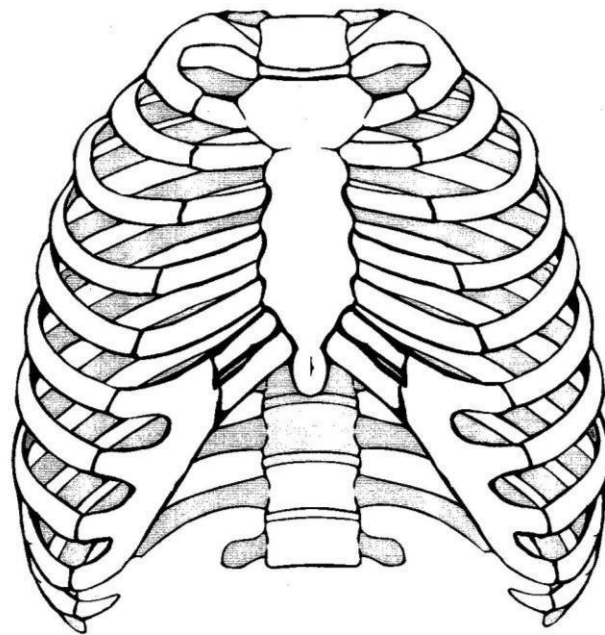




Forsyth Tech

COMMUNITY COLLEGE

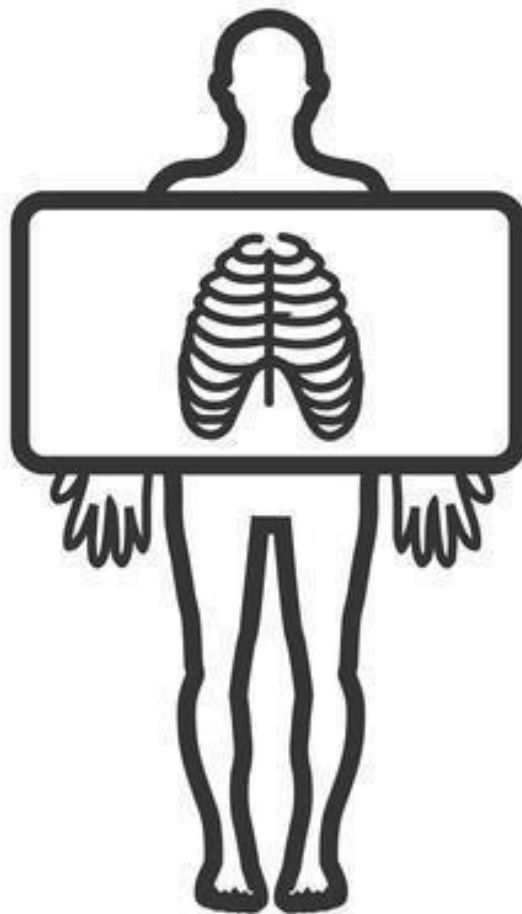
RADIOGRAPHY PROGRAM



Student Handbook

Reviewed annually and revised:

2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018,
2019, 2020, 2021, 2022, 2023, 2024, 2025, **2026**



Forsyth Technical Community College
Radiography Program
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Winston-Salem, NC 27103
(336) 723-0371

Radiography Program Student Handbook

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SECTION I: GENERAL PROGRAM INFORMATION

WELCOME TO THE RADIOGRAPHY PROGRAM

Your selection of Radiography as a program of study carries with it several important responsibilities, as well as countless rewards. As you begin your formal academic training in Radiography, you should consider the following:

- First, the Radiography student must be committed to the profession. Being a Radiologic Technologist requires physical, mental, and emotional stamina. As you give to others, you must often give of yourself. Therefore, commit yourself to learning and do not be reluctant to give, for you often receive so much more in return.
- Second, the Radiography student must maintain high standards and strive for excellence. The importance of providing good healthcare is paramount. When we, as Radiologic Technologists, fail in our performance, the patient is the one who suffers. Patients always deserve our very best efforts.
- Third, the Radiography student must plan for continuing educational growth. Radiography is an ever-changing health science. Advances in technology and medical imaging techniques require on-going learning. Therefore, learn now what you can, but never expect to reach the summit of knowledge concerning the profession. There is always more to learn.
- Fourth, the Radiography student must be actively engaged and participate in the learning process. An instructor can facilitate the learning process by guiding students, pointing out key concepts to be learned, demonstrating procedures, encouraging students to ask questions and actively participate and practice the hands-on-skills necessary for the profession. The degree of learning you accomplish will depend upon and be measured by your involvement in the overall learning process.
- Fifth, the Radiography student must demonstrate professional attitudes and behaviors as well as technical knowledge and skills. Your relationship with your patients directly contributes to you obtaining diagnostic images to aid in the patient's diagnosis. In addition, a positive relationship with your peers and other members of the health care team will contribute to your well-being.
- Sixth, the Radiography student should not become so overwhelmed by educational curriculum content, technology, and the complexity of procedures that you lose focus. The focus should always be to provide a high standard of care for the patient. Keep in mind, we treat people, not diseases. Enjoy the time you spend with each patient and allow them to be the highlight of your day. Remember, patients don't care how much you know until they know how much you care.
- Lastly, your responsibilities may seem great, but the rewards you will receive in this profession will be worth it.

The Radiography faculty welcomes you to the Radiography Program as you begin your journey to becoming a Radiologic Technologist.

1.0 SELECTIVE ADMISSIONS RATIONALE AND IMPLEMENTATION

The Programs curriculum requires an unusual degree of commitment and determination on the student's part in order to be successful. Sometimes a few applicants who have been accepted into the Program find that it is not what they expected or that it is too physically, mentally, and/or emotionally demanding. Applicants who are already working in healthcare and/or have successfully demonstrated the ability to master challenging academic course work generally have the highest probability to complete and succeed in the Program. In an attempt to determine which applicants, meet this description, the Program uses a selective admissions process. To ensure the process is unbiased, the Admissions Office completes a ranking sheet on each applicant using specific ranking criteria as published in the Radiography MAR packet. The applicants with the highest-ranking scores are accepted into the Program.

1.1 INTRODUCTION

The handbook is prepared for use by students in the Associate of Applied Science Program in Radiography and contains specific information about the Radiologic Science Program. For general Forsyth Tech policies, see the Forsyth Tech Academic Catalog & Student Handbook.

Forsyth Technical Community College is an equal opportunity institution which prohibits discrimination in any manner with regard to race, color, religion, sex, national origin, age, or disability with regard to its students, employees or applicants for admission or employment.

1.2 PROGRAM OVERVIEW

You have been selected for the Radiography Program of Forsyth Technical Community College based on your intellectual abilities that will hopefully make you successful in this important area of healthcare. Radiography is a rapidly changing and growing field that will require you to be a competent radiographer, compassionate health care provider and a lifelong learner due to the ever-changing technology and procedures.

The program, by design, attempts to coordinate classroom, laboratory, and clinical education so that the student will move from basic knowledge to competent practice. Your education will be a mix of cognitive, psychomotor, and effective learning experiences. The psychomotor aspects of the program help to ensure that you can enact thought processes into actual physical performance of radiographic procedures and equipment operation. Effective learning experiences help you to grow as a future technologist with an understanding of professionalism, ethical practice and a value system that will ensure your success as an employee.

The faculty are here to assist and direct you as needed, and they will encourage your independence in gaining important knowledge of radiology and healthcare settings. The motivation to learn and the motivation to continue to learn are essentials for program success. Your hard work should be rewarded as you come to program completion with entry into one of the largest allied health professions, which is highly respected for its vital role in diagnosis and treatment of disease.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and strives to provide training that is current in terms of correct practice and availability of the most progressive technology presently used in radiology (www.jrcert.org).

1.3 PROGRAM HISTORY

Forsyth Technical Community College can trace its beginning to early adult and high school vocational courses, which were available in Winston-Salem. In 1958, the Chamber of Commerce Study Committee recommended that an Industrial Education Center be built to provide the trade and technical training needed by local industry. A bond issue provided the money to start construction of two buildings late in 1959 and the first adult classes began in October of 1960. In 1963, a third building was constructed, and new technical programs were added. That same year the North Carolina legislature passed the Community College Act, creating a statewide system of Community Colleges, Technical Institutes, and Industrial Education Centers. In January 1964, the name of the school was changed to Forsyth Technical Institute. The operation of the school was transferred from the Winston-Salem/Forsyth County schools to a local Board of Trustees who has continued to govern the College following policies established by the State Department of Community Colleges.

In 1972, Forsyth Technical Institute acquired the two existing Radiologic Technology Programs in Winston-Salem, one from Forsyth Memorial Hospital and the other from North Carolina Baptist Hospital. Nuclear Medicine Technology also joined the FTI programs. These two hospitals have continued to provide clinical affiliations and adjunct faculty for the Program. The third clinical affiliate High Point Regional Hospital was added in March 1989. The College provides instructional personnel.

In July 1985, the Board of Trustees and the Forsyth County Board of Commissioners approved the name change for the College from Forsyth Technical Institute to Forsyth Technical College. In 1988, the name was again changed to the present name for the College, Forsyth Technical Community College.

In 1989, Radiation Therapy and Medical Sonography Programs joined the Allied Health Programs as a part of the Health Technologies Division of Forsyth Technical Community College and in 1993, Cardiovascular/Vascular Interventional and CT/MRI Programs began.

Forsyth Tech is accredited by the Southern Association of College and Schools and is approved by the North Carolina Board of Education.

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology.

Graduates of the program are eligible to sit for the national certification examination offered by the American Registry of Radiologic Technologists.

1.4 PROGRAM MISSION STATEMENT

The mission of the Radiography Program at Forsyth Technical Community College is to actively involve the students in a learning process through diverse educational experiences that include classroom, laboratory, and clinical education and to develop professionals who possess the qualifications necessary to perform the entry-level skills that will enable them to meet the healthcare community needs.

1.5 PROGRAM GOALS

1. The radiography student will be clinically competent.
2. The radiography student will develop critical thinking skills.
3. The radiography student will model professionalism.
4. The radiography student will communicate effectively.
5. The radiography student/graduate will provide the community with entry-level radiographers.

1.6 PROGRAM PHILOSOPHY

It is the educational philosophy of the Radiography Program of Forsyth Technical Community College that knowledge is best gained when the learner is actively involved in the educational process. Furthermore, a variety of educational experiences should be provided to ensure that meaningful learning takes place. The program is also committed to assisting each student to progress in the education process at his/her own rate, dependent on individual ability. Education is a continual process and the tools necessary for continued learning should be strengthened and refined.

1.7 PROGRAM ACCREDITATION

The Forsyth Tech Radiography program is currently accredited through:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850 Chicago, Illinois 60606-3182

Phone: (312) 704-5300

Email: mail@jrcert.org

Website: <http://www.jrcert.org>

In 2025, an eight (8) year accreditation status was awarded to this program.

1.8 CLINICAL EDUCATION AFFILIATES

Atrium Health Wake Forest Baptist– Comp Rehab
131 Miller Street
Winston-Salem, NC 27103
Phone: 336-716-8283

Atrium Health Wake Forest Baptist– Davie Medical Center
329 NC Highway 801 N
Bermuda Run, NC 27006
Phone: 336-998-2620 or 336-998-2660

Atrium Health Wake Forest Baptist – High Point Medical Center
601 North Elm Street
High Point, NC 27262
Phone: 336-878-6037

Atrium Health Wake Forest Baptist – Lexington Medical Center
250 Hospital Dr.
Lexington, NC 27292
Phone: 336-238-4253

Atrium Health Wake Forest Baptist – Orthopedics and Sports
Medicine – Stratford
1901 Mooney St.
Winston-Salem, NC 27103
Phone: 336-716-8091 or 336-713-6725

Atrium Health Wake Forest Baptist – Outpatient Imaging
265 Executive Park Boulevard
Winston-Salem, NC 27103
Phone: 336-608-3096

Atrium Health Wake Forest Baptist Urgent Care - Kernersville
111 Gateway Center Dr.
Kernersville, NC 27284
Phone: 336-713-5116

Atrium Health Wake Forest Baptist – Westchester Imaging
1814 Westchester Drive, Suite 100
High Point, NC 27262
Phone: 336-702-2312

Atrium Health Wake Forest Baptist – Winston-Salem Campus
1 Medical Center Boulevard
Winston-Salem, NC 27157
Phone: 336-716-7070 or 336-716-3560

Community Care Clinic of Forsyth County
2135 New Walkertown Road
Winston-Salem, NC 27101
Phone: 336-723-7904

Cone Health – Moses Cone Hospital
1211 North Church Street, Entrance A
Greensboro, NC 27401
Phone: 336-832-7577

Cone Health – Urgent Care at Greensboro
1123 N Church St.
Greensboro, NC 27401
Phone: 336-832-4400

Northern Regional Hospital
830 Rockford Street
Mount Airy, NC 27030
Phone: 336-719-7123

Novant Health – Clemmons Medical Center
6915 Village Medical Circle
Clemmons, NC 27012
Phone: 336-893-1000 or 336-893-1590

Novant Health – Forsyth Medical Center
3333 Silas Creek Parkway
Winston-Salem, NC 27103
Phone: 336-718-5530

Novant Health – Kernersville Imaging Center
445 Pine View Drive, Suite 100
Kernersville, NC 27284
Phone: 336-397-6102

Novant Health – Kernersville Medical Center
1750 Kernersville Medical Parkway
Kernersville, NC 27284
Phone: 336-564-4688

Novant Health – Maplewood Imaging Center
3155 Maplewood Avenue
Winston-Salem, NC 27103
Phone: 336-765-2702

Novant Health – Medical Park Hospital
1950 South Hawthorne Road
Winston-Salem, NC 27103
Phone: 336-718-0619

Novant Health – Orthopedics and Sports Medicine
(Clemmons)
7210 Village Medical Circle, Suite 110
Clemmons, NC 27012
Phone: 336 893-2126

Novant Health – Orthopedics and Sports Medicine
(High Point)
6431 Old Plant Road
High Point, NC 27265
Phone: 336 875-6540

Novant Health – Orthopedics and Sports Medicine (Kernersville)
1730 Kernersville Medical Parkway, Suite 204
Kernersville, NC 27284
Phone: 336 277-4460

Novant Health – Orthopedics and Sports Medicine (Thomasville)
211 Old Lexington Road
Thomasville, NC 27360
Phone: 336-474-8153

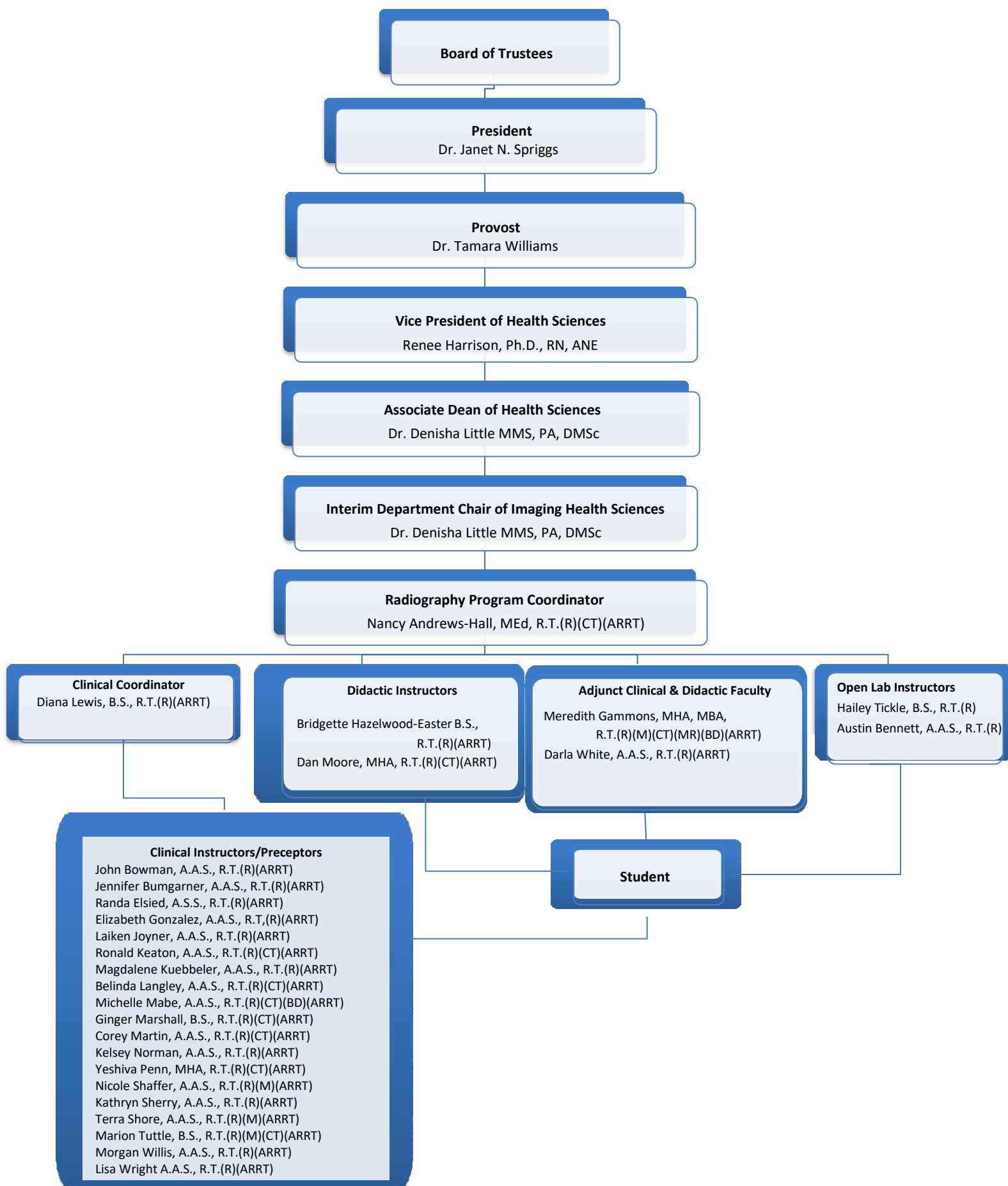
Novant Health – Piedmont Imaging Center
185 Kimel Park Drive, Suite 100
Winston-Salem, NC 27103
Phone: 336-397-6433

Novant Health – Thomasville Medical Center
207 Old Lexington Road
Thomasville, NC 27360
Phone: 336-476-2500

OrthoCarolina - Kernersville
445 Pineview Drive, Suite 220
Kernersville, NC 27284
Phone: 336-659-3769 or 336-768-1270 (ext.8385)

OrthoCarolina – Winston-Salem Campus
170 Kimel Park Drive
Winston-Salem, NC 27103
Phone: 336-659-3769 or 336-768-1270 (ext. 8285)

1.9 INSTITUTIONAL AND PROGRAM ORGANIZATIONAL CHART



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1.11 FACULTY DESCRIPTIONS

Program Coordinator/Director

A campus faculty member that will be responsible for the organization, supervision, and operations of the overall program.

The program director is responsible for the following:

- Assuring effective program operations
- Overseeing ongoing program accreditation and assessment processes
- Participating in budget planning
- Participating in didactic and/or clinical instruction, as appropriate
- Maintain current knowledge of the professional discipline and educational methodologies through continuing professional development
- Assuming the leadership role in the continued development of the program
- Curriculum design
- Evaluation of faculty
- Conducts on-going program effectiveness
- Evaluates and assures clinical education effectiveness
- Advisement of students
- Serve on committees

Clinical Coordinator

A campus faculty member that will be responsible for the organization, supervision, and coordination of the clinical education courses in each of the clinical affiliates.

The clinical coordinator is responsible for the following:

- Correlating and coordinating clinical education with didactic education and evaluating its effectiveness
- Participating in didactic and/or clinical instruction
- Supporting the program director to assure effective program operations
- Participating in the accreditation and assessment processes
- Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development
- Maintaining current knowledge of program policies, procedures, and student progress
- Evaluates competencies, advises, and counsels students
- Periodically assists Program Coordinator in review and revision of clinical course materials
- Serves as a liaison between the campus and clinical affiliates and facilitates communication between the clinical affiliates and the college
- Supervises and assists the clinical instructor/preceptor as needed with scheduling, instruction, etc.
- Observes and visits students in the clinical setting during clinical educational experience
- Advisement of students
- Serve on committees

Full-Time Didactic Faculty

A campus faculty member that will be responsible for:

- Preparing and maintaining course outlines and objectives, instructing, and evaluating student progress
- Participating in the accreditation and assessment processes
- Supporting the program director to assure effective program operations
- Participating in periodic review and revision of course materials
- Maintaining current knowledge of professional discipline
- Maintaining appropriate expertise and competence through continuing professional development
- Course instruction and evaluation
- Advisement of students
- Serve on committees

Adjunct Faculty

A campus faculty member that will be responsible for:

- Preparing and maintaining course outlines and objectives, instructing, and evaluating students, and reporting progress
- Participating in the assessment process, as appropriate
- Participating in periodic review and revision of course materials
- Maintaining current knowledge of the professional discipline, as appropriate
- Maintaining appropriate expertise and competence through continuing professional development

Clinical Instructor/Preceptor

A part-time clinical instructor/preceptor will be responsible for:

- Serving as a role model for the students
- Maintaining knowledge of program mission and goals
- Understanding the clinical objectives and clinical evaluation system and evaluating students' clinical competence
- Orientating new students to their assigned clinical sites
- Providing students with clinical instruction, supervising daily performance, and documenting occurrences
- Participating in the assessment process, as appropriate
- Maintaining current knowledge of program policies, procedures, and student progress
- Monitoring and enforcing program policies and procedures
- Ensure that students follow clinical affiliates, program, and college policies and procedures
- Supports the clinical coordinator and program director to help ensure effective program operation

1.12 RADIOGRAPHY PROGRAM COSTS

Program costs vary year-to-year and are subject to change without notice. The following is offered as an estimated cost for the Associates in Applied Science Degree in Radiography. Some costs listed represent “typical averages.” The average is also based on full-time enrollment.

Description	Amount
Tuition includes general education and radiography courses as listed in the program of study for the college. https://catalog.forsythtech.edu/2324	
In-State Tuition (\$76.00 per credit hour x 70 credit hours)	\$5,320.00
Out-of-State Tuition (\$268.00 per credit hour x 70 credit hours)	\$18,760.00
TEAS Testing (Admission Testing)	\$10.00
Medical physical, lab work, and immunizations	Variable due to insurance, copay, and deductibles
CPR- American Heart Association (<i>estimated average</i>)	\$53.00
Program Lab Fees	\$1,105.00
Student Activity Fees	\$157.50
Technology Fees	\$240.00
Campus Parking Fees (CAPS)	\$125.00
Student Success Fee	\$50.00
Malpractice Insurance (<i>Liability insurance must be purchased annually before engaging in lab or clinical practice. The cost varies according to the credit program and insurance carrier</i>)	\$36.00
Textbooks and Course Material (<i>estimated average</i>)	\$1,200.00
Uniforms (<i>estimated average</i>)	\$175.00
Marker Fees (2 sets) (<i>estimated average</i>)	\$58.00
Clinical Parking Fees (<i>estimated average</i>)	\$40.00
Clinical Onboarding System (MyClinicalExchange) (<i>estimated average</i>)	\$79.00
Criminal background/Drug Screening (American Data Bank/Complio) (<i>estimated average</i>)	\$104.00
Radiography Program Pin (<i>estimated average</i>)	\$40.00
ASRT membership (1 year) Mandatory 4 th Semester	\$37.00
NCSRT membership (<i>Optional, highly recommended</i>)	\$25.00
NCSRT Annual Conference (<i>Optional, highly recommended</i>) Conference fee, travel, room, and meals (<i>estimated average</i>) *NCSRT membership required to attend conference	\$400.00
Grand Total Estimated Costs: In-State resident	\$9,254.50
Total Estimated Costs: Out-of-State resident	\$22,694.50
The total estimated cost does not include travel expenses. Travel to Forsyth Tech main campus, clinical sites, second shift, and weekend clinical rotations are a requirement during the program. For additional information on Refund Policies please see the following link: https://www.forsythtech.edu/students/how-to-pay-for-college/financial-aid-faqs/	

1.13 RADIOGRAPHY PROGRAM CONTINGENCY PLAN

Forsyth Tech's Radiography Program is fully committed to the health and safety of students and faculty without compromising the educational mission of the program. If extenuating catastrophic circumstances (i.e., mass casualty event, pandemic, natural disaster, etc.) impact Forsyth Technical Community College Radiography Program operations, or student access to affiliate clinical sites, the Radiography Program has developed a plan to ensure the safety and well-being of the students and faculty while helping to safeguard quality education. The program's contingency plan is kept in the Program Coordinator's office.

In addition, the Radiography Program Faculty will ensure that all graduates have met all the requirements for graduation, including ARRT required competencies, required clinical hours, and successful completion of all coursework with a grade of "78" or better.

