



# Radiography Program

## Student Success Manual

Revised: 2011

## Table of Contents

<b>Philosophy, Mission, and Program Goals .....</b>	<b>3</b>
<b>Accreditation Standards .....</b>	<b>3</b>
<b>Alcohol and Drug Use Policy .....</b>	<b>3</b>
<b>Appearance and Uniform Codes.....</b>	<b>3</b>
<b>Attendance Policy &amp; Grading.....</b>	<b>4</b>
<b>Breaks &amp; Vacations.....</b>	<b>5</b>
<b>Cell Phone Policy.....</b>	<b>6</b>
<b>Clinical Affiliate Relationship.....</b>	<b>6</b>
<b>Clinical Competency Responsibilities.....</b>	<b>6</b>
<b>Clinical Criteria Used for Competency Evaluation.....</b>	<b>7</b>
<b>Clinical Grading &amp; Grading Scale.....</b>	<b>7</b>
<b>Clinical Objectives and Schedule.....</b>	<b>7</b>
<b>Costs.....</b>	<b>10</b>
<b>Curriculum.....</b>	<b>11</b>
<b>Disabilities Statement.....</b>	<b>13</b>
<b>Dishonesty Statement &amp; Cheating Policy.....</b>	<b>13</b>
<b>Dismissal from the Program.....</b>	<b>13</b>
<b>Due Process.....</b>	<b>13</b>
<b>Graduation Requirements.....</b>	<b>14</b>
<b>HIPAA Policy.....</b>	<b>14</b>
<b>Injury &amp; Incident Forms.....</b>	<b>14</b>
<b>Laboratory Use Policy.....</b>	<b>15</b>
<b>Liability and Health Insurance.....</b>	<b>15</b>
<b>Pregnancy Policy.....</b>	<b>15</b>
<b>Radiation Safety Standards &amp; Monitoring.....</b>	<b>16</b>
<b>Readmission/Reapplication Policy.....</b>	<b>16</b>
<b>Scholarships.....</b>	<b>17</b>
<b>Student Records.....</b>	<b>17</b>
<b>Supervision policies – direct and indirect.....</b>	<b>17</b>
<b>Technical Abilities Standards &amp; Telephone Numbers.....</b>	<b>18</b>

## Philosophy, Mission, and Goals

These guidelines have been prepared to assist you in successfully completing the Radiologic Technology degree program offered at Parkland College. It is essential that you understand these policies and program standards.

The **mission** of the program is to graduate students with entry-level employment skills to perform quality radiographic examinations with minimal exposure to patients and personnel, including effective communication skills and respect for patients' dignity.

The fundamental **program goals** are listed below:

- Graduate individuals who are clinically competent.
- Graduate individuals with effective communication and problem-solving skills to attain high quality radiographic images and respectful patient care.
- Graduate individuals with professional skills that provide opportunities for employment and life-long learning enrichment.
- Graduate individuals who are members of the healthcare team that perform radiographic examinations appropriate of an entry-level technologist.

## Accreditation Standards

The Parkland College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). This accreditation ensures that the program adheres to standards of education that provides students with quality didactic and clinical education. To review the JRCERT Standards visit the website at [www.jrcert.org](http://www.jrcert.org). If a student suspects that the program is in non-compliance with any standard, please contact the program director to discuss the issue. Any complaint can be reported to the Health Professions Department Chair or by contacting the JRCERT directly. The issue will be resolved in a timely manner.

## Alcohol and Drug Use Policy

If you arrive at clinical under the influence of either drugs or alcohol you will be removed from the facility. If a second incident occurs, you will be dismissed from the program. Students can refer to the Parkland College Student Policies & Procedures Manual for more information regarding alcohol and drug use policies on campus. The manual also has resources listed for assistance on campus and in the community.

## Appearance and Uniform Codes

Students will be required to meet the appropriate appearance codes of the clinical facility they are attending. Please understand that patients are very susceptible to odors; therefore, ***no perfumes or colognes are allowed***. You are also encouraged to appear conservative in dress, without excessive jewelry or make-up, and long hair pulled back so

that it does not fall onto the patient while you are working with them. These are only common sense expectations.

