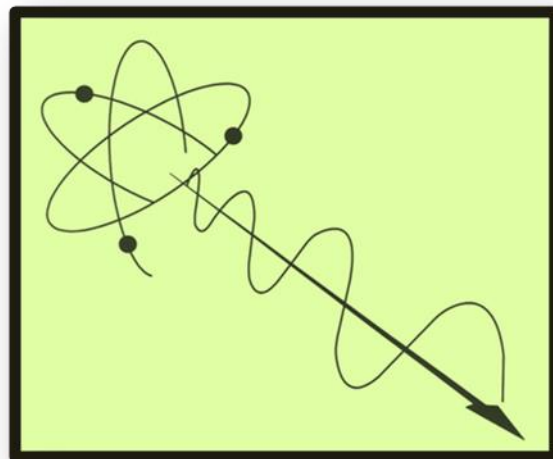


Jackson State
COMMUNITY COLLEGE



Radiologic Technology Program



Orientation Booklet

This document is effective July 2020-2021

- ***Covid 19 related changes were addressed in course syllabi during applicable semesters****

Table of Contents

Section I Preface

- #1 Introduction
- #2 Profession and Program History

Section II Governing Associations

- #1 Credentialing and Accrediting Organizations
- #2 Professional Organizations
- #3 Communities of Interest

Section III Program Design

- #1 Mission Statement and Goals
- #2 Program Curriculum
- #3 Academic Honesty
- #4 Clinical Education Master Plan
- #5 Clinical Education Schedule
- #6 Graduation Requirements/Transfer Credit

Section IV Financial Information

- #1 Fees and Expenses/Refund Policies
- #2 Estimated Program Costs
- #3 Program Scholarships

Section V Student Safety and Services

- #1 Student Health and Communicable Disease Policy
- #2 Infectious Disease and Bloodborne Pathogen Exposure Control Plan
- #3 Radiation Protection Policy
- #4 Pregnancy Policy and Forms
- #5 Short Term Medical Condition/Emergency Policy
- #6 Drug/Alcohol Testing Policy
- #7 Radiography Procedure for Drug and Alcohol Testing
- #8 Consent to Drug/Alcohol Testing
- #9 Criminal Background Check Policy
- #10 Criminal Background Check Policy and ARRT Requirements Consent
- #11 Harassment Policy
- #12 Program Disciplinary Procedure
- #13 Student Retention and Readmission
- #14 Student Grievance/Complaint Process
- #15 Student Advising
- #16 Student Services

Section VI Clinical Education

- #1 Attendance Policy
- #2 Clinical Hours, Vacation/Personal Days, Holiday, Inclement Weather
- #3 Uniform Policy
- #4 Clinical Supervision Policy
- #5 Clinical Education Rotation and Room Assignment
- #6 Elective Clinical Rotation Policy
- #7 COE Guidelines

Section VI Clinical Education con't.

- #8 CIE Guidelines
- #9 ARRT Competency Checks
- #10 Clinical Portfolio Assignment
- #11 Clinical Education Grading Policy
- #12 Clinical Disciplinary Procedure
- #13 Employment Policy
- #14 Hospital Employment Statement

Section VII Conclusion

- #1 Program Officials

APPENDIX A

Radiography Standards are located at the Joint Review Committee on Radiologic Education Standards (www.jrcert.org)

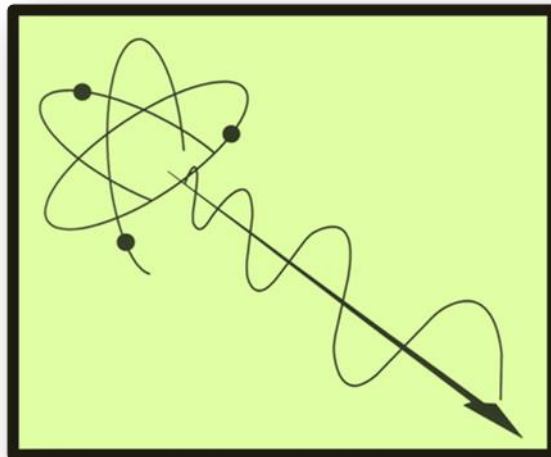
APPENDIX B

Code of Ethics/Rules of Ethics located at the American Registry of Radiologic Technology (www.arrt.org)

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Orientation Booklet



Section I
Preface

Jackson State Community College
Radiologic Technology Program
INTRODUCTION
Section I #1

Welcome to Jackson State's Radiologic Technology Program! This *Orientation Booklet* is a compilation of the policies and procedures that govern all aspects of the program and will serve as a reference and guide throughout your radiography education. To gain a better understanding of how the program operates and what is expected from the parties involved, RADT students are required to read and be familiar with this material. Current copies of the *Orientation Booklet* are always available in the college classroom, at each clinical affiliate site, and online. If substantial changes to policies occur, students will be notified and asked to sign they have been informed.

The JSCC Radiologic Technology Program combines general education, science, and professional college courses with extensive clinical education performed under the guidance of registered technologists at affiliate hospitals.

In order to assure our students of the best possible educational opportunity in the radiologic sciences, the JSCC RADT program has established its curriculum based on the model presented by the American Society of Radiologic Technologists (ASRT) and in accordance with the standards approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The following hospitals serve as our program's clinical affiliate sites and may currently accept a *maximum* of the following number of students annually (generally accept fewer):

Baptist Memorial Hospital –Union City	6 students
Henry County Medical Center – Paris	6 students
WTH Jackson-Madison County General Hospital & North Campus	15 students
WTH - Dyersburg Regional Hospital	6 students

Once accepted by an affiliate, students will perform the majority of required clinical education duties at that facility(ies). Rotations among clinical affiliate may occur. During the twenty-four month program, students will complete clinical education assignments in their affiliate hospital radiology department as follows:

First semester	8 hours per week (total of seven days)
Second semester	16 hours per week
Third semester	32 hours per week
Fourth - Sixth semester	24 hours per week

*Clinical semesters are longer and do not follow the college calendar

Upon successful completion of the clinical education phase of the program, each affiliate hospital will award the student with a certificate of completion of clinical education. After completion of all program requirements (please refer to the **College Catalog/Student Handbook** for complete graduation requirements), the student is awarded an Associate of Applied Science degree from JSCC and is eligible to sit for the national certification examination in Radiography administered by the American Registry of Radiologic Technologists (ARRT).

Jackson State Community College, a Tennessee Board of Regents institution, does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or provision of educational services.

Jackson State Community College
Radiologic Technology Program
PROFESSION AND PROGRAM HISTORY
Section I #2

Radiology is the medical specialty involving the use of radiant energy (x-rays, gamma rays, ultrasound, magnetic fields, radio frequencies, radioisotopes, and other imaging modalities) to produce images helpful in the diagnosis and treatment of disease.

Radiography as a profession was born early in the 1900's following the discovery of x-rays by Wilhelm Conrad Roentgen in 1895. Immediately it was apparent that the new x-rays could be used to examine the human body, and the discovery proved to be of immeasurable value to medical science. Subsequent rapid developments of technology and advances in application of the technologies have distinguished radiology as a highly skilled specialty in medicine.

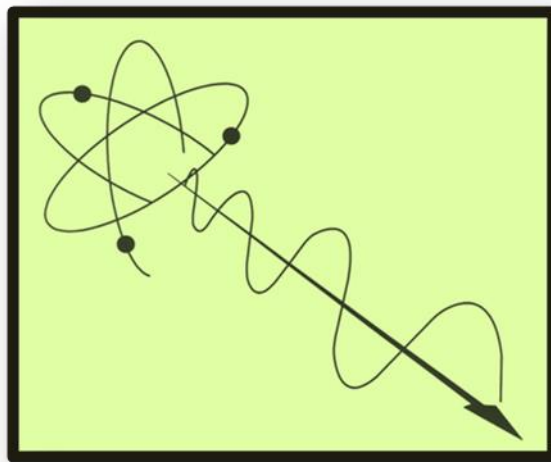
When students have completed the basic requirements to become registered radiographers, they have a marketable skill in the ability to produce diagnostic images utilizing conventional x-ray technology, and many avenues for further education and advancement are opened. Although most qualified technologists are employed as radiographers in hospitals, there is a demand for personnel in many related imaging areas which commonly require radiography education as a prerequisite to entering these fields. Some examples of imaging technologies related to radiography include diagnostic medical sonography (ultrasound), nuclear medicine technology, radiation therapy technology, computed tomography (CT scan), magnetic resonance imaging (MRI), mammography, cardiovascular interventional technology, and radiologist assistant (RA).

The Radiologic Technology Program at Jackson State began in 1969 as the first college based associate degree RADT program in Tennessee, and the third in the United States. The program was formed in response to a need for qualified x-ray technologists to serve the West Tennessee area at a time when the main source of x-ray technologists was from hospital-based programs in Memphis and Nashville. The program began with Jackson-Madison County General Hospital (JMCGH) as the only clinical education center with an enrollment of five students. The program is currently a cooperative effort with Henry County Medical Center in Paris, Baptist Memorial Hospital in Union City, and with WTH, to include JMCGH/North Campus and Dyersburg Regional Hospital. The possible maximum annual enrollment is thirty-one students, however, in order to meet current accreditation standards, typically 20-24 students are accepted. The program consistently produces competent graduates who are successful on the national certification examination and in the profession. The vast majority of radiographers and medical imaging professionals in the JSCC service area are Jackson State graduates. The program maintains high standards and has a reputation for excellence in the medical imaging community.

