

**OWENBORO COMMUNITY AND TECHNICAL  
COLLEGE**

**RADIOGRAPHY PROGRAM**

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**STUDENT HANDBOOK  
2016-2018**

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**FACULTY**

**Dr. JOY MENSER- Program Director**

**MICHELLE TUDOR- Clinical Coordinator**

**LAURA BUSKILL- Clinical Instructor Assistant**

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## INTRODUCTION

Welcome to the OCTC Radiography Program.

The next twenty-four months will no doubt be very demanding. You will need to master the theory presented in your professional courses and apply all your new-found knowledge in the clinical setting. In addition, you will learn two very important career skills: professionalism and multi-tasking.

Although you may at times feel overwhelmed with the coursework, remember that the entire program faculty is here to support your success. While the radiography program is challenging, faculty, staff, and clinical instructors who are dedicated to helping you master the material and perfect the skills you need to perform professionally will support you.

The Student Handbook has been prepared to answer many of your questions concerning the didactic and clinical portions of your education. Please read this handbook CAREFULLY.

After reading and understanding, the program's policies sign and remove the **HANDBOOK STATEMENT OF UNDERSTANDING** (the last page in the handbook) and return it to the Program Director.

By working hard, studying diligently and consistently, practicing faithfully, you will be poised to succeed in coursework that prepares you to work in an exciting and fulfilling career in radiography.

Dr. Joy Menser  
Program Director  
Associate Professor

**PROGRAM MISSION AND GOALS**

**Mission Statement**

Owensboro Community and Technical College Radiography program’s mission is to provide a quality education to our students. We strive to (1) produce academically and clinically competent radiographers who will provide quality healthcare to their community and (2) foster and support life-long learning by sustaining the mission statement of the institution.

**Program Goals**

- 1) Students will have the necessary skills to function as competent entry-level radiographers.
  - a) Outcomes:
    - i) Students will apply positioning skills.
    - ii) Students will demonstrate knowledge of radiation protection.
    - iii) Students will select appropriate technical factor.
- 2) Students will effectively demonstrate the ability to think critically.
  - a) Outcomes
    - i) Students will be able to analyze images.
    - ii) Students will perform non-routine procedures.
- 3) Students will demonstrate effective communication skills.
  - a) Outcomes
    - i) Students will demonstrate effective communication skills with patients.
    - ii) Students will effectively demonstrate written skills through class assignments.
    - iii) Students will effectively demonstrate verbal presentation skills.
- 4) Students will demonstrate professionalism.
  - a) Outcomes
    - i) Students will demonstrate knowledge of professional organizations.
    - ii) Students will demonstrate professional behavior
    - iii) Students will project a professional image when making a presentation.

**Program Outcomes**

<b>Year</b>	<b>National Registry Exam results</b>	<b>Retention Rate</b>	<b>Job Placement Rate</b>
<b>2016</b>	<b>100%</b>	<b>66.6%</b>	<b>100%</b>
<b>2015</b>	<b>100%</b>	<b>60%</b>	<b>100%</b>
<b>2014</b>	<b>100%</b>	<b>67%</b>	<b>90%</b>
<b>2013</b>	<b>100%</b>	<b>69%</b>	<b>100%</b>
<b>2012</b>	<b>100%</b>	<b>85.7%</b>	<b>100%</b>
<b>2011</b>	<b>100%</b>	<b>80%</b>	<b>100%</b>
<b>2010</b>	<b>100%</b>	<b>62.5%</b>	<b>100%</b>

## **ACCREDITATION**

The Radiography Program is accredited by:

**The Joint Review Committee on Education in Radiologic Technology.**

Address:

JRCERT

20 North Wacker Drive, Suite 2850

Chicago, IL 60606.

Their website is [www.jrcert.org](http://www.jrcert.org) and is open to the public. Here you can find information about the organization and a list of the Standards for an Accredited Educational Program in Radiography.

**The Southern Association of Colleges and Schools (SACS)** also accredits the Radiography Program. Graduates are eligible to apply for the National Registry Exam administered by the American Registry of Radiologic Technologists.

## **FACULTY**

As a student, you will encounter many faculty members throughout your time at OCTC. However, the faculty members for the Radiography program are:

- 1) Dr. J. Menser, MSM, RT (R) (T)  
Program Director  
Office: 270-686-4633
- 2) Mrs. M. Tudor, BS, RT (R)  
Clinical Coordinator  
Office: 270-686-4646
- 3) Laura Buskill, RT (R)  
Clinical Instructor Assistant  
Office: 270-686-4415

### **Program Director**

*Dr. Joy Menser MSM RT (R) (T)*

The program director is responsible for the organization, development, and coordination of the didactic and clinical portion of the radiologic technology program. This includes, but is not limited to:

1. Communication between radiologic technology program and college administration.
2. Assessment of program needs.
3. Official reports and recommendations.
4. Action to improve effectiveness.
5. Fulfilling needs for program accreditation.
6. Advisement and counseling of student course and career needs.

### **Clinical Coordinator**

*Mrs. Michelle Tudor BS RT (R)*

The clinical coordinator is responsible for assisting in the organization, supervision, and coordination of the clinical education in each of the affiliate hospitals. This responsibility includes but is not limited to:

1. Establishing clinical guidelines and objectives.
2. Serving as a liaison between the academic and clinical faculty.
3. Maintaining communication between the facilities.
4. Assisting the clinical Instructor as needed.
5. Integrating and relating curriculum objectives for the classroom and clinical portion to make the education experience as relevant as possible.
6. Observing, counseling, and advising the students in the clinical environment.

### **Clinical Instructor Assistant**

*Mrs. Laura Buskill RT (R)*

The clinical Instructor Assistant is responsible to work directly with the students in the clinical setting, assisting with supervision, and coordination of the clinical portion of the curriculum.

1. Assist students one on one in the clinical setting.
2. Assist students with a technique book.
3. Integrating curriculum objectives that relates to the clinical setting.
4. Review and critique images.
5. Assist with evaluations of the students.

### **Clinical Instructor**

In each clinical facility, a technologist is designated to be the clinical Instructor. In addition to their responsibilities for the day-to-day operation of the department, these individuals are responsible for the supervision of the clinical education. This includes, but is not limited to:

1. Scheduling students through appropriate departmental work center.
2. Assuring that students' assignments are performed with qualified technologist.
3. Complete end of the month and competency evaluation forms as needed.
4. Be available to assist and advise students in clinical situations.
5. Discipline according to the rules and guidelines set forth in the program handbook.

## **PROFESSIONAL PROTOCOL**

The Radiography Faculty are pleased that you have selected Medical Imaging as your career and OCTC for your educational opportunity. As a health care professional, student radiographers are expected to behave in an ethical and professional manner during all phases of the program. The following are some of the expected behaviors:

1. Each student is expected to conduct themselves in a professional manner at all times while attending classes in the College and while attending assignments to the Clinical Education Settings.
2. The program faculty encourages participation in local, state, and national organizations. Applications are available on request.

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3. In keeping with professional protocol, address all professors as Ms., Mr., Dr. or Professor accordingly. This courtesy is also expected when addressing clinical faculty.
4. Faculty offices are private. Appointments may be scheduled with the professor. Course syllabi usually indicate open office hours for the professor, and/or the professor posts open office hours on his/her office door.
5. Assignments and tests take time to grade and will be returned in a timely manner.
6. The program faculty serves as your advisors, instructors, and mentors. Although time is routinely limited, we encourage you to communicate fully with the faculty and utilize their available resources in the above capacities.
7. Students are assigned to a specific faculty member for advising. If the assigned faculty member is not available, you are encouraged to speak with Dr. Menser.
8. Classes begin on time and you are expected to comply with class schedules. You are responsible for attending all class lectures and for all material covered in class.

### **Professional Behaviors**

Professionalism is an attribute you should be developing as you become involved in your professional courses. It requires you to develop specific behaviors consistent with those of professionals in Radiography practice. These behaviors are part of the objectives for the program and will be considered as part of the grade evaluation for the course. The following objectives describe behaviors characterizing a professional that you will be evaluated on during your assigned clinical affiliate and as well as in Radiography courses and laboratories. To develop the attributes of a professional you should:

- arrive in the clinic, and all classes at the expected time.
- show an interest in the professional courses, display propriety and good judgment in behavior and speech.
- cooperate and offer to help others when his or her own work is completed.
- demonstrate preparedness by timely and careful completion of required reading and writing assignments and maintain an organized and efficient work environment.
- maintain confidentiality of patient results and reporting results only to authorized persons.
- challenge laboratory results that are outside the standard of clinical acceptability.
- behave with complete **honesty** and **accept responsibility** for own mistakes instead of ignoring them or hiding them.
- advocate the importance of professional association.
- adhere to the dress code and observe clinical safety rules in all professional courses.
- keep the work area neat, clean, and well supplied.
- adapt to unexpected changes in scheduling and displays good judgment in assigning priorities when faced with several tasks.

### **CREDENTIALING AMERICAN RADIOLOGIC REGISTRY EXAMINATION**

### **NATIONAL REGISTRY**

To become a registered technologist, (A.R.R.T.), you must sit for the examination conducted by the American Registry of Radiologic Technologists.

As an OCTC Radiography student, you will be recommended for the Registry exam, providing you have met all requirements. Application books will be distributed and/or website information given during your last semester in the program.



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The American Registry of Radiologic Technologist adheres to very strict guidelines on professional conduct. When a student fills out the application to permit them to sit for the National Registry, he/she must check a box that asks if they have ever been convicted of a felony or misdemeanor and have they been subjected to sanction as a result of a violation of an academic honor code or suspended or dismissed from a educational program attended in order to meet ARRT certification requirements. Failure to answer these questions honestly will result in the student **NEVER** being allowed to sit for the National Registry. The Program Director must sign the completed form prior to submission of the application.

### **Pre- authorization Review**

A pre-authorization may be required by ARRT Ethics Department if a student has a prior **Misdemeanor** or **Felony** charge. The pre-authorization review allows for an early ethics review of offenses that would otherwise need to be reported with your Application for Certification when you have completed an ARRT-recognized education program.

ARRT Ethics Department staff will **not** be able to advise you of the possible outcome of your review. All documentation must be complete before an ethics review will be conducted. All results will be in writing. **Please note the Ethics Pre-Application Review may take up to 12 weeks to be completed.**

If a student has a past issue that concerns him/her in regards to sitting for the Registry exam, it is strongly recommended that the student access the ARRT website at [www.arrt.org](http://www.arrt.org) and review the policy on pre-authorization for taking the Registry. The Program Director will help guide the student through the process if needed.

### **State Certification**

If a student plans to work in Kentucky in the field of Radiography, that must have a Kentucky State license. This form will be given to you by the Program Director. The form requires a 100.00 fee and a background check from all States you have lived in or been employed in over the five years prior to applying for the Kentucky license. Students planning to practice in other states should review the state requirements for practice as a radiologic technologist.

### **RADIOGRAPHY POST REGISTRY OPTION**

Radiographers who have successfully completed an accredited certificate educational program and passed the certification examination in Radiography offered by the American Registry of Radiologic Technologists (ARRT) are eligible to apply to the Computed Tomography classes offered on-line. Students interested in the program should speak with the Program Director of Radiography to assure placement in the appropriate class/es.

## **ACADEMIC INFORMATION**

Students will receive letter grades and college credit for formal classroom work and clinical education.

Grades for formal classroom work in Radiography courses will be based on written tests, practical tests, lab assignments, assignments and assigned projects. The first semester the students are required to complete with an overall 75% or higher in each course to be considered successful in the program. Starting the second semester students must maintain a 75% test average in each class to be considered successful in the program. In addition, a student must achieve a minimum of 75% on their final

clinical evaluation for each clinical course. Failure to maintain this average a student will be dropped from the program.

The grading scale is:

**A-94-100**

**B-85-93**

**C-75-84**

**D-70-74**

**F-0-69**

In order to support students to successfully pass the ARRT national registry exam, the Radiography Program's grading scale compared to OCTC general educational classes is higher. Therefore, **the program policy is that any student who earns less than a "C" in any Professional (or Radiography) course will be dismissed from the program.** In addition, students must maintain individual averages of no less than 75% in both the didactic (test scores) and final clinical evaluation of all clinical to remain in the program.

## **Program Tutoring**

Students having trouble in either the didactic and/or clinical portion of the curriculum should ask a faculty member for assistance at the first sign of difficulty. Faculty will work with the student to assure knowledge of material. In addition, the radiography program offers a tutor to work with students to provide study sessions either as a group or on an individual basis. If a class would like to Schedule a tutoring session it is their responsibility to contact the tutor to arrange an appointment. Contact information can be obtained from program faculty.

Tutoring for the clinical portion of the curriculum will be developed by the Coordinator of Clinical Education with recommendations from the clinical instructors. The student will receive individualized instruction and remediation in the program laboratory.

If a student scores below a 75% on any test during the program they must:

1. Request their test and look up every question they missed and note on test the page number the question was found on, while under observation of program faculty.
2. Take a tutoring quiz over the same material and pass the quiz with a score of 75% or higher.
3. Steps 1 and 2 must be completed within 1 week. Failure to meet this timeline ,refer to number 8.
4. If the student fails to score higher than a 75% on the first tutoring quiz they must (on their own) arrange to meet with the class tutor for a **2 hour in-service** and pass a **second tutoring quiz with a 75% or higher** before the next test in that particular course. Failure to meet this time line **refer to number 8.**
5. If the student fails the second tutoring quiz they must start the process over until they achieve a 75% or higher.
6. At this time the student must:
  - a. Obtain a tutoring form from the faculty member of the course.
  - b. Devise a plan to improve study techniques and habits and write out their plan on the tutoring form.

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- c. Have the tutor sign the form and the student must turn it into the Program Director.
7. In addition, the student must attend class tutoring sessions until their overall test average is above 75%.
  - a. If the student fails to attend every tutoring session their next test grade in that class will be reduced by 5% until their overall average is raised above a 75%.
8. If a student fails to meet the timeline and requirements stated above, their final grade for that class will be reduced by **one letter grade**.

This form must be signed by the Program Director, Tutor and faculty of course and returned to Program Director within a week from receiving the test grade. Failure to do this will prevent the student from taking the next scheduled test in that class.

### **Re-admission:**

Per KCTCS Rules of the Senate 3.10.1

#### Readmission

1. *Readmission to the Radiography program will be dependent upon available resources;*
2. *In order to be considered for readmission by the Radiography Admissions Committee, the applicant must submit a written request to the Radiography Program Director and meet current admission guidelines.*
3. *Students who wish to apply for readmission to the program must do so three (3) months prior to the expected date of enrollment;*

#### **Further Considerations**

1. *If more than one year has elapsed since the end of enrollment in the radiography program, an applicant must repeat all radiography courses unless the student has demonstrated current competency by passing exams equivalent to comprehensive course final examinations (both written and clinical skills) if available at the college to which the student is applying for admission.*
2. ***A student may be readmitted to the Radiography Program one time.** The Radiography Admissions Committee may recommend readmission a second time, if a student furnished sufficient evidence of remedial study, additional preparation, or resolution of factors contributing to unsuccessful course completion.*
3. *Application is not a guarantee of readmission to the program, and*
4. *If an individual student fails the American Registry of Radiologic Technologists ARRT certification exam four (4) times, he or she must repeat the Radiography courses of the curriculum.*

## **KCTCS Senate Rules for the Radiography Program**

### **3.10.1 System Guidelines**

Radiography involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of radiological technical functions. Therefore, all applicants should possess:

1. sufficient visual acuity, such as is needed in the accurate preparation and administration of contrast media and for the observation necessary for patient assessment and nursing care;

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2. sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.;
3. sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, positioning and lifting patients required in meeting health needs related to radiologic technology;
4. sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest; and
5. sufficient intellectual and emotional functions to plan and implement care for individuals.

## STUDENTS RIGHTS CONCERNING EDUCATION RECORDS

Owensboro Community and Technical College and its clinical affiliates comply with federal and state regulations on student educational records.

Students have their certain rights regarding official student records. These are summarized as follows:

- to inspect and review the content of those records within 45 days of request
- to obtain copies of those records upon payment of expenses
- to challenge, before a panel of three persons appointed by the President of the College, any record felt by the student to be inaccurate, misleading, or otherwise violate the right of privacy of that student
- to receive confidential treatment by the school of educational records

At any time a student may file a grievance if he/she feels that any decisions made by the program officials are unjust. The steps to file a grievance can be found in the OCTC student handbook. [http://owensboro.kctcs.edu/en/Student\\_Life/KCTCS\\_Student\\_Code\\_of\\_Conduct.aspx](http://owensboro.kctcs.edu/en/Student_Life/KCTCS_Student_Code_of_Conduct.aspx).

