

***COLLEGE OF COASTAL  
GEORGIA***

***RADIOLOGIC SCIENCE  
PROGRAM***



***STUDENT CLINICAL  
HANDBOOK***

## 1. INTRODUCTION

Students enrolled in College of Coastal Georgia Radiologic Science Program will be responsible for observing College rules and regulations as stated in the current College Catalog and Student handbook in addition to those applicable to their Clinical Affiliation assignments. Clinical facilities, while separately located are considered an integral part of the college campus for student clinical assignments.

The rules and regulations stated in this handbook represent a contractual agreement between College of Coastal Georgia and the Radiologic Science student for the entire length of the program. Failure to comply with the rules and regulations in this handbook will affect student evaluations and could result in dismissal from the program.

The philosophy of education practiced within the Radiologic Science Program is that of the experimentalist. This philosophy states that we learn best those concepts that we can experience. Therefore, throughout the curriculum of the program, clinical experience is correlated with didactic learning in an organized fashion. Students will be involved in all phases of daily operations of a medical radiology department. Each student will be creating medical images on hundreds of patients during the extent of the program. This practice is designed to allow the full development of cognitive, affective, and psychomotor learning in the art and science of medical radiographic production.

**ADA Self Disclosure: Services for students with disabilities are available through the Office of Student Development Services. Qualified students with documented disabilities are eligible for physical and academic accommodations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students requesting accommodations should contact Student Development Services at (912) 279-5800.**

## 2. HARASSMENT POLICY

The Radiologic Science Program at College of Coastal Georgia provides equal opportunity in education for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, or veteran status. This opportunity is relevant to acceptance into the program as well as instruction in the classroom. At all times, including while on campus or in clinical, students as well as professors are expected to conduct themselves in a manner which will not demonstrate bias, stereotyping or ethnic insensitivity to any person or groups of people.

If at any time a student feels offended by another student, a professor, or anyone in the clinical setting, the student should feel comfortable in setting up an appointment with a Radiologic Science faculty to discuss the issue and problem solve. Students should feel assured that the situation will be handled in a confidential and professional manner so that no one will be embarrassed over the incident.

### 3. CLINICAL COURSE OBJECTIVES

Throughout the six semesters in the Radiologic Science Program at College of Coastal Georgia ,the student will attend the clinical affiliate in order to:

- 3.1 Acquire expertise and proficiency in a wide variety of diagnostic radiographic procedures by applying classroom theory to the actual practice of technical skills on specified levels of competency.
- 3.2 Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the health care team.

### 4. CLINICAL ASSIGNMENT

Students enrolled in the College of Coastal Georgia Radiologic Science Program may be scheduled and rotated through the Clinical Affiliate by the program director in consultation and agreement with the clinical instructor or clinical supervisor. Students are responsible for personal travel to the affiliate locations. Hours may involve times ranging from 8:00 a.m. to 8:00 p.m. with the maximum clinical and didactic hours per week being no more than 40 hours. All students involved in clinical assignment may be required to undergo a background check conducted by the facility. Should a contraindication or risk to patient care result from the check, the facility may refuse admittance to the student. This may prevent the student's ability to obtain required clinical competencies and may result in program dismissal.

### 5. ACCIDENTS

All accidents that occur while on clinical assignment resulting in patient, personnel or personal injury and/or damage to equipment must be reported immediately to the clinical instructor/supervisor and program director. An accident report will be completed by the program faculty. Students will be required to fully understand the safest methods of properly performing routine radiographic procedures before undertaking them.

### 6. ATTENDANCE POLICY

Radiologic Science students will attend **ALL** clinical shifts, labs, classes or designated clinical activities as scheduled by the clinical instructors and/or program director. The student will be allowed four absences per semester. Five absences will result in a 10 point reduction of the final average, six absences will result in twenty point reduction in the final average, and seven absences will result in a30 point reduction in the final grade for the semester.

Students are required to notify the clinical instructors/supervisors within one hour following assignment time in the event of absence from any clinical activity. Students should notify the clinical instructor as well as the clinical supervisor of affiliate locations, if applicable. Failure to follow this procedure will result in a **20 point** deduction from the Professional Demeanor area (See Professional Demeanor/ Performance Evaluations, Page 8).

Relative to tardiness, tardy is defined as failure to clock in/sign in prior to the assigned rotation time . The guidelines for tardiness also apply to announced class sessions as well as announced final examination sessions. If a student accumulates more than 2 tardies in a semester, the final average will be decreased 2 points per tardy incident over the allotted two initial tardies. All clinical time missed due to tardiness must be made up according to the “make up time guidelines” with a prior completion of make up contract.

