of time card entries.
5. Any form of dishonest act including cheating, theft, and fraud.
6. Unauthorized use, possession of, or being under the influence of intoxicants, narcotics, or other drugs while on the College’s or affiliate’s premises.
7. Gross negligence of their duty or leaving clinical assignments during scheduled hours without authorization.
8. Any form of grossly improper conduct detrimental to the operation of patient care or the safety of co-workers.
9. Failure to adhere to the Program and College’s policies and procedures.

Other violations are listed in SCC’s Student Handbook/Planner, along with the Student Appeal Process and Student Grievance Procedure.

Students may also be dismissed for failure to achieve a grade of “C” or higher in any Radiologic Technology curriculum course.

**CLINICAL EDUCATION**

**Admission to the Clinical Education Courses**

Admission to all clinical education courses is limited to those individuals who have successfully met and/or submitted the following criteria:

1. Satisfactory documentation on the Required Tests/Immunizations Documentation form.
2. Satisfactory documentation on the required Criminal Background Check and Drug Screening.
3. Satisfactory documentation of the Technical Standards Requirements of the Program.
4. Payment of liability insurance designated by the College.
5. Completion of appropriate clinical site orientations, and/or SC Student Passport Modules.
6. Successful completion of adult, child, and infant cardiopulmonary resuscitation (CPR) courses. (Only American Heart Association Healthcare Provider accepted).
7. Concurrently enrolled in required RAD courses.
8. Completion of all prerequisite RAD courses with a minimum grade of a "C".

The clinical education experience is divided into five (5) consecutive clinical courses. Progression from one clinical course to another is based on completion of course requirements. Specific clinical assignments are related to clinical experiences from previous terms and to curriculum courses required in specific terms.

Radiologic Technology students are responsible for following the established policies and procedures. This includes the policies and procedures stated in the College's Catalog, the Student Handbook/Planner, and this Program Handbook. In addition, the student is responsible for observing all policies and procedures listed in each clinical affiliate's employee handbook. Failure to follow these procedures will result in disciplinary action from the Program. Clinical affiliates, while separately located, are considered an integral component of the Program for the student’s clinical assignments.
The policies and procedures stated in this program handbook are in effect for 24 months. Through an addendum, students will be advised of any necessary changes that may occur during this time period. A recycle student will be readmitted to the Program under the most current program handbook, which is the handbook applicable to the year in which he/she is readmitted into the program. Failure to comply with the policies and procedures will affect student evaluations and may result in dismissal from the Radiologic Technology Program if the student shows no improvement or makes no attempt to correct errors after counseling.

**Clinical Affiliates**

The Radiologic Technology Program utilizes hospitals in this area, including but not limited to the following:

<table>
<thead>
<tr>
<th>Spartanburg Medical Center</th>
<th>Mary Black Memorial Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 East Wood Street</td>
<td>1700 Skylyn Drive</td>
</tr>
<tr>
<td>Spartanburg, South Carolina 29303</td>
<td>Spartanburg, South Carolina 29307</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Mary Black Health System – Gaffney</th>
<th>Regional Out Patient Services – North Grove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1530 N. Limestone Street</td>
<td>1330 Boiling Springs Road</td>
</tr>
<tr>
<td>Gaffney, South Carolina 29340</td>
<td>Spartanburg, South Carolina 29303</td>
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<table>
<thead>
<tr>
<th>Union Medical Center</th>
<th>Westside Diagnostic Center</th>
</tr>
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<tbody>
<tr>
<td>322 W. South Street</td>
<td>2995 Reidville Road Suite 150</td>
</tr>
<tr>
<td>Union, SC 29379</td>
<td>Spartanburg, SC 29301</td>
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<table>
<thead>
<tr>
<th>Pelham Medical Center</th>
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<tbody>
<tr>
<td>250 West Moreland Road</td>
<td></td>
</tr>
<tr>
<td>Greer, South Carolina 29651</td>
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</tbody>
</table>

Each student will be assigned to the clinical affiliates according to the Program's clinical rotation master plan. A student may not choose which clinical affiliate he/she wishes to attend. Equal time will be spent at each clinical affiliate by all students, except under extenuating circumstances as determined by the Radiologic Technology Department Chair and Dean of Health and Human Services. Transportation to and from these clinical sites is the responsibility of each student.

**Clinical Affiliate’s Rights in Student Evaluations**

In compliance with the written agreement between Spartanburg Community College and affiliated hospitals (or other health facilities), the clinical affiliate reserves the privilege of referring to Spartanburg Community College any student found to be lacking in ability to develop qualities essential for the Radiologic Technology Program in which he/she is enrolled, or for failure or unwillingness to conform to the regulations of the clinical affiliate and has the right to recommend withdrawal from their facility any student for reasons of unsatisfactory performance, violation of policies, or other misconduct, any recommendation must be presented in writing to the Radiologic Technology Department Chair and the Dean of Health and Human Services of Spartanburg Community College. A student who is dismissed from the clinical affiliate for reasons cited above will not be allowed to return to that clinical site until the issue has been resolved and will be referred to the Vice President of Student Affairs for disciplinary action as appropriate.
Clinical Assignments

The student enrolled in the Radiologic Technology Program will be assigned to a clinical schedule on a consecutive term basis. These individual schedules are based on the clinical rotation master plan. Individual schedules may be adjusted based upon a student’s progress in the previous term. The student will spend nine (9) to thirty-one (31) hours per week at the designated clinical affiliate, depending on the specific term in which he/she is enrolled. Students are not assigned to the clinical settings for more than ten (10) hours per day. In addition, the total didactic and clinical involvement is limited to not more than forty (40) hours per week.

Clinical rotational assignments occur during first and second shift hours (7:00 AM - 11:00 PM), Monday through Sunday. During the first two (2) terms, the student is given a clinical rotation schedule at the beginning of each term which extends through the last day of class in that term. Beginning in term three (3), clinical rotation schedules will be based on the calendar year.

The clinical rotation schedules include specific days and hours, specific clinical areas and/or radiographer assignments. It is the responsibility of the student to utilize the hospital facilities to the fullest extent for the learning experience. The student is expected to remain in the assigned room at all times. However, if there are no patients being examined in the assigned area, with the permission of the supervising radiographer, the student may involve himself/herself in another exam within the same area. Students are not to leave their assigned area to work without the permission of the clinical instructor present on that day.

The student is required to adhere to his/her assigned clinical schedule. He/she is expected to be in the assigned room at the designated time on the schedule and should participate in this area throughout the scheduled assignment, unless other instructions are given by an area supervisor. At no time will a student be allowed to assume the responsibilities of a qualified radiographer during staffing deficiencies. No personal adjustments will be made to the assigned schedule. However, with the prior approval of the Clinical Coordinator, a student may exchange a day with another student as long as the time corresponds to the requirements of the term.