While the program faculty will do everything possible to ensure that students complete their graduation requirements on time, extenuating catastrophic circumstances may extend the program requirements beyond the expected graduation date. Additionally, program faculty will ensure that all modifications to clinical and didactic education are following Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography.

SECTION 2: RADIOLOGIC TECHNOLOGY PROFESSION

2.0 RADIOLOGIC TECHNOLOGIST CERTIFICATION

Students successfully completing the Associate in Applied Science Degree in Radiography will be eligible to sit for the registry examination administered by the American Registry of Radiologic Technologists (ARRT). Successful completion of the ARRT examination provides certification for individuals to practice as a registered radiologic technologist. **Students convicted of a felony or misdemeanor charges could be excluded from actual clinical experience and/or the opportunity to take the ARRT certification examination.** Visit www.arrt.org for more information.

2.1 QUALIFICATIONS FOR CERTIFICATION

In accordance with the American Registry of Radiologic Technologist's "Equation for Excellence", candidates for ARRT certification must meet three steps of requirements to be eligible for ARRT certification and registration.

They are as follows:

1. Ethics
2. Education
3. Examination

Ethics

Each candidate for certification and every applicant for renewal of registration must, according to the governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with ARRT Rules of Ethics, and they must "agree to comply with the ARRT Rules and Regulations and the ARRT standards of Ethics." ARRT investigates all potential violations in order to determine eligibility. The ARRT Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. Compliance with the Rules of Ethics is required for initial eligibility for certification and for ongoing registration. The Code of Ethics serves as an aspirational guide to achieving the highest standards of patient care.

Education

Eligibility for certification also specifies the satisfaction of educational preparation requirements. For the primary category's eligibility requires the successful completion of the respective discipline's formal educational program that is accredited by a mechanism acceptable to the ARRT. Candidates must also demonstrate competency in didactic coursework and an ARRT specified list of clinical procedures.

Examination

Lastly, eligibility requires candidates for certification, after having met all other qualifications, to pass an examination developed and administered by the ARRT. The examination assesses the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of staff technologists practicing within the respective disciplines. Examination content is specified on the ARRT website and in the respective handbook for each discipline.

2.3 THREE ATTEMPTS IN THREE YEARS

You may make three attempts within three years to pass a certification and registration examination. The three-year period begins with the starting date of your initial ARRT examination window. After three unsuccessful examination attempts or three years—whichever comes first—your eligibility ends.

If you fail an ARRT examination three times within three years, you will have to regain eligibility to apply for certification and registration. For more information, visit www.arrt.org.

2.4 ARRT STANDARDS OF ETHICS

The American Registry of Radiologic Technologists

Standards of Ethics

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

https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/9a769d60-98f4-4c8d-a006-c8478e5b6e04/ARRT_Standards_of_Ethics.pdf

1. The Registrant acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registrant acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registrant delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registrant practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registrant assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registrant acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession. GOLD STANDARD PATIENT CARE 1255 NORTHLAND DRIVE, ST. PAUL, MN 55120 ARRT® March 2026 651.687.0048 MAIN PHONE | ARRT.ORG Page 1 of 10
7. The Registrant uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. Registrant practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registrant respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registrant continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registrant refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

2.5 ARRT ETHICS REVIEW

Candidates for certification and Radiologic Technologists are held to strict ethics standards in order to be eligible for initial certification and annual renewal of registration. Individuals who are considering enrolling in an educational program or who are more than six months in advance of graduation may want to take advantage of the ARRT Ethics Review Pre-Application process in

order to determine their ethics eligibility. Individuals who apply for a primary pathway to certification must answer three ethics-related questions on the application form. The questions address convictions, court-martials, disciplinary action by regulatory or other certification boards, and educational honor code violations. The Ethics Review Pre-Application is reserved for those who are not yet enrolled in an ARRT-recognized educational program or enrolled in an ARRT recognized educational program and are at least six months away from graduation. The Ethics Review Pre-Application provides an early ethics review of violation(s) that would otherwise need to be reported on your Application for Certification when you have completed an ARRT recognized educational program and may be used for the following circumstances:

- Criminal proceedings, including:
 - Misdemeanor charges and convictions
 - Felony charges and convictions
 - Military court martials; and/or
- Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or
- Honor code violations (college, institution, hospital, etc.)

Applicants with such a history are strongly advised to contact the ARRT and go through the pre-application process to determine future eligibility status before enrolling in the radiography program. Further information can be found at the ARRT website: <https://www.arrt.org/or> by calling the ARRT at (651) 687- 0048. Decisions on ARRT applicant eligibility based on criminal background are solely the responsibility of the ARRT.

2.6 ROLE OF RADIOLOGIC TECHNOLOGIST

Radiologic Technologists (Radiographers) are the medical personnel who perform diagnostic imaging examinations and administer radiation therapy treatments. A Radiologic Technologist uses critical thinking and independent judgment to obtain a diagnostic imaging study while maintaining quality patient care and minimizing radiation exposure. They are educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, and basic patient care. Technologists are employed in acute care settings, ambulatory care settings, physicians' offices, in education, and in management or sales positions. They may specialize in specific imaging modalities such as bone densitometry, cardiovascular interventional radiography, computed tomography, mammography, magnetic resonance imaging, nuclear medicine, quality management, sonography, or general radiography. The radiologic technologists who specialize in radiation therapy, which is the delivery of high doses of radiation to treat cancer and other diseases, are radiation therapists and medical dosimetrists. Registered radiologic technologists must complete at least two years of formal education in an accredited two- or four-year educational program at an academic institution and must pass a national certification examination. To remain registered, they must earn continuing education credits. The Associate in Applied Science Degree in Radiography prepares students to become members of the health care team in a variety of settings. Radiographers must be sensitive to the patients' physical and psychological needs, pay attention to detail, follow instructions, work as part of a team, and demonstrate mechanical ability and manual dexterity. Radiographers operate sophisticated equipment to help physicians and surgeons, and other health practitioners diagnose and treat patients.

2.7 RADIOGRAPHY PRACTICE STANDARDS

The practice of radiography is performed by a segment of health care professionals responsible for the administration of ionizing radiation to humans for diagnostic, therapeutic or research purposes. A radiographer performs radiographic procedures and related techniques, producing images at the request of and for interpretation by a licensed independent practitioner. The complex nature of disease processes involves multiple imaging modalities. Although an interdisciplinary team of radiologists, radiographers and support staff plays a critical role in the delivery of health services, it is the radiographer who performs the radiographic examination that creates the images needed for diagnosis. Radiography integrates scientific knowledge, technical skills, patient interaction, and compassionate care resulting in diagnostic information. A radiographer recognizes patient conditions essential for successful completion of the procedure.

Radiographers must demonstrate an understanding of human anatomy, physiology, pathology, and medical terminology. Radiographers must maintain a high degree of accuracy in radiographic positioning and exposure technique. They must possess, utilize, and maintain knowledge of radiation protection and safety. Radiographers independently perform or assist the licensed independent practitioner in the completion of radiographic procedures. Radiographers prepare, administer and document activities related to medications in accordance with state and federal regulations or lawful institutional policy. Radiographers are the primary liaison between patients, licensed independent practitioners, and other members of the support team. Radiographers must remain sensitive to the physical and emotional needs of the patient through good communication, patient assessment, patient monitoring, and patient care skills. As members of the health care team, radiographers participate in quality improvement processes and continually assess their professional performance. Radiographers think critically and use independent, professional, and ethical judgment in all aspects of their work. They engage in continuing education to enhance patient care, public education, knowledge, and technical competence.

2.8 RADIOGRAPHER SCOPE OF PRACTICE

The scope of practice of the medical imaging professional includes:

- Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or imaging receptor
- Administering medications enterally, parenterally, through new or existing vascular access or through other routes as prescribed by a licensed practitioner.
- Administering medications with an infusion pump or power injector as prescribed by a licensed practitioner.
- Administering oxygen as prescribed by a licensed practitioner.
- Applying, implementing and monitoring AI.
- Applying principles of ALARA to minimize exposure to patient, self and others.
- Applying principles of patient safety during all aspects of patient care.
- Assisting a licensed practitioner or radiologist assistant with fluoroscopic and specialized radiologic procedures.
- Assisting in maintaining medical records while respecting confidentiality and adhering to HIPAA and established policies.
- Corroborating a patient's clinical history with the procedure and ensuring information is documented and available for use by a licensed practitioner.
- Educating and monitoring students and other health care providers.
- Evaluating images for proper positioning and determining if additional images will improve the procedure or treatment outcome.
- Evaluating images for technical quality and ensuring proper identification is recorded.
- Identifying and responding to emergency situations.
- Identifying, calculating, compounding, preparing or administering medications as prescribed by a licensed practitioner.
- Maintaining professionalism in patient care.
- Performing diagnostic radiographic and noninterpretive fluoroscopic procedures as prescribed by a licensed practitioner.
- Performing ongoing quality assurance activities.
- Performing point-of-care testing as prescribed by a licensed practitioner.
- Performing venipuncture as prescribed by a licensed practitioner.

- Postprocessing data.
- Preparing patients for procedures.
- Providing education.
- Providing input for equipment or software purchase and supply decisions when appropriate or requested.
- Providing optimal patient care.
- Receiving, relaying and documenting verbal, written and electronic orders in the patient's medical record.
- Selecting the appropriate protocol and optimizing technical factors while maximizing patient safety.
- Starting, maintaining or removing intravenous access as prescribed by a licensed practitioner.
- Using vein localization devices for placement of intravenous catheters when appropriate.
- Verifying archival storage of data.
- Verifying informed consent for applicable procedures.

SECTION 3: RADIOGRAPHY PROGRAM CURRICULUM

3.0 PROGRAM CURRICULUM OUTLINE

The Radiography curriculum prepares the graduate to become a radiographer, a skilled health care professional who uses radiation to produce images of the human body. Coursework includes clinical rotations to area healthcare facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation safety, quality assurance, anatomy and physiology, and radiobiology. Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologist's national examination for certification and registration as a medical radiographer. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and other industries.

3.1 CURRICULUM COURSE SEQUENCE

	Class	Lab	Clinical	Credit
1st Semester FALL				
ENG 111 Writing and Inquiry	3	0	0	3
RAD 110 Rad Intro & Patient Care	2	3	0	3
RAD 111 RAD Procedures I	3	3	0	4
RAD 151 RAD Clinical ED I	0	0	6	2
BIO 163 Basic Anatomy & Physiology	4	2	0	4
Total	12	8	6	17
2nd Semester SPRING				
MAT 143	2	2	0	3
RAD 112 RAD Procedures II	3	3	0	4
RAD 121 Image Production I	2	3	0	3
RAD 161 RAD Clinical ED II	0	0	15	5
Total	7	8	15	15
3rd Semester SUMMER				
RAD 122 Image Production II	1	3	0	2
RAD 141 Radiation Safety	2	0	0	2
RAD 171 RAD Clinical ED III	0	0	9	3
Humanities/Fine Arts Elective			0	3
ENG 112 Writing/Research Or ENG 114 Prof Research & Reporting	3	0	0	3
Total	6	3	9	13
4th Semester FALL				
RAD 211 RAD Procedures III	2	3	0	3
RAD 231 Image Production III	1	3	0	2
RAD 251 RAD Clinical ED IV	0	0	21	7

PSY 118 Interpersonal Psychology Or PSY 150 General Psychology	3	0	0	3
Total	6	6	21	15
5th Semester SPRING				
RAD 261 RAD Clinical ED V	0	0	21	7
RAD 271 Radiography Capstone	2	3	0	3
Total	2	3	21	10
Total Credit Hours: 70				

Please note: In Fall 2014 the required course changed to MAT 143 Quantitative Literacy. Although we will no longer be offering MAT 115, 140 or 161 here, they will still be accepted as the curriculum math going forward.

The Radiography Curriculum is subject to change.

3.2 RADIOGRAPY COURSE DESCRIPTION

RAD 110 RAD Introduction & Patient Care

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas. Prerequisite: Acceptance into Radiography Program.

RAD 111 RAD Procedures I

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 151 RAD Clinical Education I

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 112 Radiographic Procedures II

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Image Production I

This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

RAD 161 RAD Clinical Education II

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 122 Image Production II

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion students should be able to demonstrate an understanding of the advanced principles of digital imaging production.

RAD 141 Radiation Safety

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 171 RAD Clinical Education III

This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211 Radiographic Procedures III

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology, and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 Image Production III

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion students should be able to demonstrate an understanding of the advanced radiographic equipment, and quality control programs.

RAD 251 RAD Clinical Education IV

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261 RAD Clinical Education V

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271 Radiography Capstone

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

3.3 CORRELATION OF DIDACTIC, LABORATORY, AND CLINICAL EDUCATION

		MASTER PLAN OF EDUCATION		
Fall Semester	Spring Semester	Summer Semester	Fall Semester	Spring Semester
<i>RAD 111</i> Procedures I <i>RAD 110</i> RAD Intro. & Patient Care <i>RAD 151 (6)</i> Clinical ED I	<i>RAD 112</i> Procedures II <i>RAD 121</i> Image Production I <i>RAD 161 (15)</i> Clinical Ed. II	<i>RAD 122</i> Image Production II <i>RAD 141</i> Radiation Safety <i>RAD 171 (9)</i> Clinical Ed. III	<i>RAD 211</i> Procedures III <i>RAD 231</i> Image Production III <i>RAD 251 (21)</i> Clinical Ed. IV	<i>RAD 271</i> Radiography Capstone <i>RAD 261 (21)</i> Clinical Ed. V
Energized labs: <i>Positioning:</i> Chest, Abdomen, Upper and Lower Extremities, Thorax and Pelvis <i>RAD Intro. & Patient Care:</i> Patient transfer, vital signs, sterile technique, communication, medical terminology, orders and request, technical factors, drug administration, and basic radiation protection	Energized labs: <i>Positioning:</i> Skull, Gastrointestinal, Urinary, Biliary & Spines <i>Imaging I:</i> Image production, x- ray tubes, exposure factors, receptor exposure, collimation, grids, and basic imaging quality factors	Energized labs: <i>Imaging II:</i> Radiographic equipment, digital image acquisition and processing, post processing, acquisition errors, and data management <i>Radiation Safety:</i> Radiation protection, radiobiology, interactions with matter, effects of ionizing radiation on body tissues, protective measures for patient & personnel, units, and radiation monitoring devices	Energized labs: <i>Positioning:</i> Trauma, specialty procedures, head/special projections, additional imaging modalities, pathology, and image analysis <i>Imaging III:</i> Advanced principles and production of digital imaging, digital equipment, quality control and quality assurance	Energized labs: <i>Capstone:</i> Problem-solving skills, critical thinking and combining all aspects of didactic and clinical education

3.4 COMPETENCY-BASED DEVELOPMENT

The radiography curriculum is founded on principles of Competency-Based Education (CBE) and designed to develop knowledge, skills, and attitudes. The educational and clinical experiences are directed toward preparing individuals to perform pre-specified tasks of an occupation or profession under “real world conditions” and to perform these tasks at a level of accuracy and speed required of radiographers on the job. The curriculum is designed to allow students to achieve competence in the responsibilities of the profession before leaving the education program. Radiography courses and clinical experiences are arranged in a sequential manner and proceed to a new experience only when the student has achieved the specified level of competence in the previous task/course. Continuous evaluation and reinforcement of student performance is critical in CBE. This means that the student will perform the task or procedure under direct supervision of the educator/technologist. During each step, the student’s ability and performance are evaluated.

3.5 COURSE SYLLABUS

All program courses beginning with the prefix RAD have a course syllabus whose purpose is to give the student an outline of the content of the course and a guide for completion of the course requirements. The syllabus contains the following information:

- Course prefix, number, and title
- Course rationale, description, and outline
- Textbook(s) to be used
- Objectives to be achieved
- Method of evaluation and grading procedure
- Critical Requirements: Assignment for a course which may or may not carry a grade, but must be successfully completed for a passing grade to be issued for the course
- Number of competencies required to continue in the program (clinical)
- Various program/course policies

3.6 ACADEMIC GRADING

At the end of each radiography course for which a student is registered, he/she will receive a final grade. Final grades for Major Curriculum coursework in Radiologic Technology will be based on one hundred percent (100%) and will be determined as follows:

Forsyth Tech Grading Scale:

Letter Grade	Final Number Grade
A	90-100
B	80-89
*C	70-79
*D	60-69
*F	59 and below
*W	Withdraw before the 60% mark. Does not affect GPA.

***Below minimal requirement for progression in the Radiography Program (78% required)**

3.7 ACADEMIC PROGRESSION IN RADIOGRAPHY

Students must maintain good academic standards throughout the radiography program. All courses with a RAD prefix must be passed with a grade of 78 or above. Some courses may have critical requirements which must be met to receive a passing grade for that course. These courses will have the critical course requirement stated in the course syllabus which is distributed on the first day of class. If a student receives a grade, lower than 78 in any RAD course they will be dismissed from the Radiography Program. Readmission may be possible but requires reapplication for approval by the college.

3.8 VOLUNTARY WITHDRAWAL

If a student elects to voluntarily withdraw from the Radiography Program, there is no guarantee that he/she will be readmitted to the program. Students withdrawing from the program and wishing to reenter will be required to re-qualify and re-apply for program admission based on the Forsyth Tech Re-admission Policy and the Radiography Program Re-admission Policy.

Prior to withdrawal from any course of instruction, the student should contact their instructor to determine their best options. It is the student's responsibility to submit a drop form to officially withdraw from the course to avoid a grade of "F". The drop form can be found at <http://coursedrop.forsythtech.edu>.

SECTION 4: GENERAL COLLEGE INFORMATION

4.0 TITLE IX AT FORSYTH TECH NOTICE OF NONDISCRIMINATION

Forsyth Technical Community College, also known as “Forsyth Tech” or “the College”, adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The College does not discriminate in its admissions practices (except as permitted by law), in its employment practices, or in its educational programs or activities on the basis of sex.

As a recipient of federal financial assistance for education activities, the College is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and/or by the College policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the College community on the basis of sex is in violation of the Title IX Policy.

The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

When the Respondent is a member of the College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the College community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, and volunteers.

For the purpose of this policy, the College refers to “student” as an individual moved to the status of student by Admissions and eligible to register for courses, an individual registered for a credit or non-credit bearing course, an individual enrolled in a credit or non-credit bearing course, and who maintains an ongoing relationship with the College.

The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

For more information on Title IX at Forsyth Tech and to view the full policy, visit: [Prohibited Sex Discrimination, Sex-Based Harassment, and Retaliation Policy](#).

4.1 ACADEMIC DISHONESTY, CHEATING, AND RELATED OFFENSES

The Radiography Program strictly enforces Forsyth Tech’s rule on Academic Dishonesty, Cheating, and Related Offenses. (See Rule 9. Academic Dishonesty, Cheating, and Related Offenses in Forsyth Tech Academic Catalog & Student Code of Conduct; <https://catalog.forsythtech.edu/2627/page/student-code-of-conduct>). *In the event of a violation, appropriate disciplinary action(s) will be taken.*

4.2 ACCESSIBILITY RESOURCES STATEMENT

Accessibility Resources is dedicated to meeting the needs of the increasing number of college students with disabilities. Our mission is to ensure that students with disabilities have equal access to educational opportunities at Forsyth Tech. Accessibility Resources staff provides assistance and encouragement to meet the challenges of college life. Believing that students with disabilities can better advocate for their needs with greater success, we at Forsyth Tech strive to empower students in every way possible. We believe that by empowering students to maximize their abilities, the foundation for college success is built.

Students who have a disability and would like to request services and accommodations must register with Accessibility Resources. They will be required to provide official documentation of their disability. Information provided by a student is voluntary and appropriate confidentiality is maintained. Students who have a documented disability (as protected by the Americans with Disabilities Act) or are pregnant or parenting (as protected under Title IX) and would like to discuss possible accommodations should contact Accessibility Resources. You may reach us by email at disabilityservices@forsythtech.edu or call Brittany McLeod at 336.734.7155 or Erica McMahon at 336.734.7378. You may also submit a request for information online with the [Accessibility Resources Information Request](#).

Services are designed and developed on an individual-needs basis, and students may elect to use any or all the services

appropriate to their needs at no charge. We accept appointments Monday – Friday and walk-ins on Tuesdays and Thursdays while the college is open. Additionally, the college offers a telecommunications device for individuals who are deaf (TDD/TTY). The number is 336.723.3411. Our fax number is 336.734.7397. Accessibility Resources is in the Robert L. Strickland Center, Suite 2401.

In strict compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, no otherwise qualified individual with a disability shall solely by reason of his or her disability be excluded from the participation in, denied benefits of, or be subjected to discrimination under any program or any activity of this institution.

4.3 USE OF CONTROLLED SUBSTANCES

Rule 7- Narcotics, Alcoholic Beverages and Controlled Substances Policy

“A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.”

Any violation of the **Rule 7- Narcotics, Alcoholic Beverages and Controlled Substances** policy will result in disciplinary action(s) that will follow the Forsyth Tech Student Code of Conduct procedure located in the Forsyth Tech Student Handbook. The Radiography Program also considers it a Violation of Professional Standards (*Program Policies, Violation of Professional Standards*).

In addition, if the above violation were to take place in a clinical setting; the facilities Security will be notified, the student will be removed from any patient area and may be detained for their safety. The Clinical Instructor/Preceptor and/or facilities representative will contact the Clinical Coordinator and/or Program Coordinator immediately. They in turn will attempt to contact the student’s emergency contact person, to arrange safe transport from the clinical setting. *Note: The student will be disciplined based on college and program policies and may be subject to disciplinary action(s) according to the clinical facility.*

4.4 STUDENT RESOURCES

Campus Resources		Location	Phone Number
Accessibility Resources	- Accommodation & support for students with disabilities (notetaking, interpreting, extension of testing time, assistive technology, etc.) - Customized training & workshops	Robert L. Strickland Center, Room 2401	(336) 723-3411
Academic Success Center	- Tutoring services - On-campus computer lab - Writing & communication consultations	Robert Strickland Center, Room 1211	(336) 734-7480
Admissions & Records	- Submit & check application status - Change your program of study - Transcripts	Robert L. Strickland Center, Room 2361	(336) 734-7898
Bookstore	Purchase textbooks & modules, school supplies, spirit apparel	Robert L. Strickland Center– 1st floor	(336) 734-7100

Campus Police	- Report criminal activity (such as larceny-personal or Forsyth Tech owned) - Traffic rules, vehicle registration & ticket appeals - Report first aid needed	Carolina Annex	(336) 734-7243
Career Services	- Job search resource - Job search skills training (networking, interview coaching) - Resume and cover letter writing	Robert L. Strickland Center, Room 2384	(336) 734-7414
Cashier's Office	- Payments: Tuition & fees, parking decals, parking tickets - Payment deadline information	Allman Center 2 nd Floor	(336) 734-7210
Counseling Services	Short-term individual counseling, stress management, anxiety & depression, crisis intervention	Robert L. Strickland Center, Room 2459	(336) 734-3629
Financial Aid	- Financial assistance for school and/or childcare - Federal work study - Veteran's educational benefits	Robert L. Strickland Center, Room 2561	(336) 734-7235
Forsyth Tech Cares	- Childcare, health care, transportation - Emergency Financial Support, Food insecurity, housing insecurity	Robert L. Strickland Center, Room 2382	(336) 734-7195 https://www.forsythtech.edu/students/student-life/student-resources/forsyth-cares/
Information Desk	- General questions - Service offerings - Contact a specific office	Allman Center and Robert L. Strickland Center Lobbies	(336) 723-0371
James A. Rousseau, II Student Success Initiative	- Academic coaching - Social coaching - Goal setting & positive decision-making - Workshops and Mock Interviews - Clothing Closet - Individual & group mentoring	Robert L. Strickland Center, Suite 2473	(336) 757-3385
Library	- To access books, magazines and digital resources - Study rooms, computer lab - Scanning, copying & print services	Ardmore Hall, 1 st Floor	(336) 734-7219
Shugart Women's Center	- Counseling & referrals - Empowerment seminars & workshops - Free women's & children's boutique - Childcare - Relaxation Rooms	Robert L. Strickland Center, Room 2479	(336) 734-7280
Student Life & Engagement	- Student Government Association and other student clubs - Athletic programs - Student ID - Campus events and activities	Technology Building Room 124	(336) 734-7509
Student Success Center	- Advising - Academic and Peer - New student orientation - Student One card photo ID	Robert L. Strickland Center, Room 2414	(336) 734-7898
Success Coaches	- Assistance with identifying and accomplishing goals - Strategies to manage personal and	Robert L. Strickland Center, Room 2351	https://www.forsythtech.edu/students/student-life/student-resources/success-coaches/

	academic responsibilities		
Technical Support (IT Support)	• Report technical issues • Software, hardware, Techlink & Blackboard support • Website: http://its.forsythtech.edu • Walk-in: M-TH 8 am – 6 pm and F 8 am - 5pm	Allman Hall Room 106	(866) 517-3567
Veteran Resource Center	• Counseling/Advising • Veteran benefits information (GI bill/TA) • Computer lab access & digital literacy • Student Veteran lounge	Robert L. Strickland Center, Room 2468	(336) 734-7777

4.5 LIBRARY/RESEARCH FACILITIES

Library facilities include the main campus Forsyth Tech Library and the Carpenter Library of the Bowman Gray School of Medicine. A library card can be obtained upon entry into the curriculum through the Forsyth Tech Library.