In the event of extremely extenuating circumstances resulting in tardiness or absence, the student will be allowed to make up the time and will be exempt from the final average decreases. This decision will be based upon the judgment and discretion of the clinical instructors/program director. Tardiness and absenteeism may only be made up upon the mutual agreement of the program director and the clinical instructors. There will be a written agreement when a student will be allowed to make up time and only that allotted time will be counted as make-up time. Also, make-up time will be made up at the convenience of the clinical instructors/supervisors. A grade “I” (Incomplete) will be assigned as a grade in a clinical course when the minimum hours of clinical attendance, as specified for that course, is not met due to unusual circumstances. The program director and clinical faculty will determine the extent of “unusual circumstances”. The “I” must be made up in accordance with guidelines established by the program chairperson. Failure to fulfill the terms designated by the completed time document will result in an absence recorded for the day in which the hours resulted and a 20 point Professional Demeanor reduction. The area decrease will be at the discretion and judgment of the clinical faculty.

Students should attempt to refrain from the need to alter the assigned schedule. Should changes be needed, they should be kept to a minimum. Each student will be allowed two alterations in schedule per semester. The student must complete a make up time contract for any time missed due to the schedule alteration and this contract is to be completed by a clinical instructor. In the event a student needs to alter the schedule more than the two allotted times, the student’s Professional Demeanor category will be decreased 10 points per incident and the student is required to make-up the time missed as per the make-up time guidelines outlined in section 6 of the Clinical Handbook.

In the event an instructor/supervisor instructs a student to depart the clinical site, the student will not be charged an alteration of schedule. This departure will be documented in writing and signed by all involved parties.

## **7. CONDUCT**

The clinical affiliate reserves the right to refuse admission to any Radiologic Science student who is involved in any activity not considered professional or conducive to proper patient care.

Mind altering substances, including alcohol, are not to be consumed less than 12 hours prior to the beginning of the clinical of the clinical experience. If, in the clinical judgment of the coordinator/instructor/supervisor, possible evidence exists related to the intake of mind altering substances, the instructor may remove the student from the clinical area and may request that the student submit to a screening for drugs and alcohol at the student’s expense. In the event that evidence of such exists, the student will be subject to disciplinary action and exclusion from the program.

**ALL** program students will:

- 7.1 Report to the clinical assignment in an alert condition.
- 7.2 Report to the clinical assignment in the proper uniform and in adherence to The Dress Code issued.
- 7.3 **Not** be in possession of drugs or liquor, nor engage in their use while on clinical assignment. The clinical affiliate must comply with the state and federal laws regarding drug and alcohol abuse. Mind altering substances, including alcohol are not to be consumed less than 12 hours prior to the beginning of the clinical rotation. If, in the clinical judgment of the instructor, possible evidence exists related to the intake of mind-altering substances, the instructor may remove the student from the clinical area and may request that the student submit to a screening for drugs and /or alcohol at the student's expense. In the event that evidence of such exists, the student will be subject to exclusion from the program.
- 7.4 Not sleep on clinical assignment.
- 7.5 Not engage in immoral conduct, as defined by clinical affiliate rules and regulations, and the college's student handbook, while on clinical assignment.
- 7.6 Not engage in theft of any articles from the clinical affiliate.
- 7.7 Not engage in habitual or excessive tardiness and/or absenteeism from clinical assignment.
- 7.8 Adhere to appropriate guidelines as printed in the syllabus for initiation of grievances concerning any aspect of clinical course work. This includes maintaining a professional attitude when in the presence of other students, staff technologists, program faculty, physicians, and patients.
- 7.9 Not smoke. Smoking is prohibited on clinical assignment.
- 7.10 Not eat or drink in areas not specifically designated for the purpose.
- 7.11 Not return to clinical assignment late from meals or classes.
- 7.12 Not use the clinical affiliate telephone habitually for personal use.
- 7.13 Not loiter in the clinical assignment areas at times not specified for clinical assignment.
- 7.14 Not refuse to accept assignments by the clinical faculty commensurate with their capabilities, or to take directions from an individual designated by the clinical faculty.
- 7.15 Not leave assigned area during scheduled clinical time.
- 7.16 Not leave patients unattended while they are undergoing diagnostic procedures.
- 7.17 Not leave the clinical assignment in the middle of a diagnostic procedure that they are responsible for completing. If it becomes necessary for the student to leave, they are responsible for securing proper relief. This should be accomplished by notification of departure to an attending technologist and should be documented on the patient request and scanned into the permanent record.
- 7.18 Not accept any type gratuity from a patient or patient's family.
- 7.19 Not falsify patient records and or documents including time/attendance documentation.
- 7.20 Not engage in dishonesty and or methods contraindicating of professional demeanor.
- 7.21 Not use profanity within any clinical affiliate and utilize only verbal expressions that are conducive to a professional environment.
- 7.22 Cell phones are not allowed in the clinical affiliates. Students must refrain from use of a cell

phone during times that are counted as clinical hours. Phones are to be left outside the clinical affiliate at all times during rotation. There is a 20 point Professional Demeanor reduction if a cell phone is seen while on clinical assignment. The reduction will be greater for use of a cell phone while on clinical assignment during hours that are counted as credit hours.