A short rest period, not exceeding ten minutes (10) during a four (4) hour period, may be granted by the supervising radiographer when the workload permits. Rest periods are not automatically given and may be suspended when abused.

During clinical assignments allowing a thirty (30) minute break for lunch/dinner, the student may, at the discretion of the supervising radiographer, leave the assigned area. Students are encouraged to utilize the hospital cafeteria. Under no circumstances is a student to leave the hospital premises unless he/she clocks out using the appropriate time recording system. If the student chooses to leave the hospital premises for the lunch/dinner break, the supervising radiographer must give permission. If permission is granted, the supervising radiographer's full, official signature is required on the Radiographer-Instructor Communication Form to indicate he/she was aware the student left the premises and gave permission for the student to do so. (The student must still adhere to the thirty minute lunch/dinner break time limit.) If no supervising radiographer's full, official signature is documented, the student will be given a written warning for the first offense. The student will be dismissed from the course and receive a grade of “F” for the second offense except in extenuating circumstances as determined by the Dean of Health and Human Services.
Clinical Assignments: Evening and Weekend Rotations

During the Program, each student will have a specific number of evening and weekend clinical rotations. The total number of evening and weekend hours are less than 25% of the total clinic hours completed by the student. The purpose is to provide a broader view of experiences of the conditions and duties a radiographer encounters in an active Radiology Department. The assignments will be made in accordance with the clinical rotations master plan. The student is supervised by qualified radiographers at all times while completing their clinical rotations.

These clinical rotations provide the following opportunities:

1. Students are exposed to and learn to cope with a variety of patient conditions which are more frequently seen during these specific times. Examples of these conditions include alcohol and drug abuse, trauma, etc.

2. Students have the opportunity of exercising more independent actions and judgment.

3. Radiographers have the opportunity to provide more individualized instruction.

4. There is less student competition for specific procedures.

5. The area of assignment is less restricted.

6. The student gains more experience in multiple trauma procedures.

7. The student has more time to improve their skills in using various types of technology. This includes the manipulation of various types of equipment, as well as learning to cope with equipment malfunctions.

8. The student gains more self-confidence because of the nature of the environment.

9. The student learns to enhance his/her management skills in dealing with multiple procedures ordered on various types of patients.

10. The student's management skills in a working Radiology Department are enhanced by the involvement in the multiple duties of a radiographer.

11. The student will gain knowledge in organizing the "unscheduled" patient workload giving consideration to patient priorities and procedure time requirements.

12. The student has the opportunity to enhance skills expected of the entry-level radiographer.

The expected level of achievement is greatly influenced by the individual's level of clinical experiences. Students will progress in their roles from orientation and observation in their first term to becoming competent entry-level radiographers.

Clinical Competency Testing

Competency-based testing assesses the student’s progression during their educational process by determining whether or not he/she able to competently meet specified objectives by translating the knowledge learned from a theoretical basis into a practical clinical application on a patient.

Students' cognitive knowledge skills are directly evaluated in the classroom and indirectly evaluated throughout their clinical experiences. Psychomotor application skills are evaluated in the College's energized labs and during their clinical experiences in each of the clinical affiliates. In order to properly evaluate the student’s psychomotor skills, it is essential to determine the level of performance ability. Only through the use of a competency-based testing system can the proficiency level of a student be determined.

The clinical portion of the Radiologic Technology Program is an integral part of the total curriculum.
It is essential that the College and the clinical affiliates work together to provide the best possible educational experiences for all students. It is the clinical affiliates' role to provide clinical experiences designed to bridge the gap between theory and application. This can only be accomplished through quality supervised clinical experiences. The students must have the opportunity to perform routine types of radiographic procedures in order to be prepared for entry into the Radiologic Technology profession.

A clinical evaluation system is a uniform method of evaluating the student’s performance. The Program’s competency system is structured into four (4) types of testing:

1. **Procedure Evaluation**
   This evaluation is designed to evaluate the student's performance on a specific radiographic examination. Following classroom instruction on the procedure, sufficient practice time, and observation, the student must successfully simulate the procedure in the lab setting. The student is responsible for supplying the appropriate form to the instructor for grading. In the event that the student does not achieve a passing grade, he/she must repeat the procedure after sufficient practice (minimum of two (2) full scheduled clinic days). If the second attempt is unsuccessful, the student will be referred to the appropriate course instructor for remedial work. Upon completion of the remedial work, the student will have one (1) additional opportunity to perform the procedure evaluation. If a passing grade is not achieved, the student will be dismissed from the clinical course and receive a grade of “F” in the specific clinical course.

2. **Competency Test**
   This evaluation, completed by a qualified radiographer on the student, is designed to evaluate their performance on a specific radiographic examination completed on a patient in the clinical setting. The student is required to complete the examination unassisted while the radiographer observes his/her skills. The procedure evaluation must be successfully completed prior to the student performing this test on a patient. Successful completion of this test demonstrates that the student is competent to perform the examination with minimal assistance. In the event the student is unsuccessful in completing the competency test, the test results are reviewed by the appropriate course instructor and are kept on file in the student's clinical folder. Following remedial work as outlined by the course instructor, the student is allowed to repeat the procedure under the direct observation of a radiographer. If the student is unsuccessful in the second attempt of the competency test, he or she will be referred again for remedial work. Upon successful completion of the remedial work, the student must repeat the competency test under the direct observation of a designated clinical instructor. If a passing grade is not achieved with the third attempt, the student will be dismissed from the clinical course and receive a grade of “F” in the specific clinical course.

Radiographic procedure competency tests are divided into two (2) categories: mandatory and elective. Each student is responsible for the completion of 100% of the mandatory competencies and 75% of the elective competencies prior to graduation. A careful review of each clinical course syllabus and the Competency Procedures Record will assist the student in planning for the completion of the competency testing. In the event a student fails to complete his/her competency testing, additional clinical hours will be assigned to provide adequate opportunities to meet those requirements.

3. **Proficiency Testing**
   Beginning the third term, the student will be required to perform specific radiographic procedures already successfully completed as competency tests. These procedures will be randomly
selected and graded by the clinical instructor. In the event the student does not achieve a passing grade, remedial work will be assigned. Upon completion of the remedial work, the student will be given one (1) additional opportunity to pass the proficiency procedure. If a passing grade is not achieved, the student will be dismissed from the clinical course and receive a grade of “F” in the specific clinical course.

4. Exit Proficiency Testing
During the last six (6) weeks of the final clinical course, each student will be required to perform specific, randomly chosen radiographic procedures in the following categories: Upper Extremity/Shoulder Girdle, Lower Extremity, Skull, Chest/Abdomen/Bony Thorax, Spines and Radiologist-Assisted Procedures. Unsuccessful completion of any of these procedures will result in referral to the Radiologic Technology Department Chair. Remedial work will be assigned.