An online catalog can be found through the Forsyth Tech library at:

<http://library.forsythtech.edu/ipac20/ipac.jsp?profile=#focus>

This link will contain resources for information on radiography and/or medical imaging sciences

4.6 INCLEMENT WEATHER

If the college is closed due to inclement weather, all classes including clinical (day, night, and weekend) will be cancelled. Students are not allowed to participate in clinical education when the college is closed. No make-up time is permitted during holidays or when Forsyth Tech is closed. For more information regarding inclement weather, refer to “School Closing Due to Inclement Weather” in the Forsyth Tech Catalog and Student Handbook at <https://catalog.forsythtech.edu/2627>

SECTION 5: RADIOGRAPHY PROGRAM POLICIES

5.0 ADHERENCE TO ACCREDITATION, PROFESSIONAL, CERTIFICATION, AND REGULATORY ORGANIZATION POLICIES

Program faculty and students must recognize and acknowledge there are policies from professional, certification, and regulatory organizations that support the Radiography Program's goals. The Program is accredited and held accountable for its actions and responsibilities by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Program faculty and students must adhere to all policies of the JRCERT, in addition to the following professional, certification, and regulatory organization policies:

- A.** The American Society of Radiologic Technologists (ASRT) (www.asrt.org)
 - 1. Practice Standards for Medical Imaging and Radiation Therapy
 - 2. Code of Ethics for Medical Imaging
 - 3. Professional Radiography Curriculum
- B.** The American Registry of Radiologic Technologist (ARRT) (www.arrt.org)
 - 1. Rules and Regulations
 - 2. Standards of Ethics
 - 3. Didactic and Clinical Competency Requirements
- C.** The Joint Review Committee on Education in Radiologic Technology (JRCERT) (www.jrcert.org)
 - 1. Standards for an Accredited Educational Program in Radiologic Sciences
(Copy in Classroom BGH W203)
- D.** The Nuclear Regulatory Commission (NRC) (www.nrc.gov)
 - 1. Regulations Part 20: Standards for Protection against Radiation; Subpart- C, Occupational Dose Limits, 20.1201
 - 2. Regulations Part 20: Standards for Protection against Radiation; Subpart- C, Dose to an Embryo/Fetus, 20.1208
- E.** NC Department of Environmental Quality (NCDEQ)
 - 1. North Carolina Regulations for Protection Against Radiation: Chapter 11; Section .0100, General Provisions
 - 2. North Carolina Regulations for Protection Against Radiation: Chapter 11; Section .0600, X-Rays In The Healing Arts
 - 3. North Carolina Regulations for Protection Against Radiation: Chapter 11; Section .1600, Standards For Protection Against Radiation
 - 4. North Carolina Division of Radiation Protection: Electronic Product Radiation Section; Appropriate Personnel Monitoring

5.1 PROGRAM HOURS

Students of the Forsyth Tech Radiography Program may be asked to complete program requirements or recommendations without advanced notice during the hours of 5:00 a.m.-11:00 p.m. Monday through Friday, including Night and Weekend Clinical during 3rd, 4th, and 5th semesters. Students should prearrange their schedules by these determined hours. These hours will be in effect for the duration of the program. However, at no time will a student be scheduled more than 40 hours per week of combined classroom, laboratory, and clinical hours.

5.2 COMMUNICATING PROGRAM CHANGES

Program policies, requirements, and guidelines are subject to change without notice; any changes will supersede any previous versions. The student handbook will be updated and revised annually. If additional changes are made after the annual student handbook is posted, those changes will be presented in a memo form in a timely manner to each student and/or faculty affected by the change.

5.3 CLINICAL AFFILIATE RIGHTS

Clinical affiliates have the right to refuse access of their facility to individuals and/or students according to the clinical contract. For example, if a student has worked for a clinical site and been released with a status of 'no-rehire', the student MAY NOT be allowed to rotate at that facility or any of its affiliates. If a student is not able to meet the program competency requirements due to limited clinical facilities, the student may not be able to complete the course and program successfully, and course and program grading policies will apply.

5.4 TOBACCO/NICOTINE PRODUCTS POLICY

No use of tobacco/nicotine products including cigarettes, e-cigarettes, vaporizers, and “chewing or spit tobacco” will be allowed within the Radiography classroom, laboratory, or clinical settings at any time. Violation of the policy will result in immediate removal of the student from the classroom, laboratory, or the clinical setting. The program considers this a direct violation of the Professional Standards (*Program Policies, Violation of Professional Standards*).

5.5 USE OF PROFANITY POLICY

Use of profanity or inappropriate language is not permitted in the classroom, laboratory, or the clinical setting. Violation of profanity policy may result in removal from the area. The Radiography Program considers this a Violation of Professional Standards (*Program Policies, Violation of Professional Standards*).

5.6 HEALTH SCIENCES DIVISION TECHNICAL STANDARDS

Radiography program technical standards follow the Health Sciences Division (HSD) Technical Standards and have been developed to help students understand non-academic standards, skills, and performance requirements expected of a student in order to complete an associate degree in Radiography (Radiologic Technology). A prospective radiography student must demonstrate the physical and psychological ability to provide safe, competent patient care. Prospective students must assess their own abilities when choosing radiography as a career. To understand the physical and psychological qualifications needed for successful radiographers, the program technical standards are listed below.

If an accommodation is necessary to participate in the program, it is imperative to identify a reasonable accommodation to those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined by Accessibility Resources and the program on a case-by-case basis utilizing the program technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay the student’s ability to start the program. It is the student’s responsibility to contact Accessibility Resources and request accommodation.

Students will be asked to acknowledge their ability to meet the HSD/program technical standards by signing a confirmation statement at the program’s orientation. Students will be tested and evaluated for the duration of the program. Failure to meet any technical standard will result in immediate dismissal from the program.

Skills	Description	Program Specific Examples
Observation / Sensory Skills	The student must possess functional sensory abilities, including visual, auditory, tactile, and, when applicable, olfactory senses, to accurately observe, assess, and respond to patients, clinical environments, and equipment in both academic and clinical settings. Students must be able to: • Demonstrate visual acuity sufficiently to read labels, charts, monitors, and instruments; observe patient conditions; and perform procedures in a variety of lighting environments (e.g., bright, normal, or dim). Corrected or uncorrected. • Demonstrate auditory ability to hear alarms, soft voices and sounds (e.g., taking blood pressure and pulse), verbal instructions, and patient cues; and to respond to healthcare providers in both quiet and	The Pharmacy Technology Program requires students to have the visual acuity necessary to read fine print and accurately distinguish the color of medications. The Physical Therapist Assistant Program requires the student to have the ability to assess the environment and patients up to 20 feet away. Not applicable to the Social and Human Services Program.

	noisy settings. Corrected or uncorrected. • Demonstrate tactile ability to perform physical assessments using medical instruments, position patients, and ensure equipment safety. Appropriately palpate anatomical structures/landmarks for positioning procedures. (e.g., taking blood pressure and pulse) • Demonstrate olfactory ability to detect significant odors (e.g., infection, chemicals, smoke, bodily fluid odors) relevant to patient care and environmental safety.	The CSP program requires the ability to read very small text with and without magnification aids.
Communication	Communication abilities are sufficient for clear, effective, and respectful interaction with patients, families, instructors, peers, and members of the healthcare team in verbal, written, electronic, and non-verbal forms. Students must be able to: • Communicate in English with clarity, accuracy, and sensitivity in a professional and timely manner. • Possess the ability to actively listen, interpret, and respond appropriately to verbal instructions, questions, and feedback. • Recognize and interpret nonverbal cues such as facial expressions, body language, and tone of voice. • Elicit and convey essential information, including patient history, treatment instructions, or status changes. • Understand that communication styles will need to be adjusted to meet the needs of diverse populations with varying levels of reception and understanding. • Document observations, procedures, and patient interactions accurately in written and/or electronic medical records. • Possess the ability to learn, understand, and apply medical terminology and abbreviations when appropriate. • Possess the ability to be empathic, professional, and culturally competent in all interactions.	
Motor/Physical Function	Motor and physical abilities are sufficient to perform essential clinical duties safely and effectively in various healthcare environments. This includes gross and fine motor skills, physical strength, coordination, endurance, and mobility. Students must be able to: • Perform gross and fine motor movements to manipulate equipment, instruments, and supplies	The Physical Therapist Assistant Program requires the student to possess the ability to lift, push, or pull individuals up to 150 pounds safely. The CSP Program requires the student to possess the ability to push and/or pull

	accurately and safely. (e.g. bilateral upper extremity mobility and fine motor dexterity) • Lift, push, pull, and position patients as needed with or without assistance (typically ranging from 25–50 pounds, occasionally more depending on the program). Push, pull, and carry equipment and instruments up to 50 pounds, occasionally more, depending on the program. • Assist with patient positioning, transfers, or ambulation, including supporting patients who may fall or faint. • Stand, sit, walk, squat, kneel, bend, climb, and reach frequently (including possibly overhead) • for prolonged periods as required by clinical tasks. • Demonstrate sufficient manual dexterity to perform procedures requiring tactile precision, including the ability to perform simultaneous bilateral dexterity (e.g., Ultrasound operation) • Navigate confined or crowded clinical environments and maintain appropriate balance and coordination. • Demonstrate stamina to manage long shifts or physically demanding workloads, often involving repetitive tasks and extended periods of standing or moving. (may exceed 8-hour shifts)	equipment up to 200 lbs. Not applicable to the Social and Human Services Program. Nursing: Push and pull >100 pounds; lift/move heavy objects from 35-50 pounds
Critical Thinking	Critical thinking abilities are sufficient for clinical judgment, decision-making, and safe, effective problem-solving in academic, laboratory, and healthcare settings. Students must be able to: • Collect, interpret, comprehend, and integrate information from multiple sources. • Analyze and evaluate data to identify problems, formulate solutions, and make appropriate decisions in a timely and accurate manner. • Ability to quickly assess patients' conditions and other emergent situations, determine appropriate courses of action, request assistance or delegate responsibilities to coworkers, and/or respond as needed. • Recognize compliance risks and apply data governance principles. • Prioritize tasks and adapt to shifting clinical demands, emergencies, or unexpected situations by responding appropriately with composure and professionalism. • Possess the ability to learn to apply theoretical knowledge to practical situations, including modification of procedures based on patient	NMT: Organize and accurately perform in proper sequence, and within a specified time, the steps required for nuclear medicine procedures. Nursing: Ability to reason across time about a client's changing condition

	condition or situational variables. • Recognize cause-effect relationships, make logical connections, and anticipate outcomes. • Possess the ability to understand and adhere to federal, state, and organizational regulations regarding the confidentiality, integrity, and security of health information • Recall and apply learned material across various contexts and timeframes. • Possess the ability to learn, recognize, and apply 3-D and spatial relationships. • Accept and respond constructively to feedback, using it to improve performance. • Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and analyze and synthesize.	
Interpersonal Skills	The student must demonstrate interpersonal abilities sufficient to interact effectively, respectfully, and empathetically with individuals, families, groups, colleagues, and members of the healthcare team. This includes individuals from a wide range of social, emotional, cultural, intellectual, and economic backgrounds, and across all age groups, genders, and belief systems. Students must be able to: • Communicate in a professional and culturally sensitive manner. • Demonstrate empathy, compassion, and emotional maturity. • Possess the ability to utilize coping mechanisms for dealing with situations around death and dying. • Possess the ability to define and navigate appropriate interpersonal boundaries between patient and caregiver, including sensitivity to the inherent power differential and the patient's vulnerability. • Work effectively as part of a team in a collaborative, patient-centered environment. • Respond appropriately to feedback and adapt to dynamic interpersonal situations. • Maintain professionalism, integrity, and emotional stability, especially under stress. • Possess the ability to adapt to change and function in an uncertain environment with professionalism and maturity.	

Technological	Technological abilities sufficient to safely and effectively operate digital, electronic, and medical equipment and tools required in academic and clinical settings. Students must be able to: • Operate program-specific, healthcare-related technologies, including diagnostic, therapeutic, monitoring, and documentation systems. • Utilize computers, keyboards, touchscreens, and peripheral devices to input, retrieve, and manage patient data and academic information. • Possess the ability to understand, navigate, and use electronic health records (EHRs) and digital imaging systems accurately and securely. • Adapt to evolving technologies, software, and equipment relevant to the healthcare field and the specific program. • Use communication technologies (e.g., email, clinical communication platforms) in a professional and secure manner. • Troubleshoot basic technology issues, recognize equipment malfunctions, and follow appropriate protocols to resolve or report them. • Possess the ability to understand and maintain HIPAA compliance and digital professionalism while working within electronic systems.	HIT- Efficiently use and transition between multiple health information systems, including encoders, tracking systems, and document imaging platforms. Social and Human services fields, if adaptations needed, professionals and students can use assistive technology to access or use computers or communication technologies, too.
Environmental Tolerance	Environmental and emotional resilience is sufficient to function safely, effectively, and professionally in a variety of healthcare settings that may involve physical risk, sensory stressors, and unpredictable conditions. Students must be able to: • Tolerant possible exposure to blood, body fluids, communicable diseases, toxic substances, radiation, cleaning agents, allergens, and strong odors while following safety protocols. • Adapt to environments with loud noise, frequent interruptions, low lighting, restricted spaces, or fluctuating temperatures (e.g., operating rooms, emergency departments, labs). • Wear personal protective equipment (PPE) for extended periods of time (e.g., gloves, masks, gowns, face shields, lead aprons). • Respond appropriately and calmly to high- pressure situations, emergencies, or emotionally charged interactions with patients, families, emergency personnel, law enforcement, or team members. • Demonstrate stamina to maintain focus and	HIT- Manage multiple tasks with precision in a structured or repetitive environment while meeting data quotas, deadlines, and productivity expectations. PHM – Students must stand for prolonged periods of time in full PPE with arms extended in a laminar workbench while maintaining aseptic technique.

	effectiveness during long shifts, on-call duties, or varied schedules, including nights, weekends, or holidays. • Maintain professional behavior and emotional composure in environments with workloads that are possibly physically and/or mentally taxing.	
Other		The Respiratory Therapy Program requires the student to be proficient in Mathematical skills. The MRI program states that students with assistive devices (such as hearing aids, eyeglasses) that would otherwise be allowed and used in order to meet technical standards may not be safe/appropriate for the MRI environment. Consequently, without such assistive devices in the MRI suite, the student no longer meets the technical standards. The MRI and RAD programs require students to be screened for MRI safety (implants and devices)

These technical skills are not inclusive; however, they provide the potential student with an understanding of the demands of the programs both physically and emotionally. The functions are considered essential requirements for admission, retention, and graduation by ensuring that the students are provided with safe, competent, and effective treatment interventions.

This document is intended to serve as a guide regarding the physical, emotional, intellectual, and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability, or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.

5.7 PROGRAM CURRICULUM CRITICAL REQUIREMENTS

GENERAL

Medical Terminology: Successful completion with an average grade of 80 or higher on all medical terminology quizzes.

Radiation Protection Seminar: This is a mandatory lecture designed to give the student basic knowledge in medical uses of radiation protection. Each student must sign the attendance roster before admittance to a clinical facility. The attendance roster will be kept on file.

PROCEDURE LABS

RAD 111- Procedures I, RAD 112- Procedures II & RAD 211- Procedures III

- Students must score 78% or higher on each Energized Lab Test
- If a student does not pass, they will be allowed to retest (their initial lab test score is recorded for grade)
- Any retest must be taken on the designated retest date
- Only one retest is allowed per semester
- A second failed attempt will result in a grade of F for the course, and the student will be dismissed from the program (*Program Policies, Program Readmission Policy*)
- Students are expected to arrive prior to or at their assigned testing time. Point deductions will apply for lateness.

CLINICAL ONBOARDING

American Data Bank/Complio: All required documents must be downloaded on or before the designated due date(s).

- Malpractice - paid in 1st and 4th semesters
- Medical Forms – completed and including all immunizations
 - To enter and remain in the program, all admission requirements for vaccinations must be met
- Cardiopulmonary Resuscitation Course (CPR) American Heart Association - Health Care Provider/Basic Life Support – must be kept current throughout the entire program

MyClinicalExchange: Required online depository portal used to manage the scheduling for clinical rotations.

Clinical Onboarding Packets: All required documents from the various clinical affiliates whether online and/or hard copy must be completed on or before the designated due date(s).

CLINICAL EDUCATION

Trajecsys: Required online electronic clinical record keeping portal for clinical education.

Clinical Participation: The student is required to complete all course objectives at each rotation by **actively participating** in the clinical settings. Clinical participation is a component of the final clinical course grade.

Clinical Competencies: A minimum number of clinical competencies must be met for each clinical course (see course syllabus). This does not apply to students who have completed all the ARRT required clinical competencies.

Night/Weekend Clinical: Evening and weekend shift rotations are valuable learning experiences. Students are exposed to a variety of procedures that may not be available during day clinical rotations. Night and weekend clinical may be scheduled anytime during 3rd, 4th, and 5th semesters.

RAD 171- Clinical Education III Simulated Competency Exam

- The exam score will be calculated as a final percentage of the clinical course grade
- Students must score 78% or higher on each Competency Exam
- If a student does not pass, they will be allowed to retest (their initial score is recorded for grade)
- Only one retest is allowed per course
- A second failed attempt will result in a grade of F for the course and student will be dismissed from the program (*Program Policies, Program Readmission Policy*)
- Students are expected to arrive prior to or at their assigned testing time. Point deductions will apply for lateness

RAD 261- Clinical Education V Final Exit Competency Exam

- The exam score will be calculated as a final percentage of the clinical course grade

- Students must score 78% or higher on each Competency Exam
- If a student does not pass, they will be allowed to retest (their initial score is recorded for grade)
- Only one retest is allowed per course
- A second failed attempt will result in a grade of F for the course and student will be dismissed from the program (*Program Policies, Program Readmission Policy*)
- Students are expected to arrive prior to or at their assigned testing time. Point deductions will apply for lateness.

5.8 PROGRAM STUDENT PARTICIPATION POLICY

The educational philosophy of the Radiography Program of Forsyth Technical Community College that knowledge is best gained when the learner is actively involved in the educational process; students will be expected to actively participate in all aspects of the program. The students' education is a continual process so instruction, skills practice, soft skills, patient care, and continued learning should be ongoing, strengthened and refined for the duration of their program. Based on this philosophy the expectation is that students will be motivated, positive, and constructive in their pursuit of learning. The Radiography Program has the right to dismiss any student at any time when it is deemed necessary to safeguard Forsyth Tech's ideals of scholarship and character, Radiography Program policies, and secure compliance with regulations.

5.9 ACADEMIC PROGRESSION IN RADIOGRAPHY POLICY

Students who achieve a minimum of 78 (C) or higher overall competency for each Radiography (RAD) course will be eligible to progress in the Radiography program. **Numerical grades below 78% (C) in Radiography (RAD) courses are considered unsatisfactory attainment of course competencies and will result in the student not progressing in the program.**

5.10 IMAGING ACADEMIC APPEAL POLICY

Any appeal of a course grade should begin with a scheduled conference between the student and instructor of record by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the program coordinator. The student has the responsibility of providing the program coordinator with a written letter of appeal by the third class day of the new semester for the appeal to be considered.

The letter of appeal must include:

- Date, student's name, signature, and telephone number.
- Prefix and number of course grade being appealed.
- Instructor of record's name issuing the grade.
- A letter of three pages or less containing factual and valid reasons why the student thinks the grade is incorrect. The program coordinator may return the letter to the student to clarify, to add factual information or to state reasons for the appeal. The revised letter must be returned to the program coordinator within two business days.
- Any supporting documentation the student feels is needed to better explain the student's questions as to grade determination.

After conferencing with the program coordinator, if the issue is still not resolved, the student will notify the Department Chair of Imaging to schedule a meeting. The meeting will take place within two business days.

After conferencing with the Department Chair of Imaging, if the issue is still not resolved, the student will notify the Associate Dean of Health Sciences to schedule a meeting. The meeting will take place within two business days.

If the issue is still not resolved, the student may appeal to the V.P. of Health Sciences in writing (within two business days of meeting with the Associate Dean of Health Sciences). The Associate Dean of Health Sciences will forward the letter of appeal and supporting documentation to the V.P. of Health Sciences. The V.P. of Health Sciences will then convene a committee (within three business days) to hear the appeal. The committee may reject the appeal if policies and procedures have not been followed by the student.

The committee will hear the appeal and make a final decision (within three business days) which will be reported to the V. P. of Health Sciences. Within 24 hours of receiving the information, the V.P. of Health Sciences will communicate the committee's decision to the student, the program coordinator, the Department Chair of Imaging, and the Associate Dean of Health Sciences. The decision of the committee is final.

5.11 COURSE INCOMPLETE POLICY

Didactic/Lab

- Radiography faculty needing to assign a grade of Incomplete must complete the *Terms of Agreement for Incomplete Grade Form*. A copy of this agreement will be sent to the student's email as proof of their knowledge of the content of this form.
- An Incomplete can only be given if the student has completed at least 75% of the course requirements.
- An Incomplete should only be given after the instructor has communicated with the student and the student wants to attempt to complete the class after the course has ended. The student should understand the work that must be completed to remove the "Incomplete" grade and agree to the completion dates as outlined in the *Terms of Agreement Incomplete Grade Form*.
- All RAD Incomplete coursework must be completed by the first day of the following semester.
- If the student does not complete the work as outlined and earn a passing grade by the due date, the grade of "I"
 - automatically becomes an "F" and is computed in the same manner as an "F" grade or in case of emergencies, such as COVID-19, "IE" automatically becomes an "F" and is computed in the same manner as an "F" grade. If a grade of "F" is given the student will be dismissed from the program.
- Students must understand that it is their responsibility to contact the instructor (or Program Coordinator) regarding questions and turning in assignments as outlined above.
- Any student receiving more than **(1) one Incomplete** will be dismissed from the program (*Program Policies, Program Readmission Policy*).

Clinical

- Absences exceeding the number of clinical days provided as make-up days at the end of the semester will result in an
 - **Incomplete** for the clinical course. Make-up days are listed on the student's clinical schedule.
- If absences have exceeded make-up time allotted for a clinical course, a grade of **INCOMPLETE** will be recorded.
- Failure to complete clinical course objectives OR course contact hours will result in an "F" issued for the clinical course and the student will be dismissed from the program.
- All requirements listed under the didactic portion must be completed for clinical as well.

5.12 BACKGROUND CHECK/ DRUG SCREENING POLICY

Clinical facilities require criminal background checks and/or drug screening for students assigned to their facilities. After the student completes the requirements of the facility, the clinical agency will notify the college if a student will not be allowed at the site due to a finding on the criminal background check or drug screen. Specific information will NOT be disclosed to the college. If a student is denied clinical access based on criminal background checks and/or a drug screen, the student will NOT receive a secondary placement in another facility. The student will not be able to progress in the program due to the inability to meet the clinical objectives. The student may discuss the findings of the criminal background checks and/or drug screening with the third-party vendor which provided the criminal background check and drug screening.

National and/or state registry and/or licensure or certification boards may prohibit eligibility for registry or licensure based on criminal background records. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies.

Drug Screening Test Results Policy

Any student who fails drug screening will lose their seat in the program and will be referred for career counseling through the college.

If the failure of the drug screening is due to the following, the student will proceed accordingly:

- Diluted drug screening- The student will have one chance to repeat the drug screening within a program specified

time limit. If the student has a second diluted result, the student will lose their seat in the program.

- Lab error- The student will take another drug screening.

When students are attending clinical education, they must abide by all college, program, and clinical affiliate policies and procedures, which are umbrellaed under program policies. The procedures for drug testing will vary at each clinical affiliation. Students must review the procedures for drug testing and complete the Clinical Site Orientation Checklist form upon entering a clinical assignment at each clinical affiliation.

- A student who is suspected of being under the influence of narcotics, alcoholic beverages, or controlled substances may be asked to submit to a drug test at the student's expense.
- To ensure patient safety, the student may be asked to leave the clinical site in which the incident occurred.
- If a student is asked to leave the clinical site, the student must leave immediately and maintain their professional behavior while exiting the department.
- Any missed clinical education time must be made up.
- A "positive" test for narcotics, alcoholic beverages, or controlled substances while attending clinical education is a violation of college and program policies and will result in immediate dismissal from the program.