## RECOGNITION AWARDS

Each year, OCTC will recognize three graduating Radiography students with the following awards:

1. OCTC Radiography Award – Outstanding Student (selected by Faculty)
2. Bracco Award - Most Improved Student (selected by faculty, Clinical Instructors and second-year students)

## Student Organizations PROFESSIONAL SOCIETIES

### Professional Organizations

- Students may join the **American Society of Radiologic Technologists**; [www.asrt.org](http://www.asrt.org) a national organization that promotes education and legislative policies that concern Radiologic technologists.
- The student may also join state affiliates such as the **Kentucky Society of Radiologic Technologist, Inc.** (KSRT) [www.ksrtinc.org](http://www.ksrtinc.org) and/or the **Indiana Society of Radiologic Technology** [www.ISRT.org](http://www.ISRT.org) (ISRT). Scholarships are available to members of national and state organizations. Students are encouraged to join and participate in meetings, which will enhance their learning experience.

### Radiography Club

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Students will have the opportunity to elect club officers within their class. Details of the Radiography Club and election of officers will be discussed during orientation and throughout the program.

### Honor Societies

**Phi Theta Kappa** is a national honor society with membership offered to those students who meet the requirements.

**Lambda Nu** is a national honor society for the radiologic and imaging sciences. Membership is offered to those students who meet the requirements.

## PROBLEMS

Issues or concerns may arise over the next five semesters, whether it is clinically, didactically, or personally. If the situation is brought to the attention of the faculty, we will work to help you resolve the issue. If the issue concerns your clinical experience, you should first discuss it with your clinical instructor and clinical coordinator. If at any time you feel that the issue is not being resolved, you should take it to the Program Director. If there is an issue in the classroom you should first discuss it with the faculty member of that class, if no resolution then the Program Director, if still no resolution then the Division Dean. **Students must adhere to the chain of command listed above for all issue related to the program, no exceptions will be accepted.**

## FINANCIAL ASSISTANCE

The Financial Aid Office coordinates the College's program of scholarships, grants, loans, and work-study. Students are encouraged to inquire about Financial Aid and GRADD monies.

The Financial Aid Office is located in the Campus Center. Students who need verification of status for insurance purposes only should see the Program Director for a letter stating that they are a full-time Radiography student.

The ASRT has several scholarship programs available to Radiology Technology students.

Information about the Grants can be found at [www.asrt.org](http://www.asrt.org).

## JOB PLACEMENT SERVICES

The program director will assist you in seeking employment after graduation in the following ways:

1. \*Assistance in preparing a job resume
2. Counseling on proper procedure, dress, etc., for job interviews
3. Make available names and addresses of prospective employers
4. There is no guarantee, stated or implied, that we will place you in a job setting.

*\*It is strongly suggested that each student take advantage of the Career Counseling Center located in the Campus Center. You can make an appointment with Katie Ballard for assistance with writing your resume.*

## STUDENT FEES

In addition to tuition and books, Radiography students are responsible for:

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1. Individual malpractice insurance (through OCTC) every semester.
2. Purchase of clinical lead markers
3. Cost to sit for national registry (\$200.00)
4. Fees related to joining professional societies
5. Uniforms (**must be purchased at Scrub Shop**)
6. National Conference (Fundraiser)
7. Registry Review (approx. \$185.00)
8. Graduation
9. Membership to National Alumni (20.00)
10. Radiation Dosimeter Badges per year charge (approx.. 80.00)
11. Certified Back Ground (**110.00**)
12. Clinical Database

*\*At any time a clinical site can request an additional drug and/or alcoholic screening. If the student refuses to participate in this test he/she will immediately be dismissed from the program.*

### TERMINAL COMPETENCIES

Students will be evaluated according to the terminal competencies as established by the Joint Review Committee on Education in Radiologic Technology before they are eligible to graduate from the Radiography Program.

The graduate shall be able to:

1. Use oral and written medical communication;
2. Demonstrate knowledge of human structure, function and pathology;
3. Anticipate and provide basic patient care and comfort measures;
4. Apply principles of body mechanics;
5. Perform basic mathematical functions;
6. Operate radiographic imaging equipment and accessory devices;
7. Position the patient and imaging system to perform radiographic examination and procedures;
8. Modify standard procedures to accommodate patient's condition and other variables;
9. Process radiographs;
10. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure;
11. Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality;
12. Practice radiation protection for the patient, self and others;
13. Recognize emergency patient conditions and initiate applicable treatment and basic life-support procedures;
14. Evaluate radiographic images for appropriate positioning and image quality;
15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority;
16. Demonstrate knowledge and skills relating to quality assurance; and
17. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

## Exit Exam

The Radiography program at Owensboro Community and Technical College requires that each student successfully pass an EXIT EXAM with a score of 75% or higher before being able to sit for the National Registry. The guidelines for the exit exam are as follows.

Students who are eligible to sit for their exit exam are allowed three attempts to pass the exam. They must complete the three attempts within a pre-determined schedule set by the program director.

The Program Director will not sign the **final** student forms required by the ARRT unless the student has passed the Radiography Exit Exam with a grade of 75% or higher.

## ENTRANCE EXAMS

After students have completed the first semester successfully, at the beginning of the second semester they will be given a review exam over all content that was previously covered. At the start of semester four, the students will be given a review exam over material covered in the past three semesters. Then at the beginning of the fifth semester, the student will be given a review exam that will cover the past four semesters of didactic material. These exams will count as a full test score in the course enrolled in at the time the exam is given.

## GRADUATION

Owensboro Community and Technical College grants the Associate of Applied Science in Radiography to all students who complete the degree requirements. Degrees are conferred in May each year.

The general requirements for graduation are listed in the Owensboro Community and Technical College Guide for Students.

**\*All GRADUATING RADIOLOGY students are expected to participate in the May graduation ceremony.**

**(Remember you have been taught for 2 years how to be professional, so you are expected to attend graduation and dress professionally.)**

### **Student's Responsibilities in the program include but are not limited to:**

1. Following the policies and guidelines listed in the Radiography Program Handbook, and any rules of the clinical affiliate.
2. Completion of all assigned activities.
3. Taking advantage of the knowledge and expertise of the Owensboro Community and Technical College faculty and clinical staff.
4. Attendance at all classes and program activities.
5. Adherence to clinical schedules/rotations.



6. Respectful behavior/attitude towards instructors, classmates and anyone with whom they may come into contact.

### **CLASSROOM RULES**

It is very important that you exhibit professional behavior at **ALL** times. Therefore, the following rules will apply in the classroom.

1. You are responsible for all assigned work.
2. All reading assignments must be completed prior to the classroom lecture.
3. If you feel that you are having difficulty with any part of the course, speak with the Faculty member of that class to assure a comprehensive understanding of all material.
4. You are expected to show courtesy toward peers and faculty at all times. Disruptive behavior will not be tolerated and will result in your being asked to leave the classroom.
5. **All cell phones and beepers** must be turned **OFF**. These will only be permitted at the Faculty's discretion. If a cell phone rings during class time, the student's final grade will be lowered by **1 letter grade** every time this happens for that semester.
6. Students are not permitted to wear **smart watches** of any brand while in the classroom or lab.
7. Please do not bring your children to class; it is not appropriate and will not be allowed.
8. If you miss a test day, all make-up exams will be given either on the day of the final or week of the final exam schedule. This will be determined by the faculty member of the class.
9. Students must at **ALL** times have their dosimeter badge on their person when in the classroom/lab. If the student does not have their dosimeter badge on, then they will be sent to retrieve it and the time missed will count against their allotted time. If the student does not have their dosimeter badge on them on the day of a test then the student will have to make up the test on the same day as the final that semester.

### **RADIATION SAFETY RULES FOR THE LAB SETTING**

*The following rules were established for the operator's protection against ionizing radiation during clinical components of the radiography program and must be strictly adhered to:*

1. Students will be instructed and tested on basic radiation safety practices prior to assignment to the energized lab.
2. Students will show proficiency in the application of radiation safety practices before being assigned to lab rotations.
3. Student utilization of the energized laboratory must be under the supervision of a qualified radiographer who is readily available.
4. At the end of the day all students must vacate the classroom and building when the last faculty member vacates the premises for the day.
5. All rules for the practice in a clinical setting will be followed during laboratory use.
6. Student are not to handle the DR panel unless a faculty member is present in the room with them.

# ***POLICIES***

Policies and Procedures are subject to change at the Program Director's discretion. Students will be notified if a policy has been added, deleted or modified.

The Program Director and Clinical Coordinator are the only two people that are permitted to make decisions or judgment calls pertaining to the policies of the Radiography program. If a student has a request for a temporary change in a policy the student **MUST** address this with the Program Director or Clinical Coordinator **ONLY**.

- ***The Radiography Program Handbook has been reviewed and adopted by the Radiography Advisory Committee and the Clinical Instructors of the Radiography Program.***

## GENERAL POLICIES

### Withdrawal from the Radiography Program

The student who wishes to withdraw from the Radiography Program must notify the Program Director and fill out the required form prior to the Program Director signing the withdraw slip (**You can NOT go to the start center to drop your classes**). The student must also return film badge, thyroid shield and all name badges from clinical sites. The student must obtain the appropriate signed forms from the instructor and submit them to the Office of the Registrar in the Campus Center. Failure to do this may have an impact on the student's possible tuition refund and/or financial aid in addition to the opportunity for re-admission to the Radiography program. In addition, the student who fails to formally withdraw will receive an "E" grade at the end of the semester, which can significantly affect his/her GPA (Grade Point Average) and academic standing.

### Probation

For serious infractions of program rules, a student may be placed on probation by the Program Director. Probationary status means that a plan of action will be presented to the student to delineate what must be accomplished to enable the student to be removed from probation. If the desired behavior/academic improvement is not accomplished during the time specified in the agreed plan of action, or additional infractions are documented, the student will be terminated from the program.

### Disciplinary Actions:

If the program faculty feels that a student is not progressing at the rate they should and/or the student is not demonstrating professional conduct or work ethic either in the classroom or at the clinical facilities then the faculty will establish a **contract** between the student and the program in which specific goals will be outlined that the student must meet in order to continue in the program. The dates will be listed on the contract to include the goals that the student must meet. Failure to sign the contract and/or fulfill the specific goals of the contract then the student will be dismissed from the OCTC Radiography Program.

Every student at Owensboro Community and Technical College has the right to appeal the decision of the program director/faculty if they are dismissed from the Radiography Program. The first step in the appeals process is to meet with the program's department head Mrs. Kathy Hoffman. The appeals process can be found at the following website:

[http://owensboro.kctcs.edu/en/Student\\_Life/KCTCS\\_Student\\_Code\\_of\\_Conduct.aspx](http://owensboro.kctcs.edu/en/Student_Life/KCTCS_Student_Code_of_Conduct.aspx).

As per the American Registry of Radiologic Technologist (ARRT) if a student is dismissed from a Radiography Program for any reason and readmitted to the program in which they were dismissed from and/or another Radiography Program then they will need to fill out an appeals form from the ARRT and submit the proper paper work to the ARRT prior to setting for the National Board exam. This process takes up to 6 months so it is important for the student to do this as soon as possible.

### Suspension

If at any time a clinical site, Clinical Instructor, or staff technologist calls the program faculty to discuss a student's behavior that the program deems unprofessional or against our Code of Conduct or Clinical Code of Conduct and/or behavior that endangers a technologist safety or the patients\*, the student will be asked to come to the school, and the issue will be discussed. The consequences will be as follows:

- 1<sup>st</sup> offense-** suspended from the clinical setting for two (2) days and their final Clinical grade will be reduced by one (1) letter grade.
- 2<sup>nd</sup> offense-** suspended from the clinical setting for three (3) days and their Final Clinical grade will be reduced by two (2) letter grade.
- 3<sup>rd</sup> offense-** Student will be dismissed from the Radiography program.

\*Depending on the severity of the offense i.e. endangering a staff technologist or patient the student may be dismissed automatically without any warning.

### **Dismissal Policy**

The decision to dismiss a student will be determined by Program Director, program faculty and clinical instructors. The student has a right to appeal the decision by following the steps in the OCTC handbook.

### **Termination**

The OCTC Standards of Professional Conduct, found at the end of this handbook, are to be reviewed and followed by all students in this program.

In addition to policies already addressed in this handbook, students may be terminated from the program for any of the following reasons:

- Falsifying records.
- Stealing.
- Engaging in the illegal possession, use, sale, or distribution of drugs.
- Illegal possession of weapons.
- Misrepresentation or falsification of yourself or another student, as well as patient and/or agency records i.e. Saying you're a radiographer when you are a student, slandering a fellow student, faculty member, Clinical instructor/staff or unauthorized possession of examinations.
- Plagiarism.
- Academic cheating or misconduct.
- Intoxication or drug usage in class or at clinical site.
- Any activity incompatible with professional behavior. This includes discrimination and any form of sexual harassment.
- Placing patients in danger at the clinical site.
- **HIPAA Violations**
- Activities determined to be dishonest, inconsistent with professional responsibility and accountability, and/or detrimental to the protection, safety, and welfare of patients and the public or in any situation when representing the Radiography program.
- Being dismissed from any clinical site for any reason. (Every clinical site adds a value to your educational journey during the program. Being prohibited from any site would mean that a student is not afforded the opportunity to experience the clinical education to its fullest extent).
- Asking for or accepting money from patients, vendors or any clinical site regardless of the reason.

## **Unsafe or Unprofessional Conduct**

**Physical Safety** - Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other mechanical equipment;
- lack of proper protection of the patient which potentiates falls, lacerations, burns;
- failure to correctly identify patient(s) prior to initiating care. perform pre-procedure safety checks;
- failure to perform pre-procedure safety checks of equipment, invasive

devices or patient status.

**Biological Safety** - Unsafe behaviors include but are not limited to:  
failure to recognize violations in aseptic technique;

- violates "5 rights" in medication administration, performing nursing actions without appropriate supervision;
- failure to seek help when needed;
- failure to properly identify patient(s) prior to medication administration;
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status.

**Emotional Safety** - Unsafe behaviors include but are not limited to:

- threatening or making a patient fearful;
- providing patient with inappropriate or incorrect information;
- performing nursing actions without appropriate supervision;
- failure to seek help when needed, unstable emotional behaviors.

**Unprofessional Practice** - Unprofessional behaviors include but are not limited to:

- verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians and may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards.

## **Emergency Contact**

Emergency calls can be directed to the Division Administrative Assistant, **Cynthia Johnston 270-686-4618**, or to the Radiography Program Director, **Dr. Menser 270-686-4633**.

## **Classroom Visitors**

Students are not to bring their children, with them to school or scheduled events. Doing so distracts from the students' ability to learn/participate and may be disruptive to classmates. Please arrange not only for childcare but also for back-up childcare.

## Cell Phones

All cell phones are to be off during class and must **not** be carried on the person during clinical. These will only be permitted at the faculty's discretion. However, they will **NEVER** be permitted on the clinical floor. If a cell phone rings during class time/lab or if a student is caught on their phone during class, the student's **final grade will be lowered by one (1) letter grade for each infraction**. In clinical facilities, a student is never allowed to have their phone on their person or on the clinical floor at any time. If a student is caught with their phone on them, then they will automatically be dismissed from the clinical site and the program.

## Social Networking

Many students may already be a part of one of the many social networking sites available such as Facebook, Twitter, blogs or any of the various types of social networking. Students in the Radiography Program are **WARNED** not to discuss any activities that they were involved in or occurred at any of the clinical sites. To ensure patient confidentiality, absolutely **NO** identifying data regarding a patient may be divulged. Students must at all times adhere to **HIPAA** and privacy rules and regulations. If at any time the student discloses information via the above mentioned social networking tools, the student will be immediately dismissed from the program and could possibly face civil and criminal penalties.

Absolutely **NO** identifying data regarding faculty, staff, procedure, or physicians, may be divulged this could result in potential defamatory and subjected for review for unprofessional conduct. Students are **NOT** allowed to have a class Facebook page.

## Program Hours

At no time will a student be required to attend more than 40 hours per week to include class, lab, and clinical hours.

## Student Employment in Radiography Policy

According to the Board of Medical Imaging and Radiation Therapy, a student cannot work as a student tech at any time while in the Radiography program. However, a student can work as a Tech aid/support tech while in the Radiography program.

**All students are strongly advised to limit any work hours to no more than 20 per week during the academic school term.**

## Student Employment

A student is free to work during times that do not interfere with classroom or clinical hours or requirements. However, it is strongly recommended that work hours not exceed 20 hours per week and that hours are not on the night shift.

Past experience has shown that it is difficult for students to maintain a "C" average while employed full-time. **At no time will work be an excuse for missed assignments, lack of alertness, absences, or tardiness.**

## KCTCS INSTITUTIONAL POLICIES

### **Disability Accommodations**

Students with disabilities who require accommodations (academic adjustment and/or auxiliary aids or services) for this course must contact the Disability Services Office in the Counseling Center, Campus Center Building, Room 102B. The DSO telephone number is 270.686.4528. Dial 711 for TDD protocol. Please DO NOT request accommodations directly from the instructor without a letter of accommodation from the Disability Services Office.