A. The student must achieve a passing grade on a written test. (Only one (1) opportunity will be granted to take the written test).
B. Following the successful completion of the written test, the student will be required to successfully perform the procedure for the course instructor. (Only one (1) opportunity will be granted to perform this repeat procedure).
C. Following the successful completion of the written test, the student will be re-assigned to a clinical site to complete a competency test. (Only one (1) opportunity will be granted to perform this repeat procedure).
D. Following the successful completion of this competency testing, the student must perform another randomly selected procedure in the deficient category.
E. If a passing grade is not achieved in any one step of the remediation, the student will be dismissed from the clinical course and receive a grade of “F” in the specific clinical course.

The method of scoring and recording procedure evaluations, competency tests, proficiency tests, and exit proficiency tests will be discussed at the beginning of the appropriate term when the specific course syllabus is distributed. (The specific written policy will be distributed to each student at the beginning of the appropriate term).

Throughout the clinical experiences, the instructors will monitor the student's mastery of previous skills. The weekly evaluations and direct observations will help determine the student's progress. Just because a student has passed all competency testing on a given procedure does not mean that the student no longer has to participate in that procedure. Students are never to refuse to perform a radiographic examination because they do not need to prove competency on the exam.

The student must continue to participate in the procedure to improve his/her skills on various patient types. The student is responsible for maintaining a record of specific procedure evaluations and competency tests that he/she has mastered. A form is provided for tracking this information.

Each student is responsible for completing all designated competency tests prior to graduation. At the discretion of the program faculty, based on the student's clinical records as well as clinical affiliate records, special arrangements may be made for procedures not frequently observed. This will occur, as announced, during the final clinical course.

Clinical Course Grading Procedure

Each term the student is required to meet specific objectives. (See individual curriculum course syllabi). These objectives are reviewed with the student at the beginning of each term. Periodic
reviews of the student's clinical folder are designated throughout the term in order to determine whether the student is progressing in meeting the curriculum competencies and objectives. The student should have achieved all of the objectives as outlined in the clinical packet on the designated clinical folder due date. (To earn credit the procedure evaluation grades and the competency test grades must be recorded in the term in which they were performed.) The clinical folder should include completed weekly radiographer evaluations, completed procedure evaluation grades, completed competency test grades, clinical experience records, etc. The clinical folder is reviewed by a designated instructor and a grade is calculated as outlined in the specific course syllabus.

The number of required competency tests and the optional competency tests for a specific term are based on the didactic instruction, and the clinical rotation experiences. If a student fails to meet the specific term’s objectives regarding competency testing, a grade of “0” will be recorded in the grading plan for each deficiency. The student is still required to successfully complete all competency tests and program requirements prior to graduation.

Clinical Course Objectives

In each term the student will be enrolled in a clinical course which requires attendance at the clinical affiliates in order to:

1. Acquire expertise and proficiency in a variety of diagnostic procedures.
2. Develop and practice positive work habits and appropriate interpersonal relationships with patients and other members of the healthcare team.

Each clinical course has specific competencies and objectives that must be met each term. The student will receive a copy of this information at the beginning of each term. A specific completion date will be assigned and an explanation of the requirements will be given. The student is responsible for the completion of these requirements. Open communication between the student and the faculty, but particularly the assigned advisor, is encouraged in an attempt to identify any difficulties encountered.

Clinical Course Progression

Because of the progressive nature of the clinical courses, each student must demonstrate specific competency levels before progressing to a higher level clinical course.

In the event that a student who has not been enrolled in a clinical course for more than one (1) term decides to continue the Radiologic Technology Program, he/she must prove specific competency levels before enrolling in the next required clinical course. This is accomplished by retaking the last clinical course in which credit was received on a space available basis. This will allow the student time to develop and improve required skills lost during their absence. During this time competency levels will be tested as the student regains his/her skills. The returning student is responsible for contacting the Radiologic Technology Department Chair two (2) months prior to the beginning date of the returning term. This will allow the student time to develop and improve required skills lost during their absence. During this time competency levels will be tested as the student regains his/her skills.

A student wishing to return to the Radiologic Technology Program after an absence of more than one (1) year will be required to repeat all courses regardless of previous grades earned, and must reapply to the Program through the selective ranking process and meet all program requirements as any other student.
Clinical Experience Record

In an effort to insure that individual students are participating in a variety of radiographic examinations, each student is required to maintain a daily record of his/her clinical experiences. These forms provide a total record of the examinations the student has observed, assisted, or performed during the term. The student is responsible for properly completing these clinical experience forms and keeping them up to date. The student is provided blank forms. Periodically throughout the term the student is required to complete a summary of their completed examinations and competencies. A separate form is provided for this information. These forms are part of the student's clinical course folder and will be reviewed by the appropriate instructor. (Refer to individual course syllabi for the determination of the minimum number of procedures in which each student should have participated and the due dates.)

Clinical Practicum Attendance – First Year Students (Terms 1 and 2)

The student is responsible for attendance at the clinical facility when assigned. All assigned time missed must be made up. Prior to the making up of any missed clinical time the student must have approval from the Clinical Coordinator or Radiologic Technology Department Chair.

Because of the nature of clinical instruction, a student who is absent more than 5% of the scheduled time in clinic for any reason will receive a written warning. If absent more than 10% of the scheduled time in clinic, the student will be dismissed from the Program except in extenuating circumstances as approved by the Dean of Health and Human Services. All missed time must be made-up. Make-up time is not considered an equivalent experience to the regularly scheduled clinical assignment. Therefore, if a student is absent more than 10% of the planned clinical experience, the objectives of the course cannot be met satisfactorily and the student will be dismissed from that clinical course and receive a grade of “F” for the course.

Each student is responsible for keeping his/her own attendance and tardy records up to date. If a student must be absent, the appropriate supervisor in the assigned Radiology Department must be notified. The same policy applies if the student is tardy. This notification of absence or tardiness must occur within fifteen (15) minutes of his/her scheduled time of arrival, but not prior to 7:00 AM. If no notification is received, the student will be given a written warning for the first offense; the student will receive a grade of “F” and will be dismissed from the Program for the second offense except in extenuating circumstances approved by the Dean of Health and Human Services.

Each student must be in his/her assigned room at the specific time designated on his/her schedule. Therefore students are expected to be clocked in prior to the time designated on the clinic schedule. Excessive tardiness (more than 10%) will not be tolerated. This percentage is based on the total number of assigned days for the specific course in which the student is enrolled. If a student is tardy 5% of the assigned days, he/she will receive a written warning. If the number of tardy days exceeds 10% of the scheduled days, the student will be dismissed from the course and will receive a grade of “F” except in extenuating circumstances approved by the Dean of Health and Human Services.

