

STUDENT HANDBOOK

2010 – 2011



Purpose of the Student Handbook

The Student Handbook is an overview of rules & regulations, policies & procedures, and guidelines. It serves as a guide and provides consistent written information for all parties of interest.

Fortis College-Columbus Radiologic Technologist Program

Program's Mission Statement

Fortis College-Columbus Radiologic Technologist Program's strives to educate professionally qualified, competent entry-level technologists capable of addressing the high needs of the ever-changing and challenging diverse healthcare environment. This is evidenced by a competency-based program employing various teaching methodologies and technologies delivered through quality instruction. The program will be guided by the mission statement of Fortis College-Columbus which is owned by Education Affiliates.

Program's Goals, JRCERT Standards, and Non-compliance of JRCERT Standards

1. The graduate will be clinically competent to be employed in the radiology healthcare field.
 2. The graduate will successfully utilize critical thinking skills to meet the diverse-population's needs.
 3. The graduate will demonstrate effective communication skills throughout their education.
 4. The graduate will demonstrate professionalism, growth, and ethical values for lifelong learning.
- ◆ The goals of the Radiologic Technologist Program are based on the Standards of the JRCERT, which require a program to articulate its purpose; to demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishments of its purposes; to document its effectiveness in accomplishing its purposes; and to provide assurance that it can continue to meet accreditation standards.

◆ **JRCERT Standards**

Listed below are the 9 Standards of the JRCERT, these standards can also be found on the following Web Site: www.jrcert.org and in the program director's office for applicant review at any time.

1. **Standard One: Mission/Goals, Outcomes, and Effectiveness**

The program, in support of its mission and goals, develops and implements a system of planning and evaluation to determine its effectiveness and uses the results for program improvement.

2. **Standard Two: Program Integrity**

The program demonstrates integrity in representations to communities of interest and the public, in pursuit of educational excellence, and in treatment of and respect for students, faculty, and staff.

3. **Standard Three: Organization and Administration**

Organizational and administrative structures support quality and effectiveness of the educational process.

4. **Standard Four: Curriculum and Academic Practices**

The program's curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.

5. **Standard Five: Resources and Student Services**

The program's learning resources, learning environments, and student services are sufficient to support its mission and goals.

6. **Standard Six: Human Resources**

The program has sufficient qualified faculty and staff with delineated responsibilities to support the program's mission and goals.

7. **Standard Seven: Students**

The program's and sponsoring institution's policies and procedures serve and protect the rights, health, and educational opportunities of all students.

8. **Standard Eight: Radiation Safety**

Program policies and procedures are in compliance with federal and state radiation protection laws.

9. **Standard Nine: Fiscal Responsibility**

The program and the sponsoring institution have adequate financial resources, demonstrate financial stability, and comply with obligations for Title IV federal funding, if applicable.

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- ◆ In case of any issues which the Fortis College-Columbus Radiologic Technologist Program is not addressing or is in non-compliance to the printed JRCERT Standards the student may contact the **JRCERT**
20 N. Wacker Dr. Suite 2850
Chicago, IL 60606-3182
Tel: (312) 704-5300
Fax: (312) 704-5304
Web Site: www.jrcert.org

Student Learning Outcomes

Graduates of the program will:

- ◆ Provide patient care that is accurate as well as compassionate.
- ◆ Be able to produce and evaluate radiographic images.
- ◆ Utilize the correct principles of radiation protection to all patients, healthcare professionals, and themselves.
- ◆ Apply the correct technical quality factors.
- ◆ Be able to critique, apply knowledge, and manipulate images and make the necessary corrections to ensure the best quality image.
- ◆ Be able to function effectively under pressure and stressful situations.
- ◆ Apply critical thinking skills to meet a variety of situations while providing care to sick and injured patients within a diverse population.
- ◆ Communicate effectively with different age groups.
- ◆ Demonstrate very good written and verbal communication skills.
- ◆ Communicate effectively in the healthcare environment with patients, their families, and other healthcare professionals.
- ◆ Be professional and grow with experience.
- ◆ Learn about additional education programs and their requirements.

Accreditation Status

The Radiologic Technologist Program has applied for programmatic accreditation through the Joint Review Committee on Education in Radiologic Technology (JRCERT). According to the JRCERT, the accreditation process takes approximately 18-21 months once a complete application/self-study is received.

Eligibility for National ARRT Examination

At the end of the accreditation process, if the program is not approved when the JRCERT Board submits their notification; graduating students will not be able to apply for national radiography examination and certification by the American Registry of Radiologic Technologists (ARRT). Once the Radiologic Technologist Program is approved by the JRCERT, graduates will meet the educational eligibility requirement for national certification by the ARRT.

Institution Administration and Program Officials

School Director	Wynn Blanton
Dean of Education.....	Karen Pictor
Program Director	Bill McClain
Acting Clinical Coordinator.....	Denise Steckel
Didactic Instructor.....	Cynthia Parker

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Orientation

Prior to starting the clinical portion of the program, students are required to attend the Hospital Orientation at their assigned clinical site. This will familiarize the students with the organization, management, ancillary departments, vision, mission, values, and history of the healthcare facility etc. During orientation, topics may include but are not limited to the following:

- ◆ **Code of Conduct**
- ◆ **Confidentiality (concerning patients and patients records)**
- ◆ **Health and Safety Precautions**
- ◆ **HIPPA Regulations**
- ◆ **Information Services**
- ◆ **Policy & Procedures**

Student Hours

- ◆ Although it is expected that students will be available for class and clinical assignments as scheduled, it is recognized that there are circumstances that prevent a student from attending class or a clinical assignment. **Refer to the “Attendance Policy” contained within this handbook.**
- ◆ **Didactic & Clinical Class Hours**
 - Didactic classes will begin either in the morning or afternoon, students will receive their didactic assignments prior to starting a class.
 - Clinical education will begin at various times starting at 0730, **refer to “Clinical Education Schedule.”** Students are expected to be in clinical assigned areas at their assigned time and ready to begin the day’s activities. Students do not punch a clock so it is important that each student reports to the faculty instructor for didactic classes. For the clinical setting, report to your Clinical Instructor/or preceptor; if they are not available leave a voice message on the program’s phone. Students must call from one of the designated phones in the department not a cell phone.
 - Students are entitled to a 10 minute break every hour. During clinical rotations students will be given a lunch break as determined by the department staff. Due to fact that a student may be completing a procedure or need a certain exam during clinical education; the student may go to lunch at a different time only for that reason. The student should make sure the appropriate clinical site representative is notified of the changes to the lunch schedule accordingly. The student is responsible to make sure that he or she returns back at the appropriate time from lunch. If the student does not report back on time they will be considered tardy. If the student continues to report back late from lunch disciplinary actions will be taken.

Academic and Related Policies

For didactic grading structure and academic progress, **Refer to “Academic Information” and “Satisfactory Academic Progress” in the Catalog.** The grading structure is also documented on all syllabi. For clinical grading components, **refer to “Clinical Policy” in the Student Handbook.**

Miscellaneous

1. Feedback to the program administration on all aspects of the program is encouraged. Students are asked to complete a course evaluation for each class at the end of the term. All comments are kept confidential. A composite of course evaluation surveys are compiled and discussed with the instructors by the program director and/or the Dean of Education. Classroom observations are also done to ensure that students are receiving a sound education by qualified faculty members. Ninety days after graduation, each student will be asked to fill out a graduate survey. Employer surveys are done approximately 90 days after a graduate has been employed to help evaluate the program. Education Quality Assessment Audit conducted once a year and Advisory Committees are scheduled at a minimum of twice a year to assist in evaluation of the program. The above-mentioned completed evaluations, surveys, audits, meetings, and forms help the program to meet its mission, goals and outcomes. It also enhances the program’s effectiveness and assists with the program’s assessment plan required by the JRCERT.
2. It is the student’s responsibility to inform their Admission Advisor, Program Director, Registrar’s Office, and Financial Aid if he/she should have a change in address, phone number, emergency contact person or name, etc.