***The uniform code is as follows:***

- a. Scrub tops in white, green, or blue - no prints or patterns are allowed.  
You will prefer two pockets at the waist if available for practicality.
- b. Uniforms should be loose fitting and conservative in cut.
- c. All students may wear white or navy scrub pants. No jeans.
- d. All students must wear white uniform shoes or all white athletic shoes. Good shoes are recommended due to extended amounts of time spent on your feet.
- e. Undergarments must be white when wearing white uniform pants.  
Undergarments must be worn.
- f. We highly recommend a watch.
- g. You will also need a pen and a pocket-sized notebook for each clinical site.
- h. You must also wear a Parkland College Health Professions patch on the left sleeve of your uniform top. These are available in the college bookstore.
- i. No artificial nails or nail jewelry allowed.
- j. Tattoos must be covered by clothing in clinical.
- k. Hair must be neat and clean and of natural colors.
- l. **In clinical**, no visible piercing other than ears and only one set.
- m. Good personal hygiene is a must. Violations – see hygiene policy.
- n. **Hygiene Policy**
  - Good personal hygiene is part of professional appearance and adherence to uniform codes.
  - Washing uniforms after each use will reduce the effects of body odor residing in clothes.

***\*\*\*\*Any violation in uniform codes and the student will be sent home, resulting in a personal day. This day may not be made up.***

## **Attendance Policy in Clinical**

In order to receive a passing grade in clinical, your attendance must be within 90% of the scheduled hours for that semester. If you have not attended at least 90% of the scheduled hours, you will not receive a passing grade of “C” or better for the course.

- Each student is allotted one (1) sick day per eight (8) weeks, so two (2) per fall semester, two (2) per spring semester and one (1) per full summer semester. Sick days may be made up with a doctor’s excuse and must be schedule with the Clinical Coordinator during the same semester the student was absent.  
NOTE: Missed clinical time must be made up in no less than four (4) hour increments, provided the time missed was a full day.
- Missed clinical or class/lab time due to inclement weather may be made up at the discretion of the Clinical Coordinator and Program Director.

If you are ill or will not be in clinical, it is the **student's** responsibility to call your clinical supervisor and inform him/her that you will not be in clinic that day. You must call within one-half hour of the start of clinical or it will be considered a **no call/no show**. If the Clinical Instructor is not available, please leave a message with the front desk personnel **and** also call the Clinical Coordinator. This will ensure that you will not lose valuable percentage points in your clinical grade.

- Dental appointments, physicals, and doctors appointments should not be scheduled during clinical rotations. Exceptions can be made, if necessary through the Program Director and Clinical Coordinator.
- Bereavement leave for the death of an immediate family member or grandparent (this includes spouse, brother, sister, parents, or grandparents) will be excused within reason. Each circumstance is unique and the faculty will make the decision approving absence and making up clinical and class time.

**Freshman** students are expected to attend clinical on Tuesday and Thursday from 8 a.m. to 4:30 p.m. during the fall semester and Tuesday, Thursday and Friday 8 a.m. to 3:30 p.m. during the spring semester.

**Sophomores** are expected to attend clinical Monday, Wednesday and Friday from 8 a.m. to 3:30 p.m. Lunch hours are ½ hour maximum at all clinical facilities. Lunch hours should not be skipped because you need your lunchtime like everyone else.

- *See course syllabi for attendance policy in class and lab.*

## **Attendance Grading**

The following items pertain to grading of clinical attendance and records maintenance and are deducted from your final grade point average of clinical evaluations.