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Orientation Booklet



Section II
Governing Associations

Jackson State Community College
Radiologic Technology Program
CREDENTIALING AND ACCREDITING ORGANIZATIONS
Section II #1

Credentialing Organization

The American Registry of Radiologic Technologists (ARRT)

The American Registry of Radiologic Technologists (ARRT), a national credentialing organization in the radiologic sciences, was founded in 1922 and continues to maintain high standards. The ARRT establishes the criteria for testing and certification that provides our graduate technologists a goal to strive for. Upon successful completion of the certification exam in Radiography, the graduate will earn the credentials R.T. (R), representing registered technologist in Radiography. The individual's name will be included in a directory for certified radiographers across the nation. In addition, the organization promotes lifelong learning by verifying continuing education and maintains ethics requirements. The ARRT is located at 1255 Northland Drive, St. Paul, Minnesota 55120-1155; 651-687-0048; www.arrt.org.

Accrediting Organizations

Joint Review Committee on Education in Radiologic Technology (JRCERT)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is an accrediting agency that provides the highest standards in radiography education. Those standards location can be found on the website listed under **Appendix A** of this booklet. The JSCC Radiologic Technology Program recognizes the importance of programmatic accreditation and strives to meet each standard to ensure its effectiveness. Any complaint of non-compliance with these standards will be addressed by program officials in a timely fashion according to the manner expressed in the **Student Grievance/Complaint Process** in this booklet. The JRCERT is located at 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606; 312-704-5300; www.jrcert.org

Southern Association of Colleges and Schools (SACS)

Jackson State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4500, ext. 4504; www.sacs.org or www.sacscoc.org

The Joint Commission (Joint Commission on Accreditation of Hospital Organizations (JCAHO))

The Joint Commission has been establishing the standards and guidelines by which healthcare quality is measured in the United States and abroad for more than 50 years. All program affiliate hospitals maintain accreditation with this organization and comply with established standards. Contact information for the Joint Commission is www.jointcommission.org or call Customer Service at (630) 792-5800.

Jackson State Community College
Radiologic Technology Program
PROFESSIONAL ORGANIZATIONS
Section II #2

TSRT

The Tennessee Society of Radiologic Technologists (TSRT) is a state professional organization for radiographers. It is *informally* composed of six districts and is considered an affiliate chapter of the national professional organization of radiographers. The TSRT is dedicated to promoting the profession and for providing opportunities for continuing education. Students in the RADT program are encouraged to join TSRT and to attend educational meetings and/or participate in project/research paper competitions at the state level. The website is www.tsrt.org

ASRT

The American Society of Radiologic Technologists (ASRT) is the national professional organization of registered radiographers. The ASRT, in conjunction with state affiliate chapters, works diligently towards the betterment of our profession. The organization is instrumental in promoting and gaining support for legislation needed to address certain issues in radiography. Students may become members of the ASRT and can ask the Program Director for more information, if interested. The ASRT also provides opportunities for lifelong learning and an approved curriculum model for radiography education. In addition, the ASRT has collaborated with the ARRT to define a Code of Ethics and Rules of Ethics philosophy for the profession. Please find these documents on the website listed below. The ASRT headquarters are located at: 15000 Central Avenue N.E., Albuquerque, New Mexico 87123-3917; 1 800-444-2778 or (505) 298-4500; www.asrt.org

Jackson State Community College
Radiologic Technology Program
COMMUNITIES OF INTEREST
Section II #3

In order to comply with standards set forth by the JRCERT, the Radiologic Technology Program solicits input from its communities of interest on a regular basis.

Advisory Committee

The program's Advisory Committee serves as a steering committee for the program. This committee consists of a Medical Director (Radiologist) who serves as an advisor (when needed), Administrative Directors and/or Designated Managers of the affiliate imaging departments, and Clinical and Assistant Clinical Instructors from those respective facilities. Also represented on this committee are the program faculty and student class officers (President and Vice President).

The RADT program Advisory Committee meets annually in the spring term to discuss the changes and advancements of the profession and is the key force behind maintaining program integrity through updated policies and procedures. Program faculty and Clinical Instructors meet in the fall term to discuss topics more specific to students and their success. College administrators are invited to attend meetings in order to update committee members on the status of the institution.

Program Assessment Committee

Program faculty and the college's Director of Institutional Research serve as the committee on assessment for the program. This group evaluates the program's assessment plan, shares data collected, and completes plans for upcoming cycles.

Students

Radiologic Technology students, both current and past, are our most valuable interest groups. As currently enrolled students, evaluations of didactic instructors are completed at least once in the Fall term and other times as requested. Additionally, enrolled students are asked to complete surveys concerning clinical education/instruction throughout the program. Faculty may ask students to complete informal surveys that address different learning activities performed in the classroom. This information is necessary to continue improvement in the educational process.

Graduates of the RADT program are requested to complete a survey 6 months post-graduation. Again, this information is vital to the program and educational institution in order to assess function and make improvements when necessary.

Please remember the importance of program survey completion and assist us with our efforts to maintain the highest possible standards for the program.

Supervising Technologists/Employers

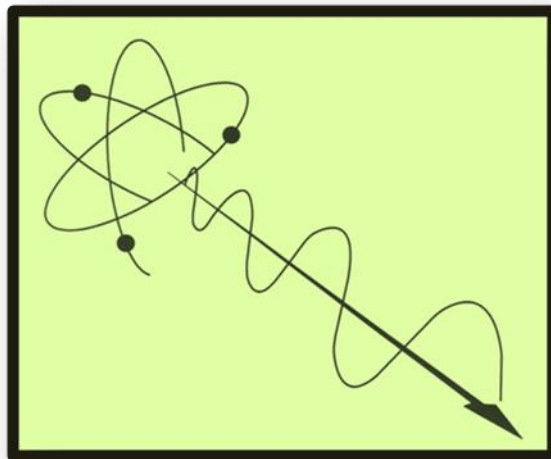
Radiologic technologists who are in supervisory positions are requested to complete surveys 6 months into our graduates' careers. This information helps ensure skills necessary for entry-level practice are being taught successfully.

Revised 4/2014; 3/2015, 7/2017, 7/2018, 7/2019
Reviewed 6/2013; 7/2016, 7/2020

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Orientation Booklet



Section III
Program Design

Jackson State Community College
Radiologic Technology Program
MISSION STATEMENT AND GOALS
Section III #1

Mission Statement

Jackson State Community College Radiologic Technology Program provides the opportunity for students to develop the clinical skills and technical competencies required of a certified Radiographer at entry level combined with the necessary academic background to enable the graduate to advance within the profession. The Program maintains high educational standards evidenced through national programmatic accreditation.

Program Goals and Outcomes

The program's mission is supported by the achievement of the following goals & outcomes:

Goal 1: Students will competently perform diagnostic radiography procedures.

Learning Outcomes:

- 1.1 Students will accurately position patients for radiographic examinations.
- 1.2 Students will properly determine exposure factors.
- 1.3 Students will employ correct radiation practices.

Goal 2: Students will develop critical thinking and problem-solving skills applicable to radiography.

Learning Outcomes:

- 2.1 Students will adapt radiographic procedures to non-routine situations.
- 2.2 Students will evaluate radiographic images for acceptable diagnostic quality.

Goal 3: Students will demonstrate effective communication skills.

Learning Outcomes:

- 3.1 Students will utilize acceptable verbal skills in the clinical setting.
- 3.2 Students will display adequate communication skills in written works.

Goal 4: Students will exhibit professionalism appropriate for radiographers.

Learning Outcomes:

- 4.1 Students will understand the importance of maintaining certification/continuing education.
- 4.2 Students will practice desirable work ethic behaviors.

Goal 5: Graduates will contribute to the needs of the medical imaging community.

Learning Outcomes:

- 5.1 Students will complete the program within the scheduled time frame.
- 5.2 Graduates will successfully complete the national certification examination.
- 5.3 Graduates will express satisfaction with their radiography education.
- 5.4 Graduates will accept positions in radiography and related modalities.
- 5.5 Employers will express satisfaction with graduates as entry-level radiographers.