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3. Faculty/Student meetings will be held to discuss periodically student's school-related issues. Any changes to institution or clinical facility policies will be reviewed and the revisions recorded and filed. Information is reviewed by each individual. If anyone is absent from the meeting, they must review the minutes, documentation that the minutes were reviewed by absent party must recorded and filed with the program director.
4. **Student governance:** Students will be either picked by their class or assigned by faculty to be on certain committees of the program.
5. Students have access to Internet services through the program for educational purposes only. Students should not use these services for personal use. Violation of usage may result in disciplinary action such as loss of access privileges, suspension or termination from the educational program and/or, if appropriate, criminal or other legal charges and penalties. The program has the right to monitor internet services; this will ensure appropriate usage.
6. Students shall follow the chain of command as follows:
 - On Campus:
 1. Faculty Member
 2. Program Director
 - At a Clinical Site:
 1. Program's Clinical Representative/Faculty Member
 2. Clinical Site's Clinical Representative
 3. Program Director
7. **The Radiologic Technologist Program reserves the right to change rules, policies, and other regulations as necessary.**

Instructional Staff

The Radiologic Technologist Program is compiled of experienced, qualified practitioners who have worked in the radiography field dedicated to both the education and imaging field; courses are academically stimulating and challenging. The instructional staff is committed to helping students assess their abilities, meet their educational goals, and plan for their professional futures. Encouragement to grow professionally and personally is due to the supportive relationship between faculty and students.

Program Director/Instructor	RAD 110 Fundamentals, Ethics and Law in the Radiologic Sciences RAD 130A/RAD 130B Human Structure & Function for the Radiologic Technologist I & II RAD 150 A/RAD 150B Radiation Production and Characteristics/Imaging Equipment I & II RAD 200 Radiation Biology/Radiation Protection RAD 220 Radiographic Pathology RAD 230 Registry Exam Preparation
Clinical Coordinator/Instructor	RAD 120 Patient Care, Pharmacology and Drug Administration RAD 140A/RAD 140B Radiographic Procedures and Image Analysis I & II RAD 141A/RAD 141B Advanced Radiographic Procedures and Image Analysis I & II RAD 210 Film-Image Screen Acquisition and Processing RAD 240 Digital Screen Acquisition and Display
Faculty Nurse	Venipuncture

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Didactic and Clinical Hours, Postings, and Changes

II. Didactic Schedules

- ◆ Composed by Program Director and Faculty members.
 - ◆ During didactic and clinical education, students will have less than 35 hours per week; during holidays and between modules/or terms the student will receive less than 30 hours per week.
2. **Schedules are posted in the following areas:**
- ◆ Program Official's Office
 - ◆ Clinical Education Settings
 - ◆ Clinical Laboratory
3. **Clinical schedule changes must be approved by:**
- ◆ Institution's Clinical Representative first, then the clinical site representative.
 - ◆ Depends on necessity.

DIDACTIC EDUCATION HOURS							
Semester	Module	# of Courses	Weeks per Module	Days per Week	Hours per Day	Hours per Week	Total Module Hours
1	1	2	5	4 (M-T)	6	27	135
	2	2	5	4 (M-T)	6	24	120
	3	2	5	4 (M-T)	6	24	120
2	4	2	5	4 (M-T)	6	24	120
	5	2	5	4 (M-T)	6	24	120
	6	2	5	4 (M-T)	6	24	120
3	7	1	5	2	6	12	60
	8	1	5	2	6	12	60
	9	1	5	2	6	12	60
4	10	1	5	2	6	12	60
	11	1	5	2	6	12	60
	12	1	5	2	6	12	60
5	13	1	5	2	6	12	60
	14	1	5	2	6	12	60
	15	1	5	2	6	12	60
6	16	1	5	2	6	12	60
	17	1	5	2	6	12	60
	18	1	5	2	6	12	60
Total Hours							1455

Student Daily Didactic Assignments

Student will:

- ◆ Check bulletin board at the institution.
- ◆ Be on time for class.
- ◆ Have necessary materials/resources before class starts.
- ◆ Be responsible for information covered in class when absent and make-up any tests.
- ◆ Keep classroom clean and neat.

Clinical/Advanced Education

1. Pre-requisites

The student will have completed the following:

- ◆ Hospital Orientation at the student's designated clinical site

2. Clinical Practice

- ◆ The competency-based curriculum is based on the ASRT and ARRT curriculum guide; the competencies required are broader in scope than the minimum ARRT specified guidelines.
- ◆ The clinical phase provides an environment for a supervised competency-based clinical education. This experience will provide a well-balanced variety of radiographic examinations and equipment.
- ◆ The competency-based clinical education enables the student, upon completion of the program, to perform radiographic examinations according to accepted professional standards.
- ◆ The clinical effectiveness of the program is evaluated by the following:
 - Effectively integrating the didactic education to the clinical setting in order to perform radiographic procedures.
 - The student must demonstrate to the institute's clinical representative the theory and practice of essential clinical skills under simulated conditions prior to assuming actual clinical responsibilities.
 - The student's clinical progress is evaluated and documented; counseling is available for areas of clinical deficiencies.

Clinical/Advanced Education Schedules and Assignments

- ◆ Enrolled students are assigned to specific clinical education sites. The capacity for each facility will not exceed the maximum number allotted by the JRCERT at a given time.
- ◆ Once a student is assigned to a Clinical Education Setting, they are **not permitted** to transfer to another clinical site.
- ◆ The clinical rotation schedule is made by the program's clinical representative based on clinical educational needs of the student and requirements of the semester. The schedule cannot be altered to accommodate a student's personal needs; however, if a room is out of service, the site's clinical representative may reassign the student. Clinical rotations will have objectives and checklists, which will be provided to the students. Students will also have specific semester clinical objectives and checklists throughout the program to complete.
- ◆ The student will have a steady rotation through General Radiography, Fluoroscopy, Portables, Surgery, and Computed Tomography (C.T.). Limited clinical rotations will occur in other modalities in the 2nd year of training.
- ◆ Students are to stay in their assigned areas. If a student needs to leave the area, he/she is to notify the staff assigned to that area.
- ◆ **All clinical requirements must be met by the end of the module or assigned specific semester clinical objectives deadline regardless of any student absence.**

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CLINICAL EDUCATION HOURS						
Semester	Module	Weeks per Module	Days per Week	Hours per Day	Hours per Week	Total Module Hours
1	1	5	0	0	0	0
	2	5	0	0	0	0
	3	5	0	0	0	0
2	4	5	0	0	0	0
	5	5	0	0	0	0
	6	5	0	0	0	0
3	7	5	2	9	18	90
	8	5	2	9	18	90
	9	5	2	9	18	90
4	10	5	2	9	18	90
	11	5	2	9	18	90
	12	5	2	9	18	90
5	13	5	3	8	24	120
	14	5	3	8	24	120
	15	5	3	8	24	120
6	16	5	3	8	24	120
	17	5	3	8	24	120
	18	5	3	8	24	120
Total Hours						1260

Student Daily Clinical Assignments

Students will:

- ◆ Report to designated clinical representative (if not present, then technologist in charge) at the clinical site before leaving assigned room or department.
- ◆ Help keep rooms clean during clinical assignment.
- ◆ Always clean room upon completion of assignment and empty laundry when necessary.
- ◆ Never leave assigned rooms without permission while exams are going on. Never leave the doctor in a room alone with the patient.
- ◆ Report on time to assigned clinical areas.
- ◆ Take requests with them when getting patients. The student will ask for patients by name. The student will check the patient's identification according to site requirements. Once the patient is in the room, students will ask the patient his/her name and birth date to be sure that they have the correct person. They will introduce themselves to the patient and explain the procedure to be performed.
- ◆ Not be involved in unnecessary conversation while in the presence of patients, other students, staff, or physicians.
- ◆ Keep patients covered during examinations.
- ◆ Assist patients at all times.
- ◆ Be pleasant and polite at all times.
- ◆ Always try to be helpful to all healthcare members
- ◆ Eat and drink in designated areas only. No gum chewing in clinical setting.
- ◆ Mark all films correctly with patient identification and RIGHT and LEFT markers.
- ◆ Follow chain of command in department:
 - A. Clinical Site Representative
 - B. Technologist in Radiographic Room

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Student Resources and Services

The program has student resources and services to meet its educational program, and administration requirements, which students have access. Other student services help to assure that student learning outcomes are met. **Refer to the Fortis College-Columbus Catalog for more information.**