- a. Any absence beyond the limit for that semester will result in a loss of **5%** from your final grade per incidence.
- b. A no call/no show is an automatic loss of **8%** from your final grade per incidence.
- c. If you are less than 30 minutes late for a clinical you have the option to make up that time at the end of the day or you will lose **3%** from your final grade per incidence. Only two such occurrences will be allowed per semester.
- d. Late film badges or records not maintained when checked will result in loss of **2%** from your final grade.
- e. Leaving clinic without permission or disappearing from clinical will result in a loss of **5%** from your final grade per incidence.
- f. Special rotations or rotations to other clinical sites other than your own must be completed in full and absence should not occur. Any absences will result in an automatic loss of **5%** from your final grade per incidence.
- g. Two percentage points will be added to your final clinical grade for perfect attendance and punctuality during the Fall and Spring semesters. One percentage point will be added to your final clinical grade for only one sick day taken and punctuality during the Fall and Spring semesters. During each Summer semester one additional point will be added to your final grade for perfect attendance and punctuality. **Students receiving a failing grade at**

**final will not receive any additional points for perfect attendance.**

h. An anecdotal record comment of exceptional performance can result in 1-2 additional percentage points being added to your final grade and notes of praise from patients on your performance will also be considered.

- *See course syllabi for attendance grading in class and lab.*

## **Breaks and Vacations**

Our program observes all breaks and vacations as published in the college catalog.

## **Cell Phone Policy**

Students are not allowed to carry a cell phone while in their clinical rotations. You may take your cell phone to clinical, but it must be kept with your personal belongings during your clinical rotations. You may use your cell phone on breaks and lunch. Taking a picture with your cell phone is strictly prohibited and a violation could lead to immediate program dismissal. See HIPAA policy for additional information.

## **Clinical Affiliate Relationships**

As a student learner, you are expected to cooperate with hospital/clinic personnel at all times. While in the facility, you must observe all regulations imposed by that facility regarding patient safety, welfare, and personal cleanliness and appearance. Remember that we are guests in the facility. If any problems arise about the performance of a task that seems unreasonable you are encouraged to report the incident to your Clinical Coordinator or Instructor and they will assist you in handling the matter. **Each clinical facility reserves the right to prevent a student from completing their clinical rotations at their facility, due to aggression, misconduct, HIPAA violations, behavioral issues, etc. This is at the clinical facility's discretion and out of our hands. Students dismissed from a clinical facility will thereby be dismissed from the radiology program and receive an "F" for the clinical course. Additionally, students will not be placed in any other clinical facility.**

## **Clinical Competency Responsibilities**

It is the student's responsibility to complete clinical competencies. This can be accomplished by:

- All students must have received didactic and lab instruction on all exams prior to attempting to comp.
- Once didactic and lab instruction has been completed, all students must document at least three practice exams before attempting to complete a competency.
- Contacting your Clinical Coordinator/Instructor or the technologist you are working with and indicating that you are ready to comp on an examination.

- If the individual testing you feels you are not ready to comp they may refuse to comp you on that examination.
- To complete a competency you must do everything yourself. That means technique selection, patient positioning, and everything needed to perform the examination independently.
- If during the examination the individual comping you feels you are not ready they can stop the testing and you will not be penalized.
- Your Clinical Coordinator/Instructor will enter all completed competencies in you clinical records on the competency menu.

### **Clinical Criteria Used for Competency Evaluation**

- Evaluation of requisition (correct patient, exam, mode of transportation)
- Physical Facility Readiness (clean room/table, emesis basins ready, appropriate cassettes, re-stock room)
- Patient and Technologist communication skills (assist patient, explain exam, reassure patient, follow proper isolation procedures)
- Complete patient history & patient preparation for exam
- Positioning skills (correct alignment of patient, film, angles, etc.)
- Equipment Manipulation
- Evidence of Radiation Protection (shielding, collimation, cones, proper technique selection, adjust technical factors for motion, pathology, etc.)
- Anatomical structures demonstrated on radiographs
- Appropriate technical factors selected
- Proper film identification

### **Clinical Grading & Grading Scale**

Clinical Evaluation for each semester is based upon clinical competency, clinical evaluations, and input from the Clinical Instructors, technologists and Clinical Coordinator. Starting with XRA 131, each student will receive a clinical grade based upon their clinical performance, which includes the number of competencies completed by midterm and at the end of each semester. In order to receive the highest marks for clinical competency, the student must have completed at least 14 competencies by midterm and 28 competencies at the end of each semester. If a student has more than 30 competencies at the end of the semester, competencies over 30 will carry over to the next semester. Any student with less than 15 competencies for the first two semesters will not pass the clinical course (XRA 131 & XRA 132). Students are not penalized for completing competencies early. Your Clinical Coordinator and Clinical Instructors will assign the grades.