5.13 DRESS CODE POLICY

GENERAL

The personal appearance and demeanor of students reflect the college and the program standards as well as the student's interest and pride in the profession. Students will be allowed to wear casual attire during class or lab excluding:

- short shorts (Must be no shorter than 2 inches above the knees)
- tank tops
- spaghetti straps tops
- torn jeans
- halter tops
- offensive tee shirts
- see-through attire
- bare midriffs and bare backs (crop tops)
- plunging necklines
- low-cut pants with underwear showing
- pajamas

If this type of clothing is worn in class or lab, the student will be asked to leave since this does not present a professional image. Note: It is up to the instructor's discretion to determine clothing appropriateness.

LAB

In addition to the general dress code, dresses and/or skirts are not allowed during labs due to the nature of positioning for procedures courses and with participation during imaging experiments. A dosimeter is required for all lab activities.

CLINICAL (See *Clinical Policies, Dress Code, for Additional Information*)

Students are expected to dress professionally and be professional at all times in their assigned clinical rotations. The program has taken into consideration dress codes from all clinical affiliates and has established the following to ensure compliance.

Required Uniform:

- Uniforms (2 sets of designated colored scrubs)
- Scrub Jacket (White)
- Both uniform and scrub jacket must have Forsyth Tech Student monogram
- Optional:
 - Males - a white or black short or long sleeve t- shirt may be worn under scrub top
 - Females - a white or black camisole or t-shirt may be worn under scrub top
- Required Shoes:
 - Polished white or black leather impermeable shoes without insignias
 - Socks or hose must match the students' shoe color
- Other Requirements:
 - Forsyth Tech ID badge
 - Clinical facility ID badge (where required)
 - Lead markers with student's initials (2 sets)
- Dosimeter - students must wear their dosimeter for all clinical assignments and abide by the Radiation Monitoring Device (RMD) policies (Forsyth Technical Community College Health Technologies-Imaging Division Radiation Safety Plan, Radiation Monitoring Device (RMD). Failure to do so will result in removal of the student from clinical. Time missed must be made up.

The above items must be worn at all times during clinical assignments

5.14 PERSONAL HYGIENE POLICY

Students are expected to take pride in their personal appearance and hygiene. First impressions are critical when meeting patients and their families and may influence the professional rapport you are able to establish with them. Equally important is how students are regarded by their instructors, peers, clinical staff, and physicians who may serve as a future job reference, employer, or colleague.

Students must demonstrate acceptable personal hygiene. Examples, but not all inclusive: Daily bathing with soap, shampooing hair, shaving, brushing teeth, and wearing deodorant.

In addition, no perfume, scented body sprays, lotions, creams, aftershave, or scented hair spray may be worn. Individuals, especially patients' sense of smell is often heightened and extremely sensitive to odors. They may be offended or sickened by certain scents and smells.

Students must report to the college and clinical setting free from the odor of tobacco smoke, marijuana, vaping products, or any other strong or offensive odors. Smoke and marijuana odors can adhere to clothing, hair, skin, and personal belongings and may be unpleasant or distressing to patients, visitors, and healthcare personnel. Students are expected to take appropriate measures to ensure these odors are not detectable while participating in clinical or program-related activities.

Failure to comply with the appropriate personal hygiene policy may result in the student being sent home. Any absence due to personal hygiene violations will be considered an unexcused absence. Any time missed during clinical education due to personal hygiene violations must be made-up.

5.15 ELECTRONIC DEVICES POLICY

The use of personal electronic devices is prohibited during classroom, laboratory, and clinical activities unless specifically

authorized by the instructor for instructional purposes. Electronic devices include, but are not limited to, smartphones, smartwatches, laptops, tablets, PDAs, netbooks, and recording devices. **Photography and audio or video recording are prohibited in all classroom, laboratory, and clinical settings.**

This policy supports the requirements of the program's clinical affiliates and promotes patient safety, privacy, and a distraction-free learning environment.

Failure to comply with this policy constitutes a violation of the Professional Standards (Program Policies, Violation of Professional Standards) and will result in disciplinary action.

5.16 MAGNETIC RESONANCE IMAGING SAFETY POLICY

Magnetic Resonance Imaging (MRI) utilizes a powerful magnetic field to produce images of the human body. Any metallic object(s) on or within the body could be affected by the strong magnetic field if you were to enter the scan room. As radiography students' clinical rotations could place you in, or near the MR environment, or directly in the scan room.

Below is the Magnetic Resonance Imaging Safety Protocol:

- All students are required to complete an MRI Safety Screening Form during orientation that will screen for any potential magnetic wave or radiofrequency hazards.
- Students must take part in an MRI safety presentation prior to the start of Clinical.
- Students must complete a second MRI Safety Screening Form prior to 4th semester.
- If a student answers yes to any of the screening questions and it is determined that their safety is at risk, they will not be allowed to go near or enter the MR environment. The Clinical Coordinator will communicate the known safety hazards of the student to the Clinical Instructor/Preceptor(s) as well as to the respective clinical sites the student will be attending. The Clinical Coordinator will ensure an additional safety tour indicating prohibited areas is provided to the student on the first day of clinical at their assigned clinical site(s). Be advised, the MR magnet is always **ON**.
- Students must remove all metallic object(s) (specific list of hazards will be covered in the MRI safety presentation) before entering the MR environment.
- The student will be responsible to advise the Clinical Coordinator immediately of any changes that could potentially alter the results of the MRI Safety Screening Form.

5.17 MRI SAFETY ZONES AND SIGNAGE

SIGNAGE- The Zone signs may be placed in the MRI suite



- **Zone I** –All areas accessible to the general public
- **Zone II** –area between the public-accessible Zone 1 and the restricted areas of Zones III and IV.
- **Zone III** –area where free access by unscreened non- MR personnel or ferromagnetic objects or equipment can result in serious injury or death.
- **Zone IV** –actual area with the MRI scanner.

5.18 ROTATION POLICY FOR MAMMOGRAPHY AND HYSTEROSALPINGOGRAM (HSG)

All students, male and female, will be offered the opportunity to participate in clinical mammography rotations and HSG exams. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography and HSG exams to female students. Male students are advised that placement in these rotations is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging and HSG procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students. Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.

The program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) www.jrcert.org

5.19 SOCIAL NETWORKING/ELECTRONIC COMMUNICATIONS POLICY

The Radiography faculty expects students to practice professional behaviors of confidentiality as well as to follow legal and ethical standards of conduct as stated in the Forsyth Tech Student Code of Conduct, ARRT Code of Ethics, and Radiography Program Standards. Students who use any web-based services that allow individuals to construct a public or semi-public profile and form relationships with other users of the same site who access their profile must abide by this policy. Students will be expected to always maintain confidentiality policies (HIPAA). No reference is to be made about clinical sites, patients, clinical staff, or Forsyth Tech employees at any time. Failure to abide by this policy will result in disciplinary action, which may include dismissal from the Radiography program (*Program Policies, Violation of Professional Standards*).

5.20 STUDENT EMPLOYMENT POLICY

Students may accept employment with clinical affiliates in the capacity of transport, clerical, or student technologist. The program takes **no** responsibility for student preparedness but suggests that the clinical competency listings be used to determine independent practice. The scheduled work hours will not be counted toward fulfillment of clinical course hours.

While Forsyth Technical Community College's Radiography Program does not control student employment in radiology departments of its clinical affiliates or other areas, the following statements should be adhered to by all students enrolled:

- At no time must a student in the program be on-site working as an employee of the clinical affiliates while enrolled in regularly scheduled Radiography Program classes/labs/clinical that occur concurrently. If this were to happen, the student would be dismissed from the program.
- 3rd shift work, prior to day clinical, is strongly discouraged. If a student reports to a clinical site impaired due to fatigue, they will be removed under the unsafe policy.
- Radiography students must **NOT** wear their Program-issued radiation monitoring device while functioning as employees of a clinical affiliation or healthcare facility.
- Note: If a student receives an excessive radiation dosage dosimeter reading(s), this will be considered in continuation in the Radiography Program. If, because of the excessive dosage, a student cannot complete the required clinical contact hours, the student will be dismissed from the program.

5.21 STUDENT MEDICAL INSURANCE

All students are strongly recommended to have personal medical insurance coverage. Neither Forsyth Tech nor the clinical affiliates are liable for injury to individual students. Since the student is not employed by the school or the clinical facility, the student will be responsible for all incurring expenses.

5.22 COLLEGE AND PROGRAM STUDENT ACCIDENT OR EXPOSURE POLICY

Accident insurance covering the hours students are in school, on field trips, or participating in student activities is provided to all full-time and part-time students. Student insurance is furnished by Forsyth Tech as a service to students, but it is not meant to replace students' personal coverage.

In the event of an Injury, the student should:

On-Campus:

1. Contact EMS.
2. Contact Campus Police.
3. Notify Program Leadership and the Dean's Office (or the program/department leadership can notify the Dean's office).

Off-Campus:

1. If the facility has an emergency response team, contact them; if not, call EMS.
2. Notify Campus Police.
3. Notify Program Leadership, and the Dean's Office (or the program/department leadership can notify the Dean's office).

If an injury occurs during clinical education, see "Clinical Education Information and Policies, 8.15 Student Accident or Exposure Guidelines."

5.23 OPEN LAB

Open Lab is a valuable resource for radiography students, with hours available during late afternoons, evenings, and some Saturdays. Open Lab provides scheduled times for tutoring and skills practice. Open Lab time can be scheduled online on a first-come, first-served basis, depending on availability. All Open Lab rules and policies must be followed, or the student may have lab privileges revoked. Note: students are NOT allowed to utilize Open Lab during any of their regularly scheduled classes or clinical times. While Open Lab is a privilege, it could be limited or discontinued under special circumstances as determined by the faculty.

5.24 PREGNANCY POLICY

At any time during the program, if a student were to become pregnant, they must follow the pregnancy guidelines listed in the Radiation Safety Plan (*Forsyth Technical Community College Heath Tech Division- Imaging Department Radiation Safety Plan*).

Summation of the pregnancy guidelines:

- Are consistent with applicable federal regulations and state laws
- That written notice of declaration is **voluntary**.
- Student can withdraw declaration of pregnancy at any time by completing the Pregnancy Declaration Withdrawal form.
- To declare pregnancy, a Pregnancy Declaration Form will need to be completed and submitted to the Program Coordinator. This must include a statement from the physician verifying pregnancy, conception date, and expected due

date

- Offers student continuance in the program without clinical education modifications
- Offers student continuance in the program with modification of clinical rotations (i.e.: fluoroscopy, portables and surgery).
 1. all objectives and competencies will need to be completed prior to graduation
 2. Strict adherence to all safety precautions
 3. Submit monthly statements from the physician about any changes in pregnancy and the advisability of continuing full-time.
 4. Wear RMDs, one on the collar and one on the abdomen for fetal monitoring. The second dosimeter shall be worn at waist level beneath any leaded protective apron and, in no circumstance, is this dosimeter to be exchanged with the student's primary dosimeter worn outside the apron at collar level. The student radiation exposure will be monitored closely by the Program Coordinator or Clinical Education Coordinator.
- Offers written withdrawal declaration with readmission based on college readmission policy
- For any incompletes, see *Radiography Program Policies, 5.11 Course Incomplete Policy*
- Students must submit a doctor's note if there are any changes to medical restrictions during the pregnancy.

The Forsyth Technical Community College Heath Tech Division- Imaging Department Radiation Safety Plan contains the pregnancy policy in its entirety.

5.25 RADIATION MONITORING DEVICE (RMD) RETURN POLICY

In conjunction with the Forsyth Technical Community College Health Technologies-Imaging Division Radiation Safety Plan (Section V), the following pertains specifically to the Radiography program.

All radiography students and faculty are responsible for timely return of their radiation dosimeter.

- Dosimeters are exchanged on a two-month cycle.
- Dosimeters are located in the Radiography Lab, Bob Greene Hall Room 112.
- Students and faculty are responsible for exchanging their dosimeter within 5 business days of notification to their Forsyth Tech e-mail account. *Note: Points may be deducted from a student's Clinical Performance Evaluation if this policy is not met.*
- Radiation Exposure Reports based on the result of the radiation monitoring will be available quarterly upon receipt of the report.
- Students and faculty must review, sign, and acknowledge the Radiation Exposure Report within 5 business days of notification to their Forsyth Tech e-mail account. *Note: Points may be deducted from a student's Clinical Performance Evaluation if this policy is not met.*
- It is the responsibility of students and faculty to monitor their own radiation exposure. Contact RSO or Clinical Coordinator with any concerns.
- Immediately contact the Clinical Coordinator in the event of a lost or damaged dosimeter. *Note: students are not allowed to participate in labs, open lab, or clinical without a valid dosimeter.*

5.26 TRANSFERRING INTO THE RADIOGRAPHY PROGRAM POLICY

If a student is currently enrolled in a radiography program at another college or university and they are interested in transferring into the radiography program at Forsyth Tech, there are specific requirements that must be met for the student to be considered for admission beyond the first semester.

The student must have successfully completed at least the first semester of a radiography program and the first semester must have included radiography coursework (i.e., RAD 110, RAD 111 and RAD 151 clinical) to be considered for transfer.

Application Process:

All transfer applicants must consult with Nancy Andrews-Hall, Program Coordinator of Radiography, nandrews-hall@forsythtech.edu prior to starting the application process to discuss eligibility and appropriate placement. Applicants may be required to repeat RAD courses that have been taken in a different sequence than our curriculum sequence at Forsyth Tech.

Additional Requirements:

- Admission is based on clinical and laboratory availability.
- The student must initiate the admission process and schedule a meeting with the Radiography Program Coordinator.
- Meet all admissions requirements for the college and the Radiography program as posted in the admission MAR packet and college catalog.
- Submit a letter from their current Radiography Program Director stating they left their current program in good academic and behavioral standing.
- The student will be required to complete a background check and drug screen through the Forsyth Technical Community College provider at their expense.
- A medical form, all immunizations, and American Heart Association BLS CPR requirements must be up to date.
- The student will be required to pass written and laboratory skills tests for placement.
- The student will be placed in the appropriate semester as determined by testing and the Program Coordinator (student may have to repeat some courses). **After consultation and confirmation of eligibility with Professor Andrews-Hall, applicants should proceed with the following steps:**
 1. Go to the Admissions Office and/or complete the online Residency Determination Service (RDS) and Application for Admission. When asked for the program of study on the application, you must indicate or select "Radiography Transfer."
 2. Submit official transcript from high school/GED.
 3. Submit official transcripts from **ALL** colleges attended.
 4. Applicants must also demonstrate English, Reading and Math Competencies to be eligible for program consideration. (See the Radiography MAR packet for details about these requirements.)

All transcripts, placement test scores (if needed) and current TEAS scores from outside colleges must be submitted at the time of application.

TEAS (Test of Essential Academic Skills) Requirement:

All qualified applicants will be required to submit valid TEAS results with a passing rate of 60% or higher. If the student has taken the most recent version of TEAS within the past 2 years, they must submit those scores with their application.

If the student has not taken the TEAS or their test has outdated, they will be eligible to take the test at Forsyth Tech. They will need to let Admissions know if they plan to take TEAS here.

Once the student's file is complete, it will be sent to the Radiography Program Coordinator for review and a final determination will be made regarding admitting transfer applicants. Forsyth Tech readmitted students will have priority over transfer applicants. Ranking will occur just as for beginning radiography students.

PLEASE NOTE: Transfer applicants must have a "B" or higher in RAD courses and a "C" or higher in the radiography related courses (see the Radiography MAR packet) to be eligible for consideration for transfer.

- **Eligible radiography transfer applicants are accepted on a space availability basis. Due to the determination of space availability and appropriate placement, transfer applicants will be notified by the radiography department regarding their status. Questions about transfer status should be directed to the Radiography Program Coordinator.**
- **Final approval for transfer is approved by the Radiography Program Coordinator.**

5.27 RADIATION SAFETY PRACTICE POLICY

Students are not allowed to hold image receptors during any radiographic procedure. Additionally, students are not allowed to hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care. This applies to clinical, lab, and Open Lab.

5.28 UNSAFE PRACTICE POLICY

Violations of the Unsafe Practice Policy are effective for the duration of the program and are cumulative.

If a student performs an unsafe procedure in the clinical setting or in the lab environment causing possible harm to the patient, others, or themselves, the student will be removed from the clinical assignment or lab until the incident is investigated, and appropriate action is determined.

Unsafe practice will include, but not be limited to:

1. Performing procedures, or use of any ionizing radiation without direct or indirect supervision
 2. Injuring the patient, clinical staff, Program's faculty, themselves, or others
 3. Damaging equipment, accessories, or physical facilities
 4. Failure to protect the patient, clinical staff, Program's faculty, themselves, or others from accidental or unnecessary radiation exposure
 5. Failure to wear radiation monitoring device
 6. Excessive permissible radiation doses
 7. Failure to practice Universal Precautions or utilize personal safety devices when appropriate or required
 8. Being under the influence of narcotics, alcoholic beverages, or controlled substances
- 1st incident will result in:
 - o 10-point reduction of the final course grade
 - o Written documentation of the violation, additionally, depending on the severity of the incident, will result in:
 - Probation for the remainder of the program
 - Removal from classroom, lab, or clinical setting (amount of time will be determined)
 - Dismissal from the program
 - Other appropriate disciplinary actions as determined
 - 2nd incident results in immediate dismissal from the program

5.29 UNETHICAL BEHAVIOR AND VIOLATIONS OF PROFESSIONAL STANDARDS

In the imaging profession, each technologist should be responsible, accountable, self-directed and professional in their behavior. The process of becoming a professional radiologic technologist begins upon entering the professional radiography education program.

The Radiography Program at Forsyth Tech is committed to producing radiologic technologists who will provide the highest quality of care to their patients. Students are expected to always conduct themselves in a professional manner. As a student, you represent the Forsyth Tech Radiography Program on the college campus, in all clinical settings, and in any other situation where you might be identified as a Forsyth Tech student. Students will abide by the American Registry of Radiologic Technologist's (ARRT's) Code of Ethics and Rules of Ethics and the American Society of Radiologic Technologist's (ASRT) Practice Standards. Students are accountable for their own behavior and are expected to treat all individuals with respect. Students are expected to listen and follow instructions from the faculty, clinical instructor, preceptor, and clinical staff.

In this program, students will demonstrate professionalism at all times by:

- o Exhibiting courteous behavior
- o Dressing professionally in class, lab, and clinical
- o Showing initiative, and a positive attitude toward assigned tasks and constructive criticism
- o Being punctual, using good judgment, and working well independently or with a team
- o Building interpersonal relationships with peers and patients
- o Using professional oral and written communication
- o Practicing quality patient care and treating everyone with equality, dignity, and respect
- o Adhering to HIPAA and the Rules and Regulations of OSHA
- o Abiding by the policies of the college and the Radiography program

The policies found in this handbook are reflective of the professional behaviors expected in the radiography program. All violations of professional standards will be addressed in a timely manner. Policy violations observed and/or reported will be addressed and documented within two business days of the observation or notification. The violation may result in the student's removal from the classroom, laboratory, and/or clinical setting. Policy violations are cumulative throughout the duration of the program. Students are allowed **no more than a total of three (3) policy violations**. If a fourth (4th) policy violation were to occur, the student will be dismissed. Any severe violation will result in immediate dismissal.

Unethical Behavior Definition:

Unethical behavior is defined as a student exhibiting qualities and characteristics that are inconsistent with the American Society of Radiologic Technologists (ASRT) Practice Standards for Medical Imaging and Radiation Therapy, the American Society of Radiologic Technologists (ASRT) Code of Ethics for Medical Imaging, the American Society of Radiologic Technologists (ASRT) Code of Ethics for Radiation Therapy, the American Registry of Radiologic Technologists (ARRT) Rules and Regulations, the American Registry of Radiologic Technologists (ARRT) Standards of Ethics, or that violate appropriate moral, ethical, social, and/or legal aspects. **Unethical behaviors are considered to be in Violation of Professional Standards.**

Unethical behavior will include, but not be limited to:

1. Violating the patient's rights, including:
 - a. Autonomy
 - b. Privacy
 - c. Confidentiality
 - d. Respect
 - e. Nondiscrimination
 - f. Informed consent
2. Professional misconduct including:
 - a. Excessive tardies or absences
 - b. Inappropriate speech and/or tone of voice
 - c. Watching or showing of inappropriate content such as pictures, memes, or videos
 - d. Unprofessional, negative, or disrespectful attitude
 - e. Deliberate violation of clinical affiliate policies, such as student usage of electronic devices in the clinical setting
 - f. Deliberate damage to or mishandling of equipment in lab, class, or the clinical setting
 - g. Defiant behavior with faculty, clinical instructors, clinical staff and administrators
 - g. Showing no initiative, not participating in lab activities or procedures during clinical education
 - h. Violations of civility (e.g., rude, disrespectful, lewd, indecent, or offensive conduct or apparel)
 - i. Falsifying documentation
 - j. Violation of dress code policies
 - k. Using or being under the influence of alcohol or drugs
 - l. Dishonesty, lack of integrity, or irresponsibility

- m. Engaging in behavior that may result in the clinical site requesting a student to be removed from the clinical rotation
- 3. Violating professional and certification organization policies:
 - a. Practicing outside the ASRT Practice Standards for Medical Imaging and Radiation Therapy
 - b. Violating the Forsyth Tech Imaging Department Radiation Safety Plan
 - c. Violating the ASRT Codes of Ethics
 - d. Violating the ARRT Rules and Regulations
 - e. Violating the ARRT Standards of Ethics
 - 1. Fraud or deceptive practice
 - 2. Subversion
 - 3. Unprofessional practice
 - 4. Scope of practice violations
 - 5. Improper management of patient records
 - 6. Failure to report violations or errors
 - 7. Violation of state, federal, or regulatory laws
- 4. Violating civil or criminal law, including:
 - a. Negligence
 - b. Assault and/or battery
 - c. Defamation of character
 - d. Sexual Harassment
 - e. Invasion of privacy
 - f. False imprisonment
 - g. Malpractice
 - h. Theft

5.30 IMAGING DISMISSAL POLICY

Students may be dismissed from an imaging program due to non-compliance with critical requirements, policies and procedures within the handbook and/or course syllabi including policy violations and/or failing to uphold the academic integrity of the imaging program's grading policies. If a student is dismissed, they may seek to appeal by following the appropriate appeal process within this handbook. The dismissed student may be eligible to reapply by following the steps for Re-admission.

5.31 IMAGING NON-ACADEMIC APPEAL PROCESS

Any non-academic appeal of an imaging program dismissal should begin with a scheduled conference between the student and instructor of record by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the program coordinator. The student has the responsibility of providing the program coordinator with a written letter of appeal by the third-class day of the new semester for the appeal to be considered.

The letter of appeal must include:

- Date, student's name, signature, and telephone number.
- A letter of three pages or less containing factual and valid reasons why the student thinks the dismissal is not valid. The program coordinator may return the letter to the student to clarify, to add factual information or to state reasons for the appeal. The revised letter must be returned to the program coordinator within two business days.
- Any supporting documentation the student feels is needed to better explain the student's questions as to dismissal determination.

After conferencing with the program coordinator, if the issue is still not resolved, the student will notify the Department Chair of Imaging to schedule a meeting. The meeting will take place within two business days.

After conferencing with the Department Chair of Imaging, if the issue is still not resolved, the student will notify the Associate Dean of Health Sciences to schedule a meeting. The meeting will take place within two business days.

If the issue is still not resolved, the student may appeal to the V.P. of Health Sciences in writing (within two business days of meeting with the Associate Dean of Health Sciences). The Associate Dean of Health Sciences will forward the letter of appeal and supporting documentation to the V.P. of Health Sciences. The V.P. of Health Sciences will then convene a committee (within three business days) to hear the appeal. The committee may reject the appeal if policies and procedures have not been followed by the student.

The committee will hear the appeal and make a final decision (within three business days) which will be reported to the V. P. of Health Sciences. Within 24 hours of receiving the information, the V. P. of Health Sciences will communicate the committee's decision to the student, the program coordinator, the Department Chair of Imaging, and the Associate Dean of Health Sciences. The decision of the committee is final.

5.32 IMAGING RE-ADMISSION POLICY

Any student who has successfully completed the first semester of an imaging program and is eligible to re-apply must complete the re-admission policy process.

A student that is unsuccessful during the first semester of an imaging program and wants to re-apply must complete the entire admission process, including submitting the MAR application and following the selective admission guidelines.

Readmission Policy Process:

Students applying for re-admission must first write a letter to the Program Coordinator stating the reasons they desire to be readmitted and the change of circumstances that will allow them to successfully complete the program.