Resources/Service	Support	Availability
Admissions Office	Offers personalized evaluations and consultations with each individual applicant; helps students select the most appropriate career programs that will ensure success with their educational goals.	Accessible at the campus
Computer Laboratory Classroom Computers and LCD Projector	E-mail, internet, computer access; students have access to instructional resources and educational information from any computer within the institution; computers can be used to review material and teach class; helps to improve student education.	Accessible at the campus
Career Services	Promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs; assists graduates in gaining employment.	Accessible at the campus
Educational Seminars/In-services	Provides learning opportunities for students and faculty.	Accessible on and outside the campus
Financial Aid Department	Serves as a resource for information and assistance concerning tuition, fees, aid and management of loans from application to final payoff.	Accessible at the campus
Learning Resource Center (LRC)	Supports the school's curriculum, as well as the education and research needs of the faculty and students. Quality resources will be used to enhance the classroom experience for both student and teacher and to cultivate love of life-long learning. The library community will be able to fulfill informational needs using both electronic and print information	Accessible at the campus Responsive to faculty and student needs

Rules and Regulations

- ◆ Students are expected to comply with policies applicable to their education program. These policies may include, but are not limited to, those from the following manuals:
 - Radiologic Technologist Program Student Handbook and Institution Policies and Procedures
 - Imaging Services Department Policies and Procedures
 - Clinical Manual Policies and Procedures
- ◆ Students must abide by parking procedures at the institution and designated clinical education settings. Program officials will review the designated parking areas for the clinical site prior to starting the clinical education.
- ◆ Cell phones should not be used during the clinical education.
- ◆ **Notification and Documentation**
 - Students are informed of where and how to access handbooks and review/discuss all policies in the student handbook during the first radiographic course. Students must sign a **"Handbook Acknowledgement Form"** indicating that they have reviewed and understand all policies. Student handbooks are revised annually or as needed.
 - Policy revisions will be reviewed by faculty members and enrolled students. There will be written documentation of all reviewed policy revisions.
 - Student handbooks, which include rules, regulations, and policies, are readily available at the Radiologic Technologist Program's institution for prospective and enrolled students and each clinical site; they are also accessible on the computer for all faculty members.

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◆ **Actions for not following policies, rules, and regulations**

- Students who do not follow policies, rules, and regulations of the program will be disciplined as appropriate. Disciplinary actions will occur in the following order:
 - ◆ **Coaching or Verbal Warning**
 - ◆ **Written Warning**
 - ◆ **Suspension**
 - ◆ **Termination**

STUDENT GRIEVANCE PROCEDURES

Students with a grievance or complaint need to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. The grievance must be submitted within five (5) days of the incident. The policy below has been developed by the College to offer a systematic and equitable process to resolve student complaints regarding academic and non-academic matters.

- ◆ **Academic Matters** - Students with complaints or grievances concerning classroom policies or activities should first discuss their concerns with their instructor. If the matter is not resolved, students should bring their complaint to the attention of the program director within five (5) days of the incident. The program director will meet with all parties involved to resolve the matter within five (5) days of verbal or written notification.
- ◆ **Non-Academic Matters** - Students with complaints or grievances concerning non-academic matters (e.g., financial aid, admissions, career services, etc.) should direct their concern to the appropriate department manager and/or notify their program director within five (5) days of the incident.
- ◆ **ADDITIONAL STEPS FOR GRIEVANCE** - Should the grievance remain unresolved, students will be advised to submit the matter in writing to the School Director within five (5) days of the unsatisfactory meeting with the program director or department manager. The School Director will review the matter with all the parties concerned, and may meet with the student. The School Director will respond to the grievance within five (5) days of notification. If unsatisfied with the decision of the School Director, students may write to the corporate office: Education Affiliates, Inc., 5024-A Campbell Blvd., Baltimore, MD 21236. The written grievance should be sent to the corporate office within five (5) days of the unsatisfactory decision by the School Director.
 - The corporate office will respond to the student within five (5) days of receipt of the written grievance.
 - If no resolution occurs through the steps outlined above, the student may contact:
 - Executive Director, State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH 43215; telephone: (614) 466-2752 or toll-free: (877) 275-4219
 - Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 22043; telephone: (703) 917-9503.
- ◆ **ARBITRATION** - Any disputes or claims relating to the student's enrollment (including any claims against the College, any affiliate of the College or any College affiliate's officers, directors, trustees, employees, or agents) shall be resolved by individual binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgment on any award by the arbitrator(s) may be entered in any court having jurisdiction. The parties agree that this transaction involves interstate commerce and therefore the Federal Arbitration Act and related federal judicial procedure shall govern this Agreement to the fullest extent possible. The parties agree that any dispute subject to arbitration shall not be adjudicated as a class action or a consolidated class arbitration proceeding either in court or under the rules of the American Arbitration Association. The parties agree that a student's responsibility to pay administrative fees, filing fees, processing fees, arbitrator compensation, and service charges for arbitration proceedings conducted by the American Arbitration Association under this Agreement shall be limited to no more than \$125.00 for claims under \$10,000 and \$375.00 for claims between \$10,000 but less than \$75,000, or for claims not seeking monetary compensation. The

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arbitrator is allowed to ignore this limit, except as prohibited under applicable arbitration rules, should the arbitrator find that the student filed a frivolous claim(s) or unnecessarily delayed the arbitration proceedings. Except as may be required by law, neither a party nor an arbitrator may disclose the existence, content or results of any arbitration conducted pursuant to this provision without the prior written consent of both parties.

Attendance/Tardiness Policy

I. Policy Statement:

To ensure students are made aware of attendance/tardiness requirements and understand the importance of attendance and being dependable.

II. Rationale:

Students must attend classes according to their established schedules. Frequent absences and/or tardiness are cause for disciplinary action such as probation or termination.

◆ Minimum Attendance Rule

Students are expected to attend all scheduled classes. Students may miss no more than two (2) clinical or co-campus laboratory experiences and no more than two (2) lecture classes per course. Students who miss one (1) day will be given an attendance warning. If the student misses a second day, he or she will be placed on attendance probation. Missing more than three days may result in the student's failure of the course. A repeated pattern of attendance probation (a minimum of three (3) times designated as on attendance probation throughout the duration of the program) may result in the student being dismissed from the program.

◆ Academic Make-Up Quizzes/Tests

There is no make-up given for missed quizzes. Any participation points are forfeited by the absent student. Scheduled make-up exams must be approved by the instructor before the absence. Scheduled make-up exams are given before the absence or immediately upon return to class. Unscheduled make-up exams are given immediately upon return to class with a 10 point deduction and must be coordinated with the instructor. Scheduled and unscheduled make-up exams not taken upon return to class will result in a zero.

◆ Tardiness/Early Departure

Tardiness is a disruption of a good learning environment. In order to obtain the maximum benefit of their instructional program, students are expected to be on class on time and to remain the entire instructional period. Frequent tardiness and/or early departure will be cause for disciplinary action up to and including attendance probation. A tardy or early departure will be recorded as time out of class and deducted from the total scheduled instructional time.

◆ Externship/Clinical Education

- The radiologic technologist program requires participation in an externship/clinical education setting. The externship/clinical education provide students an opportunity to apply classroom knowledge and skills in a real on-the-job setting. Students must complete 100% of all scheduled externship/clinical education hours.
- Two unexcused absences from clinical will equal to a clinical failure. An excused absence is for court, death of a family member, jury duty, hospitalization, or for those special circumstances that are approved by the Radiologic Technologist Program Director with documentation provided. Clinical competency requirements must be met in order to graduate, regardless of absences.
- It is extremely important that students take their externship/clinical education seriously. Students who are terminated from their clinical site will be evaluated by Fortis College-Columbus and a determination will be made regarding the possibility of setting up a second externship with an alternative site. Their acceptance will be also based on the clinical site criteria selection and the allotted capacity authorized by the JRCERT.

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- ❑ If Fortis College-Columbus believes that a second externship opportunity is not warranted given the seriousness of circumstances surrounding the termination from the student's initial site, then the student will be terminated from the institution. Students who are terminated from a second externship site opportunity will be subject to termination.
- ❑ In cases where the School Director determines the student was wrongfully terminated by a clinical site, or there were unique circumstances surrounding his/her dismissal, additional externship opportunities may be provided.

III. Procedures/Steps:

- ◆ Students are made aware of institutional attendance/tardiness policies during the admission process.
- ◆ Students are made aware of the program's attendance/tardiness policy during the first radiographic course.
- ◆ All student absences must be reported prior to their time scheduled to attend class or clinical education.
- ◆ In the event of absence from class or externship/clinical education, the student assumes the responsibility of immediately notifying the school and for making arrangements with faculty for work missed.
- ◆ A student must report didactic class absence by calling the chain of command outlined earlier in this handbook.
- ◆ A student must report his or her absence to the clinical site's representative and the program's clinical representative.
- ◆ Students are required to fill out a clinical attendance form for all clinical rotations; it must be faxed or brought to the school daily, so the attendance can be properly documented.