Jackson State Community College
Radiologic Technology Program
PROGRAM CURRICULUM
Section III #2

Listed below are the required courses for graduation from the JSCC RADT program. Radiologic Technology graduates receive an Associate of Applied Science degree. See the **College Catalog/Student Handbook** for additional graduation requirements. Radiologic Technology courses (RADT course numbers) are taken in sequence after students are formally admitted into the program. A state common core curriculum was fully implemented in fall 2019 as follows:

First Semester (Fall)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
BIOL 2010	Anatomy and Physiology I	4
RADT 1385	Radiographic Equipment Operations	3
RADT 1315	Introduction to Radiography	3
RADT 1330	Radiographic Procedures I	3
RADT 2250	Advanced Patient Care	2
	Humanities & Fine Arts (one course from the preferred ART 1030, HUM 1010, 1020, MUS 1030)	3
	Total Hours	18

Second Semester (Spring)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
BIOL 2020	Anatomy and Physiology II	4
RADT 1380	Principles of Radiation Physics	3
RADT 1260	Radiographic Practicum I	2
RADT 1340	Radiographic Procedures II	3
RADT 1390	Principles of Image Acquisition	3
	Total Hours	15

Third Semester (Summer)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
RADT 1470	Radiographic Practicum II	4
RADT 2330	Radiographic Procedures III	3
RADT 1110	Radiographic Image Critique	1
	Total Hours	8

CURRICULUM CONTINUED

Fourth Semester (Fall)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
ENGL 1010	English Composition I	3
MATH 1530	Introductory Statistics or higher level	3
RADT 2360	Radiographic Practicum III	3
RADT 2335	Radiographic Procedures IV	3
RADT 1220	Radiology Biology & Protection	2
RADT 2210	Radiographic Pathology	2
Total Hours		16

Fifth Semester (Spring)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
PSYC 1030	General Psychology	3
RADT 2370	Radiographic Practicum IV	3
RADT 2340	Radiographic Procedures V	3
RADT 1250	Radiographic Digital Imaging	2
Total Hours		11

Sixth Semester (Summer)

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
RADT 2380	Radiographic Practicum V	3
RADT 2385	Radiographic Capstone	3
RADT 2195	Radiographic Seminar	1
Total Hours		7

Total Program Hours 75

Grading Scale for Courses

RADT students must maintain a "C" average in core courses in order to advance to the next term. The following grading scale for RADT courses is different than the scale used for general education courses:

- A – 95-100
- B – 88-94
- C - 80-87
- D – 70-79
- F - Below 70

Jackson State Community College
Radiologic Technology Program
ACADEMIC HONESTY
Section III #3

Radiologic Technology students must abide by the college's policy on academic honesty. Policies on academic dishonesty or misconduct are located in the current version of the institution's **College Catalog/Student Handbook** and may read as follows:

- Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures, as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination (subject to grade appeal process only), or to assign an "F" in the course (subject to review pursuant to "Jackson State Procedures for Academic Misconduct"). This grade penalty shall take precedence over a course withdrawal received by the Registrar's Office on the same day or later than the incidence of academic dishonesty.

Academic honesty is central to the educational process. Acts of academic dishonesty are serious offenses at Jackson State and can result in suspension or expulsion from the college. Program officials will identify and determine acts of academic dishonesty on a case by case basis. Academic dishonesty may include, but is not limited to the following:

- Claim or submit the academic work of another as one's own
- Procure, provide, accept or use any materials containing questions, answers, or related information to any examination or assignment without proper authorization.
- Complete or attempt to complete any assignment or examination for another individual without proper authorization.
- Allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
- Alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- Alter, tamper with, appropriate, destroy or otherwise interfere with the use of institutional property, including but not limited to classroom fixtures, laboratory and/or computer equipment and supplies, and instructional materials.
- Fabricate or falsify data or results.
- Commit plagiarism if you submit as your own work:
 - Part or all of an assignment copied or paraphrased from another person's manuscript, notes or talk (lecture).
 - Part or all of an assignment copied or paraphrased from anything published.
- Act as an accomplice in plagiarism if you:
 - Allow your work, in outline, draft or finished form, to be copied and submitted as the work of another.
 - Prepare an assignment for another student which he/she submits as his/her own work.
 - Keep or contribute to a file of papers or presentations which anyone other than the author adopts and submits as his/he own work.

Jackson State Community College
Radiologic Technology Program
CLINICAL EDUCATION MASTER PLAN
Section III #4

Program faculty, with input from its communities of interest, has developed a sequence for the presentation of radiological education courses that form an opportunity for the student to develop ideal clinical competency skills.

This sequence incorporates the three major learning domains: cognitive, psychomotor, and affective. To identify success in these areas, specific learning outcomes are defined and evaluation of these outcomes occurs in didactic courses, laboratory sessions, and clinical courses.

First, students are introduced to the theory of radiologic technology in college didactic courses. This acquisition of knowledge provides a foundation in preparing the student for laboratory exercises and clinical practice. Students are required to score a minimum of 80% on each unit evaluation before being allowed to perform clinical objective evaluations (COE) in that content area for a grade at the clinical setting. If a student performs below the 80% level, they must re-take the unit evaluation until the minimum level of competence is achieved (initial score is used for grading purposes).

Next, students are required to participate in laboratory sessions conducted in the energized lab at the college. These exercises allow the student to practice techniques learned in class lectures and enable them to begin development of the psychomotor skills and affective behaviors needed to accurately perform exams on patients. The student will be informed of laboratory assignments in the course syllabi/course schedule and the instructor will provide direct supervision/evaluation as students expose radiographic phantoms and simulate positioning on one another.

The third step in the sequence of clinical education is the student's achievement and validation of competence in the clinical environment. During clinical education, the student begins as an observer and gradually progresses to the point of having the responsibility of performing diagnostic procedures on patients with direct and indirect supervision. Each term the student will be required to perform COEs from specific categories. A minimum of 80% must be obtained on each COE before continuing to other exams. If the student performs below the 80% level, they must perform another COE of the same exam until the minimum competence level is achieved (initial score is used for grading purposes). Operating in this sequence provides the student with an opportunity to successfully combine information and skills from all three learning domains and results in a positive and effective clinical experience.

The following Clinical Education Master Plan demonstrates the sequence of didactic courses and of COEs required during each clinical course throughout the twenty-four month program.

CLINICAL EDUCATION MASTER PLAN CONTINUED

Semester and Course Title	Course Content	Competency Evaluations Required for Clinical Courses
FIRST TERM (FALL)		
RADT 1315 Introduction to Radiography 3 credit hours Didactic	Major emphasis on: - Radiology Department - Ethics/Legal Issues - Basic Radiation Protection - Clerical Tasks - Orientation Booklet Policies - Basic PACS Procedures	Lab hours serve as clinical observation only Skills Sheets, CPR certification, etc. if applicable
RADT 1330 Radiographic Procedures I 3 credit hours Didactic	Radiography Exams focused on: <u>Chest</u> - Routine - Portable <u>Abdomen</u> - Routine - Acute Abdominal Series - Portable <u>Upper Limb</u> - Digits - Hand - Wrist - Forearm - Elbow	
SECOND TERM (SPRING)		
RADT 1340 Radiographic Procedures II 3 credit hours Didactic	Radiography Exams focused on: <u>Upper Limb con't.</u> - Humerus - Shoulder Girdle/AC Joints <u>Lower Limb</u> - Digits - Foot - Ankle - Lower Leg - Knee - Femur - Hip - Pelvis/SI joints <u>Bony Thorax</u> - Ribs - Sternum - Clavicle/SC Joints	

CLINICAL EDUCATION MASTER PLAN CONTINUED

Semester and Course Title	Course Content	Competency Evaluations Required for Clinical Courses
SECOND TERM (SPRING)		
RADT 1260 Radiographic Practicum I 2 credit hours Clinical	Emphasis placed on content from RADT 1315 and RADT 1330 courses of First Term	Radiographic Categories: - Chest - Abdomen - Upper Limb - Skills Sheets as necessary
THIRD TERM (SUMMER)		
RADT 2330 – Radiographic Procedures III & RADT 1110 Image Critique I 4 credit hours total Didactic	Radiography Exams focused on: <u>Contrast Studies/Urinary System</u> - Excretory Urogram - Retrograde Pyelogram - Cystogram - Cystourethrogram <u>Spine</u> - Cervical - Thoracic - Lumbar - Sacrum/Coccyx	
RADT 1470 – Radiographic Practicum II 4 credit hours Clinical	Emphasis placed on content from RADT 1340 of Second Term	Radiographic Categories: - Lower Limb - Hip/Pelvis - Spine - Bony Thorax - Skills Sheets as necessary
FOURTH TERM (FALL)		
RADT 2335 Radiographic Procedures IV 3 credit hours Didactic	Radiographic Exams focused on: <u>Contrast Studies/Gastrointestinal</u> - Esophagram - UGI - SB/SBFT/ERCP - BE/ACBE <u>Contrast Studies/Biliary System</u> - OCG - Operative Cholangiogram - ERCP <u>Cranium</u> <u>Advanced Cranium</u> - Sella Turcica - Mastoid processes	
RADT 2360 Radiographic Practicum III 3 credit hours Clinical	Emphasis placed on content from RADT 2330 of Third Term	Radiographic Categories: Contrast Studies - Gastrointestinal System - Biliary System - Urinary System - Cranium - Elective/Required Rotations - Skills Sheets as necessary

CLINICAL EDUCATION MASTER PLAN CONTINUED

Semester and Course Title	Course Content	Competency Evaluations Required for Clinical Courses
FIFTH TERM (SPRING)		
RADT 2340 Radiographic Procedures V 3 credit hours Didactic	Radiographic Exams focused on: <u>Facial Bones</u> <u>Paranasal Sinuses</u> <u>Advanced Facial</u> - Mandible - Zygomatic arches - Nasal bones - Orbits Specialized Procedures and <u>Equipment</u> - Mobile and Surgical - Tomography - Pediatric - Trauma	
RADT 2370 Radiographic Practicum IV 3 credit hours Clinical	Emphasis placed on content from RADT 2335 of Fourth Term	Radiographic Categories: - Cranium - Facial Bones - Paranasal Sinuses - Advanced Cranium & Facial - Trauma/Mobile - Surgical - Pediatrics - Elective/Required Rotations - Skills Sheets as necessary
SIXTH TERM (SUMMER)		
RADT 2385 Radiographic Capstone & RADT 2195 Radiographic Seminar 4 credit hours Didactic	Radiography Exams focused on: Special Procedures and Related Imaging Modalities & Registry Review - Required Rotation CT Cardiac Cath Lab MRI Nuclear Medicine Radiation Therapy Interventional Radiography Medical Sonography	
RADT 2380 Radiographic Practicum V 3 credit hours Clinical	Emphasis placed on content from RADT 2340 of Fifth Term	Radiographic Categories: - Surgical - Pediatric - Trauma/Mobile - Elective/Required Rotations - Final Competencies - Skills Sheets as necessary

Jackson State Community College
Radiologic Technology Program
CLINICAL EDUCATION SCHEDULE
Section III #5

First Term (Fall) - Thursday

7 weeks 1 day per week 8 hours/week **Term Total = 56 hours**
(Laboratory hours for RADT 1315 course)

Second Term (Spring) RADT 1260 – 2 Credit Hours – Tuesday and Thursday

15 weeks 2 days per week 16 hours/week **Term Total = 232 hours**
-1 day for MLK

*Spring Break accounted for in week total

(May be necessary to subtract 16 hours for overlap of final exam schedule)

216 hours

Third Term (Summer) RADT 1470 – 4 Credit Hours – Rotating days including Sat. & Sun.