Upon receipt of the letter, the following guidelines will be used in making the decision regarding re-admission:

- The Program Coordinator will determine the eligibility for re-admission.
- Re-admission is always conditional on the availability of clinical space.
- Any student with a history of repeated documented clinical behavior issues, or repeated didactic performance issues, or where student performance indicates the likelihood of successful program completion is poor, may be denied re-admission.
- Any student who has been denied access to a clinical site for clinical rotations, per program policy, may not be readmitted.
- Any student seeking re-admission must meet with the Program Coordinator, and faculty if appropriate, to be informed of the stipulations necessary for re-admission. At this meeting, formal documentation will be provided, reviewed, and signed.
- Any student seeking re-admission must meet all college and program admission requirements for the cohort they will be joining.
- A student will not be allowed to register for any imaging program courses until they have been readmitted to the program.
- If a change has occurred in the program's curriculum (i.e., sequencing, prerequisites, new courses, electives, etc.) the student may be required to repeat course(s) and/or semester(s) to meet graduation requirements if readmitted.
- Courses listed as concurrent in the catalog must be repeated in that manner.
- A student may be required to repeat or audit previous imaging courses(s) taken while in the program regardless of previous grade earned. The student will be responsible for any cost involved.

- There may be additional costs involved with joining the new cohort (i.e., uniforms, new criminal background, drug screening, medical forms, clinical onboarding software, malpractice insurance, CPR, etc.). The student will be responsible for any cost involved.
- A student will only be permitted one re-admission to the same imaging program. After two unsuccessful attempts in the same imaging program, the student will be referred to the Counseling Center for Career Guidance.
- Any student determined to be ineligible for re-admission will be notified in writing by the Program Coordinator.

5.33 STUDENT GRIEVANCE POLICY & PROCEDURE

The Radiography Program at Forsyth Tech is committed to the principle of fair and equitable treatment and mutual respect for all members of the college community, especially students. When a student believes that their has been treated unfairly by an employee of the College it is our intention to ensure that the student has clearly defined avenues of recourse such that the complaint can be resolved fairly and equitably.

It is preferable that the complaint be resolved informally; however, when that is not feasible, this procedure will ensure that a formal process for resolution is available. The student must discuss their grievance with the individual; if the result of the decision is not satisfactory, then the student can proceed to the next level. Documentation will occur at all levels and will be filed in the Program Coordinator's office.

A grievance must be presented, in writing, within 10 days after the action or decision in question. The program will make every effort to come to a resolution within 14 days of the student's initiation of the grievance process. This period may be extended if more information is needed. Any grievance process that goes beyond level three, refer to the Student Grievance Procedure in the Forsyth Tech Academic & Student Handbook.

What is a Grievance?

The College defines a grievance as a complaint or dispute of a student regarding the College with respect to the following:

1. The interpretation and application of the policies and regulations of the College or the North Carolina Community College System in areas other than disciplinary or academic appeal decisions addressed through the Student Code of Conduct
2. Acts of retaliation as a result of the grievance procedure.
3. Complaints of discrimination on the basis of national origin, race, creed, religion, political affiliation, gender, sexual orientation/preference, age, or disability.
4. Actions that violate the constitutional rights of individuals.

What may not be accepted as a Student Grievance?

1. Grievances may not be used to challenge College and Program policies and general procedures.
2. Claims based on purchases or contracts.
3. Claims against an employee on matters that are unrelated to the employee's job or role at the College.
4. Disciplinary decisions will be handled through the Student Conduct Committee.
5. Grade appeal decisions will be handled through the academic appeals component of the Student Code of Conduct.

Grievance Levels

- Level 1: Instructor or Clinical Instructor/Preceptor
- Level 2: Program Coordinator/Clinical Coordinator

Note: If the grievance concerns clinical education, the student should first contact the Clinical Coordinator and if needed, proceed to the Program Coordinator.

- Level 3: Department Chair of Imaging

*Beyond Level 3, refer to the Student Grievance Procedure in the Forsyth Tech Academic & Student Handbook.

5.34 STUDENT CONCERN PROCEDURE

Any student who has a concern, that is not considered a grievance, in regard to didactic class, laboratory, clinical or the program should document their concern on the Student Concern Reporting Form (located in lab, BGH 112), or the student can meet with the faculty member directly associated with the area of concern to jointly complete the form. After filling out the form, a discussion of the student's concern should take place. If the result of the discussion is not satisfactory, then the student can proceed to follow the chain of command.

1. Instructor (class/lab) or Clinical Instructor/Preceptor (clinical)
2. Clinical Coordinator (clinical)
3. Program Coordinator
4. Department Chair of Imaging

Documentation must occur at all meetings. The documentation is to be filed in the Program Coordinator's office. The program will make every attempt to respond and/or resolve the concern within 14 days.

A Student Concern Reporting Form may be submitted anonymously in the drop box outside Room W203. The form must include enough information and/or details potentially to address the concern. However, if the documentation is anonymous any resolution or follow-up may be limited. *It is important to mention that the Radiography faculty prefer to address and handle any student concern with the individual student to ensure adequate resolution.*

5.35 INFECTIOUS DISEASES POLICY

Anyone experiencing the following and/or any other condition that may be suspected as potentially harmful must immediately contact the appropriate Instructor or Clinical Coordinator or Program Coordinator. The student or faculty will not be allowed to attend class, lab or clinical until medically cleared.

The following list is not inclusive:

- | | |
|----------------------------|-------------------------------|
| • Diarrhea | • Herpes |
| • Vomiting | • Upper respiratory infection |
| • Fever | • Rash |
| • Open sores | • Boils |
| • Parasitic infestations | • Strep or strep infection |
| • Infectious mononucleosis | • Conjunctivitis |
| • Chicken pox/Shingles | • Measles |
| • COVID | • Influenza |

For additional information regarding infectious disease procedure, visit

<https://catalog.forsythtech.edu/2627>

5.36 WORKING AS A STUDENT RADIOLOGIC TECHNOLOGIST

If a student accepts a position as a Student Radiologic Technologist, the following rules must be adhered to at all times:

1. The student's first responsibility is to their educational program. Employment cannot interfere with scheduled classes, labs, or clinical hours.
2. Student Technologists cannot wear their program-issued radiation monitoring device while working.
3. Student Technologists cannot wear their program scrubs or college-issued student ID while working.
4. Student Technologists cannot perform or oversee exams with students while they are participating in clinical education. During clinical education all students must be supervised by a qualified radiographer either directly or indirectly as appropriate, and the qualified radiographer must approve all student images.
5. Students participating in clinical education may only assist Student Technologists with patient transport or moving help.

1. General Requirements

Students requesting a reference or recommendation from Radiography Program Faculty must:

1. Submit the request **in writing** to the Program Coordinator.
2. Sign an **original hardcopy** of the following form:
 - *Student Reference Request, FERPA Release, and Release of Liability (Form will be on file in the student's program folder)*

Important:

- Failure to complete and sign all required forms and **waive the right of access** to the reference/recommendation will result in the request **not being processed**.
- The Radiography Program Faculty reserves the right to decline providing a reference or recommendation if the student chooses **not** to waive their right of access. This policy is in place to preserve the integrity and veracity of faculty references.

2. Requesting a Reference or Recommendation

- Submit a **written request** to the Program Coordinator that includes:
 - A current copy of your resume
 - A list of extracurricular activities and awards
 - A list of your strengths and weaknesses
 - A brief statement explaining why you are qualified for the scholarship, job, or educational program
 - Recipient information, including title, contact details, and due date for submission

3. Timelines

- Allow at least **two (2) weeks** for a standard reference.
- Allow **three (3) weeks** for a reference letter.
- Requests submitted with insufficient notice may not be completed on time.

4. Completion Process

- A **Radiography Program Student Evaluation Form** will be completed by at least **three (3)** radiography faculty members (both didactic and clinical) who have taught and observed the student.
- Individual evaluations will be **combined and averaged** to create a **final evaluation form**.
- The **final evaluation form** will serve as the basis for the reference.
- If a letter is requested, a standard program letter format will be used and will reflect the final evaluation data.
- References and final evaluation forms may be sent to scholarship committees, prospective employers, educational institutions or other recipients identified in the student's original request.
- All references will be sent **electronically** either through the recipient's system or directly to the designated individual.

SECTION 6: CLASSROOM POLICIES

College Attendance Policy

The Forsyth Technical Community College Attendance Policy can be found in all course syllabi.

Imaging Program Attendance Policy**Absences (Courses and Labs)**

Students are expected to be present in every course and lab designated by the instructor for the semester. Course-specific syllabi will state the allowed absences for each individual course.

If the student exceeds the number of allowed absences for a course as indicated by the course-specific syllabus, the student must meet with the course instructor.

- If the student's excessive absence is considered excused, the instructor and student will meet to discuss the absences and possible remediation.
- If the student's excessive absence is unexcused, the student will receive an "F" for the course and subsequently be dismissed from the program. The student may apply for readmission following the Re-admission policy.

Program Attendance Policy

- The Radiography Program regards class lectures, demonstrations, and other in-class experiences as vital to the educational process. Students are expected to attend and arrive on time to all classes, lab, and clinical.
 - **Students are responsible for accounting to the instructor for an absence and should report to their instructor following any absence to determine what they may have missed.**
 - Students must attend at least 90 percent of every course.
 - The 10 percent mark for each Radiography course is listed in the chart below (combined class and lab).
 - Any absence over the course limit will result in the student receiving:
 - A **policy violation notification**.
 - A **1-point deduction per hour off their final course grade**.
- Students must notify the course instructor **by email and/or office voicemail** and include the reason for the absence.
 - Notification should occur before the start of the scheduled class/lab start time.
 - If this is not possible, notification must occur by 5:00 pm on the day of their absence.
 - Failure to notify will result in:
 - A **3-point deduction from the final course grade**.
 - This applies to each subsequent incident.
 - The instructors' contact information is listed in the syllabus under *Instructor Information*.

Course	Time Limit
RAD 110	5
RAD 111	6
RAD 112	6
RAD 121	5
RAD 122	3
RAD 141	3

RAD 211	5
RAD 231	3
RAD 271	5

Program Tardy Policy

Attendance is recorded at the start of each class and lab session. The closing of the classroom or lab door signifies the official start of class or lab. Entry after this time will be recorded as a tardy.

- Students are allowed **two (2) tardies** per course (class and lab combined).
- A **third tardy** will result in:
 - A **policy violation notification.**
 - A **5-point deduction from the final course grade.**
- Each subsequent tardy will result in an additional **5-point deduction from the final course grade.**
- Tardies are tracked separately for each individual course.

6.1 ELECTRONIC DEVICES IN THE CLASSROOM

(See Electronic Devices Policy, Radiography Program Policies)

6.2 GENERAL CLASSROOM RULES

Each student is responsible for all course material covered during a class session. If the student is absent, they should discuss any work missed with the course instructor.

Textbooks, modules, and course materials should be brought to every class and/or lab unless otherwise instructed.

6.3 TESTING POLICY

Tests

Tests are handed back to the student after grading for the student to review. The test is then returned to the instructor. All tests are kept on file for the duration of the student's program and are considered property of the program.

Missed Tests

Students must be present for announced tests or a "0" will be issued.

Exceptions may be made based on:

- Illness: Requires a doctor's note
- Emergency: Determined by the instructor to be valid

Students must contact the instructor by either college email or leave a message on the instructor's office voice mail prior to the scheduled test time.

Make-up tests must be scheduled with the instructor and will be given on the first day the student returns to school. Make up tests will be scheduled at times other than classroom, lab, or clinical education times. If the student does not contact the instructor on the first day back at school, no make-up test will be given and a **Zero (0)** will be recorded.

6.4 SUBMISSION OF ASSIGNMENTS POLICY

Submit all materials and assignments in a neat and legible form, on time or before the due date. **One (1) letter grade** reduction will apply for each day of lateness.

6.5 RADIOGRAPHIC IMAGES/CD CHECKOUT POLICY

Students may be required to complete projects or case studies regarding radiography. If copies of images are needed for presentations, it is the student's responsibility to obtain consent from the clinical site. All patient information must be removed from the images, or it will be considered a violation of professional standards (*Radiography Program Policies, Professional Standards*).

6.6 READING AND HOMEWORK ASSIGNMENTS

Classroom, laboratory, and instructor-student discussion are not the total of the learning process. To facilitate the teaching/learning process beyond the physical boundaries of the classroom or lab, assignments are given requiring research, reading, computer programs, audio-visual material, practice, and at home study. These assignments strengthen instruction and enhance the instructional material for student comprehension and learning. Students will be expected to complete these assignments. Instructors may opt to include readings and assignments in tests or when computing final grades

SECTION 7: LAB POLICIES

GENERAL

All program and classroom rules and policies apply to educational labs. The following are additional policies specific to the program's energized labs and the lab environment.

7.0 INTRODUCTION

The operating and safety procedures for the energized laboratory have been developed to establish a safe learning environment for students and faculty at Forsyth Technical Community College. Radiation safety and protection measures are in place to provide a safe environment. All students and faculty are required to follow the Radiation Safety Plan (RSP). They must review and be familiar with the plan, and sign acknowledgment of its content and their implied compliance. A notebook with a copy of the RSP can be located in the lab, BGH, room 112. (*Forsyth Technical Community College, Heath Tech Division- Imaging Department, Radiation Safety Plan*).

In addition, students will be taught and are required to practice all radiation safety measures, with emphasis on how to minimize radiation exposure to patients and personnel. This content will be introduced and taught in the various courses with lab components (RAD 110, 111, 112, 121, 122, 141, 211, and 231).

7.1 GENERAL RULES

- At no time are students allowed to hold "patients", phantoms, or any type of imaging receptor during energized lab activities, including Open Lab.
- Students are responsible for maintaining the cleanliness and orderly appearance of the lab.
- Student conduct while in the lab is governed by the same standards as any other classroom situation.
- The energized lab equipment must be used under the direction of a Forsyth Tech Radiography Program faculty member or adjunct faculty.
- Radiation dosimeters are to be worn by students and faculty during energized lab sessions, including OpenLab.
- Any misuse of lab equipment or accessory devices will subject the student to disciplinary action.
- Any violation of the lab rules will be considered a violation of professional standards (*Violation of Professional Standards, Program Policies*).
- Additional Open Lab rules apply. These rules are distributed during Program Orientation.

7.2 ATTENDANCE OF SCHEDULED LAB SESSION

(See Attendance, Program Attendance Policy, Classroom Policies)

7.3 ABSENCE OF SCHEDULED LAB SESSION

If a student cannot be present for their scheduled lab (for whatever reason), they should, when possible, exchange lab with another student. Any absence in lab for reasons other than illness or emergencies requires the student to get preapproval from the lab instructor in order to switch labs. Individual make-up labs will not be held for those students who are absent from a scheduled lab. The student is responsible for any lab material or assignments missed due to their absence and should follow up with the instructor.

7.4 DARKROOM SAFETY AND PROCEDURES

Faculty and Students are expected to follow all darkroom safety measures and procedures.

BASIC PROCEDURES

- Unexposed x-ray film is stored in room 112 dark room until needed.
- Process films according to the laboratory instructions

- Always check expiration dates on the film and the chemicals used in the processor. Make note if either are beyond the expiration date.
- Two safe lights in the film processing/loading area are provided under these conditions and should not be changed without authorization from the Program Coordinator.
- Filter Type: Wratten 6B
- Bulb Wattage: 15
- Distance from Working Surface: 6 feet
- Both safelights can fog film if procedures are not followed

AUTOMATIC PROCESSING

- Check the temperature at the beginning of the lab. If the red light is flashing it is at an acceptable temperature. Do not process films unless the developer temperature is acceptable. Recheck temperature as needed.
- Run cleanup or blank films daily/weekly as specified by the manufacturer.
- Maintain the processor according to the instructions in the manufacturer's operation manual in the Radiography Lab, Room 112

QUALITY ASSURANCE

- QA procedures will be performed at specified intervals by students or program faculty as needed.

7.5 HANDLING OF LABORATORY EQUIPMENT AND ACCESSORY DEVICES

Proper use and maintenance of laboratory equipment and accessory devices (i.e., phantoms, shields, image receptors, grids, and sponges) are essential to laboratory instruction, safety, and longevity. All items utilized during labs and practice should be handled with care and returned to their proper location after usage. Any misuse, damage, or destruction of equipment and/or accessory devices will result in disciplinary action. *(See the Forsyth Tech Student Code of Conduct, Rule 3. Damage to or Destruction of Private Property and Violation of Professional Standards, Radiography Program Policies).*

7.6 HANDLING OF WHOLE-BODY PHANTOMS

The following information must always be followed:

- Two or more people are required when moving the phantoms.
- A sheet must always be kept under the phantoms.
- Do not remove the plastic protectors from any phantom.
- Do not place phantoms in a position unintended by the manufacturer.
- Do not mark on the phantoms with pen or leave printed materials in contact with surfaces.

SECTION 8: CLINICAL EDUCATION INFORMATION AND POLICIES

8.0 INTRODUCTION TO CLINICAL EDUCATION

Throughout the two years in the Radiography Program at Forsyth Tech, the student will participate in the clinical education portion of the curriculum in order to:

- Acquire competency and proficiency in a wide variety of diagnostic radiographic procedures through application of classroom theory and laboratory skills to the actual practice of technical skills in a clinical setting.
- Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health care team.

The main purpose of the clinical education courses in any Radiography Program is to develop a transfer of knowledge from theory learned in the classroom to the actual performance of skills in the clinical setting with the ultimate goal of the student obtaining entry level competency by the time of graduation.

This transfer of knowledge is accomplished by a series of clinical assignments in all aspects of diagnostic radiographic procedures along with the correlation of classroom and laboratory experiences.

In order to measure the student's ability to perform at satisfactory levels of competency, a method of competency evaluation has been established to meet the particular needs of this program. The student will be evaluated by clinical technologists and Forsyth Tech faculty in their performance of specific radiographic procedures as well as on their performance during the complete clinical rotation.

The student must realize the production of a finished radiograph and the clinical technologist observation of the student during the performance of that particular radiographic procedure are by no means the only aspects of clinical education that must be evaluated. In addition, the following affective skills play an important role in the overall performance of a student in clinical education courses: organization skills, initiative, cooperation, self-confidence, composure, enthusiasm, and overall attitude.

These characteristics are evaluated along with the completion of clinical objectives for the rotation. The Clinical Instructor/Preceptor at each site will be responsible for compiling the results of the staff evaluations throughout the duration of the students' rotation. This will allow the Clinical Instructor/Preceptor to provide timely feedback to the students. This will allow students an opportunity for continuous growth or improvement.

8.1 PERFORMANCE OF RADIOGRAPHIC EXAMINATIONS DURING CLINICAL EDUCATION

The student will engage in laboratory sessions during the Radiographic Procedures courses that will allow the student the opportunity to practice and satisfactorily demonstrate radiographic procedures using simulation on classmates and actual radiographs of phantoms (under the direct supervision of a college instructor). After demonstrating competency in the laboratory, the student will then be permitted to perform the radiographic examination for competency in the clinical setting. This does not mean that the student cannot assist the technologist in the performance of radiographic procedures not yet covered in the classroom or lab. In fact, the student will be expected to actively participate in every patient examination completed in their assigned area. The student should be aware of the following policies related to the Radiographic Procedures I (RAD 111), II (RAD 112), and III (RAD 211) courses:

- Successful completion of all didactic and simulation procedures section tests (chest, bony thorax, abdomen, upper and lower limbs, etc.) of 78% or higher is required before the student can begin performing the procedure in the clinical setting.
- A flowchart, which shows the correlation of the procedure courses with the curriculum clinical competency evaluation, is provided on the following page (*Clinical Competency Evaluation Flow Chart*).

The student is reminded that the majority of time spent in the first phase of their clinical experience will consist of transitioning from an observational or passive role, to an active or participatory one, assisting the technologist in radiographic examinations. The student's rate of progress will depend on the ability they possess to understand and perform the various assigned tasks.

After gaining experience in the various procedures, the student will gradually move into a performance state in which he or she will actually be performing the procedures under the supervision of a qualified radiographer (*defined in section 8.5 Supervision Policy*). It is at this stage that the student will perform a **Clinical Competency Evaluation**. The student is reminded that satisfactory performance of an examination for competency is only the beginning of gaining true proficiency. The student will also be responsible for maintaining their level of competency for each examination at each clinical affiliate. Details of the required numbers and types of competency and proficiency examinations will be found in the course syllabus for each of the clinical courses.

8.2 CLINICAL DOCUMENTATION AND TRAJECSYS

Documentation of a student's clinical performance and activities is essential. The Radiography Program utilizes the Trajecsyst system for the majority of this documentation. Instructions for registration and use of Trajecsyst are provided below. Clinical sites offer access to computers and the internet to facilitate use of the system; however, these resources are to be used solely for official purposes. Students and program faculty should limit their use to avoid interfering with the department's operations. Trajecsyst may also be accessed from home or any location with internet connectivity.

Trajecsyst Registration

Please do not register more than once. You can only have one active profile. If you have forgotten your user ID or password, please contact the Clinical Coordinator. Once you complete the registration form, The Clinical Coordinator will approve and add you to the system. This may take a couple of days to complete.

To register:

- Go to [Trajecsyst](#)
- Click on the registration link at the top right corner of the page.
- Complete the form
 - Institution: Forsyth Technical Community College
 - Program: Radiography
 - "Are you a current or new student?" Answer yes if you are a student. Answer no if you are a faculty member or technologist at a clinical site.
 - Create a username and password.
 - Students and faculty must use their Forsyth Tech email to register
 - Technologists should use an email address they access often, so all communications are received in a timely manner.
 - A confirmation email will be sent once you have completed registration. Verify your email address by following the instructions in the email.

Documentation of Clinical Time

Each day, students are required to log into Trajecsyst and clock in using only the designated computer(s) at their assigned clinical site. At the end of the clinical day, students must clock out using the same approved computer(s). If a computer is not available, a student may use their cell phone to clock in and out, but they must be in the department and share their location when prompted. If the location is not shared, the clock in/out will not count and clinical hours must be made up. Falsifying clinical time will result in immediate dismissal from the program. Students must clock in and out only at the beginning and end of their scheduled shift.

Clocking in/out procedure:

- Go to [Trajecsyst](#)
- Log in using your username and password.
- From the menu on the left side of the screen, choose "clock in/out".
- Choose the correct clinical site from the drop-down menu. *Note: selecting the correct clinical site is extremely important.*
- Click submit.

Time exception procedure:

A time exemption must be completed whenever a student does not adhere to the clock in/out procedure above.

- Go to [Trajecsyst](#)
- Log in using your username and password.
- From the menu on the left side of the screen, choose “time exception”
- Choose the correct clinical site from the drop-down menu. *Note: selecting the correct clinical site is extremely important.*
- Students must explain why they did not clock in or out per the policy and click submit.
- Students must send an email to the Clinical Instructor/Preceptor and copy the Clinical Coordinator alerting them to the time exception by the end of the day.
- The time exception will be investigated prior to being approved.

Absence procedure:

- Students send an email to the Clinical Instructor/Preceptor and copy the Clinical Coordinator alerting them to the absence.
- Go to [Trajecsyst](#)
- Log in using your username and password.
- From the menu on the left side of the screen, choose “time exception”
- Choose the correct clinical site from the drop-down menu. *Note: selecting the correct clinical site is extremely important.*
- Choose “absent” from the choices listed.
- Students must type the reason for the absence and click submit.

Documentation of Procedures/Exams

Students are required to maintain a record of all procedures and exams they observe, assist with, or perform during clinical rotations. This information must be documented daily in the student’s clinical log and entered into the Trajecsyst system. It is strongly recommended that students complete this documentation at the end of each clinical day; however, it must be done at least once per week at a minimum. Clinical Instructors and the Clinical Coordinator will regularly review these logs to ensure they are current. Failure to document procedures in a timely manner will result in point deductions from the student’s Clinical Evaluation. To log procedures and exams in Trajecsyst, follow the steps below:

- Go to [Trajecsyst](#)
- Log in using your username and password
- From the menu on the left side of the screen choose “log sheet”
- Complete the information asked for by choosing the correct exam from the drop-down menu. The “patient ID” will be the last 4 digits of the exam’s accession #.
- Be sure to select the correct date for each exam. Exams must be documented for each day of clinical.
- Indicate your performance level and indicate if you successfully completed a competency.

Completion of Evaluations

Several evaluations are completed throughout the semester. Students are asked to complete an evaluation on their Clinical Instructor(s), and clinical sites(s). Technologists are asked to evaluate the performance of the students they have supervised during the rotation. Clinical Instructors complete Clinical Performance Evaluations at various times depending on the semester. All evaluations are completed in Trajecsyst. Please note that Evaluator’s names are not shared on any evaluations completed by students and technologists.