Student Health and Safety Policies

- ◆ The staff at Fortis College - Columbus Radiologic Technologist Program is very conscience of the need for safety procedures. It is the policy of the school to have classrooms and laboratories comply with the requirements of various State and Local building codes, the Board of Health, and the Fire Marshall.
- ◆ **Accidents and Injuries** - Accidents often occur as a result of carelessness, fatigue, of faulty equipment. The laboratory and other places on campus are, therefore, designed to promote safety. Students must follow all procedures in order to prevent accidents and avoid injury. In case of an emergency brought to the attention of a school staff member during school hours, action will be taken to obtain medical emergency services if required. All accidents, injuries, or emergencies must be reported immediately to the nearest instructor or staff member. Students must not take it upon themselves to summon fire, rescue, medical, or law enforcement personnel. Instructors and staff members, upon receiving a verbal report, will act promptly and follow a specified accident procedure. Students must not attempt to repair any damaged, broken or malfunctioning equipment. Instructors or nearest staff member, upon notification, will follow a specified procedure. The school administration should also be notified immediately of any illnesses, accidents, or hospitalization of any students that may affect their ability to attend classes or otherwise participate in the program.
- ◆ **Anti – Harassment Policy** - Fortis College - Columbus Radiologic Technologist Program is committed to a learning environment in which all individuals are treated with respect and dignity. Each individual has a right to learn in an atmosphere which promotes equality and prohibits discriminatory practices, including harassment. Therefore, all relationships among students and instructors will be free of bias, prejudice, and harassment. Harassment on the basis of any protected characteristic is prohibited. Under this policy, harassment is verbal or physical conduct the denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, (alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation) or any other characteristic that is protected by law or that of his/her relatives, friends or associates, and that (i) has the purpose or effect of creating an intimidating hostile or offensive environment; (ii) has the purpose or effect of interfering with an individual's learning experience; or (iii) otherwise adversely affects an individual's learning opportunities. Harassing conduct includes, but is not limited to: epithets, slurs

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or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and displays or circulation on campus of written or graphic material that denigrates or shows hostility or aversion toward an individual or group(including through e-mail). All complaints of alleged harassment will be investigated thoroughly and promptly. Anyone bringing forth such a complaint is guaranteed confidentiality and should have no fear of Fortis College - Columbus Radiologic Technologist Program. Should the facts support specific disciplinary action; the action will be taken immediately. Violators of this policy will be subjected to disciplinary action, including, but not limited to, reprimand, suspension, or termination. Students who have an inquiry or complaint of harassment should contact the Program Director, Director of Education and/or School President.

- ◆ **Communicable Diseases** - During the course of training in health related fields, students may be exposed to individuals with infectious diseases, including substances and materials that could cause potential injury. In order to reduce the risk of infection or other harm that could result from exposure, students must observe all rules and regulations regarding their training and procedures. In case of an accident which could result in the transmission of an infectious disease, students must report immediately to their clinical instructor. In addition, students may come in contact with other students, faculty, and /or patients with compromised immune systems. Any student having knowledge of, or possessing a communicable disease must notify their instructor and will not be allowed in the classroom or clinical setting until a physician's clearance has been obtained. Examples of communicable disease include, but are not limited to: measles, mononucleosis, chicken pox, streptococcal infections, pneumonia, tuberculosis, and hepatitis. Students should contact their personal physician with any questions regarding their health and communicable diseases
- ◆ **Fire Safety** - Fire drills will be conducted periodically in order to familiarize students with emergency evacuation procedures. The full cooperation of the students is expected and appreciated. If a fire or fire hazard is discovered, an instructor or staff member must be notified immediately. All exits are marked, and the students are expected to leave the building in a prompt and orderly fashion using these exits. Emergency doors are to be used ONLY for fire emergencies. Classes will resume following the all clear signal. Other emergency evacuation drills may be conducted. Students are expected to follow directions as provided by a designated official. Radiology Students Fire Plan: Students will exit the classroom and building through the nearest exit. All students will proceed to the radiology rally point. All students will be accounted for upon arrival at the island on the freeway side at the east end of the building. Program officials will take roll call and report accounted and unaccounted to designated officials.
- ◆ **Telephone Messages** - Student contact at the school from outside parties in the form of telephone calls, messages, and letters of personal nature are discouraged except in cases of emergency, such as hospitalization, death in the family, etc. All personal business, including telephone calls and messages, should be directed to the student's residences. Callers will not be given any information about the student, only that the message will be delivered if the student is enrolled.
- ◆ **Inclement Weather** - When inclement weather requires the closing of the school, Fortis College - Columbus Radiologic Technologist Program will follow the directive determined by the School President.

Clinical Education Structure Policy

I. Policy Statement:

To ensure students will be supervised properly during their clinical education regardless of their level of achievement. This will be done through direct or indirect supervision by a registered radiologic technologist. This application provides the students with the necessary exposure to the actual practice of radiography, which enables development of psychomotor skills in the performance of radiographic exams.

II. Rationale:

To ensure that students and staff of the Imaging Services Department are made aware of the appropriate supervision and protocols during clinical hours. Students will be given the opportunity to effectively apply cognitive skills gained in the didactic setting to the clinical setting. A registered radiologic technologist is responsible to correct and direct students in proper clinical procedure and professional conduct while in the clinical education setting; they're responsible for critiquing images produced by students. They must check and approve the images in reference to image quality prior to dismissal. Direct supervision regarding image critique is mandatory throughout the program.

- ◆ Students must report in or if the student is going to be absent, he or she must contact the program's clinical representative, and the clinical site's representative.
- ◆ A designated clinical representative will be identified at each recognized clinical site ensuring that there is a 10:1 ratio of students to a clinical instructor. One full-time equivalent clinical instructor is required for every ten students involved in the competency achievement process. The ratio of students to clinical staff will not exceed 1:1.
- ◆ Students must adhere to this policy and the clinical site's policies and procedures while in training in the Radiologic Technologist Program. This assures the health and safety of students associated with educational activities is safeguarded through documented policies and procedures.
- ◆ Following classroom instruction for a procedure and demonstration in the laboratory setting, the student may perform the procedure under **direct supervision**. This is defined by the JRCERT as student supervision by a qualified practitioner who: reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge; is present during the conduct of the procedure; and reviews and approves the procedure and/or image. All imaging procedures are performed under the **direct supervision** of a R.T.(R) until the student achieves competency. Once competency is obtained, the student will be under indirect supervision.

During **indirect supervision**, according to the JRCERT, a qualified practitioner which must be immediately available to assist student, regardless of the student's level of achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. Unsatisfactory radiographs are repeated only in the presence of a R.T.(R) under direct supervision guidelines. All medical imaging procedures are performed under the **indirect supervision** of a R.T.(R) after a student achieves competency.

III. Procedures/Steps:

1. Lab Demonstrations at the Institution's Clinical Laboratory

- ◆ Formal didactic instruction with lab demonstration and practice is provided by the program's clinical representative/or faculty member.
- ◆ The student will demonstrate the various projections of an exam to the program's clinical representative/faculty member during scheduled lab practices. This evaluation is to ensure that the student is able to perform the radiographic exam in the clinical setting.
- ◆ The student's comprehension of radiographic projections is also assessed by written and oral evaluations.
- ◆ Upon successful completion and documentation, the student will be able to perform the exam under the direct supervision of a R.T.(R). Students are responsible to have their **Clinical Supervision Record Form** in the clinical education setting at all times, so imaging staff

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members will be knowledgeable of the student's clinical competency progress.

2. **Clinical Participation under Direct Supervision**

- ◆ The student's clinical participation under direct supervision involves the transition from observing and assisting to actively performing the radiographic exam.
- ◆ The student shall perform at least one radiographic procedure under the direct supervision of a R.T.(R) before attempting the clinical competency evaluation.

3. **Clinical Competency Evaluation**

- ◆ The program follows the American Registry of Radiologic Technologist ARRT competency requirements. This practice ensures a structured clinical environment.
- ◆ Clinical competency evaluations can only be requested after the student has performed at least **one exam** under direct supervision. Upon request of the faculty member, program or clinical site clinical representative, the student will need to present verification of this compliance. This compliance is documented by each student on their **Clinical Supervision Record Form**.
- ◆ The student is evaluated on his/her overall clinical performance by the faculty member or program/clinical site clinical representative, during the exam. The student's performance is assessed by an objective competency evaluation. This assessment tool is used to determine the student's ability to perform the exam under indirect supervision.