Students in global on-line classes are to contact their Home College for disability accommodations and inform their instructors. The Home College DSO contact information is located at this KCTCS website:

[http://www.kctcs.edu/students/distance\\_learning/disability\\_services.aspx](http://www.kctcs.edu/students/distance_learning/disability_services.aspx) . Once the student has contacted the Disability Services Officer at the Home College, the Home College DSO will communicate with the student's instructors and/or the Disability Services Officers at the Delivering College in order to coordinate and/or provide reasonable and appropriate accommodations to the student.

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, Owensboro Community & Technical College does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its programs or activities: its admissions policies; scholarship and loan programs; athletic and other College-administered programs; or employment. In addition, the College does not discriminate on the basis of sexual orientation consistent with KCTCS nondiscrimination policy. Inquiries or comments regarding these issues should be directed to the Disability Services Officer/504/ADA Compliance, Owensboro Community and Technical College, 4800 New Hartford Road, Owensboro, KY 42303. Telephone (270) 686--4528, FAX (270) 686-4648.

### **The Quality Enhancement Plan (QEP)**

OCTC has embarked on a five-year Quality Enhancement Plan (QEP) to improve student learning through the setting of clear expectations for all OCTC students--expectations founded on our general education competencies and focused on 1) the expression of ideas, 2) the ethical and personal responsibility to be exhibited by every member of the OCTC community of learners, and 3) the life-long need for social/civic interaction and learning. For more information visit:

[http://owensboro.kctcs.edu/en/Academics/Quality\\_Enhancement\\_Plan.aspx](http://owensboro.kctcs.edu/en/Academics/Quality_Enhancement_Plan.aspx)

### **KCTCS Student Code of Conduct**

OCTC and KCTCS strive to maintain an atmosphere of academic freedom and personal respect that creates an environment in which all can be successful. As part of this

commitment, KCTCS has developed a Code of Student Conduct that serves as a guide for the student's responsibilities and rights within our academic community. For more information, visit: [http://owensboro.kctcs.edu/en/Student\\_Life/KCTCS\\_Student\\_Code\\_of\\_Conduct.aspx](http://owensboro.kctcs.edu/en/Student_Life/KCTCS_Student_Code_of_Conduct.aspx).

### **Procedures relating to Discrimination, Harassment, and Sexual Misconduct.**

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer or his/her designee with thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the KCTCS Student Code of Conduct.
4. If a student feels he/she has been subject to sexual misconduct, those complaints should be made to the College Title IX Coordinator or other college administrator. Such complaints shall be handled in accordance with the Sexual Misconduct Procedure.

### **Academic and Technical Support**

OCTC offers support to all its students, whether enrolled in classes on campus or online. Your instructor is your primary resource, but the Teaching and Learning Center (TLC), located in OCTC's Main Campus Library, offers free tutoring in many subject areas. Only writing assignments require an appointment; other tutoring is on a walk-in basis. For more information, call the TLC at 270-852-8964.

If technical support is needed, the CyberCenter staff will gladly guide students to a better understanding of Blackboard so that work is accessed and submitted correctly. Located in the Library, the Cyber Center and TLC follow the same operating ours as the library.

**Blackboard technical support telephone number is available by telephone at 866-590-9238.**

### **Plagiarism**

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks; and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor; but when actual material is



completed, it must be done by the student and the student alone. The use of the term “material” refers to work in any form, including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor is expected to be the result of the student’s own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student’s work, the student must consult the instructor before submitting the work.

### **Cheating**

Cheating includes **buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments** for the purpose of improving one’s academic standing. During examinations or in-class work, cheating includes having unauthorized information and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in preparation of homework assignments, is a form of cheating.

### **Student Co-Responsibility**

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or used by other students, nor should they sell or give unauthorized copies of examinations to other students.

### **Sexual Harassment**

Sexual harassment is defined as a form of sexual discrimination. This includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature when submission to such conduct is made explicitly or implicitly as a term or condition of the student’s status in a course, program, or activity; or is used as a basis for academic or other decisions affecting such a student; or when such conduct has purpose or effect of substantially interfering with the student’s academic performance or creates an intimidating, hostile, or offensive academic environment.

KCTCS students shall have an environment free of sexual harassment by other students, faculty, staff, supervisors, and employees. Everyone will avoid inappropriate behavior and shall be held responsible for remaining in compliance with KCTCS policy on this matter.

### **Drug-Free Policy—Drug Testing**

KCTCS is committed to providing a safe environment for students, faculty, and staff. KCTCS is a drug-free facility. The following policies apply:

- Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1,000 yards of the campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety, and welfare of members of the KCTCS college community shall result in disciplinary action up to and including suspension or termination. KCTCS colleges are in compliance with the Drug-

Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989.

- “Campus” includes classrooms, laboratories, and clinical settings.
- Some clinical areas require drug tests. A student may be assigned to a clinical facility that makes this a requirement. Students must supply a list of any and every prescription or over-the-counter medication at the time of testing. During the student’s clinical rotation, a facility may request a blood or urine test at any time. Failure to comply with the request of the clinical facility will result in dismissal from the program. Students, whose drug test results are positive, in accordance with the KCTCS Code of Student Conduct, will be removed from clinical and dropped from the program. The Code of Student Conduct may be accessed at:  
[http://www.kctcs.edu/students/admissions/academic\\_policies/code\\_of\\_student\\_conduct.aspx](http://www.kctcs.edu/students/admissions/academic_policies/code_of_student_conduct.aspx)

### **ATTENDANCE POLICIES**

#### **Dependability**

Patients are depending on and deserve high quality prompt care; therefore, dependability is essential in the health care setting. Students must report promptly to clinic on assigned days. Absenteeism and tardiness are undesirable traits and will not be tolerated in the program. (See absentee policy). Students must be dependable by remaining in their assigned area while in clinic and must inform staff when they need to leave their assigned area for any length of time. Dependability is also important in the classroom to stay abreast of your studies and to not disrupt class that is already in session. Students will be required to be prepared and timely when they come to class.

In order to accomplish the many requirements of this program, all students must be committed to a higher level of accountability as soon-to-be professionals. Attendance will be recorded in the student’s permanent record. This record will be used for reporting to financial aid agencies and may be used as part of the reference process for prospective employers. If a student knows about an absence in advance, he/she must provide written notice to the program director.

If a student is going to be absent or tardy from lecture, lab or clinical assignments, he/she must call the faculty member and clinical instructor at least **1 hour** prior to scheduled class time. **Two (2) incidences of this nature, “no call – no show,”** will result in the student being dismissed from the program. It is the student’s responsibility for all material/assignments presented in the class the day the student is absent.

If an adjustment in class or clinical hours is required to accommodate guest lecturers, observational experiences, etc., the student will be notified of the change in a timely manner.

#### **Clinical Attendance Hours**

Each semester a student will be granted an allotted amount of clinical hours that will be excused. The hours from each semester does NOT roll over to the following semesters. If a

student exceeds the allotted amount of hours granted per semester, they will be dismissed from the program at the discretion of the program director. The granted hours are as follows:

Semester	Hours
1 <sup>st</sup>	5
2 <sup>nd</sup>	12
3 <sup>rd</sup>	12
4 <sup>th</sup>	16
5 <sup>th</sup>	16

If a student is absent from clinical, he/she **MUST** fill out an attendance form the first day back in the classroom. Failure to do so will result in the absence being considered a “no-call/no-show.” If a student must be absent more than two (2) consecutive days from clinical then they must provide a doctors excuse.

These hours may be utilized to cover any absences from the program, including funerals, sick days, maternity leave, and inclement weather when school is in session, etc.

The Radiography Program expects all students to be prepared and ready at the scheduled time. This means that on the clinical floor you must be in your assigned area at the scheduled time and ready for the daily activities. Tardiness is considered not being prepared for the activities of that day precisely on time. Arriving late or leaving early on more than three (3) occasions is considered chronic tardiness. Three tardies will be considered one full day absence. Students who are leaving early will be considered absent for the hours allotted for that day and considered as a tardy. When a Student is tardy they **MUST** fill out the absentee form the first day back in class. Failure to do so will result in a no call/no show.

Absentee and tardiness will be recorded in the student’s permanent record. This record will be used for reporting to financial aid agencies and may be used as part of the reference process for prospective employers. If a student knows about an absence in advance, he/she must provide written notice to the program director.

If an adjustment in class or clinical hours is required to accommodate guest lecturers, observational experiences, etc., the student will be notified of the change in a timely manner.

\*See policy on no-call/no-show.

Regardless of academic standing, a student who exceeds the allotted number of hours will inevitably have missed essential clinical experience that can not be repeated. The

opportunities may not necessarily be present at later times and may be critical to future safe practice. The Radiography program is a concentrated curriculum which is progressive in nature, and absences can result in potential knowledge voids. Future employers also have an expectation of attendance and utilize the student's clinical attendance to determine evidence of reliability.

If a student is going to be absent or tardy from lecture, lab or clinical assignments, he/she must call the faculty member and clinical instructor at least **1 hour** prior to scheduled class time. Failure to do so will result in a deduction of eight (8) hours from the allotted excused time. **Two (2) incidences of this nature, “no call – no show,”** will result in the student's being dismissed from the program. It is the student's responsible for all material/assignments presented in the class the day the student is absent.

The Radiography Program expects all students to be prepared and ready at the scheduled time. This means that on the clinical floor you must be in your assigned area at the scheduled time and ready for the daily activities. Tardiness is considered not being prepared for the activities of that day precisely on time. Arriving late or leaving early on more than three (3) occasions is considered chronic tardiness. Three tardies will be considered one eight (8) hour absence. Students who are leaving early without prior approval will be considered absent for the hours allotted for that day.

### **Class Cancellation/Postponement**

The Radiography program follows the weather policy of the Owensboro Community and Technical College. Local radio and/or TV stations must announce “Owensboro Community and Technical College is closed or on a \_\_\_\_\_ hour delay”, or the school will be open and classes will be held. Information may also be available at the OCTC web site. If the college is on a delayed start schedule, the student will not be required to be at the clinical site until the time announced for the college to open.

In the event of inclement, (harsh, severe) weather due to snow, ice, severe cold, flooding, etc., and Owensboro Community and Technical College has not been officially closed, The faculty of the Radiography Program will make a decision to delay or cancel CLINICAL by 5:30 am and notify all students via text message. If a student is scheduled at 5am they will automatically become a 7am person only if there is inclement weather. If you are this person and are unsure you should call one of the program faculty members. Radiography students are expected to be wherever they are scheduled (class or clinical). **Students must use their own discretion regarding travel in inclement weather.**

Students who have not yet signed up to receive emergency and weather alerts via cell phone text messages (Security Notification Alert Process—SNAP) should do so. Sign up is available at <https://www.kctcs.edu/snap/>.

## **PREGNANT RADIATION STUDENT POLICY**

### **VOLUNTARY DECLARATION**

**Owensboro Community and Technical College  
School of Radiologic Technology**

### **PREGANCY POLICY—PROTECTING THE EMBRYO/FETUS**

Declared Pregnant Student:

The following is an excerpt from the U.S. Nuclear Regulatory Commission Regulatory Guide 8.13;

Exposure to any level of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific certainty regarding the relationship between low dose exposure and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. At the occupational dose limit for the whole body of 5 rem (50 mSv) per year, the risk is believed to be very low.

The magnitude of risk of childhood cancer following in utero exposure is uncertain in that both negative and positive studies have been reported. The data from these studies "are consistent with a lifetime cancer risk resulting from exposure during gestation which is two to three times that for the adult" (NCRP Report No. 116, Ref. 2). The NRC has reviewed the available scientific literature and has concluded that the 0.5 rem (5 mSv) limit specified in [10 CFR 20.1208](#) provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers associated with radiation exposure during pregnancy.

In order for a pregnant worker to take advantage of the lower exposure limit and dose monitoring provisions specified in [10 CFR Part 20](#), the woman must declare her pregnancy in writing to the licensee.

To read more information from the NRC report go to <http://www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/rg/8-13/>

The student may elect to declare their pregnancy. A student should inform the program officials, in writing, of her pregnancy and the estimated length of gestation. A student has the right to declare her pregnancy; at such time the precautions listed below will be followed. A student also has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, the student also has the right to undeclare her pregnancy at any time in writing. This is in accordance with Federal and State laws.

The National Council on Radiation Protection and Measurement (NCRP) recommends that the maximum permissible dose equivalent to the embryo-fetus from occupational exposure to the

## Radiography Student Handbook—Owensboro Community and Technical College

expectant mother should be limited to 0.5 REM (50 milliSeivert) for the entire gestation period. It is recommended by the NCRP that persons involved in the occupation should notify the supervisor/ Program Director immediately if pregnancy is suspected. Through proper instruction of all safety precautions and personnel monitoring, and strict adherence to these precautions, it can be possible to limit all occupational exposure to under 0.5 REM per year and prevent fetal MPD levels from being surpassed.

Students enrolled in the OCTC Radiologic Technology Program are instructed in proper safety precautions and personnel monitoring prior to being admitted to any ionizing radiation area. Students are required to abide by all safety precautions, and the importance of keeping exposure as low as practical through a combination of time, distance and shielding is stressed. Due to the number and variety of courses in the curriculum and the importance of maintaining a rotation schedule through the various assigned areas without interruption, should any student suspect pregnancy, she will not be permitted to request a change in the clinical rotation schedule if she becomes pregnant. It is recommended that she report her pregnancy immediately to the Program Director.

If a student declares pregnancy, she will:

1. Counsel with Program Director and the Radiation Safety Officer regarding the nature of potential radiation injury associated with in-utero exposure, the regulations established by the NCRP, and the required preventive measures to be taken throughout the gestation period.
2. Complete Declaration of Pregnancy Form available from the Program Director.
3. Following counseling, submit in writing within 24 hours her decision to remain in the program (see options listed in #4 below).
4. Submit a statement from her physician verifying pregnancy and expected due date. The statement should include the physician's recommendation as to which of the following options would be advisable:
  - a. Immediate leave of absence or withdrawal
  - b. Withdrawal from clinical rotations only, with continued participation in didactic instruction (All clinical time must be completed on return to program if clinical space is available).
  - c. Withdrawal from the program (duration of one calendar year) and resume full-time status upon return to the program if space is available
5. Be required, if maintaining full-time status, to abide by the following:
  - a. Strict adherence to all safety precautions.
  - b. Submit monthly statements from her physician if any changes or problems in her pregnancy occur and advisability of continuation.
  - c. The student is **REQUIRED** to Wear two (2) personal monitoring devices at all times while in the clinical setting, one placed on the collar and at the abdomen for fetal monitoring. The student will be required to pay for the additional badge that will be worn at the waist to monitor the fetal dose. Readings will be monitored closely by the PD (Program Director), and the student will be required to take an immediate leave of absence from the clinical environment if at any point the RSO (Radiation Safety Office) deems it necessary
  - d. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
6. Be informed that, dependent on the type of course(s), degree of difficulty of the course(s), her academic standing, and length of time out, she may be required to re-take the course(s) in their entirety.
7. Be required to complete upon her return all clinical competencies and rotations missed or not completed prior to and during her maternity leave. In addition, she will be evaluated by Program

## Radiography Student Handbook—Owensboro Community and Technical College

Faculty in those clinical competencies completed prior to time out and will be subject to participation for review purposes should the Faculty deem it necessary.

8. Return to full-time status as soon as possible after delivery with the written permission of her physician. She will be responsible for any missed time, or didactic material to include test missed during absence. Time missed whether excused or unexcused will be taken from total allotted hours according to the attendance policy. If you miss over 64 hours. The attendance policy rules will be followed.
9. Upon the student's return to the class and clinical setting after delivery, the student must at that time undeclared her pregnancy in writing to the Program Director.
10. Realize that the student must complete, upon her return, all requirements for graduation, including length of time in the program, required courses, clinical competencies and rotations. No diploma will be issued until all requirements have been SUCCESSFULLY MET.

Please go to <http://www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/rg/8-13/08-013.pdf> for the latest NRC report on Pregnancy.

\*\* If a student does not declare their pregnancy then they will not have a badge to monitor the amount of Radiation that the fetus receives during the pregnancy.

## **CLINICAL SUPERVISION POLICY**

Students in the clinical setting must be supervised at all times. Students in the first year of the program must be under the direct supervision of the clinical instructor or staff radiographer until they prove competent in a particular procedure. Direct supervision requires that the radiographer be in the room with the student radiographer. After the student has proved competent, by evaluation on a particular procedure the student may perform the procedure under indirect supervision. Indirect supervision requires that the radiographer be in the immediate vicinity (no close door between student and Radiographer) of the student, therefore a student may not be sent to do portables by himself or herself as this would not constitute immediate vicinity.

The regulations regarding direct and indirect supervision are mandates from the Joint Review Committee on Education in Radiologic Technology (JRCERT) and are laid out in the Educational Standards. These guidelines are designed to protect the patient, student, radiographers, hospital, and the program. Any facility found to be in violation of the supervision policies may be in danger of losing the status of approved clinical education setting.