Failure to follow the above listed guidelines will result in reductions in the Professional Demeanor area of a student's performance. Repeated violations of guidelines could result in dismissal from the program and or suspension from all clinical affiliate locations.. Any circumstance that requires disciplinary intervention will be documented by the clinical coordinator/instructor/supervisor on a conference form. All parties involved will receive a copy of the conference form and will acknowledge the receipt of a personal copy by signature.

## **8. CONFIDENTIAL INFORMATION**

All patient and clinical records are confidential in nature. Requests for information concerning a patient should be referred to the clinical instructor or designate. Students are expected to maintain the confidentiality in a professional manner. Failure to adhere to confidentiality guidelines will result in immediate dismissal from the program.

## **9. RADIATION SAFETY**

Students must maintain exposure dosages within the guidelines issued by the NCRP (See NCRP report). Exposure exceeding the dosage amount may result in dismissal from the program. Students are required to wear film monitoring badges while performing clinical rotations or lab assignments. Students are required to utilize all general protective devices provided to radiologic personnel. Dosimeter reports will be posted by the Program Director in the classroom and students should view the initial the monthly report. (See attached General Radiation Safety Practices.)

In the event that a student obtains an exposure of 30 mR in a one month duration the student will be required to complete a conference with the clinical and didactic faculty. In the event a student obtains an exposure of 100 mR per month a conference must be scheduled with the radiation physicist of the facility. Failure to submit the monthly film badge for evaluation will result in a 10 point deduction from the Professional Demeanor area. Should a student misplace the monitoring device, the student will not be allowed to complete clinical rotation and must use absences for the clinical time missed until all available absences are utilized. When all 4 absences have been used due to failure to have a monitoring device, the student will need to complete a make-up contract for any time over the allotted four. The student will be responsible for the financial replacement costs of a monitoring device.

## **10. IDENTIFICATION**

Students will wear an identification name badge while on clinical assignment Students will be issued an identification badge at the beginning of the clinical rotation and the student must submit the badge to the instructors at the completion of the program. The student is responsible for any fees should the badge be misplaced.

## **11. MALPRACTICE AND ACCIDENT INSURANCE**

Due to direct patient contact, it is mandatory that students have professional liability insurance which is available at the business office on the college campus. This policy must be renewed annually. Students will not be allowed in the clinical area until proof of insurance is submitted to the program director/clinical faculty. It is NOT mandatory but is strongly recommended that program participants carry medical/accident insurance. A copy of the medical insurance carrier card is requested for the clinical file prior to clinical rotation. Should a student not have a medical policy, a waiver will be provided releasing all clinical facilities of responsibility should an accident occur that results in injury. The waiver indicates the student will be responsible for any financial/medical costs that may be incurred due to accident or exposure while in the clinical facilities and indicates the facility is not responsible for any health/accident costs.

## **12. MARKERS**

Students will use their own initialed right and left markers to properly identify the radiographic procedures which they perform. Markers must be purchased by the student. If lost, the student must purchase new markers. The utilization of another students/technologists markers will result in disciplinary action including suspension and possible program dismissal. Marking is legal documentation of patient's records; therefore, any misuse of radiographic markers is considered a risk to the patient's standard of care. The use of another person's radiographic markers will result in a Professional Demeanor reduction of 30 points and possible suspension from the clinical facility with no eligibility for make-up for days that apply to suspension.

## **13. MEALS (breaks)**

Lunch schedules will be assigned at the discretion of the clinical instructor/ supervisor. Students may leave the facility for meals provided they return to the facility in the allotted time. Failure to adhere to assigned meal rotations will result in a decrease in the Professional Demeanor area. Repeated violations will result in program dismissal. If a student is assigned to a rotation that does not include a customary lunch break, a break will be assigned.

## **14. PERFORMANCE EVALUATION/PERSONAL DEVELOPMENT**

Student performance evaluation is based upon specified levels of technical and professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary. The form also includes a report of days absent and or tardy as well as alterations and radiation exposure rates. Evaluation will be discussed with the student by the clinical faculty and signed by both the instructor and student. This is commonly referred to as "instructor evaluations". There will be approximately 2 evaluations per semester. These evaluations are considered 10% of the final grade.