4A. **Competency Evaluation Failure:**

- ◆ The student may automatically fail a competency by demonstrating poor clinical practices, which are listed on the competency form under pre-procedure checklist. An automatic failure will result in a grade of 69%.
- ◆ The student may also fail a clinical competency by exhibiting an overall poor clinical performance. A poor clinical performance is defined by inadequacies such as: lack of room readiness, poor patient care skills, etc. A student must receive a grade of 70% or higher to pass a clinical competency.
- ◆ When it has been determined by the faculty member or program/clinical site clinical representative that the student has failed the exam, the instructor, together with the student, shall proceed with the performance of the procedure. Upon completion of the procedure, the evaluator shall discuss the areas of inadequacies with the student and provide remedial instruction (see flow chart on page 23).
- ◆ The student shall then re-perform the procedure on a real/mock patient under the observation of the faculty member or program/clinical site clinical representative before attempting another competency evaluation of the failed exam. All failed competencies must be repeated before the end of the module. Failure of three mandatory competencies within a module will result in an automatic failure of Clinical/Advanced Clinical Education.
- ◆ The competency evaluation requirements are separated by modules; students must successfully complete the allotted clinical requirements during each module. Failure to meet the scheduled clinical requirements may result in a failing Clinical/Advanced Clinical Education grade.

4B. **Clinical Participation under Indirect Supervision**

- ◆ Upon successful completion of the clinical competency, the faculty member or program/clinical site representative will inform the student of his/her ability to perform the evaluated exam under indirect supervision by a R.T.(R).

5. **Continual Competency**

- ◆ While meeting the clinical competency requirements of any module, the student will continue to remain proficient by performing exams under indirect supervision.
- ◆ The student is eligible to enter a "free zone" when they have completed the required number of competencies in a given module and have actively participated in practice labs and clinical/advanced clinical education. The free zone enables the student to pursue competency examinations required in the next module. If a student fails a free zone competency, he/she will not receive a failing grade; however, the student may not reattempt the competency until the next module. Only two free zone competencies are allowed per module.
- ◆ A faculty member or program/clinical representative, at any time, may retract an already completed competency when it is observed that the student is demonstrating poor clinical

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practices under indirect supervision. The student will be required to repeat the competency at a later date before the end of the module.

6. Terminal Competency Evaluation

- ◆ Students will be required to perform terminal competencies during the last module. Terminal competency evaluations will be as follows:
 - Abdomen – including Fluoroscopy procedures
 - Upper Extremity
 - Lower Extremity
 - Vertebral Column
- ◆ Terminal competencies are performed on patients and are evaluated in the same manner as a competency evaluation.

IV. Computation of Clinical Education Grade

The clinical grade for each module shall be determined based on the following:

◆ Clinical Performance Evaluations

These evaluations are used to assess the daily performance of the student in the clinical setting. **Fifteen percent** of the student's clinical grade is derived from these evaluations.

- Prior to clinical room assignments, students are given clinical room/equipment objectives/checklist and specified clinical objectives/checklist that must be completed by a specified module. The room/equipment objectives/checklist is used as a final assessment of the student's performance in the radiographic room.
- Students are evaluated as they progress through the stages in their clinical assignments. Performance evaluations will be used continually throughout the student's clinical education to evaluate the student's progress.
- In the other modalities, a checklist is used to assess the student's understanding of information acquired in these areas. Students will complete a one week rotation in these areas except for Computed Tomography (CT). In CT, the student will have several clinical rotations during Advanced Clinical Education.
- Students can be assigned to additional clinical rotations in a particular room/area if there is a need due to lack of competence.

◆ Clinical Competency-Based Evaluations

These evaluations are used to assess the student's skill and competency in completing procedures. In CT, the student will also comp on a CT of the head, thorax, pelvis, and abdomen. **Fifty percent** of the student's clinical grade is derived from these evaluations.

◆ Clinical Progress Reports

Thirty-five percent of the student's clinical grade is derived from these reports. Compiled data from weekly clinical performance evaluations and personal observations of clinical performance by faculty members, staff members, and program or clinical site representative are used to create these reports.

Clinical Laboratory Policy

I. Policy Statement:

To ensure that enrolled students follow the guidelines when using the clinical laboratory and provided the proper instruction/training in utilizing equipment.

II. Rationale:

Students are to follow the rules and regulations when utilizing the clinical laboratory, prior to using the clinical laboratory proper training will be given. Students will be supervised at all times by either direct or indirect supervision when practicing clinical labs, demonstrations, and clinical competencies by faculty members. **No food or drinks are permitted.**

◆ Darkroom:

- Make sure to turn on the water valve before turning on the processor.
- Make sure to turn off the water valve and turn off the processor before leaving for the day.
- Let instructor know when films, fixer or developer are running low.
- Darkroom needs to be properly cleaned up if necessary.

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- Report any problems with the darkroom, processor, or safelight etc.
- ◆ **Clinical Laboratory/Radiographic Rooms:**
 - Warm up machine according to factory specifications before using it.
 - Make sure phantoms are properly put away at the end of class.
 - Put X-ray tube in the earthquake position at the end of class.
 - Image receptors should be loaded in between exposures and properly placed on IR cart.
 - CR receptors should be primary erased every morning prior to use.
 - All radiographic equipment and countertops should be cleaned after usage.
 - Lead aprons/shields need to be hung on the proper lead apron holder and cleaned monthly or when necessary.
 - Radiographic and anatomical phantoms and accessory equipment need to be placed in the proper location.
 - Report any problems with the any equipment/accessories to faculty members immediately.

III. Procedures/Steps:

1. Students will first be trained on radiographic, accessory equipment, and phantoms by a program official/faculty member prior to utilization.
2. After proper training, students will utilize radiographic equipment under direct supervision, during which a registered radiologic technologist must be present at all times.
3. After the student demonstrates proper utilization of radiographic equipment to a program official/faculty member, students will be able to utilize the clinical laboratory under indirect supervision, during which a registered radiologic technologist must be readily available.
4. Students must follow the radiation safety, clinical, and repeat policy when using the clinical laboratory. Any student who does not abide by the radiation safety rules will be disciplined accordingly.
5. A program official/faculty member must be present in the clinical laboratory when students are making exposures. No student is to be unattended.

Dress Code Policy

I. Policy Statement:

To ensure that radiologic students are made aware of the appropriate uniform policy.

II. Rationale:

All students of Fortis College-Columbus will be required to dress in uniforms during class and clinical rotations. The following dress code includes:

- ◆ **Uniforms:** Students are required to wear professional quality uniforms. Uniform tops and bottoms must coordinate, be clean, and wrinkle free.
 - Bottoms:** Dark brown bottoms must be worn.
 - Tops:** Solid toast with the Fortis College-Columbus logo on it.
 - Lab jacket:** Dark brown color lab jacket with the Fortis College-Columbus logo on it may be worn over scrubs.
 - Shoes:** Clean solid black closed toe shoes (nursing shoes or black leather gym shoes) must be worn daily.
 - Socks/or Hose:** Solid dark crew socks and/or hose must be worn at all times.
 - Student Identification Badges:** Must be worn and visible at all times.
 - Radiation Badge:** Must be worn at all times (when issued).
 - Optional Clothing:** Long sleeve white t-shirt, tucked in, may be worn underneath the scrub top.
- ◆ **Hair:**
 - All students' hair styles must be worn in a conservative professional style. Hair must be worn away from the face, and if longer than shoulder length, it must be pulled back and contained in a professional manner.
 - Hair extensions and styles must be conservative; no "unnatural" colors, e.g. green, purple, red, etc.

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- Beards or mustaches must be short, neat and well trimmed.
- Unacceptable: Hats or head coverings (unless medically necessary or for religious reasons) of any kind are not permitted in the classroom, lab or clinical site.

◆ **Grooming:**

- Nails:** Must be neat and well trimmed. Nail polish must be neutral in color.
- Tattoos:** Must be covered.
- Make up:** Minimal make up with natural colors.
- Jewelry:** Watch with second hand, only one ring per hand (exception would be engagement ring and wedding band), earrings should be no longer than ½ inch, or small hoops.