When an absence occurs, the student must complete the appropriate form and submit it to the Clinical Coordinator within one (1) week of the absence. A make-up time schedule will be developed by the Clinical Coordinator and presented to the student before the end of the term. The make-up time will be scheduled to begin during the week of final exams and may extend into the term break. A grade of “incomplete” (I) will be recorded until the student has completed his/her clinic assignments.
If a student is late for his/her clinic assignment the missed time will be made up on the same day if it does not exceed a one (1) hour limit and if there is no conflict with class hours. Late time exceeding one hour will be handled as absence time. Make-up of all missed time must be approved by the Clinical Coordinator or Radiologic Technology Department Chair prior to being made-up.

Clinical Practicum Attendance – Second Year Students (Terms 3 - 5)

The student is responsible for attendance at the clinical facility when assigned.

In the third through fifth terms, students will observe the College’s academic calendar during the didactic phase only. Clinical rotations will continue through the scheduled college breaks with the exception of days the College is officially closed.

All other policies of clinical practicum attendance as identified for First Year Students (Terms 1 and 2) continue to apply.

Clinical Practicum Attendance: Perfect Attendance Award

Any student who does not have any absences during the term of a clinical practicum and no more than one (1) tardy (not to exceed one (1) hour), the following procedure will be followed:

During the first term, the student will be awarded five (5) hours that he/she may take as personal time. During terms two (2) through five (5), the student will be awarded eight (8) hours that he/she may take as personal time. The time will be awarded at the conclusion of the term and may be taken the next term or accumulated for a later date. The time may only be used Monday through Friday during first-shift hours. A two-day notice must be approved by the Clinical Coordinator before using the accrued time.

It is the student's responsibility to coordinate taking the accrued time noted above with the Clinical Coordinator at the end of each term. The student must notify the appropriate clinical site when taking this time off prior to the scheduled time of arrival.

Clinical Practicum Attendance: Inclement Weather

Occasionally inclement weather may cause closings or delays at Spartanburg Community College. The College has procedures in place to make decisions regarding any closings/delays, and will communicate accordingly through:

1. SCC website (homepage)- www.sccsc.edu and www.sccsc.edu/alert
2. SCC campus closing and alert information phone number- (864) 592-4325
3. Official SCC social media outlets-
   · Facebook- www.facebook.com/YourCollege
   · Twitter - www.twitter.com/SCCyourCollege
   · Twitter SCC Emergency and Alerts - www.twitter.com/SCC911

A decision should be made no later than 6:00 am for day classes and by 3:00 pm for evening classes.

During the Radiologic Technology Program, all class and clinical rotations will be canceled when the
College has been officially closed due to hazardous weather. Clinical hours missed in this event will not be counted as absence time.

If the College is on a delay, students should proceed to clinic at the specified time as long as there is a minimum of three (3) hours or more scheduled clinic time remaining. If a student is not able to safely arrive at the designated clinical site, he/she must follow the appropriate call-in policy.

Students will not be required to call in to the clinical site to note the absence. Instead students must send an e-mail to the Department Chair. The Clinical Coordinator or Department Chair will notify the appropriate supervisor(s) at the various clinical sites of the College’s closure or delayed start time.

The following are definitions for closing or delay:

“Closed” means - The College is closed. All day and evening classes/clinic are canceled for students.

“Opening at” (SCC will provide specific opening time) means - Students should arrive at the specified opening time and report to their class/lab/clinical that is normally in progress at that time. All remaining classes will be held at their regular time.

“No Day Classes” means - All day classes/clinic are canceled for students.

“No Evening Classes” means – All evening classes/clinic are canceled for students because weather conditions have worsened throughout the day or will worsen and become hazardous during evening class time. Students do not report to class/clinic.

**Clinical Practicum Cell Phone/Electronic Devices Policy**

No electronic device is to be brought into the clinical setting at any time. Devices will not be on your person, in a competency book, or in any other personal items brought into the clinical setting. This also includes wrist watches that allow access to the internet such as smart watches, Fitbits, etc. Students in violation of this policy will be dismissed from clinic for the day and referred to the Radiologic Technology Department Chair.

**Clinical Practicum Dress Code**

Students are required to present a professional appearance at all times. Each student is required to abide by the Program’s dress code during every clinical rotation. *Students not complying with dress code will be sent home from clinic.* Students must choose a matching brand top and pant from either of the following Cherokee brands. (Brands are not to be mixed.) The acceptable style codes are indicated for each brand in the charts below.

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CHEROKEE – ORIGINAL WORKWEAR OR CORE STRETCH - PEWTER

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All-white uniform option – here is the brand, color, and style code information:
Brand is *Landau (White Only)*
- Men’s Pant – Elastic Waist Pant #8550
- Women’s Pant – Classic Fit Pant #8320
- Unisex Scrub Top - #71221
- White shoes/socks at all times

**Shoes:**
- Solid white or solid black duty shoes only -must be fully enclosed with a full heel.
- Solid white or solid black sturdy, full leather tennis shoe. Shoes cannot have mesh, designs or coloring of any kind.
- Shoes must be used solely for clinic course work.
- Shoes must be impermeable to fluids and provide safety for objects dropped on foot.

**Socks:**
- All-white or all-black socks (no designs) must be worn.
• Socks must cover ankles and be the same color as shoes.

The following policies will be followed:

1. A freshly laundered, unstained, and well-pressed uniform must be worn in the clinical practicum. An inappropriately fitted uniform will not be permitted.

2. A pewter or dark grey, short sleeve, crew neck t-shirt may be worn under uniform top. The sleeves may not extend below the sleeves of the uniform top sleeves. The t-shirt should be tucked into pants and not extend below the uniform. No visible emblem on t-shirt.

3. No visible undergarments extending above the neckline, beyond the sleeves, or below the shirt tail.

4. If cargo pants are worn, the student should refrain from placing any objects in cargo pockets.

5. Pants must be worn at waist, tied appropriately to avoid sagging and visible underwear.

6. Shoes must be clean, polished and un-scuffed.

7. A program arm patch must be neatly sewn two (2) inches below the left shoulder on all uniforms and lab coats.

8. The College student photo ID must be properly displayed on the uniform/lab coat above the left breast when in clinic. The photo and student’s name must be visible at all times.

9. The student’s radiation monitoring device must be worn attached to the uniform collar or at the waist level each day.

10. A black pen should be kept in the uniform pocket at all times.

11. Fingernails must be neat, clean and short (no more than slightly visible when looking from the palm of the hand). Nail polish is not allowed. Acrylic, gel, or silk wrap nails are not allowed. Nail tips are not allowed.

12. A matching set of small post earrings for pierced ears is permissible. Earrings are allowed in earlobes only. (One earring per ear. The earring must not extend below the earlobe.) No additional body jewelry/body piercings/gauges may be worn in the clinical setting.

13. No necklaces, bracelets, or anklets are allowed. Rings should be limited to one (1) per hand. (Wedding set constitutes one ring.)