13 weeks 4 days per week 32 hours/week **Term Total = 416 hours**
(May be necessary to subtract 8 hours for Independence Day) (408)

Weekend rotations during this term only

Fourth Term (Fall) RADT 2360 – 3 Credit Hours – Monday, Wednesday, Friday

16 weeks 3 days per week 24 hours/week **Term Total = 368 hours**
-1 day for Fall Break

-1 day after Thanksgiving

Fifth Term (Spring) RADT 2370 – 3 Credit Hours – Monday, Wednesday, Friday

16 weeks 3 days per week 24 hours/week **Term Total = 376 hours**
-1 day for MLK

Sixth Term (Summer) – RADT 2380 - 3 Credit Hours – Monday, Wednesday, Friday

15 weeks 3 days per week 24 hours/week **Term Total = 360 hours**
(May be necessary to subtract 8 hours for Independence Day) (352)

Total Clinical Education Hours = 1,792

Jackson State Community College
Radiologic Technology Program
GRADUATION REQUIREMENTS/TRANSFER CREDIT
Section III #6

Graduation

The A.A.S. degree program in RADT is not designed to transfer to a four-year institution for a Baccalaureate degree. The specific Graduation Requirements such as residence, education, courses, graduation proposal, and exit exams are located in the current version of the **College Catalog/Student Handbook**.

Students may also use Degree Works within the Banner system to monitor their progress towards fulfilling graduation requirements.

Transfer

Information concerning students wishing to transfer to Jackson State Community College from other recognized institutions of higher education is provided under the Admissions information in the current edition of the **College Catalog/Handbook**. Official transcripts from colleges/universities are reviewed by JSCC admissions officials and/or the campus Registrar.

In addition to meeting institution admission requirements, for specific transfer into the Radiologic Technology program, the following criteria must also be met:

1. Students can only be admitted into the program if there is “clinical space available”. These specific numbers of students assigned to the program’s recognized clinical education centers are dictated by the JRCERT based upon supervision ratios.
2. Students must submit a signed letter stating their reason for requesting a transfer, a program application, an essay outlining personal and professional goals, and copies of all college/university transcripts as outlined on the program’s Admission website. This information should be mailed to the address provided on the website or delivered to the JSCC RADT Program Director.
3. Students must request two letters of recommendation, one from their current or former radiography program director and another from their current or former clinical instructor/clinical coordinator. This information should be mailed directly to the JSCC RADT Program Director from the individuals listed above; no emails or faxes accepted.
4. After receiving all requested documentation, students will be asked to meet with the program’s admissions committee for an interview. Students should bring copies of syllabi from all radiography courses completed and also a list of their clinical competencies.

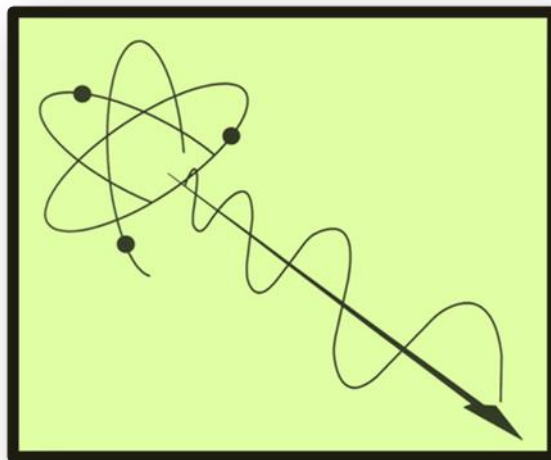
Successful admission on a transfer basis can only be met if there is clinical space available and upon the admissions committee’s recommendation and supporting documentation.

Revised 4/2014
Reviewed 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Orientation Booklet



Section IV
Financial Information

Jackson State Community College
Radiologic Technology Program
FEES AND EXPENSES/REFUND POLICIES
Section IV #1

Registration fees and tuition are payable by the student to Jackson State Community College on a per term basis or as required by the college. The student is also responsible for book fees, uniforms, professional liability insurance premiums, immunizations, background checks/drug screens, possible clinical management program, dues to professional/honor societies (if applicable), transportation, personal health insurance premiums, along with room and board.

Deferred payment or payment plans for tuition are available to students during the Fall and Spring terms and are organized by the Business Office on the college campus. If a student fails to confirm their financial aid or to make payment by the assigned deadline, they will be dropped from registered classes. It will be the student's responsibility to become re-registered.

All necessary fees **must** be paid or arrangements for payment made before a student is allowed to perform clinical duties at the assigned affiliate hospital. **Any clinical time missed due to fee non-payment must be made up by the student.**

If a student needs financial assistance, the RADT Program Director may give him/her information concerning grants, loans, scholarships, and work-study programs. The student is also encouraged to visit the Financial Aid Office located on the college campus for additional information.

The **College Catalog/Student Handbook** contains information pertaining to the institution's tuition and fees. The rules governing refunds are also provided here. The college academic calendar includes dates for dropping courses and/or withdrawing from the institution with associated refund amounts. RADT professors include these dates on at least one course schedule per term.

Also refer to **Estimated Program Cost** and **Program Scholarship Information** pages in this booklet.

Jackson State Community College
Radiologic Technology Program
ESTIMATED PROGRAM COSTS
2020-2021

First Semester (Fall)

In state semester tuition & fees:	\$2,372.00 for 18 credit hours \$1,988.00 for 11 credit hours (RADT classes only)
Liability insurance:	\$15.00
*Drug Panel:	\$38.75
*Criminal Background check:	\$29.50
Radiography textbooks:	\$800.00 (approximate cost for all required program texts)
*General education textbooks:	\$350.00 (approximate costs)
Uniforms:	\$250.00 (approximate costs)
Trajecsys	\$150.00

Second Semester (Spring)

In state semester tuition & fees:	\$2,267.00 for 15 credit hours \$1,988.00 for 11 credit hours (RADT classes only)
-----------------------------------	--

Third Semester (Summer)

In state semester tuition & fees:	\$1,454.00 for 8 credit hours (RADT classes only)
-----------------------------------	---

Fourth Semester (Fall)

In state semester tuition & fees:	\$2,302.00 for 16 credit hours \$1,810.00 for 10 credit hours (RADT classes only)
Liability insurance:	\$15.00
Uniforms:	\$250.00
*General education textbooks:	\$250.00

Fifth Semester (Spring)

In state semester tuition & fees:	\$1,988.00 for 11 credit hours \$1,454.00 for 8 credit hours (RADT classes only)
-----------------------------------	---

Sixth Semester (Summer)

In state semester tuition & fees:	\$1,276.00 for 7 credit hours (RADT classes only)
ARRT Registry application fee:	\$200.00

Total program costs (for both RADT classes and general education requirements): **\$14,039.65**

*May or may not be required of every student or completed in term listed

These fees do not include travel or living expenses. **An additional \$25.00 per credit hour will be added for Health Sciences students only**; general ed. electronic textbooks will be added to registration costs, however students may opt out. Fees do not include physician's visit for TB skin test and/or updated health information. Fees do not reflect personal health insurance costs.

NOTE: **All fees subject to change without notice**

Revised 9/2011, 7/2012, 7/2013, 7/2014, 3/2015, 8/2015, 7/2016, 7/2017,
7/2018, 7/2019, 7/2020

**Jackson State Community College
Radiologic Technology Program
PROGRAM SCHOLARSHIPS
Section IV #3**

Citizens and groups of our medical community have generously given contributions to fund several endowed scholarships through the JSCC Foundation Board for students enrolled in the second year of the radiologic technology program.

The following is a current list of these scholarships and indicates which students will be eligible to apply:

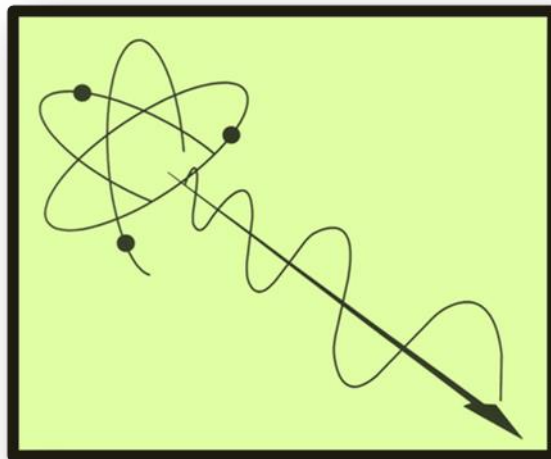
Scholarship	Eligible clinical affiliate
• Brooks Metts Scholarship	All clinical affiliates
• Jesse Jones Scholarship	All clinical affiliates
• Henry County Medical Center Scholarship	Henry County Medical Center
• Jim and Freda Brandenburg Scholarship	Henry County Medical Center
• McIntosh Scholarship	Henry County Medical Center
• Independent Radiology Associates Scholarship	WTH Dyersburg Regional or Baptist Memorial Hospital, Union City
• Jackson Radiology Associates Scholarship	Jackson-Madison County General Hospital
• Radiography Program Loan Fund	All clinical affiliates
• Neta and Bill McKnight Radiography Scholarship	All clinical affiliates
• Ladies Auxiliary Scholarship	Baptist Memorial Hospital, Union City
• Hospital Volunteers	WTH Dyersburg Regional

Scholarship applications are available from Clinical Instructors or program faculty and the recipients are selected by the Advisory Committee, typically during the spring meeting.