◆ **Unacceptable dress includes:**

- a. Uniforms which are too big or too small for the student.
- b. Uniforms which are dirty or wrinkled.
- c. Uniform pants which drag on the ground.
- d. Jeans.
- e. Low-cut scrub shirts.
- f. Revealing undergarments.
- g. Canvas or cloth shoes, moccasins, crocks, slippers, or any other “trendy” shoes.
- h. Artificial nails are not accepted in the lab or clinical locations.
- i. **Jewelry: NO** bracelets, necklaces, pendants, or revealing body piercings.

III. **Procedures/Steps:**

At the discretion of the faculty or staff, an inappropriately dressed student will be asked to leave class. This will be counted toward the total absences permitted in the program. Continued violators of the dress code policy will be dealt with accordingly, including probation and progressive discipline.

Pregnancy Policy

I. **Policy Statement:**

To ensure that students are instructed properly about pregnancy, possible effects of radiation, and understand voluntary disclosure of pregnancy. If a student declares pregnancy in writing, the student is made aware of the options to choose her continuance or non-continuance in the program and the potential associated radiation effects to the embryo/fetus.

II. **Rationale:**

Students enrolled in health career education programs routinely come in contact with equipment, procedures and treatments in which ionizing radiation are utilized as part of their required training and education. A declared pregnant woman is one who has voluntarily elected to declare pregnancy. The declared pregnant student who is exposed to ionizing radiation must be informed of the significant potential health risks and options to continue or not continue in the program. Appropriate radiation safety practices help assure that radiation exposure to the student and fetus are kept as **As Low As Reasonably Achievable (ALARA)**.

III. **Procedures/Steps:**

1. All students are instructed of the level of exposures and possible effects of radiation.
2. If a student becomes pregnant while attending the program, it is the student's option to inform the faculty of her pregnancy.
3. If the student elects to inform the faculty, she must do so in writing to the program director/the Individual Responsible for Radiation Protection. Under no circumstances will the student be terminated or forced to take a leave of absence from the program unless the student chooses. The pregnant student will not be placed at an academic or clinical disadvantage due to pregnancy.
4. The Program Director/IRRP will discuss with student risks, review dose limit guidelines, cardinal principles of radiation protection, and ALARA principles. The IRRP will also inform the declared pregnant student of the effects of radiation exposure including information regarding somatic (body) and/or genetic (offspring) effects.
5. In addition, it is recommended that the student discuss this situation with her physician and seek his/her written advice.

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6. The declared pregnant student is required to read and sign a form indicating that they have been instructed on potential associated hazards and advised regarding habits such as wearing of aprons, distance, and radiation safety badges.
 7. Once the pregnancy has been declared, the student has five options:
 - Option A:** Continue in the Radiologic Technologist Program in the clinical component without any modifications. No substitute rotations will be provided. A fetal radiation monitor will be ordered immediately for the student to use throughout the duration of her pregnancy. This “baby” badge will be worn at the abdominal level and under any protective apparel for the duration of the pregnancy and distance will also be used to reduce fetal dose.
 - Option B:** Limited exposure to excessive levels of radiation is another option, which the student may choose to be removed from any assignments that utilize fluoroscopy or portable radiography rotations during the first trimester of pregnancy. If the student chooses this option and needs more exposure to these clinical areas to complete her training, her schedule may be changed to ensure the student receives the adequate exposure to these areas or is reassigned after the baby is born.
 - Option C:** Leave of absence and/or modifications of clinical assignments may be requested when the student is no longer able to function in a manner conducive to learning. A doctor’s excuse is required for this option. A written release from the physician must be given to the program director prior the student returning to the program. The student will return to active student status according to the conditions detailed in his/her approved leave of absence form.
 - Option D:** Withdraw from the program and re-enter at the time deemed appropriate for the program.
 - Option E:** The student may withdraw the declaration of pregnancy at any time by providing notification in writing the program director/IRRP.
- IV. In the absence of a voluntary, written disclosure, the student cannot be considered pregnant and will continue her clinical rotation without modification. Students who do not report their pregnancy in writing will be considered and treated as non-pregnant, regardless of physical appearance.
- ◆ **In any Withdrawal or Leave of Absence situation, re-admission to the Radiologic Technologist Program is subject program and/or clinical slot availability.**

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Radiation Safety Policy

I. Policy Statement:

To ensure that all students who work with ionizing radiation learn, make aware, and adhere to the cardinal principles of keeping radiation doses ALARA to their patients, their colleagues and themselves.

II. Rationale:

Radiation safety and somatic and genetic effects will be covered during the beginning of the program in the first radiography course, RAD 110 Fundamentals, Ethics and Law in the Radiologic Sciences class, and at the student's designated clinical site orientation. A continued emphasis on radiation safety and ALARA continues throughout the didactic and clinical education of each student. Adherence to good radiation safety practices and the cardinal principles are enforced at each affiliated clinical site through their radiation safety program. Radiation reports will be posted on a quarterly basis.

III. Key Elements of Good Radiation Safety Practice

- ◆ Time, Distance, and Shielding (Cardinal Principles) should be used at all times when working with radiation.
- ◆ Students should not practice holding image receptors or patients during radiographic procedures.
- ◆ Students must always wear a lead apron during fluoroscopic procedures or in the rare instance their assistance is required to hold a patient or image receptor.
- ◆ Students must always stay behind protective shielding or wear protective apparel (i.e., lead aprons, lead gloves, lead thyroid shields, lead goggles).
- ◆ Students must always take adequate time to properly position the patient to avoid retakes.
- ◆ Each student will be supplied with a radiation badge. Students **must** wear their personal radiation monitoring device during their clinical education and clinical laboratory assignments. Students are authorized to transport the radiation badge to and from the institution and recognized clinical education site. Radiation badges should be worn at the shoulder area; during fluoroscopic procedures the radiation badge should be worn under the lead apron.
- ◆ If a student loses his/her radiation badge, he or she must immediately submit a written request for a replacement badge.

IV. Procedure/Steps:

1. Students will first ask female patients if there is chance that she may be pregnant (if it applies, based on age).
2. The student will collimate to the smallest field of interest to reduce the amount of radiation.
3. The student will utilize gonadal shielding for all patients regardless of his or her age, unless it interferes with the anatomy of interest.
4. Records for each individual will include, at minimum, the whole body dose, lens of eye dose and extremity dose.
5. Records of the quarterly reports received by the contracted dosimetry lab will be maintained in the program director's office for three years.
6. If students are monitored at other places of employment, it is the responsibility of the student to provide a copy of the exposure record at least four times a year to the individual responsible for radiation protection.

V. Review of Personal Occupational Exposures:

- ◆ Radiation reports will be posted on the classroom bulletin board within 24 hours of their receipt. It is the student's responsibility to review the results.
- ◆ The Individual Responsible for Radiation Protection (IRRP) will review student radiation exposure results and investigate exposures that exceed ALARA Level I trigger levels.
- ◆ There will be an investigation of all known instances of deviation from good ALARA practices and, if possible, the IRRP, working with clinical representatives, will determine the cause. When the cause is known, the institution's and clinical site's IRRP will implement changes in the program to maintain doses ALARA.

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- ◆ An immediate investigation of exposures in excess of ALARA Level 2 exposures will be automatically requested. Corrective action will be conducted by the IRRP.
- ◆ In accordance with the IRRP radiation safety program and/or physicists, all student exposures exceeding the ALARA investigational levels will be reported to the clinical site's Radiation Safety Committee.
- ◆ Occupational dose limits for minors shall be 10% of the annual occupational dose limits specified for adult workers.

VI. Establishment of Investigational Levels:

The program has established investigational levels for occupational external radiation doses which, when exceeded, will initiate review or investigation by the institution's and clinical site's IRRP. All exposures in excess of the legal limits as stated in State Rule 3701:1-38-12 will be investigated immediately. The occupational exposure limits to ionizing radiation as established by the State of Ohio are:

Dose	Quarterly Limit	Annual Limit
Whole Body Dose	1.25 Rem	5 Rem
Lens of Eye Dose* *The lens of Eye Dose is assumed to be the reported shallow dose for film badge worn closest to the eye (collar badge).	3.75 Rem	15 Rem
Extremity Dose	12.5 Rem	50 Rem
Skin Dose	7.5 Rem	50 Rem

In an effort to maintain occupation doses "As Low As Reasonably Achievable", Fortis College-Columbus has established various levels of personal exposure corresponding to particular dose reduction action.