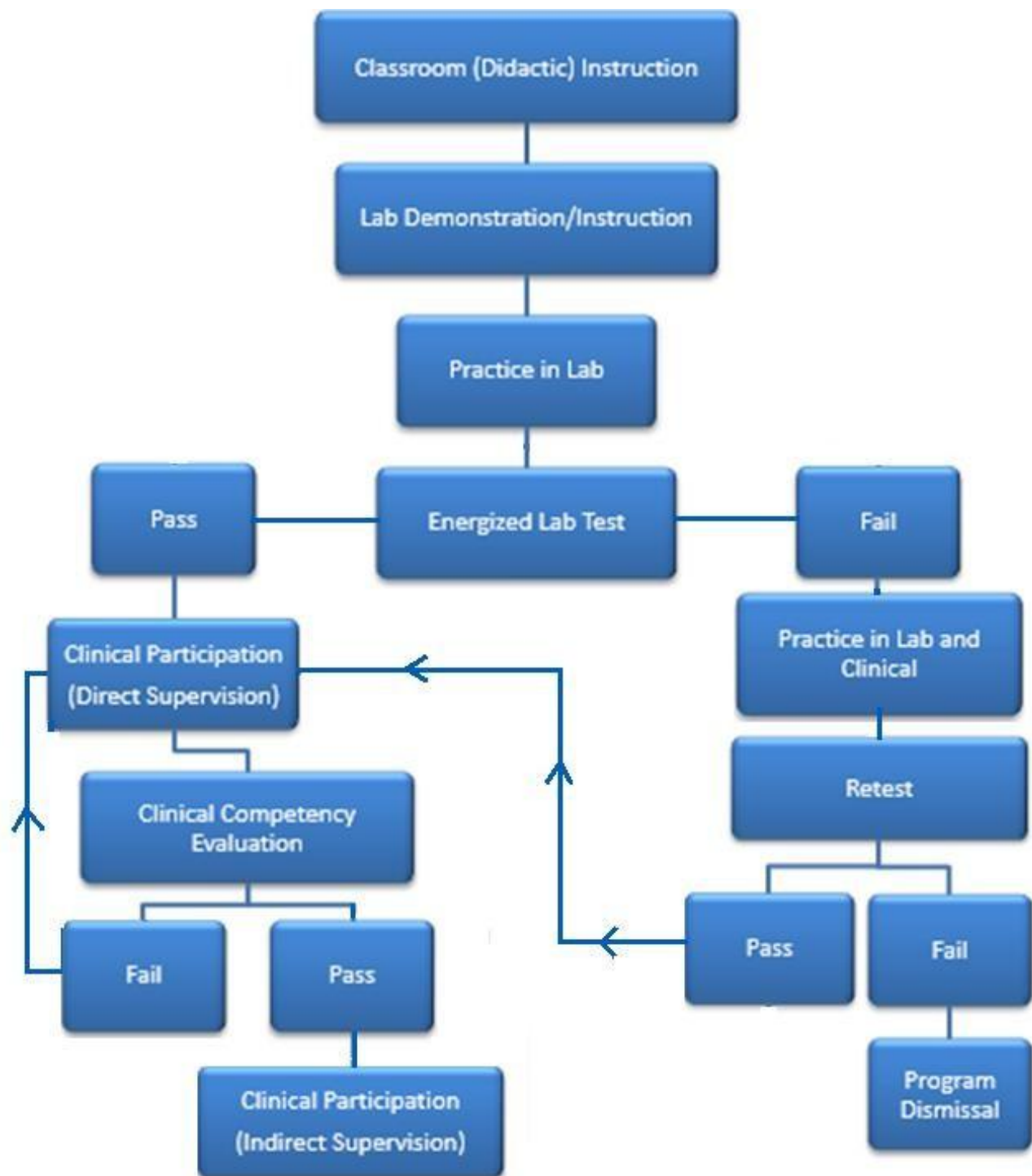
- Go to [Trajecsyst](#)
- Log in using your username and password
- From the menu on the left side of the screen choose “evaluations”
- Select the evaluation you would like to complete.

- Choose the name of the person you are evaluating from the drop-down menu.
- Complete the evaluation and click submit.

Completion of Competency Evaluations

Once a student successfully demonstrates competency on an exam, the supervising technologist or clinical instructor/preceptor must complete the competency evaluation in Trajecsyst. In addition, a paper copy of the completed evaluation should be submitted to the student's Clinical Instructor. If the supervising technologist does not have access to Trajecsyst, the student is responsible for notifying their Clinical Instructor, who will then enter the competency into the system. Competency evaluations are not considered valid or counted toward clinical requirements until both the Trajecsyst entry is completed and the master competency log has been signed off. (*See Section 8.4 Competency Procedure*)

8.3 CLINICAL COMPETENCY EVALUATION FLOW CHART



8.4 COMPETENCY PROCEDURE

Clinical competency evaluation is a standardized method for determining and documenting a student radiographer in a core of radiographic procedures, identified by the *American Registry of Radiologic Technologists (ARRT)*.

Radiography Clinical Competency Requirements

Demonstration of clinical competence means that a qualified radiographer has observed the student performing the procedure, and that the student performed the procedure independently, consistently, and effectively. As part of the educational program, students must demonstrate competence in the clinical activities identified below:

- Ten (10) mandatory general patient care activities
- Thirty-six (36) mandatory imaging procedures
- Fifteen (15) elective imaging procedures selected from a list of 34 procedures.
 - One of the 15 elective imaging procedures must be selected from the head section.
 - Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section

Procedures should be performed on patients whenever possible. A total of ten imaging procedures may be simulated. Imaging procedures eligible for simulation are noted on the “*ARRT Radiography Didactic and Clinical Competency Requirements, section 4.2.2*”.

One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both).

Institutional protocol will determine the positions and projections used for each procedure. When performing imaging procedures, the candidate must independently demonstrate appropriate:

- Patient identity verification
- Examination order verification
- Patient assessment
- Room preparation
- Patient management
- Equipment operation
- Technique selection
- Patient positioning
- Radiation safety
- Image processing; and
- Image evaluation

Process of Competency Evaluation on a Radiographic Imaging Procedure:

- Related material covered in class/lab.
- Demonstration of proper positioning and simulated practice in the Energized Lab.
- A score of 78 or higher is obtained on the Energized Lab test.
- Appropriated clinical experiences where the student, under direct supervision, performs the procedure.
- Competency evaluation can be completed by:
 - Forsyth Tech Faculty
 - Preceptor or Clinical Instructor
 - Registered Staff Radiographers
- The entire examination/procedure must be monitored by the evaluator.
- To continue in the program, students will be required to successfully demonstrate competency on a specific number of examinations each semester. The course syllabus will identify the minimum number of competencies required each semester.

Student Responsibilities for Clinical Competency:

Students **MUST** always work under the direct supervision of an ARRT Registered Technologist until competency is achieved.

(Direct supervision must be upheld during all fluoroscopy and C-arm procedures even if student has achieved competency.)

The following process has been established to ensure the successful completion of the required clinical competencies.

- Must “REQUEST” and clearly inform the supervising technologist of their intent to attempt competency before the exam starts.
- Clinical Competency Manual must be provided to the supervising technologist prior to beginning the examination.
- Bring the patient into the room.
- Verify patient information.
- Perform the entire examination unassisted (independently) including setting technique without errors.
- Properly identify all competency radiographs/images with their lead markers.
- Release the patient or return them to the appropriate area with proper instructions.
- Document the technical factors and accession number of the examination on the competency evaluation form.
- Ensure the supervising technologist has completed the competency evaluation form.
- Notify the Clinical Instructor/Preceptor of completion of successful competency.

Always remember that the patient’s safety and comfort is the primary goal, as well as obtaining the highest possible standards in diagnostic imaging. Do not attempt any imaging procedure you do not feel comfortable performing.

Supervising Clinical Staff Technologist Responsibilities for Clinical Competency:

- **Observe** procedure (*Note: student is expected to perform all aspects of the examination entirely unassisted including setting technique*)
- May **intervene** at any time they deem necessary for whatever reason, but this will result in the student **not** being able to count the examination for a Competency.
- Approve all images obtained.
- Perform all paperwork/computer-work associated with the examination.
- Complete Clinical Competency Manual - Competency Evaluation form and sign.

Clinical Instructor/Preceptor Responsibilities for Clinical Competency:

- Review the competency by evaluating images with the student.
- Ensure all required signatures are on the competency forms (*Note: The program will not grant competency, if the required signatures are not present*)
- Initial the student’s master comp list and document/verify the competency in Trajecs.
- To maintain consistency and competency in procedures, the Clinical Instructor/Preceptor can re-evaluate a student on previously demonstrated competency, at any time. Demonstrated competency may be removed when:
 - o The student is unable to satisfactorily perform competency examination.
 - o Validity of the competency examination (i.e., lack of appropriate lead markers, positioning, centering)

****WHITEOUT MUST NEVER BE USED IN THE COMPETENCY MANUAL.** If an error occurs during documentation, a line should be drawn through the error, with initials and the date.

In order to be considered competent, the student must perform the examination and receive an “Acceptable” on all portions of the competency. If a student receives an “Unacceptable” on any portion of the competency, it will be considered a failed attempt. The student will be required to repeat the examination.

There is no set limit to the number of times the student may repeat the examination for competency; however, remediation will be given for each failed attempt. Students are urged to be confident of their ability to perform a competency examination before they request to be evaluated, so that they are able to complete the task at an acceptable level the first time. The student is reminded that any student-caused errors or repeated radiographs demonstrate a lack of competency and will result in a failed attempt. If the attempt resulted in a repeat image, the procedure must be marked as a repeat on their Daily Clinical Journal along with the supervising technologist’s initials.

The student is responsible for notifying the Clinical Instructor/Preceptor when a successful competency has been performed. The Clinical Instructor or Preceptor is responsible for reviewing, evaluating, and signing off on the competency evaluation in both the master competency log and Trajecsys. If a student does not successfully complete the evaluation portion of the competency, it will be recorded as a failed attempt.

The student is responsible for completing the total required number of competencies (mandatory and elective) before the end of their last clinical rotation. Refer to the course syllabus for each clinical course. Failure to complete the minimum number of competencies by the end of the semester will result in the student receiving a **zero (0)** for the final clinical grade and student will be dismissed from the program.

After the student has successfully completed a competency evaluation, they will be expected to be able to perform the same examination at any time on other patients to ensure continued proficiency. These continued proficiency examinations will contribute to the student's overall clinical grade. The number and types of proficiency examinations required to achieve the clinical grade will be included in the syllabus for each clinical course. Refusal to perform a previously obtained competency examination when asked by a Clinical Instructor/Preceptor or Staff Technologist, will be considered insubordination, and considered a violation of professional standards. Additional disciplinary actions will include invalidation of the original competency evaluation, and the student will be required to repeat the competency evaluation for the procedure to be counted as valid.

Critical Thinking and Problem Solving

The Joint Review Committee on Education in Radiologic Technology (JRCERT) requires critical thinking and problem-solving skills in the curriculum of radiography programs to further enhance student's competence. Each task in the competency manual initiates critical thinking and problem solving as the student completes each step, evaluates their own images, and reviews the anatomy. After completing this manual, the student will have acquired the knowledge and gained confidence in the clinical setting and will be eligible to take the ARRT certification examination.

8.5 SUPERVISION POLICY

To ensure patient safety and the best possible care of patients, clinical supervision is required for all Forsyth Tech Radiography Program students. Students are required to work under **DIRECT SUPERVISION** until they have successfully demonstrated competency. After demonstrating competency of a specific examination, the student may perform the examination under **INDIRECT SUPERVISION**. **A repeat of ANY unsatisfactory image requires that a qualified technologist DIRECTLY SUPERVISE the student.**

DIRECT SUPERVISION

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the **direct supervision** of qualified radiographers. A qualified radiographer is defined as being an individual certified by the American Registry of Radiologic Technologists, or a suitable equivalent. The parameters of direct supervision are as follows:

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

DIRECT SUPERVISION is required for all surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

INDIRECT SUPERVISION

Once students have demonstrated and achieved competency, students may perform procedures under indirect supervision. Indirect supervision is defined as student supervision provided by a qualified radiographer who is immediately available to

assist the student regardless of the level of student achievement. This is further defined as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

This availability applies to all areas, **EXCEPT surgical, mobile, and mobile fluoroscopy**, where ionizing radiation equipment is in use.

QUALIFIED RADIOGRAPHER

A qualified radiologic technologist possessing American Registry of Radiologic Technologists (ARRT) certification or equivalent, and active registration in the pertinent discipline and practicing in the profession.

- **Clinical Staff** – Staff Radiographers certified by the American Registry of Radiologic Technologists and have volunteered to work with students
- **Clinical Instructor/Preceptor** – Radiographers certified by the American Registry of Radiologic Technologist, employed by the college and are recognized by the Joint Review Committee on Education in Radiologic Technology to have met the criteria for clinical instructor/preceptor

APPROVAL OF RADIOGRAPHS

It is the responsibility of the supervising technologist to approve all student radiographs, supervise a repeat examination, and dismiss a patient after completing an examination. The student may perform these duties **ONLY** after being instructed to do so by their supervising technologist.

8.6 REPEAT EXAMINATION POLICY

In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only under the **direct supervision** of a qualified radiographer, regardless of the student's level of competency. The exam should be marked as a repeat on the student's daily clinical journal along with the reason for the correction.

Each student is responsible for abiding by the above supervision and repeat radiograph policies. In a situation where the student feels he or she is placed in a situation that is in direct violation of these policies, the student should **immediately** report it to the Clinical Instructor/Preceptor.

A qualified radiographer must be present during student performance of all repeat images. Direct supervision is mandatory.

Failure to comply with the supervision or repeat examinations policies is in violation of the Unsafe Practice Policy (*Radiography Program Policies: Unsafe Practice Policy*).

8.7 SAFE CLINICAL PRACTICE

There are many safe clinical practices, including, but not limited to the following:

- Practicing within the guidelines of the Radiography Program policies and objectives at Forsyth Tech
- Practicing within the American Registry of Radiologic Technologist standards
- Practicing within the ethical standards of the American Society of Radiologic Technologists
- Practicing within the scope of practice under the auspices of the ARRT and ASRT
- Practicing within the standards of the Joint Review Committee on Education in Radiologic Technology
- Practicing within the direction and supervision of the Radiologist on-site at clinical affiliates.
- Practicing within the direction and supervision of the registered Radiologic Technologist
- At all times, use appropriate shielding, imaging techniques, or other means of radiation exposure reduction.

(ALARA).

- Giving excellent care to every patient without regard to race, creed, sex, color, religion, and physical or mental limitations.
- Students may not remove a patient from the following:
 - Cervical collars
 - Monitoring devices
 - Traction
 - Bandages or splints
- Students may not give medication or treatment to patients with the exception of contrast agents and only with direct supervision and approval of a technologist or physician. Food and/or liquids may be given with consent of the attending physician.
- Students may not inject IV contrast without direct supervision of an ARRT-R technologist that works for the clinical site.
- Students are not permitted to use fluoroscopy to locate or position anatomy for any examination in any clinical setting.
- Critically ill patients should take priority and should never be left alone. Note any changes in patients and report it immediately.
- Students should never keep valuables for a patient. Valuables should be given to a family member or given to nursing personnel to be locked up. Note the name of the person in possession of valuables in case it is needed later.
- Dentures should be placed in the proper container, not wrapped in paper towels, tissues or washcloths. (Always check for dentures, glasses, clothing, and other personal belongings when escorting the patient from the exam room.)
- Never be afraid to ask for help. If you suspect something is wrong, it probably is, get help.
- Never be afraid to ask a radiologist to check a patient.
- Never get between an upset or belligerent patient and the exit.
- Excuse yourself from the room if you feel threatened or uneasy. Ask a technologist to come in the room with you.
- Students are required to wear corrective lenses or glasses if indicated on their medical form.
- Students are required to wear any and all types of devices required by their physician that the program may feel is necessary to protect the patient.
- Students are NOT allowed to hold image receptors during any exposure in clinical radiography. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

8.8 IMAGING CLINICAL UNSAFE PRACTICE POLICY

During enrollment in the Radiography Program, all students in all clinical activities are expected to adhere to professional standards of safe clinical practice with regard to facility policy, program policy and equipment use. Unsafe clinical practice includes any omission or deliberate unsafe clinical behavior or act that endangers a patient, a clinical site employee, program faculty, other students, or yourself regardless of whether actual injury is established. If an unsafe clinical conduct is observed, the following actions will be taken:

- The student will be immediately removed from the instructional setting and the Clinical Coordinator will be notified.
- The observation of the unsafe situation will be documented immediately and submitted to the Clinical Coordinator.
- A copy of the report will be submitted to the Program Coordinator.

Students demonstrating conduct which conflicts with safe practice may be immediately withdrawn from the Radiography Program with a course grade of 'F.' In order to be considered for readmission to the program, the student will follow the readmission process outlined in the Radiography Program Student Handbook and will make an appointment with the

Program Coordinator for remediation. If the student does not concur with the recommendation regarding enrollment status, they may follow the Imaging Appeal Process.

8.9 CLINICAL ATTENDANCE POLICY

Clinical education encompasses multiple critical components that contribute to a student's development in the radiologic sciences. One essential aspect is providing students with opportunities to apply their skills and knowledge to meet course objectives, demonstrate competency in radiographic procedures, and actively engage in the learning process and the professional role of a technologist. Another key component involves meaningful interactions with patients, technologists, peers, physicians, radiologists, and administrators, fostering interpersonal and collaborative skills. Additionally, clinical education supports professional growth, which is reflected in a student's conduct, appearance, confidence, and initiative.

Attendance in all clinical education courses is mandatory, and students must complete all scheduled clinical hours to pass the course. Any falsification of records will result in an automatic grade of F and immediate dismissal from the program. The responsibilities, policies, and procedures outlined here govern student attendance in the clinical education setting

Tardiness -

A student is considered tardy if they are not present at the clinical site when the scheduled clinical day begins. To ensure punctuality, on-time attendance is defined as being physically present in the department and clocked into Trajecsyst at the designated start time. For accuracy and accountability, **students MUST clock in and out of Trajecsyst while in the clinical department.** Failure to arrive on time for scheduled activities is considered unprofessional and demonstrates a lack of responsibility. Attempting to use another method to clock in for clinical, other than the program approved device will be considered falsifying time records and the student is subject to dismissal.

Punctuality is a critical expectation in the medical field, and habitual tardiness is not acceptable. Students who struggle with timeliness may face challenges in future employment. As such, the Radiography Program places a strong emphasis on punctuality and takes issues of tardiness seriously.

- Each tardy will be recorded as an occurrence. Any student exceeding **two (2)** recorded occurrences during a semester will result in **five (5) points off their final grade** in the clinical course. This deduction applies to each incident beyond the two recorded occurrences.
- The student is responsible for notifying the **Clinical Instructor/Preceptor and the Clinical Coordinator** via email, office phone, and/or cell phone as soon as possible. If notification does not occur before the end of the scheduled clinical day, an absence will be recorded along with failure to notify which will result in **five (5) points off the final grade in the course.**
- **All missed clinical time MUST be made up.**

Absence -

- The student is responsible for notifying the **Clinical Instructor/Preceptor and the Clinical Coordinator** via email, office phone, and/or cell phone at least **fifteen (15)** minutes before the expected time for the clinical rotation to begin.
- **If assigned to an outpatient facility, the student must also notify the clinical site.** The phone call must include your name, reason for the absence, and expected date of return to clinical. Clinical site phone numbers can be found in section 1.8 of the handbook.
- **The student must document their absence in Trajecsyst.** (See Section 8.3 Clinical Documentation and Trajecsyst)
- The student must provide a doctor's note for absences exceeding two (2) consecutive days.
- Failure to notify the Clinical Instructor/Preceptor, Clinical Coordinator or the clinical site of absence will result in **five (5) points off the final grade in the course.**

Early Departure -

Departure from clinical before the scheduled clinical end time.

- Early departure is strongly discouraged unless there is an emergency.
- In the event of an emergency, the student must notify **the Clinical Instructor/Preceptor and the Clinical Coordinator via email**. If assigned to an outpatient facility, the student must also notify the clinical site prior to departure.
- In the event of a planned early departure, the student must submit an email request to the Clinical Coordinator for approval at least **24 hours** before scheduled clinical start time.

Failure to notify the Clinical Instructor/Preceptor, Clinical Coordinator or the clinical site of impending absence or early departure will result in **five (5) points** off the final grade in the course. This rule applies for each incident. In addition, the student must notify the appropriate person the day they are absent from clinical or an **ADDITIONAL five (5) points** will be deducted from the final course grade for each day they do not call in or leave early. All clinical time missed will be rescheduled on designated “make-up” day(s) listed on the clinical rotation schedule. All make-up time will occur at the same clinical site and for the same shift on which the absence occurred. Designated make-up date, time and location are subject to change.

8.10 CLINICAL EDUCATION ROTATION ASSIGNMENTS

The rotation of students through different clinical settings provides for a well-rounded clinical education which allows the student to become exposed to a variety of clinical experiences. Students in the program are scheduled for clinical education rotations throughout the entire curriculum. All students rotate through each of the different clinical settings affiliated with Forsyth Tech to warrant equal and equitable experiences. Clinical education times vary depending on the semester; however, **at no time should a student be scheduled more than 40 hours per week** of combined clinical and didactic/classroom hours.

Students will receive a clinical rotation schedule outlining each phase of clinical education at the beginning of each semester. Clinical rotations are determined randomly and must be strictly adhered to. Requested assignments and changes will NOT be accepted. It is the student’s responsibility to know and report to the assigned clinical site. Students must have a reliable form of transportation that will enable them to travel to all program clinical affiliates. The costs of travel, lodging, parking, meals, and other expenses are the student’s responsibility. The program does not provide transportation to clinical affiliates. Some **evening and weekend shift rotations** will be required during 3rd, 4th, and 5th semester. Evening and weekend rotations will total no more than 3 weeks in each semester. Evening and weekend rotations are completed by 10:00 pm. No substitutions or changes for clinical rotations or assignment times are allowed without consulting and receiving approval from the Clinical Coordinator. Forsyth Tech Radiography Program Administration reserves the right to make changes in clinical sites and/or times as deemed appropriate for quality clinical education.

Students must stay in their assigned area unless otherwise designated by a Clinical Instructor/Preceptor or a Radiography Program faculty member. Students shall be productive and display active participation while exams are being performed in assigned area/room. Even if the exam is beyond the student's current capabilities, the student must be attentive, observant, and participate with patient care. Clinical time is to be used wisely as these are documented hours of instruction that are needed for admittance for the ARRT registry exam. Failure by a student to participate in their own clinical experiences may result in disciplinary action for uncooperative behavior while in the learning environment.

Additionally, students must adhere to the following guidelines:

- Meals Break – lunch/dinner schedules will be assigned at the discretion of the Clinical Instructor/Preceptor at each clinical affiliate. Due to the nature of the professional responsibilities of Radiography, it is often impossible to predict a schedule of meals and breaks in advance.
 - o 6 hours or more a day clinic - one (1) required 30-minute meal break
 - o Students are not allowed to work through lunch breaks
 - o Lunch time cannot be accrued, accumulated, or banked
- Eating and drinking are allowed only in the staff lounge or designated areas. Be respectful of limited space in some staff lounges; staff have priority over students and students should go to another appropriate area to eat.
- Students are not allowed to bring their breakfast foods to eat upon arrival on their clinical day.

8.11 PROFESSIONAL CONDUCT AND CLINICAL EXPECTATIONS POLICY

Radiography students are expected to demonstrate professional behavior, ethical conduct, clinical competence, accountability, and respect at all times while participating in classroom, laboratory, clinical, and program-related activities. Students represent the Radiography Program, the College, affiliated clinical facilities, and the profession of radiologic technology. As such, students are expected to uphold the highest standards of patient care, professional behavior, integrity, and ethical practice whenever they may be identified as a radiography student.

Failure to comply with the standards outlined in this policy, as well as other program, college, and clinical affiliate policies and procedures, may result in disciplinary action up to and including dismissal from the Radiography Program.

Patient Care and Professional Relationships

Students shall:

1. Identify themselves by name and as a radiography student prior to participating in examinations or procedures and respect a patient's right to refuse student involvement.
2. Promote patient comfort, dignity, privacy, and well-being throughout the care experience.
3. Treat all patients with courtesy, compassion, and respect, using appropriate forms of address and professional communication.
4. Include patients in conversations regarding their care whenever appropriate.
5. Provide and maintain a safe, clean, and professional patient care environment.
6. Protect and respect patient property and personal belongings.
7. Escort or accompany patients when appropriate rather than directing them to another area without assistance.
8. Maintain patient confidentiality and privacy at all times in accordance with HIPAA regulations and facility policies. Discuss patient information only in appropriate settings and only with authorized individuals. Violations of patient confidentiality may result in immediate dismissal from the program.
9. Demonstrate a positive, friendly, approachable, and professional attitude toward patients, families, visitors, and healthcare personnel.
10. Maintain patient safety by practicing safe patient care, reporting unsafe conditions or equipment concerns immediately, and seeking assistance whenever patient welfare may be compromised.