## **15. PERSONAL APPEARANCE**

The personal appearance and demeanor of Radiologic Science students at College of Coastal Georgia and the clinical affiliates reflect both the college and program standards and are indicative of the student's interest and pride in their profession. The uniform dress code is selected by College of Coastal Georgia . ( see specific uniform/dress code guidelines at end of packet)

**Failure to adhere to the personal appearance guidelines in this handbook will result in reduction of the Professional Demeanor area as well as the Performance Evaluation area in addition the student may be dismissed from the site and counted absent for the day. . Repeated violations will result in program suspension and possible program dismissal.**

## **16. TRANSPORTATION**

Radiologic Science students will be responsible for providing their own transportation to attend clinical assignments. Failure to adhere to transportation/parking guidelines issued to a student will result in dismissal from the program.

## **17. COMMUNICABLE ILLNESS**

Any time that a student is diagnosed as having any type of disease which may be transmitted to another person, the student must report the condition to the program director and clinical faculty /program director within 12 hours of the diagnosis. The clinical faculty will notify all involved parties.

The student will not be allowed to continue clinical or didactic training until sufficient documentation from the student's attending physician is provided which will state the student is able to perform duties without danger to the patient, staff, or visitors. Time missed will be made up utilizing the previously stated attendance policy and the "make-up time" policy.

Program participants are strongly encouraged to obtain the Hepatitis B immunization series. This can be obtained through the local health department. Students choosing not to participate in the Heptavax vaccination must sign a waiver stating that they have been instructed in the risks of Hepatitis B and do not wish to be vaccinated releasing College of Coastal Georgia and all clinical facilities are relieved of any liability should the student contract Hepatitis B.

Students are also required to furnish the program faculty with results of a tuberculin skin test annually.

## **18. PROFESSIONAL DEMEANOR PERFORMANCE EVALUATIONS**

At the completion of the semester, you will receive a Professional Demeanor grade. This will comprise 15% of your final grade point average. The Professional Demeanor evaluation measures your daily performance of professionalism, adherence to set rules and regulations, and overall general performance in the clinical area. The Professional Demeanor category will reflect overall professional conduct of the student as well as proper adherence to rules and regulations of the program.

The Professional Demeanor grade will be determined from a given 100 points at the beginning of each semester. During the course of the semester, points will be subtracted via the clinical faculty discretion and judgement. Notification of reduction will be in writing and will specify the time, date, and incident. This will be signed by the instructor as well as the student.

Examples which would result in subtraction of points would include the following:

- A. Failure to participate in exams on-going in your assigned area. (5-10 points)
- B. Failure to remain in your assigned area. (5-10 points)
- C. Failure to keep your work area neat and tidy. (5-20 points)
- D. Failure to daily record and total your hours on the time sheet/or use the time clock properly.(5-10 points)
- E. Failure to file your weekly evaluation and procedure sheet weekly. (5 points per day)
- F. Failure to initial the daily 3X5 information card. (5 points per day)
- G. Failure to phone for notification absence (instructor and site). (20 points per day)
- H. Failure to report to clinical site with lead makers and film badges. (10 points)
- I. Failure to report to clinical site with pocket notebook. ( 10 points per day)
- J. Violation of any program policy or protocol. (varied points )
- K. Failure to shield a patient within childbearing age. (40 points per incident)
- L. Failure to verify physician orders prior to imaging a patient. (20 points)
- M. Failure to properly document patient shielding. (10 points)
- N. Violation of patient confidential information (varying points)
- O. Leaving a patient unattended or failure to properly secure relief for a patient when leaving the imaging area. (20 points)
- P. Cell phone presence while on clinical rotation- 20 point reduction
- Q. Use of cell phone while on active clinical rotation: 40 point reduction
- R. Failure to follow facility protocol relative to patient identifiers (20 points)

Note: These are just examples of Professional Demeanor decrease areas. This aspect of your clinical experience is based on the instructor's judgment and discretion and the point reduction may vary according to professional judgment and discretion of program faculty.

## **19. PROGRAM PROBATION/ SUSPENSION DISMISSAL:**

Students may be placed on probation while enrolled in the clinical component. Incidents indicating safety concerns of any type, demonstration of lack of competency, lack of standard of care may

result in the student being placed on in a probation status. The student will be notified in writing of the probation status and the terms of probation will be outlined including terms for release of the probation status. A student who is dismissed from the program will not be eligible for re-admission. The student will be notified in writing of the suspension status.

Incidents which require disciplinary action may include suspension for a specified number of days from all clinical affiliate locations. Any days missed due to suspension will be counted as absences for the semester and are not eligible for make up and may possibly affect the Professional Demeanor area of the grade as well. Incidents which involve patient safety, violation of ethical standards, or decrease in the overall standard of care to the patient may result in immediate program dismissal with the granting of a lettergrade of "F" in the clinical course. The suspension and or program dismissal will be upon the judgment and discretion of the instructors.

## **20. RECORD SECURITY AND AVAILABILITY (Buckley Amendment)**

It is the policy of the program-related records kept on any individual student are available for inspection by that student or his/her designee at all times. Records will not be removed from the program office without the permission of program staff. Students that wish to see their records should ask the program faculty who, in turn, will make them available. Student records are treated as confidential to third parties. Information will only be released to others with the student's written permission.