ALARA Levels	Quarterly Limit
ALARA Level I	Whole Body Dose 125 mrem
ALARA Level II	Whole Body Dose 375 mrem

Student Repeat Policy

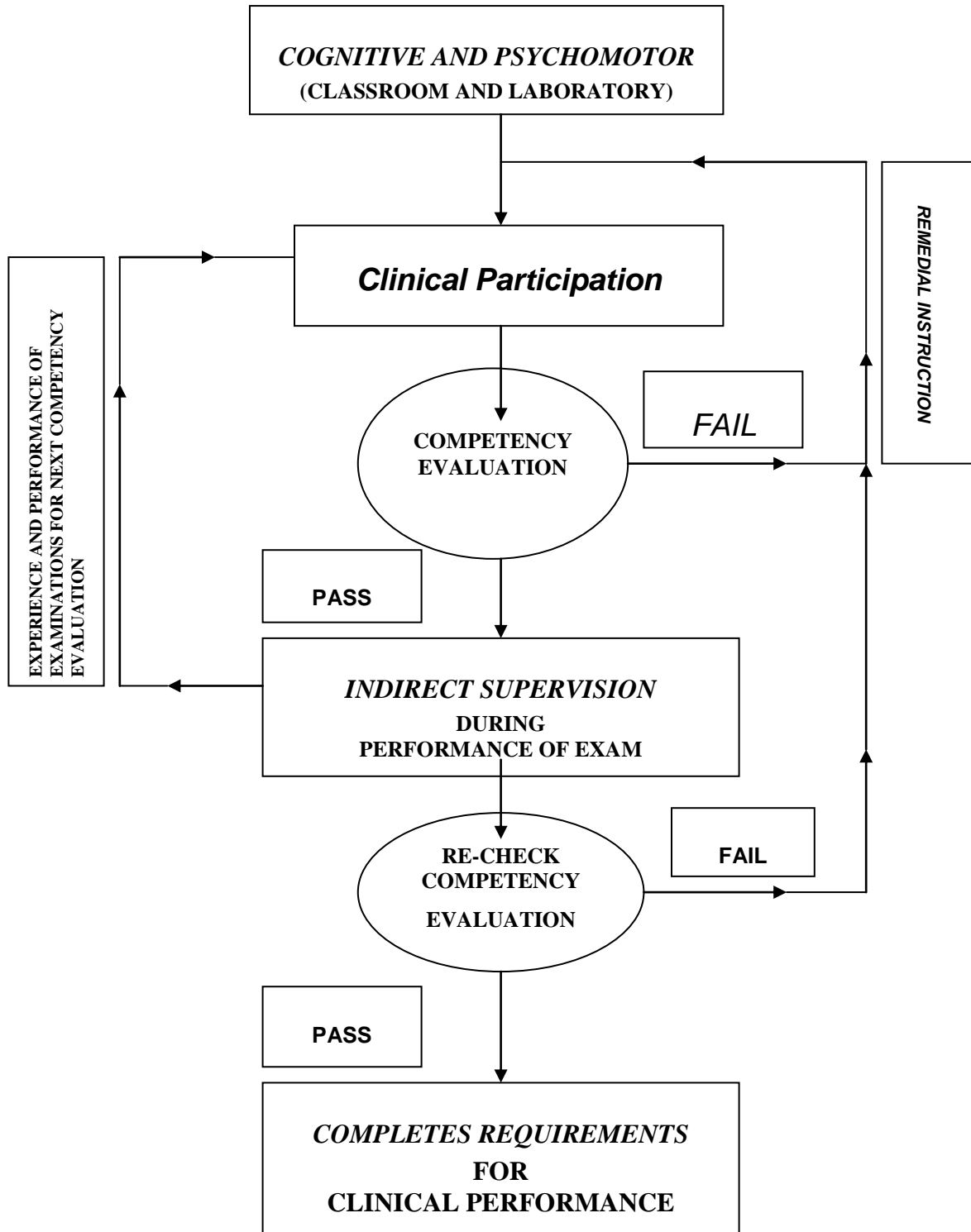
I. Policy Statement:

To describe the correct procedure when students have unsatisfactory images that need to be repeated. All images must be evaluated by a qualified practitioner to ensure diagnostic quality radiographs and patient safety.

II. Rationale:

◆ Repeating unsatisfactory radiographic images on patients in the clinical education centers must always be accomplished in the presence of a registered radiographer under **direct supervision**. If a repeat image is warranted, a qualified practitioner must be present to directly supervise the student.

FLOWCHART OF CLINICAL EDUCATION SYSTEM



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- ◆ All images must be evaluated for quality by a qualified practitioner before being submitted for interpretation.
- All student repeats are documented on the clinical education repeat log sheets.

III. Procedure/Steps:

The registered radiologic technologist must check to be sure the following areas are achieved and correct before the student takes the exposure:

- ◆ Room Readiness
- ◆ Communication
- ◆ Radiation Protection
- ◆ Positioning of Part, Image, and Central Ray
- ◆ Technical Factors
- ◆ Patient Care
- ◆ Equipment Manipulation

IV. Documentation:

- ◆ Repeats shall be recorded in the appropriate portion of the student's clinical education book.
- ◆ The imaging staff and clinical site's representative will verify that students have the proper documentation of their repeats.
- ◆ The program's clinical representative will ensure that students and registered radiologic technologist are following the proper procedures for repeating unsatisfactory radiographs.
- ◆ The program's clinical representative will review the documentation of repeats and include the information in the clinical performance and/or clinical competency evaluation grades.

V. Deviation from the Repeat Policy:

Failure to follow the repeat radiograph policy will result in following actions:

- ◆ **First Offense:** The student will receive consultation with written warning after the first offense for Clinical Education.
- ◆ **Second Offense:** The student will receive an automatic failure in Clinical Education resulting in immediate dismissal from the program.

Student Records

Student records are confidential. Student files are maintained according to standards set by regulatory bodies. This ensures the privacy of student records.

◆ The following records are kept in the Registrar's office:

- Admission Requirements
- Attendance Records
- BLS Verification
- Disciplinary Forms
- General Health Risk Memo of Understanding
- Handbook Acknowledgement
- Hepatitis B Immunization Declination Waiver
- Hospital Orientation Verification
- Latex Memo of Understanding/Latex Health Waiver
- Meningococcal Meningitis Immunization Declination Waiver
- Personal Health Insurance Policy Waiver
- Pregnancy Procedure Certification and Notification
- Transcripts

◆ The following records are kept in the Program Director's Office:

- Radiation Monitoring Records

◆ The following records are kept by the Clinical Coordinator:

- Clinical Competencies
- Clinical Education Repeat Log Sheets
- Weekly Clinical Performance Evaluations
- Clinical Progress Reports
- Clinical Objective/Checklist for rooms/areas

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- Specific Semester Clinical Objectives/checklist
- ◆ **The following records are kept by the Didactic Instructor:**
 - Student Didactic Folders

All records and files kept by the program officials will be sent to the registrar's office for final inclusion in the student's permanent file and archived accordingly after completion of the program. Files housed in the registrar's office are readily accessible to all faculty; there are certain policies and procedures for "checking out" files. Students must schedule a meeting to review their file with a faculty member.

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General Health Risk Memo of Understanding

Due to the requirements of their education programs, students who are enrolled in direct service professions that interact with the public are subject to a higher potential for endangerment to their own health. Similar risks in varying degrees are found all health care careers, including but not limited to, Nursing, Radiology, Surgical Technology, Dental Hygiene, Laboratory Technology, Phlebotomy, and Medicine. These risks include, but are not limited to:

- ◆ Exposure to blood borne or other infectious pathogens via body fluid splashes and needle sticks or other contact with infected materials (these include but are not limited to Hepatitis B, HIV/AIDS, MRSA, Meningitis, Influenza).
- ◆ Exposure to injury from ionizing radiation.
- ◆ Exposure to potential physical injury by clients/families with altered mental status or altered impulse control as a result of psychosocial crisis or altered health-state/illness.
- ◆ Exposure to potentially harmful chemical preparations, chemotherapeutic compounds and other agents used in health care settings.
- ◆ Exposure to injury from misuse or failure to use health care equipment appropriately.
- ◆ Exposure to potentially dangerous substances for individuals with allergies (i.e. latex allergy).

In addition, students should be aware that pregnancy could increase the potential for hazard to the student and developing baby.

Students are briefed during the admission process into the program and with ongoing instruction on policies and procedures, education, and professional skills development throughout the curriculum to minimize potential risks and precautions necessary if a student becomes exposed.