#### **Grading Scale**

A= 93%+  
 B= 87%+  
 C= 75%+  
 F= <75%

The grading scale is higher than general education courses to help students in passing the national certification exam!

## Clinical Objectives and Schedule

Students shall be assigned to two facilities for the duration of the program. The clinical rotations are as follows: Carle-Gibson Area Hospital; Carle-Kirby Hospital; Provena-Covenant-Christie Clinic; Provena-Sarah Bush Lincoln Health Center; and Christie-Sarah Bush rotation. Only under extenuating circumstance will the program consider changing a student's facility rotation. If this course of action is taken it must be at the approval of both the program faculty and the facility to which the student is being transferred. The schedule below is a suggested guideline, which we follow to ensure that clinical learning objective and competencies are met.

### First Year Students

Job shadow	8 weeks(1/2 days T&Th)
Fluoroscopy	8 weeks
General Radiography	8 weeks
Portable Radiography	8 weeks
Operating Room	8 weeks
Weekend Day	4 days

### Second Year Students

Fluoroscopy	8 weeks
General Radiography	8 weeks
Portable and Operating Room Radiography	8 weeks
Evening Shift	3 weeks
Computerized Tomography	2 weeks
Special Rotations	3 weeks

Special Rotations include:

- Radiation Therapy, Ultrasound, Nuclear Medicine, Special Procedures, Cath Lab, MRI and/or other areas as approved.

## First Year Students – Learning Objectives

### Summer Semester – Job Shadow

- Observe the general function of the radiology department through mandatory job shadowing.
- Students are required to attend all mandatory hospital/clinic orientations and sign and/or submit the necessary forms prior to the first day of job shadowing.
- The job shadow course will be begin in June (full summer semester) and continue for eight weeks.
- This is a pass/fail course and attendance is mandatory.
- If more than two days of job shadowing clinical time is missed and not made up, the student will be dismissed from the program.
- A Job Shadowing Checklist and evaluation will be completed on each student at the end of the course.

## Fall & Spring Semester

- Assist and perform routine radiographic examinations of the chest, abdomen, extremities, and spine according to the student's ability.
- Assist with fluoroscopic exams, IVP exams, and portable radiography examinations according to the student's ability.
- Assist and perform surgical procedures according to the student's ability.
- Facilitate the general function of the radiology department, including stat readings and assist in patient reception/scheduling.
- Demonstrate effective communication skills in all areas of patient care.
- Demonstrate knowledge in digital imaging procedures.
- Demonstrate knowledge and proficiency in patient transfers and transportation.
- Demonstrate knowledge and proficiency in O2 and IV handling.
- Demonstrate patient respect for privacy and confidentiality.
- Demonstrate knowledge in HIPAA, OSHA, and clinical facility safety guidelines.
- Perform at a minimum of 15 clinical competency exams in order to pass the semester.

## **Second Year Students – Learning Objectives**

The degree of independence will progress on an upward scale throughout this academic portion of the program until the student can function with minimal assistance. The learning objectives are as follows:

- Perform routine radiographic examinations of the chest, abdomen, extremities, and spine with little or no assistance.
- Perform fluoroscopic exams, IVP exams, and portable radiography exams with little or no assistance.
- Perform surgical procedures with little or no assistance.
- Facilitate the general function of the radiology department, including stat readings and patient reception/scheduling.
- Demonstrate effective communication skills in all areas of patient care.
- Demonstrate knowledge and proficiency in digital imaging procedures.
- Demonstrate knowledge and proficiency in patient transfers and transportation.
- Demonstrate knowledge and proficiency in O2 and IV handling.
- Demonstrate patient respect for privacy and confidentiality.
- Demonstrate knowledge in HIPAA, OSHA, and clinical facility safety guidelines.
- All mandatory competencies and 15 electives comps, plus general patient care items, must be completed prior to graduation.