## **REPEAT IMAGE POLICY**

In keeping with the STANDARDS of the Radiography Program, **all student technologists must be assisted when repeating films**. Any student who must repeat a radiograph for any reason must do so under direct supervision of the clinical instructor or staff radiographer. This policy is designed to protect the patient from unnecessary exposure and to allow the technologist an opportunity to explain to the student why the radiograph needs to be repeated and what can be done to correct the error. The practice of evaluating images before repeats are taken is an excellent educational opportunity for the student and encourages an open discussion and analysis of image quality between the clinical faculty and the students. Such a practice may enhance the overall image quality achieved in a given diagnostic imaging department.

Supervision ensures that radiation exposure to the patient is kept to a minimum and that further error will not be encountered. Repeats must be entered in the exposure log and maintained by the student for the duration of the program. (Forms – PXDX on E\*Value-Exposure Log)

## **RADIATION PROTECTION POLICY**

The Radiography Program requires that all students in the program follow appropriate radiation safety standards. A student should not be exposed to unnecessary radiation because of unsafe or inappropriate practices in the clinical setting. The following radiation protection policy has been adopted by the radiography program. The students are expected to follow this practice at **ALL** time. The student must:

- Wear a lead apron at all times when doing fluoro cases, in surgery or doing portable exams.
- Students should also bring a lead apron with them, for themselves when they are going on a portable exam.
- Students are also responsible for providing lead aprons for patients and any other medical personal or family members with patients if they cannot leave the room.

## **SAFETY POLICIES**

### **Standard Precautions**

Students in the Radiography Program are required to follow Standard Precautions as described by the CDC when assigned to a clinical education center. The student while in clinic will:

- use appropriate hand washing techniques
- wear gloves at all times when there is a possibility of contact with blood and body fluids



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- cover all compromised skin that could come in contact with blood and body fluids
- not recap needles
- clean all equipment with a 10% sodium hypochlorite solution
- wear gowns, masks and/or goggles when there is a possibility of splashed blood or body fluids such as surgery or trauma

The students receive instruction on Standard Precautions during the Patient Care Course. Standard Precautions are also reviewed in other courses as appropriate. A review of hospital protocol should be explained to student during the orientation period at each facility.

Medical and surgical aseptic techniques are to be used while in the clinical site. Students are required to know, understand and follow the infection control policies of the affiliate where they are assigned, along with standard, airborne, droplet, and contact precautions as described by the Centers of Disease Control.

Each clinical instructor will give an overview of the infection control policies during the student's orientation to the affiliate orientation to the department.

### DRESS CODE POLICY

Being a healthcare professional, appropriate attire shall be worn when in the clinical area. You are responsible for purchasing and maintaining your own uniforms. Uniforms should always be laundered and pressed prior to going to clinical. The guidelines for professional attire will be dictated by the program. Failure of the student to adhere to the program's dress code policy will result in the student's being sent home from clinical floor and counseled by the program faculty.

#### Facial Hair

A mustache or beard is permitted so long as it is kept neatly trimmed.

#### Hair

Must be kept neat and clean and kept back while on duty. If a student's hair touches the collar, then it must be pulled back with a clip or holder. Natural hair coloring must be maintained (no burgundy, blues, greens, etc!).

#### Nails

Must be kept clean and short, No nail polish, **ARTIFICIAL NAILS ARE NOT PERMITTED.**

#### Tattoos

At no time can a tattoo be visible on a student while in the clinical setting. If a student has a tattoo it must be covered by the uniform or other suitable material,

#### Jewelry

Students, while in the clinical education setting, will be allowed to wear only the following: 1 earring per ear, 1 watch and/or medical bracelet, 1 ring (wedding set counts as one). **Any other jewelry is prohibited. At no time is a student allowed to wear a smart watch of any type or wear gauges in their ear lobes.**

**Fragrance** (i.e. perfume, cologne, aftershave, scented lotions, etc.)

Not permitted during clinical rotations.

### **Gum, Candy, or Food**

Under no circumstance are students allowed to have gum, candy, food or liquid beverages in the clinical work area. These items can only be used in the break area during break time. This exhibits unprofessional behavior and should not be done in front of the patient at any time.

### **Footwear**

Clean, white tennis shoes may be worn—no high tops. **Shoes must be all white.** Footwear will be neatly polished at all times. Boots, fabric type shoes, sandals, jellies will not be permitted.

**Uniforms: All uniforms will be purchased at the Scrub Shop. ONLY these approved uniforms may be worn in clinical.**

**Females**—White dress uniforms pants of professional style and fit; white hose or white socks with pants; no visible bikini or thong underwear (full size nude underwear); white lab coat.

**Males**—White trousers, white socks, white shoes no visible bikini or thong underwear (full size nude underwear, white lab coat.

Males/Females— all students will wear scrub shirts as part of their uniforms.

1<sup>st</sup> year students will wear Royal Blue scrub shirts.

2<sup>nd</sup> year students will wear Black scrub shirt.

The color change will take effect when the student becomes a second year student.

**No undershirt or Cami may be worn under the uniform top.**

**At any time , when a student attends an event outside of class or clinical where they are representing the program they MUST wear their clinical uniform to include name badge.**

OCTC Radiography student and hospital photo I.D. nametags must be worn at all times.

**When a student is on the clinical floor, he/she must ALWAYS have:**

- **Name Tag**
- **Radiation Monitoring Badge**
- **Pocket Guide Book**
- **Technique Book**
- **Lead Markers**
- **Thyroid Shield**

If a student arrives on the clinical floor without any of the above mentioned items, he/she will be asked to leave until he/she has appropriate attire. If a student loses/damages any of the above mentioned items they are responsible for any cost that may incur to replace them.

### **Name badge**

**Students must at ALL times wear their OCTC name badge in addition to the clinical facilities' name badge at which they are scheduled. Name badge must be worn at all times** on the shirt or jacket, whichever is on the outside, and the students name and photo must be visible to the patient at all times.

### **Lead Markers**

Students will be required to purchase Lead markers. These markers **CANNOT** be handmade or fabricated in any way. These are used when taking images. A student **cannot** be on the clinical floor if they do not have their lead markers that have been approved by the program faculty. Any student present at the clinical site or classroom without lead markers will be dismissed for the day and the time missed will be counted against their clinical hours. Students are never allowed to borrow someone else's markers or loan theirs to anyone else. It is advised that students purchase 3 sets of markers and they should keep 1 set on their person, 1 set in their vehicle, and 1 set at home.

The markers must have the following

Students 3 initials

Right marker Red

Left marker Blue

### **Radiation Monitoring Badges (dosimeter badge)**

Each student in the Radiologic Technology Program will receive a dosimeter badge while enrolled in the radiography program. The dosimeter badge **MUST** be returned to the program before graduation. Any student who has not returned their dosimeter badge will **NOT** be issued a degree. Once a student has been issued a dosimeter badge, **he/she will not be allowed in the classroom or on the clinical floor unless wearing the dosimeter badge.**

**Any student who loses or misplaces the dosimeter badge cannot be on the clinical floor until the badge has been found or replaced. It will take approximately 2-3 day to get another badge and the student will be responsible for the additional cost. Any time missed will count against the attendance policy.**

Personal radiation protection is a very serious matter. Care of the dosimeter badge is the responsibility of the student. Any damage or loss of the badge must be reported to the program faculty **immediately**; the cost of a damaged or replacement badge is the student's responsibility. Any deviation from program policies or other appropriate policies regarding radiation monitoring may result in disciplinary action to include termination from the program.

**IMPORTANT:** Radiation reports are the student's responsibility to review on a monthly basis; if reading is high, there will be a consultation with program faculty. Each student must exchange his/her badge according to the program schedule. Failure to observe this schedule will result in disciplinary action. Additional assessments or late fees are usually charged by the company, and are the responsibility of the student. The cost of radiation badges is charged in the bookstore; these will be paid for once a year in August.

## **CLINICAL EXPOSURE POLICY**

1. All first-year students are to be under direct supervision. Once a student comps on a particular procedure, he/she can then perform that exam under indirect supervision (meaning a technologist must be within yelling distance--but no door between them). This means that no student, under any circumstance, may perform a portable on a different floor without a technologist. A technologist must also be in the room with the student at all times during a surgery case. **A technologist must be within yelling distance at all times.**
2. No first-year is permitted to obtain a verbal reading on images without a technologist. However, the student is to go in the reading room and listen to the dictation to become familiar with the

- terminology. During the summer, clinical experience students will be able to obtain verbal readings on images on his/her own.
3. **ALL** student images (1<sup>st</sup> and 2<sup>nd</sup> years) are to be checked by a technologist before being sent for a reading. It is the responsibility of the technologist to make sure the films/images are marked correctly, and that the film is a quality film.
  4. When doing **ANY REPEAT RADIOGRAPHS**, first- and second-year students must have direct supervision (meaning a technologist is present while an x-ray is being conducted) and the technologist needs to check positioning and technique before shooting a repeat film! This is a requirement of JRCERT.
  5. **Students are not allowed to hold during an exposure under any circumstance.**
  6. **Students may only be exposed to fluoroscopy (fluoro. time) for a maximum of thirty minutes PER EXAM (i.e., if an exam has a fluoro. time over thirty minutes, the student must leave the exam room). Exam time may last longer than thirty minutes; this is different from an actual fluoro run time of thirty minutes.**
  7. **Student information and files are to be locked at all times.**
  8. **When the students arrive at the clinical site, they must be signed in through E\*Value on a clinical facility computer.**
  9. **When a student attempts a comp., a form must be completed on E\*Value. In order to pass the competency, the student must perform the exam alone.** Upon passing the competency, the student should be able to perform this exam on any patient. If the student requires assistance, other than moving help, he/she cannot receive the competency. A student may ask, prior to getting the patient, what a normal technique would be for that type of exam. However, once the patient is in the room, the student should be able to set a reasonable technique. A student must still have a competency form completed even if not passing the competency.
    - When comping, the student **MUST** say that they would like to comp on the exam before they see the patient. They are **not allowed** to say it after they have already performed the exam.
    - When students are comping they are **NOT** allowed to ask **ANY** questions while performing the exam and **MUST** perform it on their own.
    - Students are encouraged to perform as many competencies as possible rather than standing back and watching. If a student says they would like to perform a comp and you feel they are not ready please stop them at any point during that exam. Please be honest and tell them what they are doing/did incorrectly so they can learn from it.
  10. Competency forms must be completed in a timely manner in E\*Value. Students should **NEVER** leave the clinical site with the patient information or accession number. The competency must be entered in E\*Value prior to the student leaving clinical and as soon after the competency as possible. The technologist should complete the competency as soon as possible. If the technologist has not completed the competency evaluation within a week, the student should verbally remind the technologist in a polite manner. If the competency was performed the last week you attended that clinical site you will have **an additional week for the technologist to complete the competency form.** If the technologist has not completed the competency evaluation by the mentioned period then, the student should perform the same competency on another patient.
  11. Competency evaluations and images will be checked for quality. Images should be the best possible images. If the student does not think their images will be determined as the best possible images or does not feel competent, the student should attempt to gain competency again immediately. If a competency is deemed not acceptable, the student

will be counseled and must complete a denied competency form and gain competency on another patient.

A student is a learner and as such, should not attempt to correct a poor quality image on a trial and error basis. A registered technologist must be present for any repeated exposures.

**STUDENTS ARE RESPONSIBLE FOR THE IMPLEMENTATION OF THIS REPEAT POLICY.**

### **INJURY IN THE CLINICAL SETTING**

If a student is injured while on a clinical rotation the clinical instructor should handle the injury in the same manner as they would for an employee. **The student must take responsibility for any financial burden which may be encountered from necessary treatment.** AN incident report must be completed and a copy should be immediately forwarded to the program office.

The program faculty should be notified any time a student becomes sick or is injured in the clinical setting.

### **INCIDENTS**

All incidents occurring in a clinical affiliate in which a report is made must be reported to the program office within 24 hours of the incident.

Incident reports must be made in writing for the following:

- injury to a patient
- injury to hospital personnel
- injury to a visitor
- personal injury
- any form of accident in which you observed the occurrence on hospital property but were not directly involved
- loss of a patient's personal belongings
- equipment misuse
- other

The student must be familiar with affiliate incident reporting mechanism and will solicit the aid of the clinical instructor to complete appropriate documentation. Reporting all accidents and incidents regardless of severity is mandatory. Failure to complete an incident report may result in liability for the facility as well as the student. In addition, the student must also fill out an incident report for the college. This is for your own protection. This form must be completed within 1 week of the incident and turned back in to the Program Director. Failure to do so may result in disciplinary action against the student.

Owensboro Community and Technical College  
Radiologic Technology Program

**DOCUMENTATION OF RADIATION MONITORING BADGE READINGS OVER 100 mR  
per MONTH**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

CLINICAL SITE \_\_\_\_\_

Radiation Badge Reading \_\_\_\_\_ mR for the month of \_\_\_\_\_

If a student's radiation badge reading is over 100mR for any month, the following procedure will be followed and documented.

- |   | <b>DATE</b> |
|---|-------------|
| 1. Discussion between student and program director concerning reason for over exposure. | _____       |
| 2. A student contact form signed by the student and program director.                   | _____       |
| 3. Discussion with the clinical instructor concerning possible reasons for overexposure | _____       |
| 4. Recommendations made by the clinical instructor to prevent future overexposure.      | _____       |

POSSIBLE REASONS AND RECOMMENDATIONS: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Clinical Instructor

\_\_\_\_\_  
DATE

# ***CLINICAL INFORMATION***

## **CLINICAL EXPERIENCE**

During the course of the program, a large percentage of your educational experience will be gained in the clinical setting. Students **are not** permitted to **fraternize** with clinical instructors, clinical staff, faculty or staff while in the program. Not after hours or on facebook, twitter, instant gram or in any other social media. If you are friends with them prior to the program, you should “unfriend” them until you have completed the program.

Nor may a student at **any time accept money/gifts** from a clinical facility, Instructors, clinical staff, staff members, patients, patients’ family members or Doctors during their time in the program. Either of these actions could result in dismissal from the program. One important aspect to remember is when you are in the clinical setting remember that you should look for a mentor not a friend. There are certain rules and guidelines that students must follow in order to be a successful in the clinical portion of the curriculum.

The student must demonstrate competence in clinical by achieving competencies in a variety of procedures which are listed on the following page. Some of these procedures are mandatory while others are elective. The program will mandate a specific number of competencies to be completed each semester. Some of these completed competencies will be chosen for you to re-comp on in order to evaluate your continued competency on a given procedure. If at any time the program faculty feels that you are not competent on a procedure, we will take away the original competency, and you must re-comp on that procedure. The program faculty has the right to evaluate each competency image and pull any unsatisfactory competency.

During the 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> semester students will be required to do re-comps on various exams (see clinical syllabi for additional re-comp requirements).

If a student loses their original comp because they are re-comping on an exam they must meet with Mrs. Buskill, Mrs. Tudor, or Dr. Menser within **1 week** to review the mistake and sign off. Failure to do so will result in a **5 point deduction** from you final clinical grade.

Remember your clinical experience should be viewed as a two (2) year job interview; so always put your best foot forward. The Clinical Instructors, Managers, Directors, and Technologists are observing you at all times

### **Motivation and Initiative**

- **Students will always demonstrate a high degree of motivation and initiative** by seeking out unfamiliar and difficult procedures.
- Students will always demonstrate a high degree of industry and energy by doing all procedures expected of them.
- Students will demonstrate motivation by showing a desire to complete the clinical objectives.

**NOTE:** A student **MUST** complete a total of **61 competencies** including **ALL** mandatory competencies by March 1<sup>st</sup> of their fifth semester. **FAILURE** to meet this requirement will result in your final clinical grade being lowered by 5 percent for that semester. If competencies are not completed by last scheduled day of clinical the fifth semester, you will receive an “E” for that semester’s clinical grade; thus, the student will be dismissed from the program and unable to sit for the ARRT National Registry Exam.

### **STUDENT RESPONSIBILITIES IN THE CLINICAL SETTING**

1. Student shall demonstrate professionalism at all times while in the clinical setting.



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2. Patient care and well-being always comes first; the student will follow through with any assigned examination regardless of the length of time required or extenuating circumstances.
  3. Students are expected to dress according to the established program dress code.
  4. Computers are for business use only. Computers should **NOT** be used for personal or work related Reasons. If a student is observed at any time using the computer for reasons other than clinically related they will be suspended. See suspension policy
  5. Telephones are maintained for business use only. Telephone etiquette is required at all times. It is appropriate to state Department name and your name when answering the telephone. Personal calls are **NOT** allowed while on duty. Emergency calls will be forwarded to you.
  6. Cell phones are not allowed in the clinical setting.
  7. Students are not allowed to accept tips or gratuities from patients or visitors.
  8. Solicitation is not allowed on hospital property.
  9. Use staff elevators and walk stairs when going one flight.
  10. All work-related injuries must be reported immediately to the appropriate clinical Instructor and promptly treated as needed. A follow-up report must be sent to the Program Office. (Refer to Student Health Services in Program Handbook)
  11. Certain behaviors will **not** be tolerated in the clinical setting. Students violating this section will immediately be removed from the clinical educational setting and may be subject to suspension or dismissal from the program. Behaviors subject to disciplinary action include but are not limited to the following;
    - possession and use of alcoholic beverages or illegal drugs
    - loafing or sleeping in the clinical education setting
    - theft or destruction of hospital property
    - horseplay or other unprofessional behavior
    - conduct detrimental to patient care
    - fighting
    - gambling
    - excessive absenteeism
    - excessive tardiness
    - insubordination
    - use of inappropriate language
    - use of language that may be construed as threatening
    - leaving the work area for breaks without permission of the appropriate Personnel
    - refusing to perform procedures (at any time during clinical component
- \* refer to tardy policy

### **Non-compliance with Student Clinic Responsibilities**

1. A written report shall be made by the clinical instructor and forwarded to the Coordinator of Clinical Education.
2. The student will be removed from the clinic setting.