By my signature below I attest the following:

- ◆ -I understand the information in this general health risk memo of understanding, and have had the opportunity to ask questions and receive satisfactory explanations to my questions.
- ◆ -I accept the risks inherent in the education and preparation for the Radiology Technology.
- ◆ -I have received and signed the individual radiologic technologist program memos of understanding/waivers regarding Meningitis, Hepatitis, Ionizing Radiation, Latex Allergy and Pregnancy.
- ◆ -I recognize that by virtue of the clinical training I will be exposed to, I am at potential risk for injury or illness while in the clinical setting.

-I accept the consequences of those risks as a result of this decision and will not hold Fortis College-Columbus or any clinical agency responsible in the event of any injury or disease as a result of my presence at clinical field placements, and I will be solely responsible for any medical expenses incurred during my education at Fortis College-Columbus or any clinical agency where I may be assigned.

Print Student Name

Student's Signature

Date

Witness Signature

Date

Immunization and Health Risk Waivers

Hepatitis B Immunization Declination Waiver

I have been informed that as a Radiologic Technologist student, I am at higher risk for Hepatitis B while in the clinical setting and it is strongly recommended that I receive the Hepatitis B vaccination series.

1. I have been given a Hepatitis B Vaccine Fact Sheet which contains the information necessary to make an informed decision. I have read and understand the fact sheet, and had the opportunity to ask questions and receive satisfactory explanations regarding the fact sheet.
2. I accept the consequences of the risk of Hepatitis B as a result of this decision and will not hold Fortis College-Columbus or any clinical agency responsible in the event of any injury or disease as a result of my clinical courses and field placements.
3. Due to personal choice I decline obtaining the vaccination. I acknowledge by my signature below my declination to complete the Hepatitis B Vaccination Series.

Print Student Name

Student's Signature

Date

Witness Signature

Date

Meningococcal Meningitis Immunization Declination Waiver

I have been informed of the risks of Meningococcal Meningitis and Fortis College-Columbus has strongly recommended that I receive the vaccination.

1. I have been given a Meningococcal Meningitis Fact Sheet which contains the information necessary to make an informed decision. I have read, understand, and had the opportunity to ask questions and receive satisfactory explanations regarding the fact sheet.
2. I accept the consequences of the risk of Meningococcal Meningitis as a result of this decision and will not hold Fortis College-Columbus or any clinical agency responsible in the event of any injury or disease as a result of my clinical courses and field placements.
3. Due to personal choice I decline obtaining the vaccination. I acknowledge by my signature below my declination to complete the Meningococcal Vaccination

Print Student Name

Student's Signature

Date

Witness Signature

Date

Fortis College-Columbus Radiologic Technologist Program

Latex Memo of Understanding/Latex Health Risk Waiver

Students in health occupations program such as nursing will be exposed to and required to handle patient care equipment and devices that may contain latex as part of their education. Avoidance of latex in health care facilities used for clinical training of health occupation students is not possible. While non-latex gloves are available, they may not provide as effective a barrier to bacteria, viruses, or blood. For some selected patient care equipment there may or may not be latex alternatives available in clinical agencies and in on-campus labs. For other patient care equipment and devices that contain latex there are no non-latex substitutes.

Examples of other latex containing patient care equipment include, but are not limited to:

- ◆ Blood pressure cuffs, medication vials, and wound drains
- ◆ Stethoscopes, catheters, respirators, and goggles
- ◆ Oral and nasal airways, surgical masks, and electrode pads
- ◆ Endotracheal tubes, syringes, IV tubing, and tourniquets

Latex allergy is a serious medical problem. There is no treatment for latex allergy except complete avoidance of latex. Early diagnosis and latex avoidance are essential because continued exposure can lead to advanced allergic symptoms that disrupt careers, every day living, and create serious barriers to health care.

Allergic reactions to latex range from skin disease to asthma anaphylaxis that can result in chronic illness, disability, career loss, hardship, and death. Latex-sensitized persons should take the following precautions:

- a) avoid all contact with latex
- b) carry auto-injectable epinephrine
- c) wear a medical ID bracelet

The risk of progression from skin rash to more serious reactions is unknown. However, a skin rash may be the first sign that a person has become allergic to latex and that more serious reactions could occur with continuing exposure.

Therefore, an individual with a latex allergy who is considering enrolling in a Radiologic Technologist program is strongly advised to consider an alternative program where he or she will not be exposed to handling equipment containing latex as a routine part of his or her job.

I have read and understand the above information. I have had the opportunity to ask questions and have received satisfactory explanations regarding latex allergy. I agree to keep Fortis College-Columbus and affiliated clinical agencies free and harmless of all liability of any suits, claims, actions, or financial obligations of whatsoever kind or character as a result of my decision to enter the Radiologic Technologist program at Fortis College-Columbus.

Print Student Name	Student's Signature	Date
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Witness Signature	Date
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Fortis College-Columbus Radiologic Technologist Program

Personal Health Insurance Policy Waiver

I acknowledge by my signature below that I have been strongly advised by Fortis College-Columbus to have a personal health insurance policy in effect throughout my Radiologic Technologist program at Fortis College-Columbus. I understand that Fortis College-Columbus and any clinical agency where I may be assigned do not have insurance to cover any injury, illness, or health problem that may occur while I am at a clinical field placement or in class as part of my Radiologic Technologist program at Fortis College-Columbus.

I recognize that by virtue of clinical training, I will be exposed to infectious disease processes and other health care risks and I am at potential risk for injury or illness while in the clinical setting.

I accept the consequences of those risks and will not hold Fortis College-Columbus or any clinical agency responsible in the event of any injury or disease as a result of my presence at clinical field placements.

I agree to be responsible for any medical expenses incurred during my education at Fortis College-Columbus or any clinical agency where I may be assigned.

Print Student Name

Student's Signature

Date

Witness Signature

Date

Fortis College-Columbus Radiologic Technologist Program

Pregnancy Procedure Certification and Notification

I submit this notification of pregnancy to the program director of the Fortis College-Columbus Radiologic Technologist Program and the facility’s Individual Responsible for Radiation Protection (IRRP). I have read and understand the pregnancy policy.

I certify that the program officials at Fortis College-Columbus have adequately answered all my questions on possible health risks of radiation to myself and future generations and I fully understand the intent and purpose of the information.

I acknowledge and understand that there are certain risks involved while being a student at the Fortis College-Columbus Radiologic Technologist program. I also agree that in the event of accident, injury, abnormalities, or illness to myself or any future generations, I will not hold Fortis College-Columbus, any of the affiliated hospitals/outpatient imaging centers, or program officials liable at that time or at any time in the future.

I fully understand the possible risks to myself and my unborn child, and I elect to:

_____ **Option A:** Continue in the Radiologic Technologist Program in the clinical component without any modifications. No substitute rotations will be provided. A fetal radiation monitor will be ordered immediately for me to use throughout the duration of my pregnancy. This “baby” badge will be worn at the abdominal level and under any protective apparel for the duration of the pregnancy and distance will also be used to reduce fetal dose.

_____ **Option B:** Limited exposure to excessive levels of radiation. I may choose to be removed from any assignments that utilize fluoroscopy or portable radiography rotations during the first trimester of pregnancy. If I choose this option and need more exposure to these clinical areas to complete my training, my schedule may be changed to ensure that I receive the adequate exposure to these areas or am reassigned after the baby is born.

_____ **Option C:** Leave of absence and/or modifications of clinical assignments as I am no longer able to function in a manner conducive to learning. A doctor’s excuse is required for this option. A written release from the physician must be given to the program director prior to my returning back into the program. I will return at the time detailed in my approval for leave of absence. I will complete Leave of Absence paperwork with my program director in addition to completing this form.

_____ **Option D:** I choose not to continue my enrollment in the Radiologic Technologist program and will re-enter at the time deemed appropriate for the program.

_____ **Option E:** I withdraw the declaration of my pregnancy at this time.

_____ Print Student Name Student’s Signature Date

_____ Program Director’s Signature Date: _____

_____ Facility’s IRRP: Date: _____

Handbook Acknowledgement

I, _____ (student name) have read and reviewed the Radiologic Technologist student handbook and fully understand the contents. I agree to abide by the statements published herein. I understand that failure to meet any program expectations may result in disciplinary action.

Print Student Name

Student's Signature

Date

Witness Signature

Date

Fortis College-Columbus Radiologic Technologist Program

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