## Program Costs

### Tuition:

In- district	\$102.00/credit hour
Out-of-district	\$261.00/credit hour
Out-of-state	\$403.00/credit hour

### First Year Students

Tuition 33 Credit Hours	\$3,366.00
All Course Fees	\$ 238.00
Rad Tech Textbooks	\$ 587.00
Uniforms	\$ 200.00
Total	\$4,391.00
Grand Total	\$8,766.00

### Second Year Students

Tuition 36 Cr/Hrs	\$3,672.00
All Course Fees	\$ 288.00
Rad Tech Textbooks	\$ 215.00
Uniforms	\$ 200.00
Total	\$4,375.00

Pre-admission application fee:	\$20.00
Graduation fee:	\$10.00
ARRT certification fee (post graduation)	\$200.00
IEMA state licensure fee (post graduation)	\$120.00

# Radiologic Technology

*Health Career Admissions*  
*Program Code: GXRA AAS*

## **Associate in Applied Science (A.A.S.)**

Minimum graduation requirement — 68 semester hours

The Radiologic Technology Program prepares students to take the national examination for the American Registry of Radiologic Technologists (ARRT). The radiographer performs diagnostic work using an X-ray machine to take radiographs of the internal parts of the patient's body.

### **Program Notes**

- This is a selective admissions program — you must be admitted into the program before taking XRA courses. Completion of MAT 095 with C or higher or assessment into MAT 098 within the past 2 years is required for admission to the program. See a counselor/advisor or the health professions recruiter to advise you through the application process. Assessment into ENG 101 and college level reading (83 or above on COMPASS) is required for admission to the program.
- Credit/no-credit options are not available for XRA and BIO courses. Students are required to keep a current healthcare provider CPR card, 2.0 minimum GPA, a C or higher in all XRA, BIO, and PHY courses, and a passing clinical grade in all XRA courses.
- BIO courses must be completed within 5 years prior to admission or taken during specified semester in the program. Students transferring in BIO 121 and BIO 122 credit that does not include a cadaver lab must take BIO 162 and BIO 163.
- BIO 226 must be taken during the last semester of the program.
- Students will be required to complete a background check prior to full admission into the program.
- A scoring rubric will be applied for students who have completed BIO 121, BIO 122, and/or PHY 112 with a C or higher. This rubric will positively impact admissions into the program.

### **Suggested Full-time Sequence**

#### *SUMMER 1st Semester*

HCS 119

#### *FALL 2nd Semester*

XRA 111  
XRA 114  
XRA 131  
BIO 121  
HCS 216

#### *SPRING 3rd Semester*

XRA 112  
XRA 132  
BIO 122  
PHY 112  
ENG 101

#### *SUMMER 4th Semester*

XRA 231  
Soc/Beh Sci or Hum/FA elec

#### *FALL 5th Semester*

XRA 213  
XRA 214  
XRA 232  
ENG 102  
CIS 101

#### *Spring 6th Semester*

XRA 215  
XRA 216  
XRA 217  
XRA 233  
BIO 226  
Soc/Beh Sci or Hum/FA elec

## Requirements

## Credit Hours

### Required Program Courses (39 hours)

XRA 111 Radiologic Technology I	3
XRA 112 Radiologic Technology II	3
XRA 114 Basic Clinical Skills	3
XRA 131 Clinical I	3
XRA 132 Clinical II	4
XRA 213 Radiographer's Physics	3
XRA 214 Advanced Radiologic Technology I	3
XRA 215 Advanced Radiologic Technology II	2
XRA 216 Advanced Radiologic Technology III	3
XRA 217 Advanced Clinical Skills	1
XRA 231 Clinical III	2
XRA 232 Clinical IV	4
XRA 233 Clinical V	4