### **STUDENT RESPONSIBILITIES IN THE IMAGING DEPARTMENT**

1. The student is responsible to designated personnel while in the clinical settings.
2. The student will be responsible for all technical assignments given him/her by the supervising staff technologist.

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3. Students must clock in upon arriving at the clinical site and MUST clock out for lunch and back in after lunch. Students must also clock out when leaving at the end of their shift.
4. The student will not leave the clinical area without the knowledge of the supervising staff technologist.
5. The student will perform all related duties as instructed by the supervising technologist in the area (i.e. cleaning the equipment and restocking supplies are common activities following radiographic procedures)
6. The student is required to keep a record of all radiographic procedures in which s/he observes, assists, or performs.
7. The student will ensure that the correct patient is examined. Consult patient's arm bracelet and/or ask the patient's name and other identifying information such as birth age/ social security number.
8. The student is responsible for the patients' safety. Patients are to be assisted on and off the radiographic table and aided as necessary to prevent physical harm.
9. The student will follow appropriate precautions from the Center for Disease Control when dealing with all patients. (See Infection Control Policies)
10. The student will not leave a patient alone in the radiographic department. In addition a student must not leave a patient alone that is in critical condition. The student will remain with a patient or request a staff member remain with the patient if it is necessary to leave the room.
11. The student will not operate equipment without qualified supervision (Direct or Indirect supervision determined by the student's competence)
12. The student will maintain patient privacy by not exposing the patient's body unnecessarily.
13. The student will keep the door to the radiographic room closed whenever a patient is in the examination room. This will maintain patient privacy and radiation safety.
14. The student must familiarize themselves with first aid supplies within the radiographic room as well as the departmental emergency cart. Will solicit help and stay with the patient to render aid in an acute emergency. Know the code number to call for assistance.
15. The student must keep the room in order and supplied at all times.
16. The student will keep tables and equipment clean and free of dust, barium and other contrast media.
17. The student will assist with patient transportation when necessary.
18. Students shall maintain affiliate facility guidelines for confidentiality when maintaining patient records.

## COMPETENCY CATEGORIES

- I. Thorax
- \*Chest Chest-Decubitus
  - \*AP and Lateral Chest (wheelchair or stretcher) Sternum
  - \*Ribs Soft Tissue Neck
- II. Extremities
- \*Finger/Thumb
  - \*Hand
  - \*Wrist
  - \*Forearm
  - \*Elbow
  - \*Humerus
  - \*Shoulder
  - \*Trauma Shoulder (Scapular Y, Transthoracic, or Axillary)
  - \*Foot
  - \*Ankle
  - \*Knee
  - \*Tibia/Fibula
  - \*Femur
  - \*Trauma Upper Extremity (non-shoulder)
  - \*Trauma Lower Extremity (non-hip)
  - \*Clavicle
  - Oscalcis
  - Scapula
  - Toe
  - A-C Joints
  - Patella
- III. Spine & Pelvis
- \*Cervical
  - \*Thoracic
  - \*Lumbar
  - \*Pelvis
  - \*Hip
  - \*Lateral C-Spine (CTL)
  - \*Trauma Hip (CTL)
  - S-I Joints
  - Sacrum/Coccyx
  - Scoliosis Series
- IV. Abdomen & GI Tract
- \*\*Only one UGI or Contrast Enema is mandatory, not both. Students are required to have 2 total barium studies to satisfy this requirement.**
  - \*Abdomen Uprt. Esophagus
  - \*Abdomen Supine (KUB) Small Bowel Series
  - \*UGI Series (Single or Double) Abdomen Decubitus
  - \*Contrast Enema (Single or Double)
- V. Cranium
- \*\* (MUST have one of following sinuses, skull, or facial bones as mandatory. Must have an additional one as an elective.)**
  - Paranasal Sinuses
  - Skull
  - Facial Bones
  - Nasal Bones
  - Orbits
  - Zygomatic Arches
  - Mandible
  - TMJ
- VI. Other
- IVU
  - Myelogram
  - ERCP
  - Arthrogram
  - Cystogram or Cystourethrogram
  - HSG
- VII. Mobile & Surgical
- \*Portable Chest
  - \*Portable Abdomen
  - \*Portable Orthopedic
  - \*Surgical C-Arm (Ortho.)
  - \*C-Arm (Non-orthopedic)
  - \*Portable Othopedics
  - \*Retrograde Pyelogram or Surgical Cholangiogram
- VIII. Pediatric Patients (Age 6 or Younger)
- \*Pediatric Chest
  - Pediatric Upper Ext.
  - Pediatric Lower Ext.
  - Pediatric Abdomen
  - Portable Pediatric
- IX. Geriatric Patients (Physically or Cognitively Impaired as a Result of Aging)

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**\*Chest**

**\*Upper Extremity**

**\*Lower Extremity**

**\*MANDATORY COMPETENCIES MUST BE COMPLETED PRIOR TO GRADUATION.**

**PEDIATRIC EXAMS ARE CONSIDERED ANY CHILD SIX OR YOUNGER.**

**CLINICAL SITES**

**Owensboro Community & Technical College  
Radiography Program  
Clinical Sites**

	Clinical Site	Address	Clinical Instructor	Phone Number	Opening Time
1.	Owensboro Health Outpatient Imaging - <b>Breckenridge</b> Department of Owensboro Health Regional Hospital	1000 Breckenridge Street Owensboro, KY 42303	Kristie Bowlds, RT(R)	(270) 688-3679	8:00am
2.	One Health Urgent Care Ford	1006 Ford Ave. Owensboro, KY 42301	Rachel Boultinghouse, RT(R)	(270) 688-1352	8:00am
3.	Owensboro Health Outpatient Imaging - <b>Ford</b> Department of Owensboro Health Regional Hospital	1006 Ford Ave. Owensboro, KY 42301	Summer England RT(R)	(270) 926-8171	The first day be there at 7:30am, and following days be there at 8:00am.
4.	Ohio County Hospital	1211 Old Main Street Hartford, KY 42347	Janet Schroader, RT(R)	(270) 298-5450	7:30am
5.	Owensboro Health Regional Hospital	1201 Pleasant Valley Road Owensboro, KY 42303	Robyn Dilger, RT(R)(MR)	(270) 417-6114	See Clinical Schedule
6.	Owensboro Health Outpatient Imaging - <b>Springs</b> Department of Owensboro Health Regional Hospital	2200 E. Parrish Ave., Bldg. D Owensboro, KY 42303	Christa Ackerman, RT(R)(M)	(270) 691-8346	1 <sup>st</sup> Years: 7:00am 2 <sup>nd</sup> Years: 8:30am
7.	Perry County Memorial Hospital	1 Hospital Road Tell City, IN 47586	Leo Gronquist, BS, RT(R)(N)	(812) 547-0185	8:00am
8.	Twin Lakes Regional Medical Center	910 Wallace Avenue Leitchfield, KY 42726	Julie Mercer, RT(R) Bridgette Alexander, RT(R)	(270) 259-9491	7:00am
9.	University of Louisville Hospital	530 South Jackson Street Louisville, KY 40202	Kristen Allen, RT(R)	(502)562-3185/ (502)562-3111	11:00pm
10.	One Health Multicare	444 S Main Street Madisonville, KY 42431	Deanna Fleming, RT(R)(M)	(270) 824-6624	9:00am
11.	Ohio County Family Care Hartford	20 McMurry Ave. Hartford, KY 42347	Crystal Henderson, RT(R)	(270)504-1362	9:00am

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## RADIATION SAFETY RULES FOR CLINICAL ROTATIONS

The following rules have been established for the student operator's protection against ionizing radiation during hospital and clinical observation and procedures. These rules are established for the student operator's good and MUST be strictly adhered to.

1. At any time during activation of the x-ray tube (when x-rays are being generated) the operator should place his/her body completely behind or within the control booth and observe through the leaded window.
2. The student operator must not hold or support a patient during exposure or hold or support a cassette during exposure.
3. During activation of the tube, the operator must not be in direct visual line with either tube or patient. Thus, he/she may not observe the patient during exposure from an adjacent room or hall unless through a lead glass protective window. Do not "peek" around a door or through a crack between a door and wall.
4. During an exposure or procedure, do not stand in direct line with the central ray, even when wearing a lead apron and a lead shield is interposed between the tube and the operator. The tube must in all cases be pointing away from the operator's body.
5. Under no circumstances will an operator permit another worker, student, or any other human being to serve as a model for test exposures or experimentation.
6. If during fluoroscopic procedures and mobile exams the operator must remain in the patient's room, the following will prevail:
  - a. A lead apron will be worn at all times and thyroid shield or the operator must remain behind a lead protective screen and NOT in visible line with either tube or patient.
  - b. Stand as far from the patient and tube as possible, consistent with the performance for the examination.
  - c. The student is not allowed to expose a patient UNLESS the patient and all who are in the immediate radiated area are shielded.
7. Radiation monitoring devices MUST be worn at all times when working with diagnostic imaging equipment. Film badges must be exchanged once every four weeks or as designated by the program faculty. There will be NO exceptions to this rule.
8. Radiation monitoring devices shall be worn at or near thyroid level on the outside of the uniform top unless the student is wearing a lead apron, at which time the monitoring device should be worn at the level of the thyroid outside the apron.
9. Students shall not operate fluoroscopic units by themselves. This includes but is not limited to spot filming gallbladders and terminal ileums and the operation of remote control fluoroscopic units for positioning.
10. Students should abide by the **AS LOW AS REASONABLY ACHIEVABLE (ALARA)** Principle to minimize the exposure to themselves and patients. However, for monitoring purposes, the student's exposure should not exceed 100 mRem **within a year**. High film badge readings will result in counseling from program faculty and meeting with the Radiation

Safety Officer (RSO) Dr. Mulligan. Exceeding annual exposure limits may result in the student being removed from the clinical setting.

**11. Monitoring badges must be worn at all times (in class, laboratory and clinic).**

## **CLINICAL FORMS on E\*Value**

### **Clinical Application Records**

You will be required to document your clinical experience in order to ensure that you are getting the correct number and variety of examinations which will eventually lead to your competency in all phases of radiography. These are recorded on E\*Value. Students will record exams, clock-in/out, and receive evaluations. Student should enter data on E\*Value following their clinical day, and they **MUST** review their evaluations weekly as well.

**No paperwork or patient data should ever leave the clinical facility. This would constitute a HIPAA violation and dismissal from the program. Any information needed should be entered at the clinical site before the student leaves.**

**It is the student's responsibility to keep a record of all comp's throughout the 2 years. The student comps will be reviewed during final clinical evaluation at the end of each semester.**

**Students are also required to review their evaluations on E\*value weekly.**

## **PHONE CALLS**

There will be no **PERSONAL** phone calls while in clinic. We understand that emergencies may arise while you are at clinic. So this should be the only time you receive calls during clinical hours. All personal business must be conducted during your lunch break or after hours.

### **Cell phone**

Cellular phones, pagers and beepers are **NOT PERMITTED** on the clinical floor at ALL. If a student has a cell phone on their person it will result in immediate dismissal of the program.

## **CLINICAL ASSIGNMENTS**

Schedules of clinical rotations will be posted in a timely manner. Changing of rotations with other students is not permitted. In order for students to have equivalent clinical rotations, the program faculty will determine all assignments. Requests for clinical sites will not be accepted.

Once the clinical schedule has been posted there will not be any changes made unless the clinical coordinator deems it necessary. No student requests will be honored.

During the month of March, the fifth semester of the program, students may request observation in other modalities (i.e., Nuclear Medicine, Radiation Therapy, etc.). This is only allowed if **ALL**

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competencies are achieved. As of the first full week in April students will return to their scheduled clinical rotation. Students will not be reassigned in order to complete remaining comps.

Students will work the hours that the clinical site works not to exceed the hours deemed for clinical education.

### **Holidays and Vacations**

Holidays will be in accordance with the Owensboro Community and Technical College catalog. Students are off during each semester break and holidays. No “vacations” are incorporated into the program.

### **Weekends and Nights**

To obtain the widest variety possible in clinical experience, you will be required to complete a portion of your clinical education during the evenings, nights, and on weekends in all Radiography courses. Day shift is between the hours of 5:00am-7:00pm, any other shifts are considered evenings or nights.

## **STUDENT HEALTH SERVICES**

Any student who becomes ill or is injured in the clinical area or classroom/lab must report to their clinical instructor/instructor. The clinical instructor/instructor will recommend the course of action that the student should follow; unless an emergent situation the student has the right to refuse medical attention. Students must complete a KCTCS incident report (available from the Program Director) upon their return to the classroom, in addition to the clinical facilities’ incident report. A follow-up report must be sent to the Program Office.

Students are responsible for their own medical expenses. The College/Clinical facilities do not cover injuries or illnesses occurring during clinical, class or lab time.

### **Incidents of Possible Exposure to Blood Borne Pathogens**

- **Exposure incidents mean a specific eye, mouth, or other** mucous membrane, non-intact skin, or potential contact with blood or other potentially infectious material (PIM) results from the performance of the student’s duties.
- Source person means any individual, living or dead, whose blood or other PIM may be a source of exposure to a student.
- **Immunoassay means an approved serological test or group of tests which is currently performed in an accredited clinical laboratory for the determination of HBV and HIV infection**

## **IMMUNIZATION RECORDS**

**Certified Background will house the immunization/vaccination records for the program. It is the student’s responsibility to complete the necessary requirements and upload appropriate documentation in a time sensitive manner prior to clinical**



**observation. The requirements are listed on the Certified Background site. You will be emailed the link and information by the program director.**

**Polio, Hepatitis B, MMR, Tuberculin Skin Test, TDAP, Varicella, Flu Vaccination**

Hepatitis B Vaccinations—Students may be exposed during clinical rotations by performing those task assignments which may involve contact with blood and other potentially infectious materials. As a precautionary measure, Radiography students enrolling in the program must show proof of having the Hepatitis B vaccine and an immunity titer. If a student declines to undergo the Hepatitis B vaccine, this student must sign a “Statement of Understanding Universal Precautions Hepatitis B Vaccine” waiver form.

Also, all students must have on file with the program a current physical examination within the last 6 months, proof of current immunity to measles/mumps/rubella, Polio immunization, TDAP vaccination, varicella proof of immunity or vaccination series (2) and a tuberculin skin test within the last year, and renew accordingly to clinical sites requirements. Perry County Memorial Hospital and Twin Lakes Regional Hospital requires the annual Tb skin test, and an additional TB skin test no more than a week prior to going to their clinical site. Flu Vaccination/Declinations must be current during flu season as well.

Proof of immunity to measles (rubeola)/mumps/rubella may be shown by:

- (1) Immunization record
- (2) Administration of a measles/mumps/rubella (MMR) vaccine booster
- (3) Proof of immunity by laboratory tests, (titer) to each

If the laboratory test shows that the student is not immune to either measles (rubeola) or rubella, the student shall have an MMR vaccine booster.

Healthcare Professionals CPR is a requirement for students enrolled in the Radiography program; once a student has been accepted into the program, the program director will schedule a CPR training for the class.

**It is the responsibility of the student to maintain Healthcare Professionals CPR and to have a TB skin test yearly while in the program. If these are not kept current, the student will not be allowed to attend clinical until the student has completed the necessary measures, and any time missed will be deducted from the allotted time on the attendance record.**

If a specific clinical site requires specific vaccinations, the student must also obtain those.

## **KCTCS PROFESSIONAL LIABILITY INSURANCE**

Each student must purchase the liability insurance for health-related disciplines prior to any clinical (patient care) activity. This is now charged on the tuition bill, and the bill must be paid prior to the start of clinical/class each semester. The student will not be allowed on the clinical floor until this has occurred and been uploaded to the Certified Background site.

## **STUDENT PERMITS**

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In order to x-ray in the state of Indiana, students must obtain a Student Permit from the Indiana State Department of Health. There is no cost associated with this student permit. The student must complete the paper application and submit it to the Clinical Coordinator at the start of the program. The permit will be good for the two years and for six months post-graduation.

### BACKGROUND CHECKS

All students are **required** to have a background check completed with Certified Background before the student can do the clinical observation. The cost of the background check is the student's responsibility. If the student fails a criminal background check or if the student fails to submit to a criminal background check, the student may be dismissed from the Radiography program.