## **21. REPEATED RADIOGRAPHS**

If a student must repeat a radiograph, it must be accomplished with a registered technologist in direct observation within the radiographic room. If a second repeat is needed, the registered technologist shall take over the exam and allow the student to observe corrections made. It is the responsibility of the student to seek direct supervision prior to imaging a patient for the purpose of a repeat radiograph.

## **22. DIRECT AND INDIRECT SUPERVISION**

Until a student is certified competent by a Level 2 evaluation, he/she must have **direct supervision** of a registered technologist when irradiating patients. **This means that the technologist is present in the radiographic room with the student during the examination.** After successful completion of the Level 2 evaluation, the student may perform those specific examinations with indirect supervision. **Indirect supervision is where the technologist is readily available**, but not necessarily in the radiographic room at the time of the examination.

**Exceptions to this recommendation are:**

**at no time during clinical training are students allowed to administer ionizing radiation to the patient without direct supervision while assigned in the Emergency Room Suite, Operating Room Suite, or on portable radiographic exams.**

**\*FAILURE TO ADHERE TO INDIRECT/DIRECT SUPERVISION GUIDELINES WILL RESULT IN A 50 POINT PROFESSIONAL DEMEANOR DECREASE AND POSSIBLE PROGRAM PROBATION, SUSPENSION AND OR DISMISSAL\***

### **23. SPOT CHECK EVALUATIONS/MASTER COMPETENCY EVALUATION**

Spot check/Master evaluations will be performed by the clinical instructor/supervisor/technologist. These evaluations will involve examinations for which a student has obtained a final competency check-off. This ensures that competency has been reached and is being maintained. These exams will be averaged for a test grade for the semester.

In the event a student fails to exhibit competency level for a spot check evaluation/master competency, the student will be required to submit additional exams of the same type until competency level has been obtained. The student will receive a “Spot Check Evaluation Form/Master Comp Form” which will note the score and general competency level demonstrated.

Instructions relative to additional competency requirements will be noted also. These evaluations may be unannounced and conducted at the discretion of the instructor.

### **24. WEEKLY/DAILY DOCUMENTATION OF CLINICAL PERFORMANCE AND PROCEDURES**

All students are responsible for keeping a daily clinical procedures log. This is commonly referred to as a “procedure sheet”. All areas of the sheet should be completed with the student indicating the assisting technologist’s name. In addition, the student must submit a daily evaluation form to the technologist who provided assistance during the clinical rotation. This evaluation form is to be completed by the technologist and return to the student. By properly completing and submitting both forms at the conclusion of the rotation, the student earns 100% for the week. Failure to submit the form will result in a 50 point per form deduction. Absences should be noted on the form. Both the daily evaluation form and procedure sheet should be submitted at the end of the rotation. Failure to submit both forms in completed format can result in Professional Demeanor reductions as well as daily reductions.

### **25. COMPETENCY (EXAM) EVALUATION**

Students enrolled in the Radiologic Science Program progress at a competency rate that allows for varied progress. Students perform competency examinations on specific procedures and receive an evaluation from the supervising technologist as well as the clinical instructor. Students are required to notify the attending technologist **PRIOR** to performing the procedure if an exam evaluation is desired. After observing the performance of the student, the technologist completes the “production section” of the “The Radiography Procedure and Competency Manual”. The

student is required to submit the radiographs to the instructor for image evaluation and completion of the “film quality and anatomy” section of the workbook. These two categories are combined to form the students performance grade. An evaluation form requires the date of exam, patient’s name, radiology number and signature of the attending technologist. The student is responsible for submitting all necessary information for evaluation. The competencies obtained in the clinical affiliate will form 10% of the final grade.

Technologists should use professional judgment relative to the “competency” of any performed exam. The clinical faculty reserves the right to “disqualify” any exam that does not exhibit adequate competency performance.

Students will be required to obtain Level 2 competency evaluations for head/neck, chest/breast, abdominal/gastrointestinal/genitourinary, trauma, bedside, musculoskeletal, and surgery. Simulation/Phantom examinations will be accepted at the discretion of the clinical faculty.

See the “Competency Check-Offs Requirement Policy at end of the packet for specific guidelines relative to obtaining a competency evaluation for credit.