### Other Required Courses (14 hours)

BIO 121 Anatomy and Physiology I	4
BIO 122 Anatomy and Physiology II	4
BIO 226 Human Cross-Sectional Anatomy	1
CIS 101 Introduction to Computers	3
HCS 119 Job Shadowing	2
HCS 216 Career Program Medical Terminology	1

### Required General Education Core Courses (15-17 hours)

ENG 101 Composition I	3
ENG 102 Composition II	3
PHY 112 Applied Physics: Heat and Electricity	3
Social/Behavioral Sciences or Humanities/Fine Arts electives PSY 101 or SOC 101 is recommended.	<u>6-8</u>

*Total Semester Credit Hours* *68-70*

## **Disabilities Statement**

If you believe you have a disability for which you may need an academic accommodation (e.g. an alternate environment, use of assistive technology or other classroom assistance) please contact: Cathy Robinson, Coordinator, Office of Disability Services; X 148; 352-2082; [crobinson@parkland.edu](mailto:crobinson@parkland.edu).

## **Dishonesty Statement & Cheating Policy**

Dishonest behavior in the form of cheating and/or falsifying timesheets will result in immediate dismissal from the program.

***Parkland's Statement of Academic Honesty:*** Parkland College believes that the basis for personal and academic development is honesty. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. Dishonest is unacceptable. Cheating, fabrication, and plagiarism are unacceptable at Parkland College.

***Parkland's Core Values:*** Honesty & Integrity, Fairness & Just Treatment, Responsibility, Multiculturalism, Education, and Public Trust.

## **Dismissal from the Program**

A failing grade in any XRA Radiology courses, BIO 121, BIO122, PHY 112, BIO 226 or any other course that is a prerequisite to the following semester will result in an automatic dismissal from the program. Failure is any grade below a "C" for that course.

Other circumstances such as alcohol/drug abuse, or behavioral problems will result in dismissal from the program, if deemed serious. The student will receive a letter confirming their dismissal from the program and stating the reason for expulsion. ***See readmission policy for reinstatement and/or reapplication to the program.***

## **Due Process**

Students always have the right to be heard and to appeal decisions made by the program director and/or faculty.

- If an issue arises in class, you must speak to the course instructor first.
- If an issue arises in clinical, contact the clinical coordinator.
- If the issue is unresolved, then the program director will meet with the student and the instructor or clinical coordinator.
- If the student is still not satisfied and the issue is unresolved, the student may set up an appointment with the department chair of Health Professions.
- If the issue remains unresolved, an HP Review Committee may offer advice or possible solutions to resolve the grievance – ***(optional step in process)***
- If the issue remains unresolved, the student may file a grievance according to college policy located in the Student Handbook.

## **Graduation Requirements**

Once you have completed your fall semester of sophomore coursework, you can petition to graduate by completing a form in person (\$10 fee) at the office of Admissions and Records. Late in the fall semester is preferred, however, the form is due no later than midterm of the spring semester if you wish to graduate at the end of the semester.

Once you have been screened, you will receive a letter from the Admissions and Records department stating all coursework that needs to be completed, plus any additional items required to graduate.

This letter must be presented to the Program Director for review. Information pertaining to state licensure and national ARRT certification will be provided at this time. It is the responsibility of the Program Director to verify graduation for ARRT certification and state licensure and this letter is the only means of properly verifying your completion of the program. If you do not meet the requirements to graduate you will not be allowed to apply for the above stated licenses or ARRT certification.

## **HIPAA Policy**

The Radiologic Technology Program will implement and adhere to the HIPAA Act of 1996. All students enrolled in clinical rotations will receive HIPAA education and training. It is the practice and philosophy of the Health Professions programs to protect the interest of patients and to fulfill the legal obligations mandated under HIPAA. Each Health Professions student is responsible to understand and follow Parkland's HIPAA policies and procedures.