14. Males must be neatly shaven daily. (Beards and mustaches are permitted if neatly trimmed.)

15. A wrist watch (with a second hand) must be worn on a daily basis. Watches that all internet access are not permissible.

16. When appropriate, leaded markers must be in the uniform pocket at all times.
17. Surgical scrub suits may be worn in specific clinical assignments with the permission of the supervising radiographer. However, students are required to wear the standard uniform to and from the clinical site. Scrub suits must not be worn outside the hospital.

18. Hair must be short, pulled back from the face and secured at the nape of the neck, or kept above the collar. Hair ornaments must be neutral or hair color. No large ornaments are permissible. Unconventional hairstyles or hair colors are not allowed.

19. Moderate makeup only is allowed. No heavy perfumes, body sprays, or colognes are to be worn during clinical rotations. (Patients who are not feeling well may be sickened by odors such as perfume or smoke.

20. No visible tattoos are permitted in clinic.

21. A lab coat is required during surgery rotations. This will be worn at any time a student leaves the surgical rotation. The lab coat must be buttoned completely at that time.

22. When in uniform, the uniform dress code applies and the student is expected to comply with full uniform dress (including shoes, jewelry, etc.).

23. No gum, candy, mints, throat lozenges, etc. are allowed during the clinical rotations.

24. Students may not smoke while in their clinic uniforms.

Students not complying with dress code will be sent home from clinic.

Clinical Practicum Supervision

The Radiologic Technology full and part time instructors are the primary supervisors of the students while in the Program. In the absence of the instructors, the supervisor of the assigned Radiology Department is the student’s supervisor. In the case of his/her absence, the staff radiographer to whom the student is assigned is the student’s supervisor.

Until students achieve the Program's required competency in a given procedure, clinical procedures must be performed under the direct supervision of a qualified assigned radiographer. The following are parameters of direct supervision:

1. The qualified radiographer reviews the requisition for examination in relation to the student's achievement,
2. The qualified radiographer evaluates the condition of the patient in relation to the student's achievement,
3. The qualified radiographer is present in the room while the exam is performed,
4. The qualified radiographer reviews and approves radiographs taken by the student.

Once the student has achieved the Program's required competency, he/she may perform the given procedure under indirect supervision. The following are parameters of indirect supervision:

1. The qualified radiographer reviews the requisition for examination in relation to the student's achievement,
2. The qualified radiographer evaluates the condition of the patient in relation to the student's achievement.

3. The qualified radiographer is immediately available to assist the student while the exam is performed. Immediately available is defined as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

4. The qualified radiographer reviews and approves radiographs taken by the student.

In the event that a radiographic image produced by a student must be repeated, the following procedure will be followed:

1. The qualified radiographer will review the radiograph and determine the need for repetition of the radiograph,

2. The qualified radiographer must be present and directly supervise the repetition of the radiograph,

3. The qualified radiographer will review and approve or disapprove the repeated radiograph taken by the student.

No provisions are made for performing the following examinations under indirect supervision:

A. Mobile examinations
B. Surgical/OR examinations
C. Special procedures (myelograms, arthograms, lumbar punctures, etc.)

Direct supervision guidelines must be followed for these exams regardless of the student’s level of clinical experience.

**Documentation of Clinical Time**

All students are required to document their clinical time. This documentation is achieved by utilizing the appropriate time recording system at the specific clinical site. Students must always utilize the time appropriate system unless it is not functioning. All clinical time must be recorded in/on the appropriate time recording system. If for any reason time clocked in or out is not recorded, the appropriate time must be recorded and signed by the supervising radiographer. The recording of this information is the responsibility of the student and should be completed as soon as the deficiency is discovered. The procedure must be completed only by the specific student. Failure to do so properly may result in an absence being recorded for the clinical assignment.

To avoid tardiness, the student must be clocked in prior to the time designated on his/her schedule. The student is also required to be in his/her assigned area at the time designated on his/her schedule. When a student is officially clocked in, he/she is considered on duty and is to remain in his/her assigned area performing required duties.

**Falsification of Clinical Practicum Documentation**

Falsification or alteration of any clinical, College, or other official documents which are submitted by the student is a form of cheating.
**Required Completion of Clinical Competency Testing Prior to Program Completion**

To meet Program completion requirements, all competency and proficiency testing must be successfully completed as described in the section Clinical Competency Testing. It is the student's responsibility to utilize his/her clinical assignments to gain experience and develop proficiency. It is the student's responsibility to develop and execute his/her own action plan for the attainment of required clinical objectives by the assigned deadline. Respect for other students is extremely important. The student assigned to the specific room where a radiographic procedure is being performed has first option to complete the procedure for a competency test. At no time is another student permitted to “take over” a fellow student’s room and/or exam.

If the Program’s required clinical competency requirements are not met by the final day of the last clinical course, the student will receive a grade of "incomplete" (I) for the clinical course. After assessing the deficiencies, the Clinical Coordinator, with input from the Radiologic Technology Department Chair, will develop an extended clinical schedule based on the needs of the individual student to allow students to complete the required competency testing. During an advising session the student and Clinical Coordinator will determine a specific deadline for the completion of the course requirements. Failure to adhere to this deadline will result in the student earning a grade of “F” for the course. All Program policies and procedures will continue to be enforced during extended schedules.

**CLINICAL EVALUATION SYSTEM**

**Student Evaluation by Radiographer**

Each student will be evaluated by the assigned qualified radiographer daily during the first clinical term. In terms two through five, students will be evaluated by the assigned qualified radiographer at the end of each weekly rotation. In the event that the student worked with more than one assigned radiographer during the week, the radiographers will consult each other in completing the student’s weekly evaluation. It is the student's responsibility to submit the proper evaluation form to the assigned radiographer at the beginning of the rotation with all necessary information completed. The student is required to follow-up with the assigned radiographer(s) on the completion of this clinical evaluation form on a periodic basis. Upon completion of this clinical evaluation form, the assigned radiographer(s) are required to place the clinical evaluation form in the locked box located in the clinical affiliate's department or return it to a clinical instructor. Upon receipt of these clinical evaluation forms, the instructor will review the clinical evaluations and return each to the appropriate student, with a periodic follow-up counseling session for discussion or constructive criticism on areas needing improvement. The student must acknowledge his/her review by signing his/her name on the designated line. He/she may document any comments in the specified area on the clinical evaluation form. The clinical evaluation forms will then be placed in the student's clinical folder.

**Procedure Evaluation Assessment by the Instructor**

As the student performs procedure evaluations for an instructor, an assessment of the student's overall performance will be made.

**Daily Assessment by the Instructor**

Daily assessment of the student's appearance and effectiveness may be made by the instructor.
Clinical Folder Evaluation by the Instructor

Each term due dates will be established for periodic clinical folder evaluations during the term as well as the final clinical folder evaluation by program faculty. These due dates include specific course objectives/competencies that are to be recorded in the clinical folder. On the due date an instructor will assess the student’s progress on required clinical objectives/competencies and a grade will be assigned.