As of January 2016 all graduates that apply for a Kentucky License whether temporary or permanent must have a back ground check done within 6 month of the application process. The background check must be done in Kentucky and any other state the person has resided in or worked in for the past 5 years.

### DRUG SCREEN

All students are **required** to have a **10 panel drug screen** completed with Certified Background before the student can do the clinical observation. Do not assume the results will be readily available. The cost of the drug screen is the student's responsibility. If the student fails the drug screen or fails to submit to a drug screen, the student will be dismissed from the Radiography program.

**Clinical sites may request a blood or urine test. Failure to comply with the clinical facility will result in dismissal from the program.**

### ARRT CODE 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 Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

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5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

All Students must adhere to the ARRT Code of Ethics ([www. Art.org](http://www.art.org)) in addition to, familiarize them self with the ASRT Practice Stands and Position Statements ([www.asrt.org](http://www.asrt.org)).

# ***DIDACTIC AND COURSE DESCRIPTION***

## AAS in Radiography

**Program Title: AAS in Radiography**

<u>Course Prefix</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
<b>General Education:</b>			
		Social Interaction	3
		Humanities/Heritage	3
		Oral Communication	3
ENG	101	Writing I	3
MT	150	College Algebra and Functions OR Higher Level Mathematics Course	3 (3)
BIO	137	Human Anatomy & Physiology I	4
BIO	139	Human Anatomy & Physiology II	4
PH	171	Applied Physics OR	4
PH	172	Physics for Health Sciences OR	(2)
PHY	152	Introduction to Physics	(3)
<b>Subtotal</b>			<b>25-30</b>
<b>Support Course:</b>			
CLA	131	Medical Terminology from Greek & Latin OR	3
AHS	115	Medical Terminology	(3)
<b>Subtotal</b>			<b>3</b>
<b>Technical Courses:</b>			
IMG	104	Introduction to Radiography AND	(2)
IMG	106	Patient Care in Radiography* AND	(2)
IMG	108	Radiographic Procedures I	(4)
IMG	109	Clinical Practice I	(1)
IMG	114	Image Production and Acquisition AND	(2)
IMG	116	Advanced Patient Care in Radiography AND	(2)
IMG	118	Radiographic Procedures II	(4)
IMG	119	Clinical Practice II	(3)
IMG	209	Clinical Practice III	(3)
IMG	214	Imaging Equipment AND	(2)
IMG	216	Basic Computer Tomography	(1)
IMG	219	Clinical Practice IV	(6)
IMG	224	Radiation Protection & Biology AND	(2)
IMG	226	Radiography Pathology AND	(1)
IMG	228	Radiography Seminar	(2)
IMG	229	Clinical Practice V	(6)
<b>Subtotal</b>			<b>35-43</b>
<b>Total Credits</b>			<b>63-76</b>

Owensboro Community and Technical College offers only the AAS full option for Radiography students.

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
FIRST YEAR  
First Semester  
IMG 104  
2 Credits 1 Lecture 1 Lab**

**Course Description**

Introduces radiography with emphasis on the historical perspective, professional requirements, health care environment, cultural diversity, and legal and ethical considerations. Incorporates basic tube function and radiation protection.

**Course Title: Introduction to Radiography**

- I. The Health Science Professions
  - A. Radiologic Technology
  - B. Health care professions
- II. The Health Care Environment
  - A. Health care systems
  - B. Health care delivery settings
  - C. Payment/reimbursement systems
- III. Hospital Organization
  - A. Philosophy
  - B. Mission
  - C. Administrative services
  - D. Medical services
- IV. Radiology Organization
  - A. Professional personnel
  - B. Support services
  - C. Patient services
  - D. Educational personnel
- V. Accreditation
  - A. Definition
  - B. Programmatic accreditation
  - C. Institutional accreditation
- VI. Regulatory Agencies
  - A. Federal
  - B. Reimbursement
  - C. State
- VII. Professional Credentialing
  - A. Definition
  - B. Agencies
- VIII. Professional Organizations
  - A. Purpose, function, activities
  - B. Local organizations
  - C. State organizations
  - D. National
  - E. International
  - F. Related associations organizations
- IX. Professional Development and Advancement
  - A. Continuing education opportunities
  - B. Employment considerations

- C. Advancement opportunities
- X. Values
  - A. Personal
  - B. Societal
  - C. Professional
  - D. Moral Development
- XI. Culture, Ethnicity, and Diversity
  - A. Medical ethnocentrism
  - B. Societal and individual factors
- XII. Ethics and Ethical Behavior
  - A. Origins and history of medical ethics
  - B. Moral reasoning
  - C. Personal behavior standards
  - D. Competence
  - E. Professional attributes
  - F. Standards of practice
  - G. Self-assessment and self-governance
  - H. Code of professional ethics
  - I. Ethical concepts
  - J. Systematic analysis of ethical problems
  - K. Ethical patient care data research/data discovery
- XIII. Ethical Issues in Health Care
  - A. Individual and societal rights
  - B. Cultural considerations
  - C. Economical considerations
  - D. Technology and scarce resources
  - E. Access to quality health care
  - F. Human experimentation and research
  - G. Medical/health care research
  - H. End of life issues
- XIV. Legal Issues
  - A. Parameters of legal responsibility
  - B. Patient personal information
  - C. Intentional torts
  - D. Negligence and malpractice
  - E. Legal risk reduction
- XV. Patient Consent
  - A. Definition
  - B. Types
  - C. Condition for valid consent
  - D. Documentation of consent
- XVI. Production of X-rays
  - A. X-ray tube
  - B. Target Interactions
- XVII. Radiation Protection
  - A. Basic Principles
  - B. Measurement of radiation
  - C. Personnel Monitoring

**Lab activities include patient equivalent phantom radiographic exposures, patient care assessments, and patient positioning.**

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
FIRST YEAR  
First Semester  
IMG 106  
2 Credits 1 Lecture 1 Lab**

**Course Description:**

Provides the basic concepts of patient care including considerations for the physical and psychological needs of the patient and the patient's family. Includes communication, safety, and infection control.

**Course Title: Patient Care in Radiography**

**Course Outline**

- I. Attitudes and Communication in Patient Care
  - A. Health-illness continuum
  - B. Developing professional attitudes
  - C. Communication across the age continuum
  - D. Psychological considerations
- II. Patient/Technologist Interactions
  - A. Patient identification methods
  - B. Procedure question and explanations
  - C. Interaction with patient family members and friends
- III. Safety and Transfer Positioning
  - A. Environmental safety
  - B. Body Mechanics
  - C. Patient transfer and movement
  - D. Positioning for safety and comfort
  - E. Immobilization techniques
  - F. Accident and incident reporting
- IV. Evaluating Physical Needs
  - A. Assessing patient status
  - B. Vital Signs
    1. Obtaining and recording
    2. Evaluating
  - C. Acquiring and recording vital signs
  - D. Review of laboratory data
  - E. Patient chart
- V. Infection Control
  - A. Terminology
  - B. Centers for Disease Control and Prevention (CDC)
  - C. Cycle of infection
  - D. Preventing disease transmission
  - E. Asepsis
  - F. Environmental Asepsis
  - G. Isolation techniques and communicable diseases
  - H. Management of isolation patient in radiology department
  - I. Precautions for the compromised patient (reverse isolation)
  - J. Psychological considerations
- VI. Tubes, Catheters, Lines and Collection Devices
  - A. Terminology
  - B. Nasogastric/nasointestinal
  - C. Suction
  - D. Tracheostomy

**Radiography Student Handbook—Owensboro Community and Technical College**

- E. Chest tube
- F. Tissue drains
- G. Oxygen administration
- H. Urinary collection
- I. Other ostomies

**Lab activities include patient care assessments, patient care labs and patient positioning.**



**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
FIRST YEAR  
First Semester  
IMG 108  
4 Credits 2 Lecture 2 Lab**

**Course Description:**

Presents the principles of human anatomy applied to the study of fundamental radiographic procedures (exposure factors and patient positioning) used for different age groups for upper and lower extremities, bony and visceral thorax, and abdomen. Consideration is given to the evaluation of optimal diagnostic images.

**Course Title: Radiographic Procedures I**

**Course Outline**

- I. Standard Terminology for Positioning and Projection
  - A. Standard terms
  - B. Positioning terminology
  - C. General planes
  - D. Terminology of movement and direction
  - E. Positioning aids
  - F. Accessory equipment
- II. General Considerations
  - A. Evaluation of radiographic order
  - B. Patient communication
  - C. Patient preparation
  - D. Room preparation
  - E. Patient Assistance and monitoring
- III. Positioning Considerations for Routine Radiographic Procedures
  - A. Patient instructions
  - B. Patient positioning
  - C. Part placement
  - D. Image receptor selection and placement
  - E. Beam alignment and angulation
  - F. Beam limitation and shielding
  - G. Special considerations
  - H. Positioning for the following studies:
    1. Upper extremity
    2. Shoulder girdle
    3. Lower extremities
    4. Pelvic girdle
    5. Respiratory system
    6. Bony thorax
    7. Abdomen
- IV. Patient Education
  - A. Communication
  - B. Clinical situations
  - C. Common radiation safety issues and concerns
- V. Image Evaluation
  - A. Proper image display
  - B. Identification of anatomy
  - C. Identification of acceptable radiographs

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- VII. Mobile and Surgical Radiography
  - A. Prior to bedside procedure:
  - B. Steps followed during bedside procedure
  - C. Bedside procedure for neonate
  - D. Bedside procedure for the orthopedic patient
  - E. Special situations
  - F. Radiography in surgery
  - G. Radiation protection

**Lab activities include radiographic exposures of patient equivalent phantom and patient positioning.**

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
FIRST YEAR  
First Semester  
IMG 109  
1 Credit**

**Course Description**

Provides clinical experience through structured sequential competency-based clinical assignments of the upper and lower extremities, bony and visceral thorax, and abdomen.

**Course Title: Clinical Practice I**

**Course Outline**

- I. Clinical Practice
  - A. Role of the radiographer
  - B. Equipment operation
  - C. Adapt to varying clinical situations
  - D. Emergency response
  - E. Total quality management
- II. Procedural Performance
  - A. Scheduling and sequencing of exams
  - B. Order/requisition evaluation and corrective measures
  - C. Facilities setup
  - D. Patient assessment, clinical history, education and care
  - E. Imaging
- III. Clinical Competency
  - Upper and lower extremities
  - Bony and visceral thorax
  - Abdomen

**Clinical activities include radiographic exposures of patients under direct supervision and patient care.**

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
FIRST YEAR  
Second Semester  
IMG 114  
2 Credits 1 Lecture 1 Lab**

**Course Description**

Provides a knowledge base of factors related to image production and acquisition. Exposes students to digital imaging systems.

**Course Title: Image Production & Acquisition**

**Course Outline**

- I. Image Appearance Characteristics Standards
  - A. Establishing appearance standards
  - B. Maintaining appearance standards
- II. Optical Density
  - A. Film-image density (optical density)
  - B. Film-screen factors
- III. Contrast
  - A. Definition
  - B. Description
  - C. Components
- IV. Recorded Detail/Spatial Resolution
  - A. Definition
  - B. Types
- V. Distortion
  - A. Definition
  - B. Types
- VI. Beam-limiting Devices
  - A. Definition
  - B. Functions/Purposes
  - C. Types – applications
- VII. Beam Filtration
  - A. Tube filtration
  - B. Compensating filtration
  - C. Impact of filtration on image characteristics
  - D. Filtration vs. HVL
- VIII. Scattered and Secondary Radiation
  - A. Definition
  - B. Factors
  - C. Effects
- IX. Control of Remnant Beam/Exit Beam
  - A. Grids
  - B. Beam restricting devices
- X. Exposure Factor Formulation
  - A. Purpose
  - B. Considerations
  - C. Types

- XI. Exposure Factors
  - A. Distance
  - B. mAs
  - C. kVp
  - D. Grids
  - E. Receptor speed or speed class
  - F. Calculations for receptor exposure maintenance
  - G. Distortion calculations
- XII. Basic Principles of Digital Radiography
  - A. Digital image characteristics
  - B. Digital receptors
  - C. Comparison of detector properties and evaluative criteria
  - D. Dynamic range vs. latitude
- XIII. Image Acquisition
  - A. Raw data acquisition – “latent image”
  - B. Image extraction – cassette-less system
  - C. Image extraction – cassette-based system
  - D. Exposure indicators
- XIV. Image Acquisition Errors
  - A. Exposure field recognition
  - B. Histogram analysis error
  - C. Low intensity radiation response
  - D. Scatter control
- XV. Software (Default) Image Processing
  - A. Automatic rescaling
  - B. Final image processing
  - C. Effects of excessive processing
  - D. Recognition of image processing errors that affect image clarity
- XVI. Fundamental Principles of Exposure
  - A. Optimal receptor exposure
  - B. Receptor response – DQE
  - C. Selection of exposure factors
  - D. Exposure myths associated with digital systems
  - E. Control patient exposure
  - F. Monitor patient exposure
- XVII. Image Evaluation
  - A. Evidence of appropriate exposure level
  - B. Contrast
  - C. Recorded detail
  - D. Artifacts
- XVIII. Display
  - A. Monitor
  - B. Film
  - C. Picture archiving and communication system (PACS)
  - D. Teleradiology
  - E. Radiographer’s responsibilities

**Lab activities include patient equivalent phantom radiographic exposures.**

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
FIRST YEAR  
Second Semester  
IMG 116  
2 Credits 1 Lecture 1 Lab**

**Course Description**

Provides the basic concepts of medical emergencies and pharmacology related to radiography. Addresses use of imaging contrast agents, venipuncture, IV therapy, and informed consent in radiology practice. Includes professional practice standards of radiographer.

**Course Title: Advanced Patient Care in Radiography**

**Course Outline**

- I. Medical Emergencies
  - A. Terminology
  - B. Emergency equipment
  - C. Latex reactions
  - D. Shock
  - E. Diabetic emergencies—signs, symptoms and interventions
  - F. Respiratory and cardiac failure—signs, symptoms and interventions
  - G. Airway obstruction—signs, symptoms and interventions
  - H. Cerebral vascular accident (stroke)—signs, symptoms and interventions
  - I. Fainting and convulsive seizures, signs, symptoms and interventions
  - J. Other medical conditions
- II. Unique Injuries
  - A. Head injuries
  - B. Spinal injuries
  - C. Extremity fractures
  - D. Wounds
  - E. Burns
  - F. Reactions to contrast agents
- III. Barium Studies
  - A. Patient education
  - B. Preparation for examination
- IV. Care of Patients during Myelography and Urography
  - A. Monitoring and care during invasive procedures
  - B. Myelography
  - C. Urography
- V. Drug Nomenclature
  - A. Chemical name
  - B. Generic name
  - C. Trade name
- VI. Methods of Drug Classification
  - A. Chemical group
  - B. Mechanism/site of action
  - C. Primary effects

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- VII. General Pharmacologic Principles
  - A. Pharmacokinetics
  - B. Pharmacodynamics
- VIII. Five Rights of Drug Safety
  - A. The right medication
  - B. The right dose
  - C. The right patient
  - D. The right time
  - E. The right location
- IX. Drug Categories of Relevance to Radiography (Side Effects, Uses and Impacts on Medical Imaging)
  - A. Analgesics
  - B. Antiemetic drugs
  - C. Antianxiety drugs
  - D. Antidepressants
  - E. Anti-inflammatory drugs
  - F. Antiarrhythmic drugs
  - G. Vasodilators and vasoconstrictors
  - H. Diuretics
  - I. Antihypertensive drugs
  - J. Anticoagulant and coagulant drugs
  - K. Antiallergic and antihistamine drugs
  - L. Bronchodilators
  - M. Antibacterial drugs
  - N. Antiseptic and disinfectant agents
  - O. Sedative and hypnotic drugs
  - P. Anesthetic agents
  - Q. Cathartic and antidiarrheal drugs
  - R. Diagnostic contrast agents
- X. Classifications of Contrast Agents
  - A. Types of Compound
  - B. Beam attenuation characteristics
  - C. Pharmacologic profile of contrast agents
  - D. Dosage
  - E. Preparation
- XI. Routes of Drug Administration
  - A. Systemic
  - B. Parenteral
- XII. Intravenous Drug Therapy
  - A. Purpose
  - B. Advantages
  - C. Methods
  - D. Sites of administration
  - F. Initiation of intravenous therapy
- XIII. Current Practice Status
  - A. Professional standards
  - B. State statutes
  - C. Employer prerogative
- XIV. Informed Consent
  - A. Procedures
  - B. Legal Implications

**Lab activities include venipuncture techniques and procedures.**

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
FIRST YEAR  
Second Semester  
IMG 118  
4 Credits 3 Lecture 1 Lab**

**Course Description**

Continues the acquisition of radiographic procedures with emphasis on the vertebral column, cranium, gastrointestinal, urinary, and special radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

**Course Title: Radiographic Procedures II**

**Course Outline**

- I. Standard Terminology for Positioning and Projection
  - A. Skull lines
  - B. Skull landmarks
- II. Positioning Considerations for Routine Radiographic Procedures
  - A. Patient instructions
  - B. Patient positioning
  - C. Part placement
  - D. Image receptor selection and placement
  - E. Beam alignment and angulation
  - F. Beam limitation and shielding
  - G. Special considerations
  - H. Positioning for the following studies:
    1. Vertebral column
    2. Skull
    3. Gastrointestinal system
    4. Urinary system
    5. Hepatobiliary tract
    6. Additional studies
    7. Arthrography
    8. Leg length studies
    9. Bronchography
    10. Enterocolysis
    11. G-tube placement
    12. Retrograde urography
    13. Venography
    14. Lymphangiography
    15. Other
- III. Procedural Considerations for Contrast Studies
  - A. Equipment and materials needed
  - B. Contrast media
  - D. General procedure
  - E. Patient and body part positioning
  - F. Structures and functions demonstrated



## **Radiography Student Handbook—Owensboro Community and Technical College**

- IV. Patient Education
  - A. Communication
  - B. Clinical situations
  - C. Common radiation safety issues and concerns
- V. Radiation Protection
  - A. Documentation of pregnancy status
  - B. Shielding
  - C. Beam restriction
- VI. Image Evaluation
  - A. Proper image display
  - B. Identification of anatomy
  - C. Identification of acceptable radiographs

**Lab activities include patient equivalent phantom radiographic exposures, patient care assessments, and patient positioning.**

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
FIRST YEAR  
Second Semester  
IMG 119  
3 Credits**

**Course Description**

Provides clinical experience through structured sequential competency based clinical assignments of the upper and lower extremities, bony and visceral thorax, and abdomen.