Professional Relationships with the Healthcare Team

Students shall:

1. Follow the established chain of command and lines of authority within the program and clinical setting.
2. Adhere to all policies and procedures of the Radiography Program, College, and assigned clinical facilities.
3. Collaborate effectively and professionally with members of the healthcare team.
4. Treat faculty, staff, technologists, preceptors, patients, and fellow students with courtesy, dignity, and respect.
5. Accept constructive feedback professionally and use it for personal and professional growth.
6. Address disagreements through appropriate channels and in a respectful, professional manner.
7. Comply with instructions and assignments from supervising personnel unless such instructions violate program policy, facility policy, ethical standards, or patient safety requirements.
8. Avoid behaviors that create discomfort, disrupt workflow, or encourage violations of policy.
9. Recognize that professional behavior is measured not only by intent but also by how actions are perceived by patients, staff, and supervisors.

Dependability, Attendance, and Accountability

Students shall:

1. Arrive punctually for all clinical assignments, classes, meetings, and program activities.
2. Remain in assigned clinical areas for the duration of scheduled rotations unless authorized to leave.
3. Follow all attendance, absence reporting, and notification procedures outlined in the program handbook.

4. Accurately record attendance and clinical documentation in designated tracking systems.
5. Notify the supervising technologist when leaving the clinical area and provide appropriate patient or examination-related information when applicable.
6. Complete all required clinical documentation, competency records, procedure logs, repeat logs, and assignments accurately and within required deadlines.
7. Maintain accurate and truthful records. Falsification of attendance, clinical documentation, or program records may result in immediate dismissal from the program.
8. Report to clinical assignments prepared with all required supplies, including identification badge, radiation monitoring badge, lead markers, and other required materials.
9. Demonstrate readiness to perform procedures independently or with minimal supervision when competency requirements have been successfully completed and patient condition permits.
10. Accept responsibility for mistakes, report errors appropriately, and take corrective action to improve future performance.

Initiative, Clinical Engagement, and Professional Development

Students shall:

1. Take an active role in their clinical education by seeking opportunities to participate in examinations and procedures.
2. Demonstrate initiative rather than waiting to be assigned tasks whenever opportunities for learning are available.
3. Seek educational experiences that enhance knowledge, technical skills, critical thinking, and professional growth.
4. Request guidance, instruction, or clarification whenever additional assistance is needed.
5. Utilize downtime productively through approved educational activities, equipment familiarization, positioning practice, room preparation, stocking, cleaning, or other department-related duties.
6. Prioritize patient care and departmental responsibilities over personal study activities.
7. Assist patients, visitors, technologists, and other healthcare personnel whenever appropriate and within the student's scope of practice.
8. Demonstrate a strong work ethic and commitment to continuous learning.

Clinical Judgment, Safety, and Responsibility

Students shall:

1. Exercise sound judgment and professional decision-making in all clinical situations.
2. Recognize and appropriately respond to patient concerns, emergencies, safety hazards, and urgent situations.
3. Remain calm, professional, and adaptable during stressful situations.
4. Seek assistance from supervising technologists, clinical instructors, or faculty whenever necessary.
5. Follow all radiation safety principles, shielding practices, and ALARA standards consistent with program instruction and facility policy.
6. Follow all facility procedures related to patient identification, screening, examinations, documentation, quality assurance, and safety practices.
7. Become familiar with emergency procedures, safety protocols, and the location and operation of emergency equipment.
8. Perform or assist with radiographic procedures appropriate to their educational level and competency status.
9. Refrain from accepting gifts, gratuities, compensation, or favors from patients in exchange for services.
10. Adhere to all program and clinical facility policies regardless of the level of supervision present.

Communication and Professional Conduct

Students shall:

1. Communicate honestly, respectfully, and professionally with patients, families, faculty, staff, technologists, and fellow students.
2. Seek assistance whenever knowledge, experience, or confidence is insufficient to safely perform a task.
3. Follow facility procedures for patient identification, screening, and communication.
4. Keep patients and families informed of wait times or delays when appropriate and consistent with confidentiality regulations.

5. Maintain professional conversations and interactions in all patient care and educational settings.
6. Avoid loud, disruptive, inappropriate, derogatory, harassing, intimidating, teasing, or unprofessional behavior.
7. Refrain from gossip, rumor-spreading, and discussions that negatively impact the learning environment, workplace culture, or professional relationships.
8. Ensure that all communication, including electronic communication and social media activity, reflects the standards and values of the Radiography Program and profession.
9. Refrain from posting content that violates patient confidentiality, facility policies, professional standards, or program expectations. Such violations may result in disciplinary action up to and including dismissal.

Professional Appearance and Personal Conduct

Students shall:

1. Comply with the Radiography Program dress code and maintain a neat, clean, and professional appearance.
2. Wear required identification badges, dosimetry devices, and clinical attire while participating in clinical education activities.
3. Maintain appropriate personal hygiene and present a professional image at all times.
4. Demonstrate courtesy, respect, tact, integrity, and professionalism in all interactions.
5. Exhibit confidence while recognizing personal limitations and seeking assistance when needed.
6. Demonstrate leadership, accountability, and professionalism consistent with the standards of the radiologic technology profession.
7. Adhere to the ARRT Code of Ethics and all applicable professional and institutional standards.
8. Conduct themselves honestly and ethically in all academic, clinical, and professional activities.

8.12 CLINICAL APPEARANCE AND DRESS CODE

Students are to abide by the program requirements related to personal appearance to present a positive, well groomed, and professional appearance; to be easily identified by patients and co-workers; and to maintain safety related to attire for themselves and patients.

The Program expects each student to present a professional, businesslike image to patients and to the public while participating in clinical education. Students are also expected to follow guidelines regarding uniforms and other specifics of personal appearance and grooming.

GENERAL APPEARANCE

- Clinical scrubs must be pressed and clean, properly fitted, and appropriate.
- Only solid black or white short or long sleeve tops can be worn underneath scrubtop.
- Operating Room (OR) scrubs must be returned to the designated clinical staff or Clinical Instructor on the day the scrubs are utilized. Not returning OR scrubs is considered theft.
- Tattoos should not be visible in the clinical setting. All **tattoos** must be covered. This includes any facial tattoos.
- Wearing tight-fitting, suggestive, or see-through attire is prohibited.
- Chewing gum is not allowed.

FOOTWEAR

- Clean, comfortable, and closed-toe shoes that are ALL white or ALL black are required. Shoes must also be impermeable, so no liquids can seep through the shoes. Shoelaces should match accordingly.
- ONLY white or black hosiery or socks must be worn by students and must match the shoe color.

GROOMING

- Good personal hygiene is an essential element of appearance. Students are expected to be clean and to practice good

hygiene habits. The student must shower or bathe daily. (*See Personal Hygiene Policy, Radiography Program Policies*)

- Nails must be clean, well groomed, and of appropriate length (**CANNOT** extend past the skinline).
- Artificial nails and nail jewelry are prohibited based upon health and safety guidelines related to patient contact and infection control.
- No nail polishes, acrylic, gel, or SNS nails are permitted.

HAIR

- Hair must be clean, combed, neatly trimmed, or arranged away from the face.
- Hair (passed the shoulders) must be pulled back in a manner that does not hang/dangle/fall on a patient while performing an exam.
- Colored hair must appear professional and in good taste (no exotic hair colors).
- Hair beads are not permitted.
- When required, students shall adhere to departmental guidelines regarding hair covering.
- Students arriving at clinical with wet hair will be asked to leave. Time missed must be made up.
- Sideburns, mustaches, and beards must be neatly trimmed to a short length.
- Students may be required to shave all facial hair for clinical required mask fittings.

ACCESSORIES

- Jewelry may be worn in moderation.
- One set of small stud earrings worn in earlobes only, a wristwatch (no smart watches), and one ring on either hand.
- All other jewelry is considered excessive for the clinical setting and therefore prohibited (i.e., large dangling/hoop earrings, any ear jewelry besides small studs).
- Jewelry on other parts of the face is prohibited.
- Piercings - no visible body piercings are allowed (facial or tongue).

COSMETICS

- Cosmetics must be used in good taste and moderation.
- Heavy makeup and eye shadow are not acceptable.

FRAGRANCES

- Strong smelling colognes and perfumes are prohibited.
- Colognes, perfumes, and any other scents (aftershave, scented lotions, body sprays, hair sprays, etc.) should be used sparingly, if at all. Please note that colognes, perfumes, and other scents may be especially offensive to sick patients.
- **An effective antiperspirant/deodorant is a MUST.**
- Reference *Radiography Program Policies: Personal Hygiene Policy* for additional information.

8.13 CLINICAL EXAMS

Clinical exams are written exams given by the Clinical Coordinator during each semester. These exams can include any previously covered course content from didactic, lab, and/or clinical courses.

Course	Mid-Term Exam	End of Term Exam
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RAD 151	√	√
RAD 161	√	√
RAD 171	√	Simulated Competency Exam
RAD 251	√	√
RAD 261	√	Final Exit Competency Exam

RAD 171 Clinical Education III - Simulated Competency Exam

- Students will be evaluated on the following:
 - o Simulated Projections from procedures listed below (Selected)

Projection	Number of Exam	Time
Chest, abdomen, bony thorax, upper & lower extremities, spine, skull, and facial bones	5 Projections	30 Minutes

RAD 261 Clinical Education V - Final Exit Competency Exam

- Students will be evaluated on the following:
 - o Simulated projections from overall procedures (Selected)
 - o Digital images on phantoms

Projection	Number of Exam	Overall Time
Simulation - procedures from RAD 111, RAD 112 and RAD 211	6 Projections	45 Minutes
Digital Images (See course syllabus for procedure list)	4 Projections	15 Minutes

Competency Exam Grading Criteria:

- Grading will follow the same guidelines as Energized Lab Testing
 - o Simulation – Communication, positioning skills, equipment manipulation and radiation protection
 - o Digital - Patient & Positioning Skills, Equipment/Computer Manipulation, Radiation Protection and Digital Analysis
- Critical requirement to pass the clinical course
- One (1) retest is allowed to pass the competency exam with a grade of 78 or higher
- Remediation will be provided upon failure and prior to retesting
- The initial exam score will be the grade recorded

Failure to pass the Competency Exam will result in a grade of an F being issued for the course

A student receiving a grade of F will be immediately withdrawn from all Radiography courses and dismissed from the program. A student withdrawn due to academic reasons is eligible to re-enter only once in the same health program (*Radiography Program Curriculum, Program Re-Admission Policy*).

8.14 CLINICAL COURSE GRADING CRITERIA

Clinical Performance Evaluations are based upon specified levels of technical and professional competencies and provide an _____

opportunity for guidance and assistance when student improvement is necessary.

During the radiography program, the student will be expected to show progression and development in the required technical and affective skills. The student's performance evaluations will be used to help identify areas of strengths and weaknesses, allowing for growth and continual progress. The counseling received by the student will be progressive when low evaluation scores are received.

Any student who feels they have received an unfair evaluation from a technologist or Clinical Instructor/Preceptor is encouraged to discuss their concerns with the Clinical Coordinator. If the problem is not resolved, the student should then proceed to the Program Coordinator and follow the appropriate chain of command.

Clinical Education courses are evaluated using the variety of methods listed below. Students are responsible for completing all requirements and competencies as outlined in the clinical course syllabus. Students should check each course syllabus for evaluation methods, evaluation forms and the number of evaluations used for a specific course.

- **Course Entry Assignment** - Students must complete the course entry assignment by the due date listed on Blackboard.
- **Clinical Participation** - Students must record participation of all radiographic examinations on their daily clinical logs as well as in Trajecsys. The number of procedures will be identified at the beginning of each semester in the clinical course syllabus.
- **Clinical Competencies** - Students must successfully complete a minimum number of competencies each semester to successfully progress in the program. The number of required competencies will be identified at the beginning of each semester in the clinical course syllabus. (*See Sections 8.1, 8.2, and 8.3 for additional information on Competency Procedures and Documentation*)
- **Clinical Performance Evaluation** – Clinical Instructor/Preceptor's evaluation based on observations of student's clinical performance during clinical rotation and feedback provided through Student Evaluations completed by supervising technologists.
- **Image Critique Quizzes** – Image Critique Quizzes will be given on two exams the student has achieved competency in during the semester. Students will be quizzed on the anatomy, positioning, evaluation, pathology, etc. of the exam.
- **Clinical Adaption Journal** – Written assignment of a situation(s) the student encountered during clinical rotations that required critical thinking and adaptation to accommodate a patient's condition, age, size, trauma, pathology, and location (mobile, surgical, isolation).
- **Written Exams** -
 - **Midterm/End of Term Exams** – Written clinical exam comprised of materials from all radiography courses.
 - **Equipment Test** - Students will be asked to identify and demonstrate specific radiographic equipment operations and technique selections.
 - **Conversion Test** - Students will be asked to identify and demonstrate specific radiographic equipment operations and technique selections. Students will also be asked to solve radiographic formula equations and utilize critical thinking and problem-solving skills.

In addition, students are required to complete:

- **Clinical Objectives** – Tour objectives and rotation specific objectives must be signed at the end of each rotation by a staff technologist. The Clinical Instructor/Preceptor will then sign to verify the completion/incompleteness of all objectives for a given rotation.
 - Accurately record all required information
 - Submit all clinical objective forms and competency records on dates designated in each clinical course.
 - Failure to maintain the above information will result in:

- A reduction of the student's Clinical Performance Evaluation grade
 - Incomplete recorded for the clinical grade, thus the student will not be allowed to enter the next semester until the course work is submitted.
- **Staff Evaluation of Student Clinical Performance** – a measurement tool for a student's clinical performance during clinical rotation. The form is to be completed by Clinical Staff/ Clinical Instructor/Preceptor that supervised the student during the clinical rotation.
 - **Clinical Paperwork**
 - o Students must complete all clinical paperwork (objective sheets, daily journals, competency book, etc.)
 - o Students must ensure all clinical paperwork submitted is fully completed.
 - o Any incomplete or late submission of clinical paperwork will result in **five (5) points** deducted from the final grade in the course. This rule applies for each failure.

Note: During the evaluation process, students should make faculty aware of any issues or concerns they experienced during their clinical education experience.

8.15 ELECTRONIC DEVICES IN CLINICAL

All electronic devices including mobile phones and smart watches are **PROHIBITED** in the clinical setting. Mobile phone usage is considered hazardous in many areas of the clinical/hospital setting. Additionally, the use of mobile phones and accessories may violate HIPAA regulations. Clinical affiliates strictly prohibit students from using cell phones during clinical education.

Students must adhere to the Electronic Devices Policy (*Radiography Program Policies*). In addition, students may keep mobile phones and smart watches in their backpacks or lockers. The phones and smart watches may be used **ONLY** during meal break. Students who need to be available by phone for their children and/or family members may provide the telephone number of the Clinical Instructor/Preceptor to the family member(s). Family may contact the Clinical Instructor/Preceptor in the event of an emergency.

Failure to adhere to the policy will be considered a violation and will result in a disciplinary action for displaying disruptive behavior while in the learning environment.

8.16 STUDENT ACCIDENT OR EXPOSURE GUIDELINES

The student must cooperate with and abide by the regulations of the Clinical Affiliate and the College in dealing with any type of accident, or incident that occurs while a student is participating in a Clinical Education assignment, which results in patient, hospital personnel, or student injury, and/or damage to equipment.

Accident insurance covering the hours students are in school, on field trips, or participating in student activities is provided to all full-time and part-time students. Student insurance is furnished by Forsyth Tech as a service to students, but it is not meant to replace students' personal coverage.

The following guidelines are to be followed in the event of a student injury or inadvertent exposure to blood and/or body fluids, other infectious material via needle stick or splash or radiation while in the clinical setting. If a blood or body fluid exposure occurs, the affected area should be washed with soap and water immediately.

- Notify the Clinical Instructor/Preceptor or designated person immediately.
- The Clinical Instructor/Preceptor or designated person will notify the clinical facility unit leader or course lead instructor.
- A clinical site incident report must be filled out and submitted to the facility unit leader.

- A college incident form must be completed and submitted to Forsyth Tech Business Services. (A copy of the form is to be shared with the program's Associate Dean and Dean of Health Sciences).
 1. Report to a Physician or Hospital.
 2. Coverage is excess to all other insurance. Claims must be filed with your other insurance carrier(s) prior to filing under this Plan.
 3. Complete and sign a claim form. Please submit one claim form for each Injury. Mail or bring physical copies of the completed claim form, all medical bills, incident report (if available) and copies of your other insurance carrier's Explanation of Benefits (if applicable) to:

Mailing Address:
 Forsyth Technical Community College
 Business Services - Allman Building - 2nd Floor
 2100 Silas Creek Parkway Winston-Salem, NC 27103

Email:
 Kate Hopper khopper@forsythtech.edu
 Sharon Ruchala sruchala@forsythtech.edu

Physical location:
 Main Campus - Allman Building -2nd Floor
 Business Office Suite
 2100 Silas Creek Parkway
 Winston-Salem, NC 27103
 4. File claim within 30 days of Injury. Bills should be received by the Company within 90 days of service. Bills submitted after one year will not be considered for payment except in the absence of legal capacity.
 5. If you have questions about a claim, contact: Doug Sutton Insurance Services at (800) 788-7771 or bonniesutton@dougsuttonins.com. Once we receive the completed form with the proper signatures, we will send to our insurance company, Doug Sutton & Associates, for processing. Please keep an eye out from any communications from the insurance company for your next steps and any other information related to your claim.

8.17 COMMUNICABLE DISEASE GUIDELINES

Clinical learning experiences may require that students be assigned to provide care for patients with communicable and infectious diseases. Students in health programs will be educated in the care of patients with communicable and infectious disease processes. They will learn how to protect themselves, other health care providers, patients, and their families from the transmission of the disease.

To protect the health and safety of its students, as well as that of patients, the programs within Health Technologies at Forsyth Tech require:

- Initial physician screenings and pre-exposure immunizations against specified infectious/communicable diseases (student medical form).
- Compliance with the infectious/communicable disease policy and protocols of the agency or facility to which they are assigned for clinical practice as well as the guidelines specified by the Centers for Disease Control and Prevention.
- Compliance with the use of universal precautions in all patient care situations.
- Any exposure incidence such as an accidental needle stick must follow the clinical agency's protocol and the Health Technologies Student Accident and Exposure Guidelines.
- Students who are exposed to a reportable communicable/infectious disease are required to inform their Clinical Instructor/Preceptor or Clinical Coordinator within 24 hours of exposure.
- A student with a communicable/infectious disease pursuing academic study that requires clinical experiences should be aware that the school cannot guarantee placement at affiliate clinical sites for clinical rotations. Students participating in clinical rotations are subject to the requirements and approval of clinical sites.

Procedures Prior to Admission

- Tetanus Toxoid
- Physical examination (3 months prior to enrollment)
- Urinalysis
- Rubella Titer or proof of current booster within last 10 years – if non-immune reaction – student immunized
- Rubeola Titer (if date of birth is after 1957 or proof of current booster within last 10 years) – if non-immune reaction – student immunized
- Varicella Zoster, IGG (if negative history or vague about having chicken pox) x 2
- Chest x-ray – if clinically indicated or history of positive TST (tuberculin skin test)
- Hepatitis B vaccine (required) – in process prior to first day of enrollment and titer
- Flu shot during designated time

Procedures Prior to Enrollment

- Tuberculum Skin Test – a two-step test as per policy

Procedures in Second Year

- Tuberculin Skin Test – annual
- Flu shot during designated time

Sponsoring Institution Clinical

- Hazardous Materials Control Program
- Substance Abuse Information Program
- Campus Security Program
- Fire Safety Program
- Non-Harassment Program
- Occupational Exposure
- Emergency Preparedness
- Communicable Disease Policy

Education Settings

- Hazards (chemical, electrical, fire)
- Emergency Preparedness
- Medical Emergencies
- HIPAA
- Standard Precautions

SECTION 9: HEALTH TECHNOLOGIES - IMAGING DIVISION

RADIATION SAFETY PLAN

9.0 INTRODUCTION

This Radiation Safety Plan (RSP) has been developed in accordance with the requirements of the North Carolina Department of Health and Human Services, Division of Health Service Regulation, and Radiation Protection Section (NCDHHS).

This Radiation Safety Plan applies to the Imaging Division at Forsyth Technical Community College (faculty and students) and the energized laboratories located in Bob Greene Hall. Radiography, Radiation Therapy, and Interventional Cardiac and Vascular Technology programs use energized labs to produce ionizing radiation on phantom (non-living) objects for teaching purposes only.

9.1 RADIATION SAFETY OFFICER (RSO)

The current Radiation Safety Officer at Forsyth Technical Community College is LeAnn Scruggs, B.S., R.T.(R)(BD)(CI), RCIS

- The RSO is responsible for:
 - the Radiation Safety Plan
 - providing advice on radiation safety matters and the implementation of radiation safety monitoring programs & policies
 - correspondence and compliance with the NCDHHS Radiation Protection policies
- Each individual imaging program is responsible for:
 - the orientation of all new faculty & students in radiation safety in compliance with the Forsyth Technical Community College Imaging Division Radiation Safety Plan and their individual accrediting body.

GENERAL INFORMATION

Forsyth Technical Community College must ensure, as far as reasonably acceptable, a radiation safety practice that ensures all persons while in the laboratory and clinical are safe from injury and radiation risks.

Where faculty and students are required to undertake activities which involve the use of ionizing radiation for teaching or instructional purposes, Forsyth Technical Community College must ensure that authorized persons strictly adhere to the Radiation Safety Plan while in the energized lab and clinical setting.

In order to achieve this goal Forsyth Technical Community College has developed procedures outlined in this Radiation Safety Plan, which, if implemented appropriately, should ensure the risks associated with radiation exposure are minimal.

All forms and guidelines for the Radiation Safety Plan are contained within this document and housed in each energized lab, as well as the Radiation Safety Officer's office.

9.2 FORSYTH TECHNICAL COMMUNITY COLLEGE RADIOGRAPHIC UNIT REGISTRATION

The Forsyth Technical Community College radiographic equipment is registered with the North Carolina Department of Health and Human Services (NCDHHS), Division of Health Service Regulation, and Radiation Protection Section. All documents pertaining to the radiographic equipment are filed as listed below.

Documents filed within the Radiation Safety Plan include:

- Current Notice of Registration
- NC Regulation Book
- Notice to Employees (also posted in laboratory)

- Written Safety Procedures
- Review of Written Safety Procedures (reviewed annually by Radiation Safety Officer, faculty, and students)

Documents filed within the appropriate Program Coordinator's Office include:

- Equipment Registration Application
- Plan Review Letter of Acknowledgement
- Post Installation Survey
- Room shielding design
- FDA 2579 form

The energized equipment in this facility was installed following the manufacturer's specifications. Do not alter, tamper with, or remove any of the filters or collimators, or in any way cause needless radiation exposure.

9.3 ANNUAL REVIEW

The Radiation Safety Officer will review the Radiation Safety Procedures annually. This review will take place each year with additions/deletions/changes made to the plan prior to the start of the Fall Semester. Upon review the Radiation Safety Officer will share all Radiation Safety Procedures with each program's faculty and faculty will share with enrolled students. All participants in the review will sign an acknowledgement form that they have read and understand all Radiation Safety policies. The acknowledgement form will be filed in the Radiation Safety Plan notebook.

9.4 FACULTY TRAINING POLICY

All faculty teaching in an Imaging Program at Forsyth Technical Community College are required to be currently registered within their field and in good standing with their governing body.

Faculty credentials are kept in the appropriate Program Coordinator's office for review.

All faculty teaching and students enrolled in an Imaging Program with an energized lab at Forsyth Technical Community College will complete an orientation prior to using the energized laboratory. This orientation will be provided by each individual program. The orientation will consist of:

- An introduction to the energized laboratory.
- Review of the Radiation Safety Plan.
- Completion of acknowledgement form documenting completion of orientation.

All acknowledgement forms will be filed in the Radiation Safety Plan notebook.

9.5 TECHNIQUE CHARTS

All students are encouraged to reference technique charts prior to making radiographic exposures in all clinical and laboratory exercises. Where applicable technique charts have been developed by program faculty and are available in each energized lab.

9.6 RADIATION SAFETY

Forsyth Technical Community College provides personal dosimeters for radiation monitoring of students and faculty to document compliance with ALARA (As Low As Reasonably Achievable) principles. Faculty and Students will wear a radiation monitoring device (RMD) provided at all times during clinical and laboratory assignments.