Term Summary by the Instructor

At the end of each term’s clinical requirements, an instructor will review all evaluations, competencies, procedure evaluations, clinical experience records, and other objectives. A grade for the course will be determined and a written assessment of the student's progress will be made. The instructor will review this summary with the student during a private advising session.

Clinical Radiographer Evaluation by Student

A student will be given the opportunity to evaluate the assigned clinical radiographer. Information from the completed evaluation may be shared with the specific radiographer at the end of the term.

Clinical Affiliate Evaluation by Student

The student will be given the opportunity to evaluate each clinical affiliate at least once per year. The information will be shared with the radiology manager at the specific clinical affiliate.

POLICIES AND PROCEDURES

Communicable Disease Policy

All students are required to participate in and complete the Occupational and Safety Health Administration Communicable Disease training and testing. This training and testing will be provided prior to the beginning of the student's program. Any questions regarding communicable diseases will be directed to the appropriate clinical affiliate's Infection Control Department.

Any student who comes in contact with a person who has a communicable disease or who has a communicable disease himself/herself is to immediately report the situation to the Radiologic Technology Department Chair, Clinical Coordinator, clinical instructor, or clinical supervisor. Appropriate action will be taken depending on the individual circumstances. Should the condition(s) warrant a physician's recommendation that the student remain home until the contagious portion of the disease passes, this absence time will be recorded on the student's program files. Depending on the nature of the communicable disease, it may be required that the student present a note from his/her physician or the hospital physician stating that he/she may return to the classroom and patient contact area.

Standard Precautions Regarding Blood and Body Fluid

1. Gloves must be worn for:
   A. Touching any blood and body fluids, mucous membranes, or non-intact skin
   B. Handling items or surfaces soiled with blood or body fluids
   C. Performing venipuncture and other vascular access procedures
D. Removing needles used to inject contrast medium.

2. Gowns or aprons must be worn if soiling of one's clothing is likely.

3. Eyewear must be worn at all times due to the possibility of spray from body fluids.

4. Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with blood or other body fluids and when touching patients.

5. To prevent needlestick injuries, needles must not be recapped, purposely bent or broken by hand. After use, needles, scalpel blades, and other sharp items must be placed in puncture-resistant containers.

Procedure for Reporting a Communicable Disease

1. A student must report to his/her assigned supervisor or clinical instructor any illness before caring for patients during the clinical rotation.

2. The assigned supervisor or clinical instructor, with advice from the Medical Director and/or Employee Health Office of the specific clinical affiliate (when necessary), will advise the student on attendance. Depending on the type of illness, the student may be dismissed from the clinical rotation during the illness.

3. If the illness necessitates care by a physician, a note of release by the physician is essential before the student may resume his or her clinical rotation or class/lab attendance.

4. In the event that an illness results in the student’s absence from his/her scheduled clinical schedule, the student will adhere to the program attendance policy.

5. A record of each student's illnesses and absences will be kept on file in the student’s program folder in the Radiologic Technology Department at the College.

6. The student will adhere to the Infection Control Procedure at each individual clinical affiliate and while in class or lab.

Parking

Students are required to park in the areas designated for employees in the hospital parking lots and in the student parking areas on the SCC campus.

Use of Computers

The use of computers for any activity other than a procedure-related task while at the clinical affiliate is prohibited. Procedure-related tasks may include scanning of requisitions, patient history forms, orders, etc. All tasks must be supervised by a qualified radiographer. (The use of the HUB at Spartanburg Medical Center is permitted with supervised access). At no time is the student allowed to access the internet using a facility computer or a personal laptop or IPAD that has a wireless internet card. Students are not to bring personal computers or IPADS to the clinical sites. A student found in violation will receive a written warning for the first offense; the student will be dismissed from the course and will receive a grade of “F” for the second offense.

Policies and Procedures Enforcement

A student who demonstrates unprofessional conduct will be disciplined. The faculty will strictly enforce all Program policies and procedures. A student who demonstrates infractions in the same category three (3) consecutive terms while in the Program will be recommended for dismissal.

Examples of such infractions include exceeding the 5% clinical absence and/or tardiness policy, dress
code violations, and/or failure to complete clinical course competency testing requirements. A grade of “F” will be assigned for the specific course in which the infraction occurs.

Policy and Procedure for Pregnancy

The National Council of Radiation Protection (NCRP) advises that control measures should be in place to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. All pregnant students must make the final decision as to their acceptance or non-acceptance of this risk. The NRCP currently states that the dose-equivalent to the embryo and fetus is limited to 0.5 rem during the entire gestation period or a 0.05 rem in a month. Based on this information, the following guidelines will be followed.

A student who becomes pregnant during the Radiologic Technology Program is encouraged to voluntarily declare her pregnancy to the Radiologic Technology Department Chair (Program Director); however, revealing her pregnancy is not a requirement and is the sole decision and privilege of the student. Likewise, the student has the right to not declare the pregnancy, in which case the student will be treated as though she is not pregnant. Once a pregnancy is declared, the student also has the right to withdraw her declaration of pregnancy in writing at any time.

If a student declares a pregnancy to Program faculty, she must do so in writing. The student may then elect from the following options:

A. The student may choose to continue in the Radiologic Technology Program without any modifications.
B. The student may choose to withdraw from the Radiologic Technology Program with possible re-entry in compliance with the Program’s Re-Admission Policy. Students may contact the Vice President of Student Affairs regarding their rights under federal legislation.

Course of Action for the student choosing to continue in the Radiologic Technology Program without any modifications:

1. The student will complete the Notification of Pregnancy Form and submit it to the Radiologic Technology Department Chair (Program Director).
2. The student will complete the appropriate Request for Radiation Monitoring Device to receive a fetal dose monitor.
3. The student will receive specific instructions regarding radiation safety practices.
4. Perform and participate in all functions and/or procedures of clinical assignments.
5. The student will adhere to the requirements of the specific didactic and clinical courses.
6. The student will be required to abide by the attendance policy as outlined in the Radiologic Technology Program Handbook and each course syllabus.
7. The student will accept full responsibility for her own actions and the health of her baby.

RADIATION MONITORING DEVICE POLICY

Each Radiologic Technology student is subject to the occupational exposure limits and the requirements for the determination of the doses which are stated in the State of South Carolina Rules and Regulations for Radiation Control: Regulation No. R61-64.

THE FOLLOWING RULES APPLY:

Exposure of a personal monitoring device to deceptively indicate a dose delivered to an individual is
prohibited. This act may result in the suspension of the student from the Radiologic Technology Program.

While attending clinical rotations, the student is required to wear his/her own radiation monitoring device. When a lead apron is being worn, the monitoring device must be worn on the collar outside of the apron. When not in a fluoroscopy room, the device may be worn on the front of the student at waist level.