## **26. CONTACT PERSONS**

### Program Director

Bonnie Tobias ..... Allied Health, Room 108A  
Office Number: (912) 279-5864 or 279-5860  
Home Number:

### Clinical Instructor

Tonda O. Highsmith ..... Allied Health, Room 104CA  
Office Number:.....(912)- 279-5857 or 279-5860  
Home Number: (912) 427-8915  
Hospital Number: (912) 466-1233  
Beeper Number: (912) 262-7369 (1-912) if outside of Brunswick area

Tina Griffith.....Clinical Instructor Allied Health, Room 104B  
Office number:( 912)-279-5856  
Beeper number: 280-4696 (1-912) if outside of Brunswick area  
Home Number: (912)778-5016

Part Time Clinical Instructors: Beeper: 554-9109  
Heather Darby  
Merinda Thompson

## Affiliate Locations

Southeast Georgia Regional Medical Center .....	(912) 466-1211
MRI and Imaging of South Georgia.....	(912) 261-8890
Summit Sports Medicine.....	(912) 262-9961
Glynn Immediate Care Center.....	(912) 466-5816
Summit Sports Medicine Camden.....	(912) 729-4333
Southeast Georgia Regional Medical Center, Camden Campus.....	(912)729-6160
Southern Orthopaedic and Sports Medicine.....	(912)265-0028

## **27. PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS**

During the course of clinical training, students are required to utilize “Universal Precautions” to protect the patient as well as themselves. The following equipment must be utilized by the student when the situation warrants:

- A. Gloves: are to be worn by the student during clinical rotation when contact of blood/body fluids is a risk. These are available in the general supply area of the facility.
- B. Mask/Eye protection: disposable mask and eye wear are required when potential for splashes, spills, spatters or aerosoling of blood or other infectious fluids. These are available in the general supply area of the facility.
- C. Fluid resistant coats/gowns: disposable fluid resistant gowns are available for student use in the general supply area of the facility.
- D. Resuscitation equipment: is readily available in the general supply area of the facility.
- E. Hepamasks: each student will be fitted for a Hepamask to be utilized when exposure to a documented TB patient is necessary. Each student is responsible for proper maintenance and replacement of his/her mask upon expiration. These are available in the general supply area of the facility.
- F. Air-Borne Pathogen Orientation: before engaging in the clinical assignment rotation, all students must view the air-borne pathogen video and submit documentation to the program director. This will be provided by the clinical instructor/program director.

## **28. MISCELLANEOUS REQUIREMENTS**

Female students must adhere and follow the guidelines presented in the “Declared Pregnant Student” document which is available upon request by the student.

Students must purchase a pocket notebook for reference type material and are required to carry the notebook at all times during clinical assignment.

Students are required to purchase and have with them daily while on clinical assignment “The Radiography Procedure and Competency Manual”. This must be submitted to the clinical faculty at program completion.

All students must purchase a USB Flash drive for the purpose of storing digital images obtained in the lab. This should be available for submission to program officials at any time.

All students must carry a calculator on clinical assignment. The calculator should have basic functions.

Each student must purchase the Merrills Atlas of Radiographic Positions and Procedures- most current edition.

Each student must purchase and have with them in clinical rotation a set of radiographic markers.

## **29. EMPLOYMENT OF STUDENTS**

The Radiologic Science program and College of Coastal Georgia assume no liability for students employed during the training phase. Students may seek employment in the field but must not identify themselves as College of Coastal Georgia students while in the workplace (student uniform, name tag, etc). Professional liability insurance purchased through College of Coastal Georgia is only applicable for assigned clinical hours.

## **30. ELECTIVE ROTATIONS**

During the sophomore clinical rotation, students may elect to rotate through the various modalities within the auspices of the Radiology Department and CTScan. Students may elect to rotate through MRI, Nuclear Medicine, Mammography, and Ultrasound and Special Procedures. Additional clinical rotations may be arranged, if desired.

### 31. CLINICAL ASSIGNMENT ROTATIONS

A plan of clinical assignments will be such that the student will be experienced in all facets of the modern radiology department. The plan will allow for the student to apply didactic learning with actual practice in the clinical setting. Students will rotate through radiographic rooms during the clinical process. Other areas of assignments include: darkroom, reception, film library, quality control, CT, surgical suite, emergency suite ,and orthopaedic clinics

#### Spring Semester, Year 1:

Radiographic Rooms/OP Center  
Portables  
Affiliate rotation

#### Spring Semester, Year 2:

Radiographic Rooms/OP Center  
Surgical Suite/Portables  
Elective Rotation  
Outside affiliate rotation

#### Summer Semester, Year 1:

Radiographic Rooms/OP  
Portables  
Outside Affiliate Rotation  
Surgical Suite

#### Summer Semester, Year 2:

Radiographic Rooms/OP  
Surgical Suite  
Elective Rotation  
OP Services Center  
Outside Affiliate Rotation

#### Fall Semester, Year 2:

Radiographic Rooms  
Surgical Suite  
Portables  
Elective Rotation  
Outside Affiliate Rotation

### 32. GRADUATE COMPETENCIES

The following are the basic graduate competencies that each student must be proficient in upon completion of the program.