**Course Title: Clinical Practice II**

**Course Outline**

- I. Clinical Practice
  - A. Role of the radiographer
  - B. Equipment operation
  - C. Adapt to varying clinical situations
  - D. Emergency response
  - E. Total quality management
- II. Procedural Performance
  - A. Scheduling and sequencing of exams
  - B. Order/requisition evaluation and corrective measures
  - C. Facilities setup
  - D. Patient assessment, clinical history, education and care
  - E. Imaging
- III. Clinical Competency
  - A. Vertebral column
  - B. Cranium
  - C. Gastro-intestinal system
  - D. Urinary system
  - C. Myelography
  - D. Arthrography
- IV. On-Going Clinical Competency
  - A. Upper and lower extremities
  - B. Bony and visceral thorax
  - C. Abdomen

**Clinical activities include radiographic exposures of patients under direct and indirect supervision and patient care.**

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
SECOND YEAR  
Third Semester  
IMG 209  
3 Credits**

**Course Description**

Provides clinical experience through structured sequential competency based clinical assignments to include the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, and contrast studies of the digestive, urinary, and central nervous systems, and arthrography.

**Course Title: Clinical Practice III**

**Course Outline**

- I. Clinical Practice
  - A. Role of the radiographer
  - B. Equipment operation
  - C. Adapt to varying clinical situations
  - D. Emergency response
  - E. Total quality management
- II. Procedural Performance
  - A. Scheduling and sequencing of exams
  - B. Order/requisition evaluation and corrective measures
  - C. Facilities setup
  - D. Patient assessment, clinical history, education and care
  - E. Imaging
- III. On-Going Clinical Competency
  - A. Upper and lower extremities
  - B. Bony and visceral thorax
  - C. Abdomen
  - D. Vertebral column
  - E. Cranium
  - F. Gastro-intestinal system
  - G. Urinary system
  - H. Myelography
  - I. Arthrography

**Clinical activities include radiographic exposures of patients under direct and indirect supervision and patient care.**

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
SECOND YEAR  
Fourth Semester  
IMG 214  
2 Credits 1 Lecture 1 Lab**

**Course Description**

Focuses on the types of imaging equipment used in radiography including x-ray imaging systems, fluoroscopy, tomography, screens, film, and automatic processing. Introduces quality management in radiography.

**Course Title: Imaging Equipment**

**Course Outline**

- I. X-ray Circuit
  - A. Electricity
  - B. Protective devices
  - C. Transformers
  - D. Components and functions
  - E. Rectification
  - F. Generator types
- II. Radiographic Equipment
  - A. Permanent installation
  - B. Mobile units
  - C. Automatic exposure control (AEC) devices
- III. Diagnostic X-ray Tubes
  - A. Construction
  - B. Extending tube life
- IV. Image Intensified Fluoroscopy
  - A. Construction
  - B. Intensification principles/characteristics
  - C. Viewing and recording systems
  - D. Digital fluoroscopy
- V. Linear Tomography
  - A. Purpose
  - B. Principles
  - C. Equipment
  - D. Applications
- VI. Quality Management
  - A. Definitions
  - B. Benefits
  - C. Elements

## Radiography Student Handbook—Owensboro Community and Technical College

- D. Equipment
- VII. Quality Assurance and Maintenance Issues For Digital Equipment
  - A. Initial acceptance testing
  - B. Cassette-based system reader preventive maintenance (PM)
  - C. Plate maintenance
  - D. Uniformity of default processing codes
  - E. Reject analysis
- VIII. Darkroom/Storage Environment
  - A. Processing considerations
  - B. Darkroom environment
  - C. Film storage considerations
  - D. Safety
- IX. Characteristics of Image Receptors
  - A. Properties
  - B. Latent image formation
  - C. Response curves
- X. Image Receptor Holders and Intensifying Screens
  - A. Image receptor holders
  - B. Intensifying screens
- XI. Automatic Processing
  - A. Purpose
  - B. Components
  - C. Systems
  - D. Image receptor feed
  - E. Maintenance/cleaning
  - F. Quality control
  - G. documentation
- XII. Artifacts
  - A. Definition
  - B. Types
  - C. Causes
  - D. Effects
  - E. Preventive/corrective maintenance
- XIII. Silver Recovery
  - A. Definition
  - B. Rationale
  - C. Methods
  - D. Security

**Lab activities include digital and film screen lab experiments as well as quality assurance testing of equipment.**

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
SECOND YEAR  
Fourth Semester  
IMG 216  
1 Credits 1 Lecture**

**Course Description**

Provides the basics of computed tomography including image formation, equipment, and terminology. Includes scanning techniques for basic CT procedure of the head, chest and abdomen, and sectional anatomy.

**Course Title:** Basic Computed Tomography

**Course Outline**

- I. Computed Tomography Generations
  - A. Capabilities and limitations
  - B. Emerging technology
- II. Components, Operations and Processes
  - Data acquisition
  - Factors controlling image appearance
  - Anatomical structures
  - Post processing
- III. Radiation Protection
  - A. Methods for reducing radiation dose to the patient
  - B. Reducing the radiographer's exposure to scatter radiation
- IV. Cross-sectional Anatomy
  - A. Structures and locations
  - B. Atypical anatomy

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
SECOND YEAR  
Fourth Semester  
IMG 219  
6 Credits**

**Course Description**

Provides clinical experience through structured sequential competency-based clinical assignments to include the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, and contrast studies of the digestive, urinary, and central nervous systems, and arthrography. Includes basic CT scan procedures.

**Course Title: Clinical Practice IV**

**Course Outline**

- I. Clinical Practice
  - A. Role of the radiographer
  - B. Equipment operation
  - C. Adapt to varying clinical situations
  - D. Emergency response
  - E. Total quality management
- II. Procedural Performance
  - A. Scheduling and sequencing of exams
  - B. Order/requisition evaluation and corrective measures
  - C. Facilities setup
  - D. Patient assessment, clinical history, education and care
  - E. Imaging
- III. Clinical Competency
  - A. CT of the head
  - B. CT of the chest
  - C. CT of the abdomen
  - D. CT of the pelvis
- IV. On-Going Clinical Competency
  - A. Upper and lower extremities
  - B. Bony and visceral thorax
  - C. Abdomen
  - D. Vertebral column
  - E. Cranium
  - F. Gastro-intestinal system
  - G. Urinary system

H. Myelography

I. Arthrography

**Clinical activities include radiographic exposures of patients under direct and indirect supervision and patient care.**

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
SECOND YEAR  
Fifth Semester  
IMG 224  
2 Credits 2 Lecture**

**Course Description**

Provides knowledge of radiation protection, effects of various radiation levels and methods to measure radiation. Introduces the principles of radiation biology.

**Course Title: Radiation Protection & Biology**

**Course Outline**

- I. Introduction to Radiation Protection
  - A. Justification for radiation protection
  - B. Biologic damage potential of ionizing radiation
  - C. Objectives of a radiation protection program
  - D. Sources of radiation
  - E. Legal and ethical responsibilities
- II. Units, Detection and Measurement
  - A. Radiation units
  - B. Dose reporting according to current NCRP reports
  - C. Measurement devices: (principle, application and types)
- III. Surveys, Regulatory/Advisory Agencies and Regulations
  - A. General survey procedures
  - B. Equipment survey
  - C. Area survey
  - D. Regulatory/Advisory Agencies
  - E. Radiation safety officer
- IV. Personnel Monitoring
  - A. Historical perspective
  - B. Requirements for personnel monitoring
  - C. Methods and types of personnel monitors
  - D. Records of accumulated dose
  - E. Dose recommendations
  - F. Responsibilities for radiation protection
- V. Application
  - A. Design



- B. Regulations and recommendations
- C. Cardinal principles in protection
- D. Emergency procedures
- VI. Patient Protection
  - A. Beam-limiting devices
  - B. Filtration
  - C. Shielding
  - D. Exposure factors
  - E. Image receptor system
  - F. Immobilization
  - G. Fluoroscopic procedures
  - H. Mobile radiography
  - I. Special considerations
- VII. Introduction to Radiation Biology
  - A. Molecule
  - B. Review of cell biology
  - C. Types of ionizing radiations
  - D. Sources of medial radiation exposure
- VIII. Biophysical Events
  - A. Molecular effects of radiation
  - B. The deposition of radiant energy
- IX. Radiation Effects
  - A. Subcellular radiation effects
  - B. Cellular radiation effects
  - C. Individual radiation effects
  - D. Factors influencing radiation response
- X. Radiosensitivity and Response
  - A. Law of Bergonie` and Tribondeau
  - B. Cell survival
  - C. Systemic response to radiation
  - D. Radiation dose-response curves
  - E. Total body irradiation
  - F. Late effects of radiation
  - G. Risk estimates

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
SECOND YEAR  
Fifth Semester  
IMG 226  
1 Credit**

**Course Description**

Introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

**Course Title: Radiographic Pathology**

**Course Outline**

- I. Definitions/Terminology
  - A. Pathology
  - B. Disease
  - C. Pathogenesis
  - D. Etiology
  - E. Diagnosis
  - F. Prognosis
  - G. Indications for procedure
  - H. Manifestations of pathology
  - I. Relevance to radiographic procedures
- II. Classifications (Definition, Examples, Sites, Complications, Prognosis)
  - A. Mechanics
  - B. Chemicals
  - C. Thermals
  - D. Radiation
- III. Causes of Disease (Process, Examples)
  - A. Pathological
  - B. Traumatic
  - C. Surgical
  - D. Healing process
  - E. Complications

- F. Genetics vs environment
- III. Radiologic Pathology (Definitions, Etiology, Examples, Sites, Complications, Prognosis, Radiographic Appearance, Procedural and Technique Considerations, Appropriate Imaging Modality)
  - A. Skeletal and articular
  - B. Digestive
  - C. Respiratory
  - D. Urinary
  - E. Reproductive
  - F. Circulatory
  - G. Endocrine
  - H. Nervous

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
SECOND YEAR  
Fifth Semester  
IMG 228  
2 Credit**

**Course Description**

Introduces the format, rules, and regulations regarding certification by the American Registry of Radiologic Technologists (ARRT) and state certification requirements.

**Course Title: Radiography Seminar**

**Course Outline**

- I. American Registry of Radiologic Technologists
  - A. Mission
  - B. Rules and Regulations
  - C. ARRT National Exam
- II. State Certification
  - A. Mission
  - B. Kentucky certification requirements
  - C. Other

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM  
SECOND YEAR  
Fifth Semester  
IMG 229  
6 Credits**

**Course Description**

Provides clinical experience through structured competency-based clinical assignments including upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, and contrast studies of the digestive, urinary, and central nervous systems, and arthrography. Includes basic CT scan procedures.

**Course Title: Clinical Practice V**

**Course Outline**

- I. Clinical Practice
  - A. Role of the radiographer
  - B. Equipment operation
  - C. Adapt to varying clinical situations
  - D. Emergency response
  - E. Total quality management
- II. Procedural Performance
  - A. Scheduling and sequencing of exams
  - B. Order/requisition evaluation and corrective measures
  - C. Facilities setup
  - D. Patient assessment, clinical history, education and care
  - E. Imaging
- III. On-Going Clinical Competency
  - A. Upper and lower extremities
  - B. Bony and visceral thorax
  - C. Abdomen
  - D. Vertebral column
  - E. Cranium
  - F. Gastro-intestinal system
  - G. Urinary system

- H. Myelography
- I. Arthrography
- J. CT of the head
- K. CT of the chest
- L. CT of the abdomen
- M. CT of the pelvis

**Clinical activities include radiographic exposures of patients under direct and indirect supervision and patient care.**

# **Standards for an Accredited Educational Program in Radiography**

**EFFECTIVE JANUARY 1, 2011**

Adopted by:

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

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

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

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### **Introductory Statement**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **STANDARDS** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.
- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

Following each standard, the program must provide a **Summary** that includes the following:

- Major strengths related to the standard
- Major concerns related to the standard
- The program's plan for addressing each concern identified
- Describe any progress already achieved in addressing each concern
- Describe any constraints in implementing improvements

**The submitted narrative response and/or documentation, together with the results of the on-site evaluation conducted by the site visit team, will be used by the JRCERT Board of Directors in determining the program's compliance with the STANDARDS.**

# Standard One

## *Integrity*

**Standard One:**        **The program demonstrates integrity in the following:**

- **Representations to communities of interest and the public,**
- **Pursuit of fair and equitable academic practices, and**
- **Treatment of, and respect for, students, faculty, and staff.**

**Objectives:**

In support of **Standard One**, the program:

- 1.1 Adheres to high ethical standards in relation to students, faculty, and staff.
- 1.2 Provides equitable learning opportunities for all students.
- 1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.
- 1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
- 1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
- 1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.
- 1.7 Assures that students are made aware of the JRCERT **Standards for an Accredited Educational Program in Radiography** and the avenue to pursue allegations of non-compliance with the **STANDARDS**.
- 1.8 Has publications that accurately reflect the program's policies, procedures, and offerings.
- 1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.
- 1.10 Makes the program's mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.
- 1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.
- 1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

**Radiography Student Handbook—Owensboro Community and Technical College**

- 1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.
- 1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
- 1.15 Has procedures for maintaining the integrity of distance education courses.



## **Standard Two:** *Resources*

**Standard Two:**        **The program has sufficient resources to support the quality and effectiveness of the educational process.**

**Objectives:**

In support of **Standard Two**, the program:

### **Administrative Structure**

- 2.1    Has an appropriate organizational structure and sufficient administrative support to achieve the program's mission.
- 2.2    Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.
- 2.3    Provides faculty with opportunities for continued professional development.
- 2.4    Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

### **Learning Resources/Services**

- 2.5    Assures JRCERT recognition of all clinical education settings.
- 2.6    Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program's mission.
- 2.7    Reviews and maintains program learning resources to assure the achievement of student learning.
- 2.8    Provides access to student services in support of student learning.

### **Fiscal Support**

- 2.9    Has sufficient ongoing financial resources to support the program's mission.
- 2.10   For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.

## **Standard Three**

### *Curriculum and Academic Practices*

**Standard Three:**     **The program’s curriculum and academic practices prepare students for professional practice.**

**Objectives:**

In support of **Standard Three**, the program:

- 3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.
- 3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.
- 3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.
- 3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.
- 3.6 Maintains a master plan of education.
- 3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.
- 2.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.
- 3.9 Evaluates program faculty and clinical instructor performance regularly to assure instructional responsibilities are performed.

## **Standard Four**

### *Health and Safety*

**Standard Four:**        **The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.**

**Objectives:**

In support of **Standard Four**, the program:

- 4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.
- 4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
  - Written notice of voluntary declaration,
  - Option for student continuance in the program without modification, and
  - Option for written withdrawal of declaration.
- 4.3 Assures that students employ proper radiation safety practices.
- 4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.
- 4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.
- 4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.
- 4.7 Assures sponsoring institution’s policies safeguard the health and safety of students.
- 4.8 Assures that students are oriented to clinical education setting policies and procedures in regard to health and safety.

## **Standard Five**

### *Assessment*

**Standard Five:**        **The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.**

**Objectives:**

In support of **Standard Five**, the program:

**Student Learning**

- 5.1        Develops an assessment plan that, at a minimum, measures the program’s student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

**Program Effectiveness**

- 5.2        Documents the following program effectiveness data:
- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt,
  - Five-year average job placement rate of not less than 75 percent within six months of graduation,
  - Annual program completion rate,
  - Graduate satisfaction, and
  - Employer satisfaction.
- 5.3        Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

**Analysis and Actions**

- 5.4        Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.
- 5.5        Periodically evaluates its assessment plan to assure continuous program improvement.