A student is required to document and submit a report to the Radiologic Technology Department Chair when a situation arises that may affect the quality of the radiation monitoring device. This will be placed in the student’s file for future reference. Examples may be leaving the radiation monitoring device in a hot car, laundering the device, or leaving the device attached to a lead apron or lab coat which has been stored in a radiographic/fluoroscopic room.

In the event a quarterly reading of 900 mrem or higher is received, the student will meet with the Clinical Coordinator to review the report. The Clinical Coordinator and student will complete the Radiation Monitoring Incident Report and follow the process for investigation as stated in the Radiation Safety/Film Badge Champion Manual for Spartanburg Regional HealthCare System. This will help determine if the exposure is in error or explained by something unusual and to suggest ways to mitigate future occurrences. This form will be placed in the student’s program file in the Radiologic Technology Department.

The Radiation Dosimetry Report will be displayed in the Radiologic Technology Student Records Room in the Health Sciences Building. It is the student’s responsibility each quarter to review the report and record his/her initials beside his/her name indicating that he/she is aware of the monthly report.

In the event that a student who has voluntarily declared a pregnancy continues in the Program a second personnel monitoring device will be supplied. This device must be worn on the front of the student’s abdomen. The occupational exposure to the pregnant student must not exceed 0.5 rem during the entire pregnancy.

Spartanburg Medical Center provides the radiation monitoring devices for the students. It is the responsibility of each individual student to handle and care for his/her radiation monitoring device. Each student must personally receive his/her device from the appropriate instructor during the last three (3) class days of each quarter. At this time he/she will return the previous quarter’s device.

Radiation Protection Practices

A student is required to exercise sound radiation protection practices at all times. At no time may a student participate in a procedure utilizing unsafe protection practices.

Radiation Protection in the Energized Labs on Campus:

- No student is allowed to operate the energized labs on campus without having a Radiologic Technology instructor in the department.
- Students are not allowed to radiograph on each other. Phantoms and positioning devices are provided for laboratory experience and practice sessions.
• All individual experiment or projects must be reviewed and authorized by the program faculty. (Before repeating a radiograph, the student must review the radiograph with a program instructor.)

• Individuals must not be present in the radiographic room during a radiographic exposure.

• The student is required to wear his/her radiation monitoring device while completing laboratory experiences, practice sessions and projects. Any questionable practice must be reported to a program instructor immediately.

Radiation Protection in the Clinical Affiliates:

• A student must always wear his/her radiation monitoring device while attending clinical rotations. The student must always adhere to practices which reduce radiation exposure to himself/herself, other hospital personnel and patients. At no time is a student to remain in a radiographic room during a radiation exposure except during fluoroscopy procedures. During mobile and surgical radiologic procedures a student is required to wear protective apparel and adhere to other radiation safety practices.

• Students must not hold image receptors during any radiographic procedure. Students are not permitted to hold patients during radiographic procedures where an immobilization device is the appropriate standard of care.

• Radiation protection of the patient is the responsibility of the student. Any questionable practice must be reported to the assigned clinical supervisor immediately.

GENERAL INFORMATION

Accidents

All accidents that occur during clinical rotations resulting in patient or personal injury and/or damage to the equipment must be reported immediately to the assigned clinical instructor and the Radiologic Technology Department Chair immediately. The student will be required to follow the proper procedure for documenting the incident on the clinical form at the time that the incident occurred. The incident report must be returned to the clinical supervisor immediately. A copy of this report must be submitted to the Radiologic Technology Department Chair with an explanation on the first day the student returns to campus.

Cardiopulmonary Resuscitation

Students will be required to complete a fully face-to-face healthcare provider Basic Life Support course before beginning the Program. Students must maintain current certification throughout the two-year program. This course must include rescue breathing and CPR for the adult, child, and infant. The American Heart Association is the only accepted provider.

Each student is required to maintain current CPR certification for the adult, child, and infant throughout the Program.
Image Identification Markers

Students will have the opportunity to earn leaded Image ID markers twice during the program. Detailed information regarding the requirements to earn markers will be provided to the student during RAD 153. If issued, the care of these markers is the responsibility of the student. These markers must not be loaned to other students or radiographers. After receiving these markers, the student is expected to bring them on his/her scheduled days in the clinical affiliate. These markers are to be used on every radiograph the student produces. Each student will be required to return his/her markers at the completion of his/her clinical requirements during the final term of the Program.

These leaded markers are only for use while enrolled in the Program and are not to be used during outside employment.

National Registry Examination

Students who complete the requirements of the Radiologic Technology Program are eligible to take the examination in Radiologic Technology given by the American Registry of Radiologic Technologists. The application fee is approximately $200.00. Additional information will be provided to the student during the fifth term of the Program by the Radiologic Technology Department Chair.

All candidates for the A.R.R.T. examination must comply with the Rules of Ethics contained in the ARRT Standards of Ethics. These rules require that all registered technologists and candidates meet minimally acceptable professional conduct. One issue addressed by the ARRT is conviction of a crime – which includes felony, gross misdemeanor, or misdemeanor, the only exceptions being speeding and parking violations. All alcohol and/or drug related violations must be reported.

If a candidate is concerned about whether his or her conviction record will affect exam eligibility, a pre-application review form is available through the ARRT. This form may be downloaded from the “Ethics” section of the ARRT’s website, www.arrt.org, or you may request a copy from the ARRT at (651) 687-0048, ext. 580.

Professional Membership

All Radiologic Technology students are provided information about state and national radiologic technology professional membership opportunities. Students may choose whether or not to participate in these organizations.

Radiation Monitoring Records

Spartanburg Medical Center provides the radiation monitoring devices for the student. Each student will receive his/her radiation monitor prior to the first day of a clinical rotation. It is the responsibility of the student to handle and care for his/her device. Specific instructions will be given during the Program orientation.

All Radiation Dosimetry Records are kept by Spartanburg Medical Center and the College. Following review of the quarterly records by the SMC radiation safety officer, Radiology Department Chair, and the quality assurance supervisor, a copy of the report is given to the Program faculty. Following faculty review, the report is posted in the Radiologic Technology Student Records Room HSB 316. It is the student’s responsibility to review the report within one (1) week of posting and initial his/her
name on this report.

In the event that a student receives an excess amount of radiation during a period, the process as outlined in the Radiation Monitoring Device Policy will be followed.

Upon completion of the Program, it is the student’s responsibility to contact the radiation safety officer at SMC for the release of his/her records.

**Readmission Information**

Any student who wishes to recycle who has been out of the Program one (1) year or more must repeat all curriculum courses. A student recycling less than one (1) year from their exit from the Program is expected to be able to demonstrate adequate knowledge of course(s) successfully completed. In order for a student to demonstrate such knowledge, an exam will be required in all RAD courses successfully completed. Exam(s) must be scheduled with the Radiologic Technology Department Chair in a timely manner in order to allow the student to complete the exam(s) and begin the last clinical course in which credit was earned. Failure to demonstrate adequate knowledge will result in the student being required to retake RAD courses. Exams will be scheduled by the Radiologic Technology Department Chair.