The graduate will:

1. Provide basic patient care and comfort, and anticipate patient needs.
2. Provide appropriate patient education.
3. Practice radiation protection.
4. Understand basic x-ray production and interactions.
5. Operate medical imaging equipment and accessory devices.
6. Position the patient and medical imaging system to perform examinations and procedures.
7. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
8. Demonstrate knowledge of human structure and function, and pathology.
9. Demonstrate knowledge and skills relating to quality assurance activities.
10. Evaluate the performance of medical imaging systems.
11. Evaluate medical images for technical quality.
12. Demonstrate knowledge and skills relating to medical imaging processing.
13. Demonstrate an understanding of the safe limits of equipment operation.

14. Recognize equipment malfunctions and report them to the proper authority.
15. Demonstrate knowledge and skills relating to verbal, non-verbal, and written medical communication in patient care intervention and professional relationships.
16. Demonstrate a support of the profession's code of ethics and comply with the profession's scope of practice.
17. Perform in a competent manner a full range of radiologic procedures on children and adults in the following categories:

Head/neck	Trauma	Musculoskeletal
Chest/Breast	Bedside	Surgical
Abdominal/Gastrointestinal/Genitourinary		

### 33. RECOMMENDATIONS ON LIMITS FOR EXPOSURE TO IONIZING RADIATION (NCRP Report)

<b><u>Occupational Exposures (annual)</u></b>		
Effective dose equivalent limit (stochastic effects)	50 mSv	5 rem
Dose equivalent limits for tissues and organs (nonstochastic effects)		
Lens of eye	150mSv	15 rem
All others(eg, red bone marrow, breast, lung, gonads, skin/extremities)	500 mSv	50 rem
Guidance: Cumulative exposure	10mSv x age	1 rem x age in yrs
<b><u>Planned Special Occupational Exposure, Effective dose equivalent limit</u></b>	see Sect. 15	
<b><u>Guidance for emergency occupational exposure</u></b>	See Sect. 16	
<b><u>Public Exposures (annual)</u></b>		
Effective dose equivalent limit, continuous or frequent exposure	1mSv	0.1 rem
Effective dose equivalent limit, infrequent exposure	5mSv	0.5 rem
Remedial action recommended when:		
Effective dose equivalent	>5 mSv	>0.5 rem
Exposure to radon and its decay products	>0.007Jhm <sup>-3</sup>	>2WLM
Dose equivalent limits for lens of eye, skin, extremities	50 mSv	5 rem
<b><u>Education and training exposures (annual)</u></b>		
Effective dose equivalent limit	1 mSv	0.1 rem
Dose equivalent limit for lens of eye, skin, extremities	50 mSv	5 rem
<b><u>Embryo-fetus Exposures</u></b>		
Total dose equivalent limit	5 mSv	0.5 rem
Dose equivalent limit in a month	0.5 mSv	0.05 rem
<b><u>Negligible Individual Risk Level (annual)</u></b>		
Effective dose equivalent per source or practice	0.01 mSv	0.001 rem

## **Radiologic Technology Grading Policy** Clinical Education Courses

Every student **MUST** maintain a “C” or better average. Failure to maintain a “C” or better average will result in exclusion from the course. Students are advised to check the current catalogue for information on changing and dropping courses and the Clinical Handbook for absenteeism and tardiness. Grading will be determined by:

Examinations	25%
Clinical Competencies	10%
Personal Development	10%
Daily/Weekly Documents	05%
Professional Demeanor	15%
Final Examination	35%

Letter Grades	90-100	A
	80-89	B
	75-79	C
	66-74	D
	65 & below	F

Students may be evaluated by the Program Director, Clinical Instructor, Staff Technologist and/or Radiologist. The following guidelines will be used in evaluation of the clinical performance of students:

Examinations: Evaluated according to the grades received on written and/or oral evaluations.

Clinical Competencies: Evaluated according to the competencies and evaluations stated in the “Clinical Education Course” handout using “Clinical Competency Forms” as an evaluation tool.

Personal Development: Evaluated according to the “Guidelines for Clinical Performance Evaluation” and “Clinical Performance” Form as an evaluation tool.

Weekly/Daily Documentation: Required Daily Evaluation Tool and Procedure Sheet are evaluated for accuracy and completeness. The indication of student progress will be noted on the tool and may be incorporated in the Personal Development (instructor eval).

**Professional Demeanor:** An evaluation of professional practices for which a student must utilize. The initial grade will be set at 100 points and will decrease when the student demonstrates areas of poor work/performance or failure to exhibit professional standards.. Refer to the Clinical Handbook Section 18.

**Final Exams:** A final comprehensive written and/or oral examination. This may include information from previously presented material.

### **General Radiation Safety Practices**

All procedures:

- \*Verify patient identifiers (name and DOB). Check armbands where appropriate.
- \*Verify physician written orders/requisition matches order.
- \*Verify the possibility of pregnancy in female patients ranging from 12-50 years of age. Notify lead technologists if patient indicates the possibility of pregnancy. An R.T. will obtain a pregnancy consent form prior to exposure to ionizing radiation.