## **Standard Six**

### *Institutional/Programmatic Data*

**Standard Six:**           **The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.**

**Objectives:**

In support of **Standard Six**, the program:

**Sponsoring Institution**

- 6.1 Documents the continuing institutional accreditation of the sponsoring institution.
- 6.2 Documents that the program's energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

**Personnel**

- 6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

**Clinical Education Settings**

- 6.4 Establishes and maintains affiliation agreements with clinical education settings.
- 6.5 Documents that clinical education settings are in compliance with applicable state and/or federal radiation safety laws.

**Program Sponsorship, Substantive Changes, and Notification of Program Officials**

- 6.6 Complies with requirements to achieve and maintain JRCERT accreditation.



## *The Expression of Ideas Framework*

### OCTC Standards of Professional Conduct

Owensboro Community and Technical College strives to foster academic, professional, and personal excellence in our faculty, staff, and students. Because we recognize it is through our interaction with others that our own potential can be realized, we seek to nurture actions and characteristics which promote our mutual growth as individuals and as an organization. This development can be assisted by conscious encouragement of professionalism in all forms of interaction involving faculty, staff, and students. For this reason, we are committed to developing professional attitudes toward academic activities and personal growth.

Recognition as a professional is something to be earned – a reputation that is developed and maintained every day. Professionalism is a way of being, knowing, and doing that sets one apart. It gives direction to how a person looks, behaves, thinks, and acts. It brings together one's identity, what one values, how one treats other people, and what one contributes in the classroom and in the workplace. Professionals view their work as a source of pride and as a reflection of the role they play in society.

Growth as a professional is possible for employees at all levels of experience and education. The development and refinement of a strong work ethic should be a personal goal throughout one's life. Since people develop as individuals in communion with others, the particular actions and characteristics will vary as greatly as the number of experiences that arise; certain traits, however, can be identified that further positive human interaction rather than hinder it. The integration of these traits in each person is, then, the central goal of our effort. Professional integrity results from a combination of positive character traits, a respect for self and others, and the assumption of responsibility as individuals and as a learning community.

To this end, all members of our academic community are committed to integrity as a standard of behavior.

1. We will establish and maintain high ethical standards in all interactions by:

- Communicating with honesty and integrity.
- Maintaining academic honesty.
- Acting in ways that do not endanger oneself or others.

- Treating the property of the college and of others with care and respect.
2. We will respect the rights, ideas, and learning of others by:
    - Acting with civility and respect toward people one encounters.
    - Dealing with everyone fairly.
    - Respecting others' need for privacy.
    - Striving to understand people of other racial and ethnic backgrounds.
    - Practicing open-mindedness and tolerance toward the ideas, beliefs, and practices of others.
  3. We will take personal responsibility for individual growth and learning by:
    - Avoiding unnecessary absences.
    - Listening and being attentive.
    - Being prepared and on time.
    - Participating actively and taking work seriously.
  4. We will carry these values into interactions with others in the community and beyond by:
    - Participating in activities on campus.
    - Volunteering for community activities and organizations.
    - Fostering global awareness.
-



# The Expression of Ideas Framework

[OCTC Home](#) >> [OCTC Expectations](#) >> Expression of Ideas Framework

1	2	3	
<b>Action and Creation: The Expression of Ideas Through Performance and Production</b>			
<p>Expression at this level would include sharing of ideas with a free open exploration, including brainstorming with individual expression. Students have the obligation to respond with individual perception to assignments. The performance goal would be the gathering of ideas/ information.</p> <p>Examples: Reading, quizzes, on-line/class discussion, exploration exercises, brainstorming, short answer test questions</p> <p><i>Note: Students must demonstrate synthesis at levels 2, 3, and 4. Students should demonstrate a sense of community awareness and responsibility at all levels.</i></p>	<p>Expression at this level would include hands-on testing of initial ideas or designs against a theoretic foundation for successfully and safely meeting standards. The performance goal would be a brief project or isolated test of a concept, idea, process, or component primarily to gather feedback for improvement.</p> <p>Examples: Skills practice, testing, essay questions, responses to case studies, reaction responses</p>	<p>Expression at this level would include a full-scale test, e.g., dry run or dress rehearsal, of a product or performance, usually to make final adjustments or refinements. The performance goal is to meet assigned standards.</p> <p>Examples: Skills/task competency demonstration, performance/presentations, essays, summaries, critiques, lab reports, analyses, interpretations</p>	<p>Expression at this level would include production where students demonstrate the functionality of the product, workability, feasibility, and audience/customer satisfaction.</p> <p>Examples: Creation of a product, performance, research presentations</p>

**Essential Methods of Expression Through Performance and Production: The Spoken and Written Word**

**Oral Expression**

<p>Expression at this level involves the sharing of ideas based on individual knowledge. Presentations are more concerned with a willingness to talk, while structure, nonverbal skills, and grammar are not evaluated rigorously.</p> <p>Examples: Vivid memory, group discussion, brainstorming, Q &amp; A, or impromptu speaking</p>	<p>Expression at this level involves a brief analytical presentation (typically 3-5 minutes) expressing an idea or outlining a position, often in response to a question. Presentations include an introduction, discussion, and conclusion and reflect basic research and preparation. Fully developed sentences and proper grammar are required.</p> <p>Examples: Problem solving presentation, how-to presentation, analytical responses using Q &amp; A, group discussion, or seminars</p>	<p>Expression at this level involves a short persuasive presentation (5-10 minutes) with an introduction, discussion, and conclusion highlighting a position. Support for the arguments must be provided with attribution required and multi-source documentation embedded. This presentation includes a greater awareness of verbal and nonverbal delivery skills; proper use of visual aids is encouraged.</p> <p>Examples: Editorial presentation, research summary, position paper presentation, critique</p>	<p>Expression at this level involves an introduction, discussion, and conclusion with a depth analysis of the topic. Support for the arguments must be provided with attribution required and multi-source documentation embedded. This presentation includes a greater awareness of verbal and nonverbal delivery skills, and proper use of visual aids is encouraged.</p> <p>Examples: job interview, product, presentation, research presentations, competitions</p>
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**Written Expression**



## Radiography Student Handbook—Owensboro Community and Technical College

Expression at this level may be in the form of complete sentences, sentence fragments, lists, or tables. Written work at this level is for the expression of ideas or the communication of data.

Examples: Reading quizzes, on-line discussion boards, exploration exercises, brainstorming, short answer test questions

Expression at this level is one or two paragraphs in length and expresses a complete thought or supports a position, often in response to a question. The paragraphs include an introduction, elaboration, and conclusion. Complete sentences are required, and correct grammar and spelling should be exhibited.

Examples: Answers to essay questions on tests or assignments, responses to case studies, personal journal writing, reaction responses

Expression at this level is in multi-paragraphs. The first paragraph takes a clear position in the form of a thesis statement. Additional paragraphs provide support and examples for the position and a conclusion. Complete sentences are required, and grammar, mechanics, and spelling are evaluated.

Examples: Essays, summaries, critiques, lab reports, critical journal writing, analyses, interpretations

Expression at this level is in multi-paragraphs. The first paragraph takes a clear position in the form of a thesis statement. Additional paragraphs provide support and examples for the position and a conclusion. Complete sentences are required, and grammar, mechanics, and spelling are evaluated.

Examples: Research references; professional conventions of the discipline and “you” permitted memos

*Note: Students writing at Levels 2, 3, and 4 would not use “I” or “you” unless otherwise instructed to do so. Students are to follow the forms in the official MLA Handbook.*

### **The Expression of Ideas Through Numerical, Mathematical, and Graphical Representations**

#### **Symbolic Representation and Data Analysis**

Expression at this level would use numbers, symbols, or graphs to summarize or represent data in more easily understood terms. Calculators and spreadsheets may be appropriate tools.

Examples: Using graphs and charts to display quantities. Using the mean, median, and/or mode with appropriate units to describe a data set.

Expression at this level would represent and relate events or data sets using equations and graphs. Graphs, charts, maps, and diagrams may be used to display data and information in two or three dimensions.

Examples: Using equations to relate events, objects, or data. Creating bar and circle graphs, histograms, stemplots, and boxplots. Graphing linear, quadratic, and exponential equations.

Expression at this level would use symbols and models to analyze and interpret sets of data or events, allowing one to make inferences about relationships, e.g., cause and effect, predictions.

Examples: Using modeling to write equations for sets of data. Using statistical programs or statistical functions in calculators or spreadsheets. Using graphical analysis programs or graphing functions to analyze relationships between multiple sets of data.

Expression at this level would use symbols and models to analyze and interpret sets of data or events, allowing one to make inferences about relationships, e.g., cause and effect, predictions.

Examples: Presentations and equations to support conclusions

### **The Synthesis of Ideas: Methods Used by the Information Literate Researcher**

Expression at this level includes understanding the limits of one’s own knowledge and recognizing when there is a need for more information. Students explore and share ideas with peers. No formal attribution of sources is required.

Examples: Brainstorming, small group discussion, discussion questions, case studies, journaling, classroom discussions

Expression at this level involves identifying different sources for information such as textbooks, Internet, library books, journals, interviews, etc. It is understood that information sources have various levels of value and that there is a need to establish credibility.

Examples: Topic search for multiple sources, good source/bad source

Expression at this level includes effectively incorporating multiple sources, establishing credibility by utilizing evaluative criteria, and reviewing information to determine its relevance for the issue or problem being addressed.

Examples: Annotated bibliography, distinguish scholarly vs. popular, evaluate sources using criteria

Expression at this level includes effectively incorporating multiple sources, establishing credibility by utilizing evaluative criteria, and reviewing information to determine its relevance for the issue or problem being addressed.

Examples: Project proposals, business plans

*NOTE: The [OCTC Standards of Professional Conduct](#) applies to all levels.*

# FORMS

## KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM STATEMENT OF UNDERSTANDING

<b>Student Name:</b>	
<b>Program:</b>	<b>Radiography Program</b>
<b>School:</b>	<b>Owensboro Community and Technical College</b>

I am a student in the program shown above and agree to the

rules, regulations, policies and procedures as stated below:

1. The program requires a period of assigned, guided clinical experiences either in the College or other appropriate facility in the community
2. These clinical experiences are assigned by the instructor for their educational value and thus no payment (wages) will be earned or expected. I shall not be considered an employee of Affiliating Agency. I shall not represent nor hold myself out as being employed by Affiliating Agency. I shall have no claim under this Agreement or otherwise against Affiliating Agency for compensation (hourly or salary), workers' compensation, unemployment compensation, vacation pay, sick leave, retirement benefits, Social Security benefits, disability insurance benefits, unemployment insurance benefits, or any other benefits.
3. It is understood I will be a student within all clinical facilities that affiliate with my college and will conduct myself accordingly. I will follow all required and published personnel policies, standards, philosophy, and procedures of these agencies. I will agree, at my own expense, to obtain all health screenings, immunizations, criminal background checks, and drug screenings as required by the Affiliating Agency.
4. I have been provided a copy of, read, and agree to adhere to the college's policies, rules, and regulations related to the program for which I am applying.
5. I understand the information regarding a patient or former patient is confidential and is to be used only for clinical purposes within an educational setting according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
6. I understand the educational experiences and knowledge gained during the program do not entitle me to a job; however, if all educational objectives and licensure requirements are successfully attained, I will be qualified for a job in this occupation.
7. I understand any action on my part inconsistent with the above understandings may result in suspension of training.
8. I understand that I am liable for my own medical and hospitalization insurance.
9. I understand that I will be accountable for my own actions; therefore, I will carry a minimum \$1,000,000/\$3,000,000 limited professional liability insurance during the clinical phase of the program.
10. All business, financial, legal, medical, and personal information disclosed by Affiliating Agency, either intentionally or unintentionally, to students in connection with this Agreement shall be held in strict confidence and shall not be disclosed to any student without the prior written consent of Affiliating Agency. Students shall comply with all patient confidentiality laws, including those imposed by HIPAA. Students shall agree to take extraordinary precautions to prevent the misuse or disclosure of such confidential information. During the term and after termination of this Agreement, students shall not use any information gained as a result of this Agreement to the competitive disadvantage or in any other way detrimental to the Affiliating Agency or its patients.

I have read, and understand each statement, and agree to abide by the above.

To be signed by legal guardian if applicant is a minor.

Student Signature:	
Date:	

As the legal guardian of the student named above, I agree to the above conditions for enrollment.

Legal Guardian Signature:	
Date:	

**Owensboro Community and Technical College  
Radiography Program  
HANDBOOK STATEMENT OF UNDERSTANDING**

**This is to acknowledge that I have received a copy of the Student Handbook for the Radiography program. I have read the policies and practices contained in the handbook, and I agree to comply with them. I understand the program has the right to change policies and practices from time to time and that I will be notified when such changes occur. I agree to abide by said changes in these policies and practices.**

Student's name \_\_\_\_\_  
(Please print)

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

## Owensboro Community and Technical College

### MRI SAFETY QUESTIONNAIRE

**Student's Name:** \_\_\_\_\_ **Student's Date of Birth:** \_\_\_\_\_

The American Society of Radiologic Technologists (ASRT) recognizes the concept of ALARA to include energies used for magnetic resonance. Students in the radiography program may participate in clinical education in magnetic resonance imaging (MRI). Students receive MRI safety training in while doing their HEALTHSTREAM for OHRH and Twin Lakes.

**The MRI scan room contains a VERY strong magnet. You must complete this confidential screening tool to determine if you are able to participate in this portion of clinical education. Please answer these questions carefully and let the Program Director know if you have any questions or concerns.**

**Please place a check in the yes or no box for each question below.**

	Yes	No
Have you ever had surgery on your brain?		
Do you have anything implanted in your brain?		
Do you have aneurysm clips in your brain or abdomen?		
Have you ever had surgery on your heart?		
Are there any stents, valves or shunts in your body?		
Have you ever had a pacemaker or defibrillator in your body / brain?		
Have you ever had surgery on your inner ear?		
Are there any medical devices implanted in either ear?		
Do you have any pain pumps or insulin pumps in your body?		
Do you have any stimulators, coils, filters or ports in your body?		
Have you had any surgery on your eyes?		
Are you pregnant?		
Have you had any surgery in past 8 weeks?		
Is there <u>anything implanted inside</u> your body? <i>See below for examples;</i> <i>Examples may include: joint, pin, screw, plate, rod, cage, wire, lens</i> <i>implant, clip, penile implant, IUD, staple, mesh, bullet, BB, shrapnel</i>		
Have you ever had metal in your eyes from welding, grinding, sheet metal work or sharpening lawn mower blades?		

My signature below indicates that I have answered the questions above to the best of my knowledge and have had the opportunity to ask questions regarding my participation in clinical education in the MRI environment. I acknowledge that it is my responsibility to communicate with program and clinical officials if I need to make a change regarding my answers on this form.

**Student** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Clinical Coordinator** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Owensboro Community and Technical College Radiography Attendance Agreement Form

I, \_\_\_\_\_, understand attendance is very important in the clinical setting. I understand that I will be held accountable for my attendance record. I have read and understand the attendance policy of the radiography program as stated in the Radiography Program Handbook along with the consequences in my decisions concerning the attendance policy. I will notify the clinic instructor at the clinical education setting where scheduled along with the Coordinator of Clinical Education within 1 hour of the scheduled start time on any assigned clinic day.

Student's Signature: \_\_\_\_\_

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

## Radiography Program Clinical Hours Agreement Form

I, \_\_\_\_\_, will be working more than 8 hours during a clinical shift. It is my decision to work more than 8 hours during this clinical shift. OCTC does not require me to work more than 8 hours during any clinical shift or more than 40 hours during any one-week period of time.

**Student:** \_\_\_\_\_

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



**Radiography Program  
Off-shift Rotation Agreement**

I, \_\_\_\_\_, understand that as part of my clinical rotation I will be required to do a clinical rotation that is considered Off-shift (e.g. 11:00pm-7:30am, 12:00pm-8:30pm or 3-11:30pm).

Student's Signature: \_\_\_\_\_

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

**OWENSBORO HEALTH REGIONAL HOSPITAL**

**Confidentiality Statement**

All information pertaining to patients, medical records and reports, or personnel records is strictly confidential.

Anyone found reading records, discussing patient information, or imparting confidential information **except** when authorized to do so is liable to instant dismissal from the Radiography clinical program at Owensboro Medical Health System.

I, \_\_\_\_\_, understand the above policy and agree to respect and keep absolutely confidential all information I may hear or read pertaining to students, medical records, or staff personnel records.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## ALL PARTICIPATING CLINICAL SITES

### Confidentiality Statement

All information pertaining to patients, medical records and reports, or personnel records is strictly confidential.

Anyone found reading records, discussing patient information, or imparting confidential information **except** when authorized to do so is liable to instant dismissal from the Radiography clinical program.

I, \_\_\_\_\_, understand the above policy and agree to respect and keep absolutely confidential all information I may hear or read pertaining to patients, medical records, or any other protected health information, and including personnel information.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date