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Orientation Booklet



Section V
Student Safety &
Services

Jackson State Community College
Radiologic Technology Program
STUDENT HEALTH AND COMMUNICABLE DISEASE POLICY
Section V #1

Student Health

As part of the admission process to Jackson State Community College, students must complete a medical history report. It is the responsibility of the student to maintain their health and wellness while enrolled in the program. The student must be willing to work with sick and disabled patients. Before being allowed to perform duties in the clinical affiliate hospital, the student must complete/perform the following as required:

- **Professional liability insurance:** This insurance is available at a group rate and currently costs approximately \$15.00 per year. The amount has been calculated into the fees required of a required radiography course during the fall terms.
- **Mantoux inoculation (Tuberculosis skin test):** This test must be performed **before** students begin clinical observation/rotation and at various times throughout enrollment in the program. The test may be attained at a local state Health Department (not offered in Madison Co.) or primary care physician's office. Please remember that the test must be checked in a specific time frame in order for results to be valid.
- **Hepatitis B vaccine:** The following statement was issued by TBR as a result of a decision made by the TN Dept. of Health, "Effective July 1, 2011, unless exempted by law, any student enrolled in a higher education institution who is a health science student expected to have patient contact shall present proof of protection against hepatitis B before patient contact begins". For purposes of this paragraph adequate immunization is defined as:
 - (a) A complete hepatitis B vaccine series: **OR**
 - (b) Laboratory evidence of immunity or infection

The student is responsible for demonstrating compliance by documentation of 3 doses of hepatitis B vaccine or blood test (serology) showing immunity to hepatitis B virus (or infection).

- **MMR and Varicella (chickenpox) vaccines:** As required by TBR and the TN Dept. of Health, all fulltime students must provide evidence of the immunity as follows:
 - MMR: Compliance may be demonstrated by:
 - Date of birth before 1957 **OR**
 - Documentation of 2 doses vaccine against measles, mumps, rubella **OR**
 - Documentation of blood test (serology) showing immunity to measles, mumps, rubella
 - Varicella (chickenpox): Compliance may be demonstrated by:
 - Date of birth before 1980 **OR**
 - History of chickenpox illness documented by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described **OR**
 - Documentation of 2 doses of varicella vaccine **OR**
 - Documentation of blood test (serology) showing immunity to varicella
- **DTaP (tetanus vaccine):** Must provide evidence of vaccine within the last 10 years.

STUDENT HEALTH AND COMMUNICABLE DISEASE POLICY CON'T

Students are responsible for their medical treatment and resulting expenses if injury or illness occurs during clinical or classroom time. Therefore, it is highly suggested that students be enrolled in a medical insurance plan (student responsible for premium payment). The Student Service office on the JSCC campus may have information regarding health insurance policies available through the institution/state at lower rates.

Communicable Disease or Other Disorders

Communicable diseases vary in their virulence, duration, mode of infection and effects. This policy is designed to protect students, patients, and clinical staff.

Students with communicable diseases or any other disorders that are hazardous to patients and personnel or prevents the student from competently performing positioning/patient care procedures, should not attend clinical courses. The student must inform the clinical instructor or assistant prior to an absence from the clinical course. Make-up and completion of a particular rotation or class are handled according to the policy (please refer to the **Attendance Policy** in this booklet).

Students with communicable diseases or other disorders that have a relatively long duration must provide the clinical and college faculty with a written diagnosis. Dependent upon the diagnosis, the student may be able to continue clinical education with direction regarding patient contact, or may be withdrawn from the course until the illness is resolved. All information is confidential and is not released unless mandated by law (please refer to the **Short Term Medical Condition/Emergency Policy** in this booklet).

Jackson State Community College
Radiography Program
INFECTIOUS DISEASE /BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN
Section V #2

Purpose and Scope of Plan

Section I

The Occupational Safety and Health Administration (OSHA), has enacted the Bloodborne Pathogens Standard, codified as 29 CFR 1910.1030. The purpose of the Bloodborne Pathogens Standard is to reduce occupational exposure to the Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens in the workplace.

In response, Jackson State Community College has developed an Exposure Control Plan (ECP) to meet the letter and intent of the OSHA Bloodborne Pathogens Standard.

The Radiography program at JSCC has adopted this standard as its guideline for the provision of safety and wellbeing of our students who may reasonably anticipate risk for potential exposure to blood and body fluids during their clinical experiences throughout the Radiography program. Based on the Bloodborne Pathogens Standard and the JSCC Exposure Control Plan, the Radiography program has identified certain areas of the current plan specific to our students, and with the following addendum, addresses these areas. The objective of this addendum is to protect our students from health hazards associated with bloodborne pathogens and to provide appropriate treatment referral and counseling should a student be exposed to blood or body fluids during their clinical experience.

The ECP applies to all exposure to human blood, body fluids, and other potentially infectious materials regardless of how small or seemingly insignificant. Body fluids include semen, vaginal secretions, cerebrospinal fluids, synovial, pleural, pericardial, peritoneal, and amniotic fluids, or any fluids visibly contaminated with blood. All unidentified body fluids should be considered contaminated.

The Radiography program accepts that there are a number of “good general principles” that should be followed when participating in a clinical practicum. These include that:

- It is prudent to minimize all exposure to bloodborne pathogens.
- Risk of exposure to bloodborne pathogens should never be underestimated.
- JSCC should institute as many engineering and work practice controls as possible to eliminate or minimize student exposure to bloodborne pathogens.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN CONTINUED

Bloodborne Pathogens Exposure Radiography Program Statement

Jackson State Community College is concerned about providing a place of learning that is free of recognized hazards that are causing or likely to cause death or serious physical harm to its students. This policy/program applies to any exposure to bloodborne pathogens present in the human blood that can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). The most significant difference between the two viruses being that a vaccine to prevent HBV infection is available.

It should be noted that in general, JSCC students have no risk for infection by HBV or HIV during casual contact in the classroom or lab experiences. It is understood that there is **always** potential for exposure to bloodborne pathogens during clinical experiences.

Methods of Compliance

Section IV

Engineering Controls:

One key aspect of the ECP is to use Engineering Controls to eliminate or minimize student exposure to bloodborne pathogens. Such equipment will include, but not be limited to, the following:

1. Handwashing facilities (or antiseptic hand cleansers and towels or antiseptic towelettes) which are readily accessible to all students.
2. Containers for contaminated sharps having the following characteristics:
 - Puncture resistant
 - Color coded or labeled with a biohazard warning label
 - Leak proof on the sides and bottom
3. Specimen containers which are:
 - Leak proof
 - Color coded or labeled with a biohazard warning label
 - Puncture resistant when necessary
4. Secondary containers which are:
 - Leak proof
 - Color coded or labeled with a biohazard warning label
 - Puncture resistant when necessary
5. Commercially manufactured Bloodborne Pathogen Protection and Clean-up Kit

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN CONTINUED

Work Practice Controls:

In addition to Engineering Controls, JSCC's Radiography program has adopted the following Work Practice Controls to help eliminate or minimize student exposure to bloodborne pathogens.

- a. All students shall routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when a potential contact with blood or body fluids is anticipated.
- b. Gloves shall be worn for touching blood, other potentially infectious materials, mucous membranes, or non-intact skin of all persons, and for handling items or surfaces soiled with blood or potentially infectious materials.
- c. Gloves shall be changed immediately after each exposure incident and properly disposed of.
- d. Protective eyewear or face shields shall be worn during those tasks or procedures that are likely to generate droplets of blood or other potentially infectious materials to prevent exposure of mucous membranes of the mouth, nose, and eyes.
- e. Aprons, gowns, or appropriate coveralls shall be worn during tasks or procedures likely to generate splashed of blood or other potentially infectious materials.
- f. Hands and other skin surfaces shall be washed immediately and thoroughly following contact with blood or other potentially infectious materials.
- g. Eyes and mucous membranes shall be flushed with water immediately and thoroughly following contact with blood or other potentially infectious materials.
- h. Hands shall be washed immediately and thoroughly after gloves are removed.
- i. When provision of handwashing facilities is not feasible, the Radiography program will provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels or antiseptic towelettes.
- j. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and water as soon as feasible.
- k. All students shall take necessary precautions to prevent injuries caused by sharp instruments or devices.
- l. Students will be required to provide their own personal protective equipment, such as mouthpieces or ventilation devices, to use when resuscitation is necessary to minimize the need for mouth-to-mouth ventilation.
- m. Students with exudative lesions of weeping dermatitis shall refrain from direct personal contact and handling personal care items and equipment until the condition resolves.
- n. Pregnant students should be especially familiar with and strictly adhere to precautions to minimize or eliminate any potential HIV or HBV exposure to the fetus.
- o. Eating, drinking, smoking, or applying cosmetics or lip balm, and handling contact lenses are prohibited in the clinical area where there is potential for exposure to blood or potentially infectious materials.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN CONTINUED

- p. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.
- q. Mouth pipetting/suctioning of blood or other potentially infectious materials is strictly prohibited.