Upon successful completion of the exams, the student must re-take the last clinical course in which credit was earned.

The following criteria must be met in order to be readmitted to the Radiologic Technology Program:

1. Reapply to the Radiologic Technology Program through the selective ranking process and meet current admission and curriculum requirements.
2. Update files in the Admissions and Records Department in Student Services. An appointment must be made with the Health and Human Services Division Counselor.
3. Update Required Tests/Immunizations Documentation form.
4. Update criminal background check (CBI) and drug testing results.
5. Have a cumulative program GPA of 2.0 on a 4.0 scale.
6. Prove written competency levels in all RAD courses successfully completed. (A minimum grade of 75 is required on each test or exam in order to be readmitted into the Program.)
7. Retake the last clinic course in which credit was received on a space available basis.
8. Update SC Student Passport requirements.
9. Provide current documentation of CPR certification.
10. Consideration for readmission will be determined by the individual factors affecting the student's exit, the availability of space, and the elapsed time interval from the date of exit and readmission.

**Student Employment**

Students should exercise judgment in the number of hours he/she works. Outside employment must not compromise course work; work schedules must not conflict with the Program's curriculum. Adjustments in the student's clinical rotation schedule will not be made.

Any paid employment of a student in a radiology department is a separate entity from the Program and has no bearing on the structured clinical experience. The Program will not be held liable for any
incidents that may occur while a student is employed by a clinical affiliate.

The following apply:

1. Clinical rotations will not be altered due to outside clinical experience in a specific area.
2. A student may not perform "competency tests" except during scheduled clinical hours.
3. A student may not receive a radiographer's evaluation (as outlined in the student handbook) except during scheduled clinical education hours.
4. The student must not identify himself/herself as a student of the College while employed.
5. The employer must provide separate leaded markers and radiation monitoring devices for use during scheduled work hours.

**Student Photo ID**

Students are required to obtain a Spartanburg Community College Student photo ID prior to beginning the first clinical rotation. This student ID will reflect the student’s level of training: Radiologic Technology I or Radiologic Technology II. The student photo ID is to be worn at all times during the clinical rotations and while on campus.

The student is responsible for replacement of the student photo ID if it becomes lost. In the event that a student photo ID needs to be replaced, the student is expected to contact an instructor and will be allowed three consecutive days for this to occur. After three days the student will not be allowed to return to the clinical rotation until the student photo ID is displayed. A replacement ID must be obtained from the College in the Admissions Office located in the Dan L. Terhune Student Services Building.

**Student Records**

Each student is responsible for maintaining current information in the Records Office located in the Student Services Building. If there are changes in the student’s name, address, telephone number, emergency contact information, etc., the Radiologic Technology Department Chair must be notified immediately. It is the student’s responsibility for completing, signing and submitting all appropriate change forms in Student Records.

Student records are located in various locations in the Radiologic Technology Department within the HSB. The security of all records is of utmost importance to the program faculty. Students may request to see any of his/her records by contacting a faculty member during normal college business hours.

The student’s current clinical folder will be housed in a locked drawer within the department. Folder updates will be completed periodically. No clinical folders are allowed to be taken outside of the assigned area. It is the student’s responsibility to contact a faculty member to receive and return his/her clinical folder.
### TECHNICAL STANDARDS

**Required of Students for Admission and Progression in a Health Sciences Program (RAD TECH)** Applicants and students should be able to perform these essential functions or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, and be able to demonstrate ability to become proficient in these essential functions.

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Technical Standard</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical/placement judgment.</td>
<td>Identify cause/effect relationships in clinical situations. Make appropriate decisions in an emergency or where a situation is not clearly governed by specific guidelines. Evaluate patient and/or equipment responses.</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Exhibit interpersonal and social skills acceptable in dealing with patients, clinical and college personnel. Function as part of a team.</td>
</tr>
<tr>
<td>Communication Ability</td>
<td>Communication abilities sufficient for effective interaction with others in expressive and written English, including computer literacy.</td>
<td>Explain procedures. Document and interpret instructions. Listen attentively.</td>
</tr>
<tr>
<td>Physical Endurance</td>
<td>Remain continuously on task for several hours while standing, sitting, walking, lifting, bending, and/or transporting patients/clients.</td>
<td>Stand/walk for extensive periods of time. Manually resuscitate patients in emergency situations. Transport patient to/from Radiology Department (via wheelchair and stretcher).</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination.</td>
<td>Move around in work spaces, patient rooms, and small spaces.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective patient/client care and operate equipment.</td>
<td>Operate all required equipment in a Radiology Department or pertinent area. Perform mobile Radiologic Technology at the patient’s bedside or other designated location. Lift equipment/supplies weighing up to 50 pounds.</td>
</tr>
<tr>
<td>Adequate Height</td>
<td>Ability to reach and operate overhead equipment.</td>
<td>Reach and manipulate all required equipment in a Radiology Department or pertinent area.</td>
</tr>
<tr>
<td>Hearing Ability</td>
<td>Auditory ability sufficient to access non-direct essential patient information.</td>
<td>Hear and understand verbal instructions within normal range required in daily work. Hear verbal and nonverbal responses from the patient. Hear equipment alarms, equipment malfunctioning sounds, and emergency signals within normal hearing range.</td>
</tr>
<tr>
<td>Tactile Ability</td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Perform palpation as related to radiographic positioning.</td>
</tr>
<tr>
<td>Visual Ability</td>
<td>Normal or corrected visual ability sufficient for patient/client observation, assessment and/or treatment; ability to discriminate between subtle changes in density (black to gray) of a color in low light.</td>
<td>Assess radiographs to determine adequacy of procedure. Observe patient conditions, reactions, and respirations. Read procedure manuals, equipment manuals, standard operating procedures, requisitions, patient identification bracelets, and other pertinent materials for patient care and professional practice. Assess radiographic equipment while setting proper exposure controls and observing equipment during and after radiographic exposure.</td>
</tr>
<tr>
<td>Olfactory Ability</td>
<td>Olfactory senses (smell) sufficient for maintaining environmental safety, and patient/client needs.</td>
<td>Distinguish smells which are contributory to assessing and/or maintaining the patient’s health status or environmental safety (fire).</td>
</tr>
<tr>
<td>Professional Presentation</td>
<td>Ability to present professional appearance and attitude; implement measures to maintain own physical and mental health and emotional stability.</td>
<td>Work under stressful conditions and irregular hours. Be exposed to communicable diseases and contaminated body fluids. React calmly in emergency situations. Demonstrate flexibility. Show concern for others.</td>
</tr>
</tbody>
</table>