



Radiography Program

Student Success Manual

Revised: 2014

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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 and learning outcomes** are listed below:

- Graduate individuals who are clinically competent.
 - By the end of the 2nd year, Rad Tech students will have mastered entry level skills in positioning, technique selection and radiation protection.

- Graduate individuals with effective communication and problem-solving skills to attain high quality radiographic images and respectful patient care.
 - By the end of the 2nd year, Rad Tech students will utilize effective communication skills with patients and staff.
 - By the end of the 2nd year, Rad Tech students will have developed critical thinking skills to obtain high quality radiographic images.

- Graduate individuals with professional skills that provide opportunities for employment and life-long learning enrichment.
 - Students will participate in activities that promote professional growth and life-long learning.

- Graduate individuals who are members of the healthcare team that perform radiographic examinations appropriate of an entry-level technologist.
 - Radiologic Technology graduates will be clinically competent, use effective communication skills and critical thinking to attain high quality radiographic images and respectful patient care.

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. 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 and 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 uniform shoes or 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. Smoking is not allowed on clinical grounds – students who smell of smoke will be sent home.
- n. Good personal hygiene is a must. Violations – see hygiene policy.
- o. **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) personal day per eight (8) weeks, so two (2) per fall semester, two (2) per spring semester and one (1) per full summer semester. Up to (3) additional sick days may be made up with a doctor’s excuse and must be scheduled with the Clinical Coordinator during the same semester the student was absent.
- ***If more than five (5) clinical days are missed during a semester, the student will be dismissed from the program.*** The only exception is medical/surgical emergency (i.e. emergency appendectomy, cholecystectomy, abscess tooth). Any extended medical condition may result in a withdrawal from the program. If the student is in good standing, they will be readmitted the following year.
- 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/or 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/or 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.

First Year 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.

Second Year Students 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. If a student is late more than two (2) times a semester, then **5%** will be deducted per occurrence 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 (2) percentage points will be added to your final clinical grade for perfect attendance and punctuality during the Fall and Spring semesters. One (1) percentage point will be added to your final clinical grade for only one personal day taken 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.

A student may earn an F and not a W if the student has been involved in illegal, unethical or grossly unsafe practices at clinical. Additionally, a clinical student may earn an F and not a W when the student has not successfully met the specified requirements of a remediation plan or demonstrates such behaviors during the last semester with no prior issues. **If a student fails any clinical course for reasons stated above, the student will not be eligible for admission to any Parkland health career program.**

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 your clinical records on the competency menu.

Clinical Criteria Used for Competency Evaluation

- Evaluation of exam order (correct patient, exam, mode of transportation)
- Verify patient identifiers – name, DOB and exam
- 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 routine and centering landmarks)
- Equipment Manipulation (correct alignment of patient, tube/IR, angles, etc.)
- Evidence of Radiation Protection (shielding, collimation, cones, proper technique selection, adjust technical factors for motion, pathology, etc.)
- Anatomical structures demonstrated on images
- Appropriate technical factors selected

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 15 competencies by midterm and 30 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 fall semester will not pass the clinical course (XRA 131). Any student with less than 30 competencies for the first spring semester will not pass the clinical course (XRA 132).** Students are not penalized for completing competencies early. Your Clinical Coordinator and Clinical Instructors will assign the grades. **If a student receives a failing grade for the last 8 weeks of any semester, the student will fail the course and be dismissed from the program.**

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 Hours

There is a total of 1,712 program clinical hours measured in clock hours.

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-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 (2) days of job shadowing clinical time are 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 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 fall semester and 30 clinical competency exams to pass the spring 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 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.

RADIOLOGIC TECHNOLOGY SCHEDULE & PROGRAM COSTS

Revised 2014

SUMMER SEMESTER – 1ST YEAR

COSTS: \$405.00 – 2 Credits (tuition & fees, including background & drug screen)

\$100.00 – Uniforms

Monday	Tuesday	Wednesday	Thursday	Friday
	8:00 – noon HCS-119 Job Shadow		8:00 – noon HCS-119 Job Shadow	

FALL SEMESTER – 1ST YEAR

COST: \$1,645.00 – 14 Credits tuition

\$ 269.00 – Course fees

\$100.00 - Uniforms

\$425.00 – Radiology Textbooks

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 1:45 XRA-114 Basic Clinical Skills	8:00 – 4:30 XRA-131 Clinical Site	10:00 – 11:50 XRA-111 Image Positioning	8:00 – 4:30 XRA-131 Clinical Site	9:00 – 11:50 Lab Or 12:00 – 2:50 Lab
3:00 – 5:50 BIO-121 A&P Lecture & lab		3:00 – 5:50 BIO-121 A&P Lecture & lab		
HCS-216 Medical Terminology - ONLINE				

SPRING SEMESTER – 1ST YEAR

COST: \$1,997.50 – 17 Credits tuition

\$ 106.00 – Course fees

\$100.00 - Uniforms

\$175.00 – Radiology Textbooks

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:50 PHY-112 Lecture	8:00 – 3:30 XRA-132 Clinical Site	10:00 – 11:50 XRA-111 Image Positioning	8:00 – 3:30 XRA-132 Clinical Site	8:00 – 3:30 XRA-132 Clinical Site
10:00 – 11:50 XRA-112 Lecture		9:00 – 11:50 Lab Or 12:00 – 2:50 Lab		
3:00 – 5:50 BIO-122 A&P Lecture & lab	3:00 – 4:50 PHY-112 Lab	3:00 – 5:50 BIO-122 A&P Lecture & lab		
ENG-101				