Personal Protective Equipment:

Refer to the JSCC Exposure Control Plan for description of Personal Protective Equipment.

Students will be provided appropriate personal protective equipment during clinical practicums and in the school lab (if necessary) as listed below:

- Gloves
- Gowns
- Masks
- Face shields
- Eye protection

Post-Exposure Evaluation and Follow-Up

Refer to the JSCC Exposure Control Plan for procedure management of possible bloodborne pathogen exposures.

Students will be oriented to the clinical facility policies regarding bloodborne pathogen exposure.

Students are expected to strictly adhere to all policies and procedures related to the Bloodborne Pathogen Standard.

Communication of Hazards to Students

Section VI.

As a part of orientation to the Radiography program, students will be advised of the Exposure Control Plan, specific hazards they may encounter, recognition of warning signs and labels, personal protective equipment, body substance isolation, and engineering/work practice controls.

Jackson State Community College
Radiologic Technology Program
RADIATION PROTECTION POLICY & MR SAFETY
Section V #3

The following policies are designed to fully protect students, to convey awareness of the presence of ionizing radiation, and to encourage safe practices in the clinical environment and college energized lab setting. The philosophy of the radiologic technology program is to teach students to always keep all radiation doses “as low as reasonably achievable” (ALARA principle).

Radiation monitoring devices are provided via the clinical affiliate locations and shall be worn on the student’s collar during all clinical education rotations. The monitoring device will be positioned on the outside of the apron, near the collar, during fluoroscopy. It is the students’ responsibility to keep monitoring devices in locations that will not permit additional exposures. A student **will not** be allowed to participate in radiographic procedures if a radiation monitoring device is not worn.

Clinical instructors will make radiation dosimetry reports available to students and Clinical Coordinators 30 days after receipt of data during each reporting period. Students may be asked to initial their report during review. However, no student radiation reports are posted publically displaying either social security numbers or date of birth. Reports are kept in clinical files and also program files. In accordance with the ALARA principle, the program has selected a dose of 60 mrem/month of deep, whole-body radiation as a reasonable upper limit to student radiation exposure. Students should consistently follow radiation protection procedures in order to keep their radiation exposure below this limit. Students will be informed of any exposure above 60 mrem/month indicated by the monitoring device. The program director, along with clinical affiliate radiation safety officers, will investigate any radiation exposure in excess of 60 mrem/month to determine the cause of exposure and appropriate corrective action. Documentation of the exposure, investigation and corrective action will be completed, signed by the student and placed in the student’s file, both in the clinical and college setting.

In the clinical setting:

- Students will NOT hold **patients or image receptors during exposure**. This includes ALL radiographic and fluoroscopic procedures.
- Students will not stand near the unshielded portion of the image intensifier while the fluoroscopic x-ray tube is emitting radiation.
- Students will not remain in remote-controlled fluoroscopy rooms while the fluoroscopic x-ray tube is emitting radiation.
- Students will wear protective lead aprons and thyroid shields (as necessary) during observation, assistance, or performance of fluoroscopic procedures and mobile radiographic procedures.
- Students will minimize their radiation exposure by being in the room during fluoroscopic or mobile radiographic exposures only when necessary, remaining as far from the x-ray sources as practical, and utilizing all available shielding from the radiation source.

RADIATION PROTECTION POLICY CONTINUED

The same radiation monitors students use in the clinical setting may also be worn in the classroom laboratory. Students will not be able to participate in competencies during lab times unless monitoring devices are attached to the collar!

If students are found in violation of these rules, the instructor will follow the **Program or Clinical Disciplinary Procedure** outlined in this booklet as necessary, or, depending on the degree of violation, immediate dismissal from the program may occur.

In the classroom laboratory(s):

- Students must have permission of the instructor before performing laboratory exercises and making x-ray exposures.
- Students must have direct supervision of an ARRT instructor before any x-ray exposure is made.
- Students will make sure that everyone is out of the x-ray enclosure and the doors are completely closed before making an x-ray exposure.
- Students will not expose any person to the x-ray beam in the classroom laboratory for any reason.
- Students will not allow any person to be in the room when the x-ray exposure is made.
- Students will wear protective lead aprons and thyroid shields (as necessary) during observation, assistance, or performance of fluoroscopic procedures and mobile radiographic procedures.
- Students should not direct the beam toward the classroom, control booth, or computer room. (Horizontal beam exposures are made with the beam directed toward the concrete block walls only.)

At completion or termination of radiologic technology education, a student's final radiation dosimetry reports will be sent to the student upon request. The final radiation dosimetry reports will also be made available to future employers and filed in the program director's office.

RADIATION PROTECTION POLICY CONTINUED

MR SAFETY

There may be times during clinical education in which students are asked to assist patients and/or technologists in the MR area. MR systems have very strong magnetic fields that may be hazardous to individuals entering these specified areas and caution must be applied.

MR equipment is always “on”, including nights and weekends. Magnets cannot be turned off quickly, therefore a thorough understanding of safety protocols are necessary for employees and patients alike.

All ferromagnetic or metallic objects should be removed before entering the MR environment. Ferromagnetic materials that are attracted by the MRI system’s magnet include iron and many forms of steel, including some stainless steel alloys. Some examples of these objects include: hearing aids, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clippers, steel-toed boots/shoes, name tags, etc.

Certain medical/dental implants, devices or objects may also be hazardous to you in the MR environment.

Clinical affiliate locations will provide education of MR areas to students and ask them to complete individual screening forms. Signed forms are kept at the hospital and copies made available to the program if necessary. This information is also discussed in the first program semester in RADT 1315 Introduction to Radiography. In addition, MR areas post signs in appropriate locations to warn patients, visitors, and employees about the system’s magnetic field; their location and wording shall be determined by each affiliate department.

Students must ask MR technologists BEFORE entering a potentially dangerous area!

Revised 2/2007, 8/2009, 9/2011, 4/2014, 2/2015, 6/2015, 8/2015
Reviewed 6/2013, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
PREGNANCY POLICY AND FORMS
Section V #4

It is known the unborn child is very sensitive to the effects of ionizing radiation. This is true in part because the cells are rapidly dividing and growing into specialized cells and tissues. If radiation were to cause changes in these cells, there could be a slightly increased chance of birth defects or certain illnesses, such as leukemia later in life.

Understanding the information above related to possible radiation risks to the unborn child, it is the pregnant student's choice on whether or not to officially declare the pregnancy. If a student does not voluntarily disclose this information by completing the **Declaration of Pregnancy Form** (following the guidelines below), then she is not considered pregnant by any program or clinical officials and no radiation monitoring device can be assigned to the fetus.

Those students who wish to voluntarily disclose their pregnancy must complete a **Declaration of Pregnancy Form** found in the *Orientation Booklet* provided on the program's website (or ask the Program Director). This form serves as written disclosure and will allow the student to select the option they prefer as related to their continuance in the program. The form also requests additional information as related to the pregnancy. The form should be returned to the Program Director within two weeks after declaration. When received, the Program Director will contact the clinical education site and a radiation monitoring device will be requested for the fetus.

Likewise an **Undeclaration of Pregnancy Form** can be found in the *Orientation Booklet* provided on the program's website (or ask the Program Director) in which a student may officially undeclared, in writing, a pregnancy at any time. Once the form has been submitted to the Program Director, the student will no longer be considered pregnant, any option for continuance in the program will be forfeited, and educational requirements will return as in pre-declaration.

When voluntarily completing the **Declaration of Pregnancy Form**, the student should select one of the two options related to their radiography education:

Option 1: Continuance in both the academic and clinical portions of the program. Option 1 allows the student to make-up anticipated absence related to pregnancy ahead and also after delivery, to be completed at a time decided upon by the Clinical Instructor and Clinical Coordinator. The student will be afforded a maximum of 8 weeks leave from clinical rotations throughout the entire pregnancy, including post-partum time. However, this option expects students to return to the academic portion of the program as soon as released by her attending physician after delivery. An attending physician's statement must be included upon return of the **Declaration of Pregnancy Form** indicating the student may safely participate in the academic and clinical portions of the program and again after delivery stating it is acceptable for the student to return to program duties.

Based upon circumstances related to the health of the mother and/or fetus, the student may change to Option 2 if necessary at some later point during the pregnancy.

Option 2: Withdrawal from the program with readmission the following year. This option includes, but is not limited to, those students who may have complications during pregnancy that would cause more than a 3 month absence and affords them the opportunity to complete their radiography degree. Students would be readmitted to the program a year from their withdrawal date and space for that readmission would be made available. The student would not graduate with their original cohort, but would join the next group, completing the program a year later. Depending on the semester of withdrawal and the GPA of the student during that time, remediation for both academic and clinical

work will be expected and may be based upon the program's readmission policy. This could include repeating the program from the beginning in some circumstances (radiography academic average less than 2.5 during withdrawal).

Occupational Exposure of Fertile Women

During the entire gestational period, the maximum permissible dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed a total of .5 mSv or 50 rem. The dose to the embryo/fetus should be no greater than .5 mSv or 50 mrem for any one month period.

Therefore, pregnant students should be clinically assigned only in situations where the monthly embryo/fetus dose is unlikely to exceed .3 mSv or 30 mrems. In such cases, the probability of the dose to a fetus is recognized is negligible. Once a pregnancy is known, the actual approximate dose can be reviewed to see if work can be continued within the framework of the limit above.