### ***HIPAA Violation Procedures:***

- Any student providing patient information to the media will be dismissed immediately.
- In an incident appears accidental (like leaving a chart open), the student will receive a written warning.
- If a willful violation occurs, such as looking up information on a patient without good reason or taking pictures with a cell phone, the student will be immediately dismissed from the program.
- Students dismissed from a clinical facility for HIPAA violations will be dismissed from the radiology program and receive an "F" for the clinical course. Students will not be placed in another clinical facility.

## **Injury & Incident Forms**

If a student is injured while at clinical, an incident form should be filled out detailing the incident. If the student has been exposed to blood or body fluid, then proceed to the emergency room or occupational health department for appropriate testing. Universal precautions are to be followed at all times. If the incident occurred while following hospital policy and procedures, then the student will be treated usually without additional

costs. If the student did not follow universal precautions, then the student may be held financially accountable for the treatment and tests.

If a student faints while at clinical, an incident form should be filled out detailing the incident. Any injury incurred will be the student's financial responsibility; therefore, ***personal health insurance is highly recommended***. The medical facility will not be held financially responsible for any injuries incurred on their premises.

## **Laboratory Operation Policy**

Parkland College maintains a fully energized x-ray laboratory and darkroom. The laboratory is kept locked at all times and is used only during scheduled classes and under the direct supervision of a Radiology program faculty member.

Under no circumstances are exposures to be made on anything other than phantoms or test equipment.

## **Liability and Health Insurance**

Students purchase liability insurance once a year through course fees in XRA 114 and XRA 231. Therefore, students are covered by liability insurance when functioning as a student learner in all healthcare facilities, while acting as a program student.

***Personal Health Insurance is recommended for all students and information on this insurance can be obtained from the Business Office, A108.***

## **Pregnancy Policy**

Pregnancy should not deter completion of the program. Notification of pregnancy is voluntary; however, the first three months of pregnancy is the most important time to protect you and your fetus. If you choose to inform the college of your pregnancy it must be in writing to your Program Director. In the absence of this voluntary written disclosure you will not be considered pregnant.

Once written notification of your pregnancy is received, an appointment with the college Radiation Safety Officer, Kim Mills, will be required. A fetal badge will be ordered and the radiation safety guidelines for pregnancy will be reviewed. You will be given a pregnancy release form to sign and a copy of this form will be provided to you and all parties involved. All questions concerning radiation safety and monitoring while pregnant shall be addressed and certain rotations may be limited to students in their first trimester of pregnancy; however, pregnant students have the right to complete the program without any modification, if they so choose.

## **Radiation Safety Standards & Monitoring**

All students are required to wear radiation monitoring devices at all times while in the clinical education facilities (hospitals and/or clinics). The radiation monitoring devices will be purchased by Parkland College and changed bi-monthly by the Program Director or Clinical Coordinator. In the event a student receives a high badge reading, Landauer will notify the Program Director, who will in turn notify the student. An investigation of the incident will be conducted and the student will not be allowed to perform any radiographic procedures until the situation has been resolved. Landauer radiation reports will be available for review in a 3-ring binder located in the L 154 x-ray room.

## **Readmission and/or Reapplication Policy**

- Students who fail any XRA course, which includes lecture, lab and/or clinical will be automatically dismissed from the program. Readmission and/or reapplication to the program will not be permitted.
- Students who voluntary withdraw from any XRA courses will be automatically dismissed from the program. Readmission may be allowed if the student withdraws in good standing, both academically and professionally/ethically speaking **and** pending seat availability.
- Students who withdraw from the program due to impending failure in any XRA course will not be readmitted.
- Students who fail or withdraw from BIO 121, BIO 122, BIO 226, and/or PHY 112 will be automatically dismissed from the program. Readmission into the program the following year may be permitted **if** the student is maintaining a “C” grade or higher in all XRA courses **and** pending seat availability.
- Students who fail BIO 121, BIO 122, or PHY 112 will need to pass that course **prior** to readmission into the program.
- Readmitted students will need to repeat the previous semester of didactic and clinical courses at their additional expense. For example, if a student fails BIO 121, then XRA 114, 111, 131, and BIO 121 will all need to be repeated.
- Readmitted students will not be guaranteed their choice of clinical facilities for clinical rotations.
- Students who are removed from a clinical facility or not allowed to return to a clinical facility will be automatically dismissed from the program and receive an “F” for that clinical course. Students will not be permitted to “transfer” to another clinical facility.
- Students will be denied readmission if the cause for withdrawal or failure was due to safety concerns of any nature, breach of HIPAA/patient confidentiality, behavioral issues, and/or code of ethics violations.
- Readmission is at the discretion of the program director and clinical coordinator.