SUMMER SEMESTER – 2ND YEAR

COST: \$705.00 – 6 Credits tuition

\$ 40.00 – Course fees

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 3:30 XRA-231 Clinical Site		8:00 – 3:30 XRA-231 Clinical Site		8:00 – 3:30 XRA-231 Clinical Site
Social/Behavioral Science or Humanities/Fine Arts elective				

FALL SEMESTER – 2nd YEAR

COST: \$1,880.00 – 1 Credits tuition
\$ 124.00 – Course fees

\$175.00 - Radiology Textbooks

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 3:30 XRA-232 Clinical Site	9:00 – 10:15 XRA-213 1 st 8 wk XCT-210 2 nd 8 wk	8:00 – 3:30 XRA-232 Clinical Site	9:00 – 10:15 XRA-213 1 st 8 wk XCT-210 2 nd 8 wk	8:00 – 3:30 XRA-232 Clinical Site
	Lecture online 10:30 – 12:30 XRA-214 Lab		Lecture online 10:30 – 12:30 XRA-214 Lab	
ENG-102				

SPRING SEMESTER – 2nd YEAR

COST: \$1,880.00 – 1 Credits tuition
\$ 124.00 – Course fees
\$ 10.00 – Graduation fee

\$150.00 – Radiology Textbooks
\$200.00 – ARRT Exam fee
\$120.00 – IEMA License fee

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 3:30 XRA-233 Clinical Site	10:00 – 11:15 XRA-216 Lecture/hybrid	8:00 – 3:30 XRA-233 Clinical Site		8:00 – 3:30 XRA-233 Clinical Site
	12:00 – 2:50 XRA-217 Lab		12:00 – 2:50 XRA-217 Lab	
XCT-212 Sectional Pathology Online 1 st 8 weeks & XCT-214 Patient Care Online 2 nd 8 weeks				
Social/Behavioral Science or Humanities/Fine Arts elective				

Tuition:

In- district \$117.50/credit hour
Out-of-district \$293.50/credit hour
Out-of-state \$443.50/credit hour

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: Office of Disability Services; X-148: 352-2083.

Dishonesty Statement & Cheating Policy

Dishonest behavior in the form of cheating, forgery, falsifying timesheets or falsifying competencies 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. Dishonesty, 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 course, BIO 121, BIO 122, PHY 112 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 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 second-year 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.
- If 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, higher than 500 mrem life-time to date dose, the Program Director will 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.
- Radiation reports will be available in a 3-ring binder located in the L 154 x-ray room and reviewed with the student each semester during the final clinical evaluation.
- Students should avoid holding patients and/or the IR whenever possible and only in extreme situations when no other option is available.

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 and may receive an F for the course.
- 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 or asked to leave 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 image 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 images, student knowledge and achievement. If a poor quality image is produced and subsequent images 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.
- All first year, fall semester students should be under direct supervision regardless of competency.
- Any student violation of this policy will receive a written warning for the first offense. A second offense is grounds for immediate program dismissal.
- **the student is repeating the examination.**

II. Indirect Supervision

Indirect supervision exists when a 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 an image needs to be repeated, direct supervision is required.

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.

III. Repeat Procedure and Violation

Any image that requires a repeat exposure **must be completed under the direct supervision of a registered technologist**. Any student violation of this policy will receive a written warning for the first offense. A second offense is grounds for immediate program dismissal.

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. These standards are in place to facilitate in successful completion of the program.

Telephone Numbers

Kim Mills, Program Director	351-2436	kmills@parkland.edu
Cindy Doyle, Clinical Coordinator	351-2133	cdoyle@parkland.edu
Bobbi Scholze, Department Chair	351-2383	bscholze@parkland.edu
June Burch, Wellness Coordinator	373-3879	jburch@parkland.edu
HP Department fax	217-373-3830	
Nancy McEntire, Carle Clinical Inst.	383-4130	nancy.mcentire@carle.com
Tammy Cox, Carle Clinical Inst.	383-3550	tammy.cox@carle.com
Angela Rosa, Clinical Inst.	366-1285	arosa@christieclinic.com

Tracy Young, Clinical Inst.	762-6223	tyoung@kirbyhealth.org
Mike Macklin, Clinical Inst.	258-2141	mmacklin@sblhs.org
Andy Swartzentruber, Clinical Inst.	784-2682	andrews@gibsonhospital.org
Robin Vail, Clinical Inst.	337-2331	robin.vail@presencehealth.org
Tracy Gebhardt, Clinical Inst.	337-2331	tracy.gebhardt@presencehealth.org

TOEFL Policy

Spoken and written language skills are critical to student success in clinical courses. Accurate communication between the student and patients and families, care providers, physicians, all hospital employees, and faculty is essential to effective patient care, and patient safety. It is always with the care and safety of the patient in mind that the following procedures have been developed:

- Once admitted to a Health Professions program, if oral or written communication jeopardizes patient safety, regardless of the TOEFL score, the student will be asked to withdraw from the program, with a recommendation to take coursework to first improve their English skills.
- Students will be required to retake the TOEFL Assessment prior to readmission to the program.
- Because English language skills develop with practice over time, TOEFL scores will only be accepted six months apart, and after the student's performance plan is implemented. Any scores more frequent will not be accepted.