Dosimeter readings will be evaluated against the following guidelines:

Radiation exposures will be grouped into one of four categories as follows:

I. Below ALARA limits

- Exposures below ALARA limits require no action to be taken.

II. Above Level 1 ALARA limits

- Exposures above Level 1 ALARA limits will receive a notice from their Clinical Education Coordinator with a copy sent to the Radiation Safety Officer indicating that they have received a radiation exposure higher than expected, however, no follow-up or response is required. The Level 1 ALARA limits are as follows:

	Monthly	Bi-Monthly
Whole-Body Exposure	150-300 mrem	300-600 mrem
Extremity Exposure	500-1000 mrem	1000-2000 mrem

III. Above Level 2 ALARA limits

- Exposures above Level 2 ALARA limits will receive a notice and Radiation Dosimeter Report from the Clinical Education Coordinator with a copy sent to the Radiation Safety Officer that they have received a radiation exposure higher than expected. The Radiation Dosimeter Report must be completed and returned so that the possible cause of the higher exposure may be investigated, and corrective action taken. The Level 2 ALARA limits are as follows:

	Monthly	Bi-Monthly
Whole-Body Exposure	300-416 mrem	600-832 mrem
Extremity Exposure	1000-4166 mrem	2000-8332 mrem

IV. Above regulatory limits

- Exposures above the current regulatory limits will be subject to all applicable regulations governing occupational radiation exposure. A written report will be made by the Radiation Safety Officer to the NC Radiation Protection Section with thirty (30) days of the exposure notification and will include the individuals name, social security number, date of birth and all radiation dose information.
 - Radiation dose limits for minors will be 10% of the limits stated above.
 - Students may not hold patients during any radiographic procedures when an immobilization method is the appropriate standard of care. Students may not hold image receptors during any radiographic procedure.
 - Faculty and students must adhere to all Radiation Safety Plans, Policies, and Procedures in practice at all clinical facilities.
 - Any questions regarding these limits or the current ALARA program at Forsyth Technical Community College should be directed to the Radiation Safety Officer.

9.7 RADIATION MONITORING DEVICE (RMD)

Faculty Members/ students are required to wear a radiation monitoring device (RMD) at all times during clinical or energized laboratory assignments. An RMD will be worn at or near the neck on the side of the body closest to the radiation source. When lead aprons are worn, the dosimeter will be worn outside the apron.

For the declared pregnant student, the second (fetal) dosimeter is worn at the waist level at all times. If a lead apron is in use, the badge should be placed inside the apron at waist level.

9.8 RMD POLICIES & PROCEDURES

1. Each faculty member/student will be provided with a RMD upon employment/program entry and prior to any clinical assignment or energized lab.
 - a) Dosimeters normally will be issued every two (2) months.
 - b) Each faculty member/ student is responsible for changing his/her RMD on or before the assigned date. Failure to return RMD by due date will result in a penalty. See each individual imaging program's dosimeter return policy.
 - c) Radiation exposure reports will be shared with students within thirty (30) days of receipt of the dosimetry report from the vendor. Each student should check and initial his/her radiation exposure report bi-monthly.
 - d) Any individual can obtain a copy of his/her exposure record by submitting a written request to the Radiation Safety Officer.
2. No experience in a radiation area (clinical or energized lab) will be allowed for a faculty member/ student until a replacement badge is assigned. This spare/temporary dosimeter will be worn until the new badge is obtained for the next wearing period. See each individual imaging program's attendance policy for any assigned clinical or laboratory time missed.
 1. Any student losing his/her RMD:
 1. Must inform the Clinical Education Coordinator immediately.
 2. May not attend clinical or energized laboratory assignments.
 3. Will obtain temporary dosimeter from the Clinical Education Coordinator
 4. Follow their program's attendance policy for any assigned clinical or laboratory time missed.
 2. Any faculty losing his/her RMD:
 1. Must inform the Clinical Education Coordinator immediately.
 2. May not attend clinical or energized laboratory assignments.
 3. Will obtain temporary dosimeter from the Clinical Education Coordinator
3. Each faculty member and student should only wear the badge assigned to them.
4. Fluoroscopy has been identified as generating a high level of radiation exposure, thus demanding particular attention to properly wearing RMDs. Forsyth Technical Community College faculty and students, who are regularly exposed to fluoroscopy should wear a minimum of one radiation monitor placed on the collar of the surgical gown at neck level outside the thyroid shield and above the lead apron.
5. Faculty/ Students may only wear their Forsyth Technical Community College RMD during Forsyth Technical Community College clinical hours/ energized lab activities. The student may not wear their RMD during any other work hours with exposure to radiation and/or during for any dental or medical x-ray procedures performed on them.
6. Students enrolled in an Imaging Program at Forsyth Technical Community College who have had prior exposure to ionizing radiation & have been issued an RMD by another institution will be required to submit a written request for their radiation exposure records to their prior institution. These records will be kept on file by the Radiation Safety Officer.
7. Each program will maintain their radiation exposure records according to national/state and/or accrediting agency of the program in which the student is enrolled.
8. The RMD must not be washed or stored in a high radiation area (e.g., car, TV, microwave, clinical education center, etc.) which will affect readings.
9. When not in use, the badges should be carried with the student and not left in clinical or laboratory. The control badge shall be stored in designated area for each energized laboratory.
10. If excessive exposure or a radiation incident is suspected, immediately notify the appropriate Clinical Education Coordinator and the Radiation Safety Officer. A "Radiation Safety Dosimeter Report" must be completed.

Failure to follow these monitoring procedures may result in an inaccurate radiation reading, a deduction of clinical grade, and possible reprimand (see each individual program's RMD policies). Deliberate exposure of the RMD not in compliance with normal occupational exposure is unlawful and may result in dismissal from the program.

9.9 PREGNANCY

The radiation dose received by the embryo or fetus of a pregnant faculty member/ student will be limited to internationally accepted limits (50 mrem per month, 500 mrem total).

Imaging Programs and Forsyth Technical Community College will not be held liable for meeting the dose limit until the faculty member/ student has declared her pregnancy by submitting a completed Pregnancy Declaration Form to the appropriate Program Coordinator of the pregnant condition, including a statement from her physician verifying pregnancy, conception date, and expected due date. The faculty member/ student shall assume any potential risk of radiation exposure before the pregnancy has been declared. Declaration of pregnancy is voluntary on the faculty member's/ student's part. A faculty member/ student after informing the program of pregnancy may, at any time, rescind (change) the declaration of pregnancy by completing the "Pregnancy Declaration Withdrawal Form".

Upon receiving a completed Pregnancy Declaration Form and physician statement, the Program Coordinator or Clinical Education Coordinator shall ascertain the faculty member's/ student's exposure for the previous months and will advise the student whether any additional protective measures need be implemented to keep the fetal exposure below 500 millirem.

The student may choose from the following options:

1. Continue in clinical education without modification of the program.
2. Continue in the program with modification
 - a. Continue with clinical and didactic courses with modification of clinical rotations (i.e.: fluoroscopy, portables and surgery).
 - all objectives and competencies will need to be completed prior to graduation
 - Strict adherence to all safety precautions
 - Submit monthly statements from physician about any changes in pregnancy and the advisability of continuing full time.
 - Wear RMDs, one on the collar and one on the abdomen for fetal monitoring. The second dosimeter shall be worn at waist level beneath any leaded protective apron and, in no circumstance, is this dosimeter to be exchanged with the student's primary dosimeter worn outside the apron at collar level. The student radiation exposure will be monitored closely by the Program Coordinator or Clinical Education Coordinator.
 - b. If student maintains full-time status, the following are mandatory program requirements:
 - The Program Coordinator shall issue a second RMD to be used to monitor the fetal exposure at no cost to the student. This second RMD is to be used for fetal monitoring during the duration of the pregnancy.
 - Counsel the student related to proper radiation protection or refer the student to a radiation physicist for any questions related to the radiation safety of the developing fetus.
3. Withdraw from program with readmission based on college readmission policy.

The Program Coordinator & Clinical Education Coordinator will conference the faculty member/ student regarding radiation safety of the fetus. The faculty member/ student will be given a copy of the North Carolina Regulations for Protection Against Radiation section pertaining to "Dose Equivalent to an Embryo/Fetus" to review.

Forsyth Technical Community College is required to ensure that the pregnant faculty member/ student does not exceed the dose limit of 500 millirem during the term of the pregnancy. Therefore, if the pregnant student reaches the dose limit, then the faculty member/ student may not remain in clinical or energized lab assignments.

The Program Coordinator or Clinical Education Coordinator will review the fetal badge exposure report bi-monthly with the faculty member/ student. The Program Coordinator or Clinical Education Coordinator will alert the Radiation Safety Officer of any concerns.

9.10 RADIATION PROTECTION SEMINAR

Each student enrolled in the Nuclear Medicine Program, Radiography Program, and Radiation Therapy Program must sign the attendance roster before admittance to a clinical facility or an energized lab. The appropriate Imaging Program will keep the roster on file. This is a lecture designed to give the student basic knowledge in medical uses of radiation protection.

9.11 ENERGIZED LABORATORIES

OPERATING AND SAFETY PROCEDURES:

These instructions are provided to comply with the state rules for radiation safety. The North Carolina Division of Health Service Regulation enforces the radiation rules in North Carolina. These rules require that the energized lab equipment meet specific requirements, that specific procedures be followed and that certain records be kept. A copy of these rules titled the North Carolina Regulations for Protection Against Radiation are available for review in the Radiation Safety Officer's Office and in each energized lab.

GENERAL RULES:

1. The energized lab equipment must be used under the direction supervision of a Forsyth Technical Community College faculty/adjunct faculty. Open lab requires indirect supervision from adjunct faculty.
2. The main generator switch to the energized units are locked at all times when the energized unit is not in use. Only the appropriate faculty has a key to assess the main generator switch.
3. The main door to the energized laboratory must remain closed at all times during exposures.
4. Exposures on radiographic phantoms will be made in the Forsyth Technical Community College energized labs. No exposures to living cells will be allowed in the energized lab. Since no exposures are made on living cells there is no policy regarding the ordering of examinations. All exposures are made during a simulated experience.
5. Restrict the x-ray beam to the area of laboratory interest. The beam size must not be larger than the image receptor, unless it is part of a controlled educational experiment to demonstrate improper beam restriction and its effects. Methods used to restrict the beam will be described in the lab.
6. If any defect is found in protective equipment, notify the Radiation Safety Officer.

9.12 ENERGIZED LABORATORIES WITHOUT FLUORO CAPABILITIES

1. Faculty and students must remain outside the energized lab with the energized lab door closed at all times during radiographic exposures. Faculty and students will not remain in the radiographic room while exposures are made. No one is permitted to hold phantoms or image receptors during radiation exposures. Individuals must use positioning devices (ex. tape, sandbags, traction equipment, and mechanical positioning devices) to keep the phantom and image receptor in the desired position during radiation exposure.
2. Students will consult the radiographic technique charts when making exposures in the energized laboratory.
3. Align the x-ray beam with the image receptor by using the light localizer and the centering device.

9.13 ENERGIZED LABORATORIES WITH FLUORO CAPABILITIES

1. Forsyth Technical Community College faculty and students should practice the triad of the fundamental principles of radiation protection: **time, distance, shielding**. All other standards of radiation safety are based upon these three principles.

1. The amount of radiation received is controlled by time of exposure. Forsyth Technical Community College Faculty and students should practice safety standards for limiting the time of exposure to radiation.
2. Forsyth Technical Community College Faculty and students should be familiar with the Inverse Square Law related to radiation safety that states the exposure rate from a point source of radiation is inversely proportional to the square of the distance from the source.

- The following principle applies: the distance from a point source of radiation is doubled, the exposure is quartered (ex. A student standing four meters from an X-ray source will be exposed to 1/4 as much radiation as a Forsyth Technical Community College Faculty member standing two meters from the source). Therefore, the Forsyth Technical Community College faculty and student should control the amount of radiation received by controlling the distance from the source of radiation.
 - It is recommended all Forsyth Technical Community College faculty and students stand as far away as possible from the source of the radiation.
3. The amount of radiation is reduced upon passage through materials.
 - Lead shield devices are efficient shields for protection against X-ray radiation. All Forsyth Technical Community College faculty and students should wear the appropriate device or stand behind a barrier or exit the energized laboratory.
 4. The direct beam of radiation equipment should be avoided, as well as limit the time Forsyth Technical Community College Faculty and students are near the source of the beam.

An important component of the radiation dose to surgery personnel is scattered radiation, in particular from fluoroscopy, which requires an elevated awareness of the safety precautions to be practiced.

2. The fluoroscope should be used at its lowest settings possible that provide a satisfactory image for lab simulations.
3. Scattered radiation depends on the direction of the C-arm fluoroscopy beam. A minimally angulated tube that is positioned under the table will minimize radiation exposure to Forsyth Technical Community College Faculty and students, in particular if the beam is vertical.
4. Ceiling mounted shields are an option to decrease scattered radiation as long as they do not interfere with multidirectional fluoroscopy; the proper use of shields reduces the exposure by a factor of three.
5. To further reduce exposure to scatter radiation, surgical personnel should stand on the image intensifier or receptor side of the fluoroscopy machine.
6. When using fluoroscopy, the phantom should be positioned as close as possible to the image intensifier side of the fluoroscopic equipment, and as far away as possible from the tube side, to reduce scatter radiation.

9.14 MOBILE/PORTABLE C-ARM EXAMS

Policies listed for “Energized Laboratories with fluoro capabilities” apply to the use of the portable c-arm. The portable c-arm at Forsyth Technical Community College is housed in the Radiography Lab in Bob Green Hall (BGH 112A) or Radiation Therapy Lab (BGH W104). Only faculty has a key and/ or password and can access the portable c-arm. If exposures are made with the portable c-arm for simulation purposes the exposure will be made only on radiographic phantoms in the lead lined rooms inside BGH 112, (112A and 112B).

1. For mobile fluoroscopy the source to skin (SSD) must not be less than 30-centimeters.

9.15 MOBILE/PORTABLE EXAMS

The portable unit at Forsyth Technical Community College is housed in a Radiography Lab in Bob Green Hall (BGH 112B). The key to this unit is placed in the locked storage closet within the lab (BGH 113A) at all times when not in simulation use. Only radiography faculty has a key to the locked storage closet and can access the portable unit key and/or password.

Although the portable unit is used for simulation purposes only, a lead apron will remain on the unit. If exposures are made with the portable unit for simulation purposes the exposure will be made only on radiographic phantoms in the lead lined rooms inside BGH 112, (112A and 112B). The operator must wear a lead apron, stand outside the room, extending the exposure switch at least six (6) feet, closing the door to the energized room as tightly as possible (without damaging any exposure hand switch cords) before making the exposure. No person shall be present in the room while exposures are made. No one will hold phantoms or image receptors during radiation exposure.

In the event a portable unit (including the portable c-arm) is moved to the Health Technology Simulation Lab in Bob Greene Hall (BGH W315) on the campus of Forsyth Technical Community College, a Radiography faculty member must be present at all times. The mobile unit will be used for simulation exercises only (set up of radiographic exams). **No exposures will be made in the Health Technology Simulation Lab.**

Faculty or students not following the policies outlined for use of the energized lab at Forsyth Technical Community College will be conferenced receiving the appropriate reprimand according to their Imaging Program's policies.

9.16 QUALITY ASSURANCE ACTIVITIES

Each individual program is responsible for their energized laboratory's quality assurance activities.

9.17 SIGNAGE

"Caution Radiation Area" signs with the universal radiation symbol are displayed on the outside of the main exterior entrance all energized labs, on the outside of the energized lab door, and/or in the adjoining rooms with an entrance into the energized lab area.

9.18 SHIELDING DEVICES

With the exception of Interventional Cardiac and Vascular Laboratory, lead aprons are used for instructional purposes only. Students are not allowed to remain in the energized lab while exposures are made. Lead aprons used in energized labs are provided and maintained by Forsyth Technical Community College and stored in the energized laboratory. Shielding devices should be properly cared for according to guidelines provided by experts in the radiation safety community.

Lead aprons are provided by each clinical facility for students/ faculty members during clinical assignments. Each student will be fitted by their Clinical Instructor/Preceptor for a lead apron appropriate for their size. These lead aprons are provided and maintained by the clinical facility.

Faculty and students have the option to purchase their own lead protective equipment; if they choose to do so, they are fully responsible for its care and maintenance. This includes ensuring the lead is of high quality, free from holes, cracks, or defects that could allow radiation to pass through.

The following are recommendations for the inspection and testing of leaded shielding devices:

1. Leaded shielding devices should be physically examined for gross defects including tears, perforations, and thinning creases. Devices that do not pass physical inspection should be removed from use and disposed.
2. Devices that pass physical inspection should be examined fluoroscopically annually (before the fall semester) using manual settings. Automatic brightness control should not be used, because it will increase the tube current and voltage that results in unnecessary radiation exposure to medical personnel. Shielded areas will appear dark and defects, seams and stitching will appear light. Any device with a defect will be removed from service. See the leaded shielding device check off for fluoroscopic inspection.
3. Defective devices should be immediately removed from service and disposed of properly. Under the Resource Conservation and Recovery Act, the Environmental Protection Agency has established regulations for the disposal of hazardous wastes. Leaded shielding devices meet the criteria for hazardous waste.
4. Proper storage of leaded shield devices is important to maintain the integrity of the lead. Lead aprons and thyroid shields should be stored on a flat surface or preferably hung vertically; lead aprons should be hung from the shoulders. The devices should never be folded to avoid cracking.
5. Recommendations for cleaning devices include using cold water and a mild detergent solution, but do not use solvents, including bleach that would affect nylon fabric, urethane, polyvinyl chloride, or manmade rubbers.

Policies and procedures for wearing leaded shielding devices:

1. Forsyth Technical Community College faculty and students adjacent to the main radiation beam should wear a 0.5 mm lead apron.
2. Forsyth Technical Community College faculty and students, who may have to turn and stand with their back to the radiation beam, should wear a wrap-around lead apron. However, Forsyth Technical Community College faculty and students should face the radiation beam as often as possible. It is important to remember that the front of the lead apron contains a thicker layer of lead than the backside.
3. Leaded aprons of different sizes, as far as length and width, should be available to in order to provide the needed protection. Shielding the upper portion of the legs and upper chest, in particular the breasts of females, is critical to protecting the long bones, bone marrow and soft tissues of the chest.
4. Forsyth Technical Community College faculty and students 70cm (24inches) away from the direct beam during fluoro, should wear a lead thyroid shield and leaded eyeglasses.
 - The thyroid shield should be worn to protect the soft tissue structures of the neck, when the possibility exists for a high risk of radiation exposure.
 - Leaded eyeglasses should be worn by anyone who are adjacent to the main radiation beam, to prevent injury to the eyes, including cataracts, corneal ulcerations, and radiation-induced opacities.

A copy of the room shielding design is contained the appropriate Program Coordinator's Office.

9.19 ALARA

The Radiation Safety Plan for Forsyth Technical Community College's energized laboratories has procedures outlined in the Radiation Safety Plan to minimize exposure to all persons participating in lab and clinical experiences.

Forsyth Technical Community College faculty and students must adhere to all Radiation safety policies and procedures outlined in the Radiation Safety Plan. Forsyth Technical Community College faculty and students are responsible for learning and abiding by all Radiation Safety Plans at each clinical facility.

In addition, students entering the radiography and radiation therapy program are introduced to radiation safety & protection during new student orientation.

The radiation monitoring device policy is located in the Radiation Safety Plan.

9.20 SERVICE PROVIDERS

Each program has their own service provider for their energized laboratory. Service is provided as needed. All service records are kept by each individual program.

SECTION 10: PROFESSIONAL SOCIETIES/ORGANIZATIONS

10.0 NORTH CAROLINA SOCIETY OF RADIOLOGIC TECHNOLOGISTS, INC (NCSRT)

The North Carolina Society of Radiologic Technologists, Inc. accepts student members. Membership entitles the student to participate in the society's meetings and seminars, which offer informative lectures given by qualified professionals from North Carolina and the nation. A student must be a member of the North Carolina Society to submit papers or exhibits for consideration in Society competitions. (Application can be found at www.ncsrt.org)

- *The Radiography Program faculty strongly recommend students become members of their statesociety.*

10.1 AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

ASRT has many resources just for students. They help students prepare for the future and success in school.

Membership includes:

- **Exam Preparation-** student members get access to the *Radiography Student Exam Assessment Library™* which will help get them set for the radiography exam.
- **Resources and Study Tools-** the Student Center contains study modules and drill and practice exercises, among many other online resources.
- **Prepare for the Clinical Environment-** access to the Compliance Suite containing 33 modules on key competencies for working in health care.
- **Career Assistance-** access information videos and tips on résumés, job searches, interviews and more. Plus, you can ask questions and network with other students and R.T.s in your area in the ASRT Communities.
- **Exclusive Discounts-** save money on items you need such as textbooks, scrubs, shoes, ARRT exam preparation materials, home, and auto insurance and more. For additional information, visit www.asrt.org.
- *Group membership is mandatory and will be established through the Program Coordinator.*

10.2 NATIONAL CERTIFICATION: THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

The American Registry of Radiologic Technologists is the nationally recognized certifying body for the profession. Upon completion of the curriculum, the student is eligible to apply to sit for the Registry Examination. This examination is given at selected test centers in North Carolina. All tests are computerized and scheduled dates and times are mandatory. Once application is accepted by the ARRT, the student is eligible to sit for the examination. Application forms will be distributed by the Program Director. www.arrt.org

10.3 LAMBDA NU NATIONAL HONOR SOCIETY FOR RADIOLOGIC AND IMAGINGSCIENCES

Lambda Nu (LN) is a national honor society for the radiologic and imaging sciences. Its objectives are to:

- Foster academic scholarship at the highest academic levels

- Promote research and investigation in the radiologic and imaging sciences
- Recognize exemplary scholarship

Radiologic and imaging sciences students, alumni, and faculty qualify for membership according to the following standards:

- Section A. Professional course GPA 3.0 or higher on 4.0 scale after one full time semester (or equivalent) of a professional program.
- Section B. Enrollment in a radiologic or imaging sciences program as a full-time student for at least one term.
- Section C. Evidence of professional commitment beyond minimum requirements of the program, including at least one, but not limited to:
 - GPA higher than Chapter minimum (3.5 to 4.0)
 - Active membership in a professional organization, as evidenced by:
 - holding office or committee appointments
 - preparing for presentation of a professional paper or poster
 - preparing for competition in a Quiz-Bowl
 - Clinical-based employment in a radiologic or imaging sciences field

Lambda Nu's name is derived from the lower-case Greek characters in the formula $\lambda \nu$, which represents the physics of the inverse relationship between wavelength and frequency an essential parameter across the diversity of modalities comprising the professions.

Lambda Nu uses the upper-case Greek characters Lambda and Nu to represent the inverse relationship and delicate balance required between the art and the science inherent in the radiologic and imaging sciences.

Lambda Nu's colors are:

- Maroon for the radiologic and imaging sciences
- Green for the health professions
- Gold the ancient color of honor

10.4 RADIOGRAPHY CLUB

The Radiography Club at Forsyth Technical Community College is for students currently enrolled in the radiography program. The main purpose of this organization is to build a foundational network of professional Radiologic students who will assist each other to uphold the highest ethical and professional standards set forth by the American Society of Radiologic Technologists (ASRT) and the American Registry of Radiologic Technologists (ARRT). Activities in addition to the clinical and didactic curriculum will help students connect with others interested in their chosen career path and support the promise of Forsyth Tech to provide our students with “access to high quality, affordable, and relevant education opportunities.”

Objectives

- Provide academic support for current Radiography students while fostering a sense of belonging.
- Promote communication among all Health Sciences student programs.
- Increase awareness of the Radiography profession at Forsyth Technical Community College in the community through volunteer activities.
- Educate the public about the importance of radiation safety, certification and state licensure.

SECTION 11: STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENCES

11.0 STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOGRAPHY

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Note: A complete printed copy of the JRCERT Standards is available for review, it is located in the Radiography classroom W203. An electronic copy may be found at www.JRCERT.org (Select Programs & Faculty, JRCERT Standards, and then Radiography Standards 2021)

11.1 RESOLUTION OF COMPLAINTS RELATING TO NON-COMPLIANCE WITH THE STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC TECHNOLOGY

The Radiography Program at Forsyth Technical Community College is accredited by:

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

The Radiography Program follows due process upon receipt of a written, signed allegation that the Program does not comply with the STANDARDS. Responses to allegations will be handled within ten working days of receipt.

The complaint should be directed to:

VP, Health Sciences Division
Bob Greene Hall
2100 Silas Creek Parkway
Winston-Salem, NC 27103
(336) 734-7412

If the complaint is not reconciled, it should be appealed to:

Provost
Allman Building
2100 Silas Creek Parkway
Winston-Salem, NC 27103
(336) 734-7629