For conceptual purposes, the chosen dose limit essentially functions to treat the unborn child as a member of the public involuntarily brought into controlled areas.

Revised 9/2011, 2/2015
Reviewed 8/2009, 6/2013, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

**Jackson State Community College
Radiologic Technology Program
DECLARATION OF PREGNANCY FORM**

I, _____, am enrolled in the radiologic technology program at Jackson State Community College. By completing and submitting this form, I am **VOLUNTARILY** disclosing my pregnancy to program and clinical officials. With this written disclosure, I expect to receive an additional radiation monitoring device to be worn in the clinical and classroom laboratory setting for the fetus.

I have read the program's PREGNANCY POLICY and been afforded opportunities to ask questions as related to the requirements and options.

I wish to continue my radiography education by selecting the following option:

_____ **Option 1:** Continuance in both the academic and clinical portions of the program. This option expects students to return to the academic portion of the program as soon as released by her attending physician after delivery. A total of 8 weeks from clinical rotations may be taken during and after pregnancy with options to make up time ahead or following.

_____ **Option 2:** Withdrawal from the program with readmission the following year. Depending on the semester of withdrawal and the GPA of the student during that time, remediation for both academic and clinical work will be expected and may be based upon the program's readmission policy.

_____ I would like to change from Option 1 to Option 2
Date: _____

As part of this voluntary disclosure, I am including a statement from my attending physician indicating it is safe and acceptable for me to continue my radiography education based upon the option I have selected on this form and also, at the appropriate time, to return to normal duties after delivery.

_____ Initial statement from attending physician

_____ Statement from attending physician to return to duties after delivery
Date: _____

I understand that at any point in my pregnancy, I have the option to undeclare by completing the **Undeclaration of Pregnancy Form** and submitting to the Program Director.

Student Signature: _____

Date: _____

**Jackson State Community College
Radiologic Technology Program
UNDECLARATION OF PREGNANCY FORM**

I, _____, am enrolled in the radiologic technology program at Jackson State Community College. By completing and submitting this form, I am **VOLUNTARILY undisclosed** my pregnancy to program and clinical officials. With this written statement, I expect to forfeit my options related to the continuance of my radiography education and return to pre-declaration status immediately.

I have read the program's PREGNANCY POLICY and been afforded opportunities to ask questions as related to the requirements and options.

Student Signature: _____

Date: _____

Jackson State Community College
Radiologic Technology Program
SHORT TERM MEDICAL CONDITION/EMERGENCY POLICY
Section V #5

It is possible that during the program, students could be involved in accidents or have other medical conditions that would prevent them from being able to adhere to the program's Technical Standards and academic rigor as expected. If this is the case, the following two options are available to the student:

Option 1: Continuance in both the academic and clinical portions of the program. Option 1 allows the student to make-up anticipated absence related to planned procedures ahead and also after, to be completed at a time decided upon by the Clinical Instructor and Clinical Coordinator. The student will be afforded a maximum of 8 weeks leave from clinical rotations throughout the entire medical situation. However, this option expects students to return to the academic portion of the program as soon as released by an attending physician (within 2-3 weeks of injury/procedure, etc.). An attending physician's statement must be included upon a student's return to clinical duties and/or academic participation, indicating it is safe to return to normal duties (no light duty clinical assignments are available). In addition, all required background checks, drug screens, etc. must be completed prior to return to the clinical environment (at student expense).

Based upon circumstances related to the condition, the student may change to Option 2 if necessary at some later point during the medical situation.

Option 2: Withdrawal from the program with readmission the following year or a postponement of program completion by one semester, if possible. This option includes, but is not limited to, those students who may have complications during a medical situation that would cause more than a 3 month absence and affords them the opportunity to complete their radiography degree. Students would be readmitted to the program a year from their withdrawal date and space for that readmission would be made available. An attending physician's statement must be included upon a student's return to clinical duties and/or academic participation, indicating it is safe to return to normal duties (no light duty clinical assignments available). In addition, all required background checks, drug screens, etc. must be completed prior to return to the clinical environment (at student expense).

The student would not graduate with their original cohort, but would join the next group, completing the program a year later or a semester later. Depending on the semester of withdrawal and the GPA/overall standing of the student during that time, remediation for both academic and clinical work will be expected and may be based upon the program's readmission policy. This could include repeating the program from the beginning in some circumstances (radiography academic average less than 2.5 during withdrawal).

Students with medical conditions/emergencies will be given consideration on a case-by-case basis by program, college, and clinical officials and in adherence to TBR policy/financial aid restrictions.

Jackson State Community College
Radiologic Technology Program
DRUG/ALCOHOL TESTING POLICY
Section V #6

Prior to participation in the clinical experience, students may be required to undergo drug/alcohol testing. Prospective students will be informed of the possibility of drug/alcohol testing during the admissions procedure. Students will be responsible for the cost of drug/alcohol testing. Students are also subject to testing based on reasonable suspicion that they are under the influence of drugs and/or alcohol while present at the college or the clinical education centers. Testing for reasonable cause when the student is present at the college campus will follow the college procedure and involve campus police, if need be. Testing for reasonable cause when the student is present at the clinical affiliate will follow the affiliate's procedure for employees (HR department protocol). A student's refusal to submit to testing or a positive result of the test may affect their eligibility to participate in a classroom or clinical experience, resulting in their inability to complete a course and/or the program and may also result in disciplinary action up to and including dismissal from Jackson State Community College.

Testing Upon Program Admission:

Procedure: If required by the clinical affiliate, the college may facilitate the drug/alcohol testing process by:

1. informing the student of the requirement
2. providing the student with information on obtaining the required testing
3. receiving the laboratory report of the results of the testing
4. informing clinical affiliate officials of the results of the testing. In the event of a positive result, the college will, without identifying the student, provide all available information related to the positive finding.
5. receiving the clinical affiliate's decision regarding the student's eligibility to participate in clinical education activities at that affiliate.
6. informing the student of the affiliate's decision.

Appeal and retesting: If the student believes the results of the test to be erroneous, he/she may request to be retested within 48 hours from the time they are informed of the positive result. If the result of the retest is negative, that result will be taken into consideration in the affiliate's decision regarding the student's eligibility. If the retest is positive, the affiliate's decision regarding the student's eligibility will be enforced.

In addition, if a student has a legal prescription for a substance indicated as positive in their initial screen, a retest will be performed for verification (cost to be paid by the student).

Testing for Cause in Clinical Setting:

Procedure: Based upon reasonable cause (as outlined in the affiliate employee handbooks), students may be screened in the clinical setting.

1. Student is immediately removed from patient contact areas; radiology department director notifies program director of request/need to test student.
2. Program director will ask for hospital HR to be contacted and follow the protocol as outlined in the affiliate handbook.
3. Program director will be notified of the result of screen; if student denies screening, continue to follow policies as outlined for employees in affiliate handbook.
4. Based on result of screening, student may be asked to leave hospital and/or return to normal duties.

Readmission: Students dismissed from the program for disciplinary reasons may reapply for admission. The decision to readmit a student will be made according to the program's readmission policy.

Jackson State Community College
Radiologic Technology Program
CONSENT TO DRUG/ALCOHOL TESTING
STATEMENT OF ACKNOWLEDGEMENT AND UNDERSTANDING
RELEASE OF LIABILITY
Section V #7

I, _____, am enrolled in the radiologic technology program at Jackson State Community College. I acknowledge receipt and understanding of the institutional policy with regard to drug and alcohol testing, and the potential disciplinary sanctions which may be imposed for violation of such policy as stated in the JSCC College Catalog/Student Handbook, the RADT *Orientation Booklet*, and the hospital affiliate handbook.

I understand the purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and institutional staff, and property. Accordingly, I understand that prior to participation in the clinical experience I may be required to undergo drug/alcohol testing of my blood or urine. I further understand that I am also subject to testing based on reasonable suspicion that I am using or am under the influence of drugs or alcohol.

I acknowledge and understand the intention to test for drugs and/or alcohol and agree to be bound by this policy. I hereby consent to such testing and understand that refusal to submit to testing or a positive result of the testing may affect my ability to participate in a clinical experience, and may also result in disciplinary action up to, and including, dismissal from Jackson State Community College's Radiologic Technology program and/or the institution itself.

My signature below indicates that:

1. I consent to drug/alcohol testing as required by clinical agencies or as directed by program/college officials.
2. I authorize the release of all information and records, including test results relating to the screening or testing of my blood/urine specimen to the Director of the JSCC RADT program and others deemed to have a need to know.
3. I understand that I am subject to the terms of the general regulations on student conduct and disciplinary sanctions of Jackson State Community College, as well as federal, state, and local laws regarding drugs and alcohol.
4. I hereby release and agree to hold harmless Jackson State Community College and the Tennessee Board of Regents, their officers, employees, and agents from any and all action, claim, demand, damages, or costs arising from such test(s), in connection with, but not limited to, the testing procedure, analysis, the accuracy of the analysis, and the disclosure of the results.

My signature indicates that I have read and understand this consent and release, and that I have signed it voluntarily in consideration for enrollment in the Jackson State Community College radiologic technology program.