General exams: The student :

- should stand in the lead lined control booth when making diagnostic images routinely.
- wear a dosimeter badge outside of the lead apron at the collar level daily
- never direct the path of the x-ray beam toward the control booth.
- should not stand in the direct path of the beam when assisting a patient for positioning or restraint
- keep doors of the radiographic suite closed during exams
- use collimation when applicable and proper SID for given exam
- use gonadal shielding when applicable to the exam
- limit persons in the room to necessary parties for exam obtainment. All persons should use lead apparel
- must have direct supervision for all repeat radiographs, regardless of competency obtainment
- must have direct supervision until final competency has been obtained on any given exam. After final competency has been obtained, students may work under indirect supervision guidelines with the exception of the ER, OR and portable exams.

Portable exams: The student:

- utilize a lead apron when exposing a portable radiograph; standing 6 feet away
- utilize shielding for any persons in the room who are assisting the patient
- utilize collimation where applicable
- should the patient need assistance with positioning or restraint, position the person who is assisting out of the direct beam path
- close the door to the patient's room while performing the exposure
- instruct all visitors in the room and or area to leave the area
- In the event of a code yellow, all portable units should be located to the 2<sup>nd</sup> floor of the facility and plugged into red receptacles for charging to full capacity
- In the event of a code green, all units should be charged to full capacity

## **Uniform/Dress Code for Radiologic Science Program**

**Shoes:** all student's footwear must be: solid white, closed in (no clog style) leather. Shoes should be of a nurse type style with no athletic styled shoes permitted. Students are required to keep shoes clean and will be reprimanded through the Professional Demeanor area for failure to exhibit professional quality and appearance of shoes.

**Uniform Pant/ Skirts:** all students must wear white poly-cotton blend (no cotton knit) uniform pants with traditional pant leg (with hem, no cuff). Pants are required to be ironed with a displayed crease in the leg. If desired, females may wear a white, poly-cotton blend skirt with the hem length to 1" below the knee. Both pants and skirts should exhibit a minimum of 1/4" loose material on the lateral aspect (from greater trochanters) and not buckle across the hips.

**Uniform Top:** all students must wear the prescribed uniform top which covers the buttocks and displays a minimum of 1/4" of material from hip to hip at the level of the greater trochanter. . The top should be the color of (teal) and should be a poly/cotton blend of fabric The top should allow for 1/4" of material from side to side and not "buckle" at the breastline. . Uniform tops are to be ironed with a displayed crease in the sleeve. Tops are purchased through a uniform dealer.

All students may wear a white T-shirt with no graphics under the uniform top provided the underclothing does NOT show at the sleeve or the neck. A recommended style would be a camisole type for the females and a tank type for the males. There should be no long sleeve shirts worn under the top unless a lab coat is worn at all times and the under sleeve is not visible.

**Lab coat:** the wearing of a lab coat is optional. The coat should be a poly/.cotton blend and should be white in color. The recommended length of the lab coat is the short version rather than the full 36" full length coat due to the wearing of lead apparel. Also, recommended sleeve is a cuff or push up type sleeve due to the preparation of sterile trays and materials. Lab coats are required to be ironed with a displayed crease in the sleeve.

**Name tag:** all students must wear a designated name tag at all times during clinical rotation.

**Jewelry:** students may wear one watch, one ring per hand (wedding sets count as one), and one pair of stud like earrings (one earring in each ear lobe). Necklaces, bracelets, anklets, and facial jewelry are not permitted.

**Leg wear:** students may wear crew length white socks with no color accents with pants outfits and white hose are to be worn with skirts.

**Undergarments:** all undergarments should be white or beige in color.

**Hair:** should be neat and professional in appearance. Hair that touches the collar or moves forward during body movement should be secured. Decorative hair accessories should be avoided during clinical assignment. Facial hair should be neatly groomed. All hair color should be classified as a natural color such as those found on the human at birth.

**Fingernails:** false nails and nail tips are not permissible within the clinical setting. Nails should be well manicured and of a reasonable length. Nail polish may not be worn in the clinical setting.

**Perfumes/aftershaves:** should be avoided within the facility.

**Tatoos:** All tatoos must be covered while on clinical assignment.

\_\_\_\_\_ - have received a copy of the Radiologic Science Clinical Handbook. I understand that I am responsible for the policies and protocols in this document. I understand the attendance, tardy, alteration of schedule policies. I am aware of the direct and indirect supervision policies and that all repeat radiographs required the direct supervision of an R.T.

Student signature: \_\_\_\_\_, Date: \_\_\_\_\_

Witness: \_\_\_\_\_, Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_, Date: \_\_\_\_\_