## Scholarships

A full list of scholarships can be found in the college catalog or on the website. Always check with Financial Aid for application criterion and qualifiers associated with each scholarship.

## Student Records

Clinical records and any program records are maintained through the Program Director's office. These are kept confidential; however, you may view these records at any time by appointment. Evaluations are kept on file for approximately five (5) years and then destroyed; however, grade books are kept as permanent records either in the office of the Program Director or college archives.

## Supervision Policies – Direct and Indirect

In accordance with the Joint Review Committee on Education in Radiologic Technology standards for accreditation of educational programs in Radiologic Sciences, the policy for direct and indirect supervision of students and the policy for film repeats are as follows:

### I. Direct Supervision

Direct supervision exists when a technologist is working with a student in the radiography room or is observing the student performing an examination from the control panel area. A qualified radiographer reviews the procedure, evaluates the condition of the patient, and is present during the performance of the radiographic procedure, and reviews and approves the procedure in relationship to the films, student knowledge and achievement. If a poor quality film is produced and subsequent films are needed, a technologist **must accompany** the student to perform the necessary **“repeated”** views.

#### Direct supervision is utilized whenever:

- the student has not yet successfully passed competency testing on that particular examination.
- **the student is repeating the examination.**

### II. Indirect Supervision

Indirect supervision exists when a staff technologist is in the general vicinity of the room where the student is performing an examination. Students may perform examinations under indirect supervision **only** after successfully completing clinical competency testing on that particular examination. Again, if a film needs to be repeated, direct supervision is required.

Problems regarding direct and indirect supervision have occurred in the past with operating room, emergency room, and portable radiography. Students can be indirectly supervised if a technologist is in the vicinity of the room and is readily available to assist the student if needed. The previous paragraph is quite clear on this requirement and

under no circumstance should a student be sent to do a portable examination unsupervised, the operating room unsupervised, or sent to any area outside the department without a technologist.

## **Technical Ability Standards**

All students should receive the technical ability standards when they apply for the program. If you have any concerns that you do not meet these standards, please call June Burch, Wellness Coordinator at 373-3879 or Kim Mills, Program Director at 351-2436 or [kmills@parkland.edu](mailto:kmills@parkland.edu). These standards are in place to facilitate in successful completion of the program.

## **Telephone Numbers**

### **Parkland College**

Kim Mills, Program Director  
351-2436 (office) and 493-0673 (cell)  
[kmills@parkland.edu](mailto:kmills@parkland.edu).

Cindy Doyle, Clinical Coordinator  
351-2133 (office) or 369-7474  
[cdoyle@parkland.edu](mailto:cdoyle@parkland.edu)

Bobbi Scholze, Department Chair  
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Ellen Saveley, HP Secretary, 351-2224

June Burch, Wellness Coordinator  
373-3879; [jburch@parkland.edu](mailto:jburch@parkland.edu)

HP Department fax 217-373-3830

### **Christie Clinic**

Dana Spencer 366-1285

### **Kirby Hospital**

Sue Braun 762-6223

### **Sarah Bush Lincoln**

Mike Macklin 258-2141

### **Gibson Area Hospital**

Andy Swartzentruber  
784-2682

### **Provena Covenant**

Robin Vail 337-2331

Tracy Gebhardt 337-2331

### **Carle Clinic**

Nancy McEntire 383-4130  
Lucinda Goble 383-3550  
Tammy Fitzwater 383-3550