Student's Signature

Date

Jackson State Community College
Radiologic Technology Program
CRIMINAL BACKGROUND CHECK POLICY
Section V #8

Students enrolled in the RADT program may be required to submit to a criminal background check in order to satisfy the guidelines of the clinical affiliate hospitals. Prospective students will be informed of the possibility of criminal background checks during the admissions procedure. Students may be responsible for the cost of this required background check. Based on the results of the background check, clinical affiliates have the right to not allow a student to participate in educational activities at that facility. This could result in the student's inability to complete a course and the program.

Procedure: If requested by the clinical affiliate, the college will facilitate the background check process by:

1. Informing the student of the requirement in a timely manner.
2. Providing the student with information of required vendors of background check services.
3. Receiving the report of the background check.
4. Informing clinical affiliate officials of the results of the background check. In the event of a positive result, the college will, without identifying the student, provide all available information related to the positive finding.
5. Receiving the clinical affiliate's decision regarding the student's eligibility to participate in clinical education activities at that affiliate.
6. Informing the student of the affiliate's decision.

Appeal process: If the student believes the background check results to be erroneous, the student must:

1. Initiate the correction process with the vendor of the background check within one week of being informed of the initial result.
2. Prior to the beginning of the first term of the program, provide documentation from the vendor of the background check to fully resolve the error to the satisfaction of the clinical affiliate officials or provide documentation from the vendor of the background check that more time is needed for investigation of the background check findings.

Readmission: Students dismissed from the program may reapply for admission. However, based on the reason for dismissal, the decision to readmit a student will be made according to the program's readmission policy and clinical affiliate requirements/employee handbook.

Jackson State Community College
Radiologic Technology Program
CRIMINAL BACKGROUND CHECK POLICY AND ARRT REQUIREMENTS CONSENT
Section V #9

Students enrolled in the RADT program may be required to submit to a criminal background check to satisfy the guidelines of the clinical affiliate. Students will be responsible for the cost of this required background check. Based on the results of the background check, clinical affiliates have the right to not allow a student to participate in educational activities at that facility. This would result in the student's inability to complete required competencies for program completion.

The American Registry of Radiologic Technologists (ARRT) has strict policies concerning the eligibility of individuals who may take the national certification exam. Convictions of felonies and/or certain misdemeanors may delay or prohibit an individual from being considered registry eligible.

In order to verify eligibility, a student may complete the pre-application review process offered by the ARRT prior to enrollment in the Radiography Program. For additional information, please visit the ARRT website at www.arrt.org or call 651-687-0048.

I, _____ have read, understood, and agree to abide by the above policy and requirements.

Student signature: _____

Date: _____

Jackson State Community College
Radiologic Technology Program
HARASSMENT POLICY
Section V #10

All RADT students and employees will adhere to the harassment policy as defined in the current **College Catalog/Student Handbook**. In addition, students must also abide by the affiliate hospital's harassment policies while performing clinical education duties.

The JSCC harassment policy is based on the Tennessee Board of Regents Guideline P-080 and defines any behavior considered harassing. If a student is charged with harassment, a proper investigation will occur and, if warranted, disciplinary procedure will be enacted according to college policy. Any complaint of harassment on the college campus shall be directed to the Director of Human Resources, Administration Building, (731) 425-2621.

Similarly, if a student feels compelled to file a complaint of harassment or one is brought against a student while performing clinical education duties at the affiliate hospital, the policies outlined in the hospital's Employee Handbook will be followed.

Jackson State Community College
Radiologic Technology Program
PROGRAM DISCIPLINARY PROCEDURE
Section V #11

Student enrolled in the Radiologic Technology program are expected to develop professional character and display ethics as required and expected of their profession. Students who are not able to satisfactorily perform duties in the classroom or laboratory setting are subject to being placed on probation or, in extreme circumstances, being dismissed from the program.

Causes for a student being placed on program probation at any time include, but are not limited to, the following:

- Failure to complete assigned laboratory competencies within a required time schedule
- Habitual tardiness or absenteeism
- Failure to contact the course instructor (by office voice mail, email, text, or cell phone call) when absence from classroom or laboratory time is unavoidable
- Inability to comply with established policies, including those outlined in course syllabi concerning computer usage, technology in the classroom, etc.
- Classroom misconduct which may include insubordination (defiance, rebelliousness, etc.), unprofessional/unethical behaviors, disruption of the learning environment, violation of academic honesty policy, etc.

Guidelines for Program Probation

1. A minimum of two documented counseling sessions will be included in the student's file before they are advised in writing they are being placed on program probation.
2. After being placed on program probation, if the student repeats the initial offense, they may be dismissed from the program (refer to Guidelines for Program Dismissal).
3. Program probation extends from the time of the initial offense until the completion of the program.

Program Dismissal

Causes for a student's dismissal at any time during the program include, but are not limited to the following:

- Inability to maintain passing grades didactically (less than an 80% competence level at the end of any term).
- Classroom misconduct which may include insubordination (defiance, rebelliousness, etc.), unprofessional/unethical behaviors, disruption of the learning environment, violation of academic honesty policy, etc.
*The college may immediately remove any student from the premises who pose a serious threat or danger or for just cause.
- Unsafe radiation practices in the laboratory.
- Known use of, possession of, or distribution of alcohol, illegal drugs, or controlled substances while on college property or sponsored events; refusal to submit to drug testing for reasonable cause.

PROGRAM DISCIPLINARY PROCEDURE CONTINUED

Guidelines for Program Dismissal

1. The student will be notified in writing by the Program Director when they are dismissed from the program due to unsatisfactory grades in academic courses. According to the student infraction, program officials may elect to follow the institution's disciplinary procedure and will enact letters/notifications as stated in the current version of the college catalog/student handbook.
2. To ensure due process, the student has the right to appeal to the Program Director, in writing, the decision of the Radiologic Technology Admission/Disciplinary Committee within two working days of the date of official notification of the committee's decision. If the institution's disciplinary procedure has been enacted or if a student wishes to appeal a course grade, the process of appeal will follow that outlined in the Student Grievance Policy and Procedures, published in the current **College Catalog/Student Handbook**.

Jackson State Community College
Radiologic Technology Program
STUDENT RETENTION AND READMISSION POLICY
Section V #12

Student Retention

Once students are accepted into the Radiologic Technology program, program faculty and clinical instructors use the following methods to provide them with the best possible chance for success.

Student Progress

To keep the student informed of their progress in RADT courses, faculty present a report to each student with a total of their grades and current averages at mid-term during the semester. If any student falls below the 80% benchmark, they are asked to meet with the instructor to discuss various options that may be implemented to improve learning.

Student Review

The clinical coordinator and the clinical instructors meet one-on-one with students to assess their technical and affective behavior patterns in both the hospital and classroom environment. This assessment takes place once per semester for all students and at other times when students are performing at either exceptionally high or low levels. The interview offers an opportunity to have an overall summation of student progress and achievement addressed by clinical and didactic faculty simultaneously, which in turn provides a more unified approach to their education. Because students are encouraged to express their ideas on learning, the lines of communication between student and the instructor are kept open and any problems that may arise can be addressed quickly and efficiently.

Student Tutoring and Remediation

RADT faculty and clinical instructors provide practical assistance in areas of coursework and exams as requested by students. As schedules and workload permits, faculty and clinical instructors will attempt to meet with both individual students and small groups to answer questions. Faculty will provide basic information in areas of study skills and test-taking strategies. Students are encouraged to seek faculty and/or clinical instructor assistance when they encounter difficulties in their coursework. Faculty may refer students to Counseling Services for additional assistance in terms of learning support and/or behavioral problems that could interfere with academic success. If a student's request for additional assistance becomes excessive, it could be classified as providing reasonable accommodations as related to learning disabilities and would need to follow the specific requirements for claiming any such disability (outlined in each radiologic technology course syllabus).

Readmission Policy

Students enrolled in the JSCC RADT program may apply for readmission only one time following dismissal or voluntary withdrawal. Readmission to the program is never guaranteed and can be contingent upon one or more of the following:

- Reason(s) for dismissal
- Approval by program's admissions/disciplinary committee, clinical affiliate, sponsoring institution
- Space availability at both the initial clinical site and in the JSCC classroom/laboratory

STUDENT RETENTION AND READMISSION POLICY CON'T.

Academic Dismissal

An important goal of the RADT program is to produce graduates who are competent at performing imaging procedures at entry level in accordance to the standards outlined by the JRCERT and the curriculum adopted by the ASRT. In order to meet this goal, the point at which a student is dismissed from the program dictates the program's readmission requirements.

First or Second Semester

1. Dismissal for academic reasons during these two semesters of the program requires the student to *successfully* repeat the course(s) in which they received an unsatisfactory grade during the next available term (example: student receives a "D" in RADT 1380 during spring 2018; student must pass the course with a "C" when offered next in spring 2019).
2. After successful repeat of course(s), the student will be required to meet with the program admissions committee and discuss their plan of improvement. Upon approval of the committee, the student will be required to follow a program remediation plan outlined later in this policy when readmitted.
3. Failure to successfully repeat the course(s) during the next available term equates to the student being responsible for a new application to the program, including competition with other students for the chance at admission. If successfully admitted at this point, the student would be required to repeat all major courses (including clinical education).

Third through Sixth Semesters

1. Dismissal for academic reasons during any of these semesters requires the student to re-enroll and complete all program courses beginning with the first semester, including clinical education. The student will be required to meet with the program admissions committee and discuss their plan of improvement. Upon approval of the committee, the student will not have to compete in the admissions process the following year, but will be provided the opportunity for readmission.

Voluntary Withdrawal from the Program

Students who voluntarily withdraw from the program in good standing (withdraw passing and not discipline/behavior related), are eligible to reapply according to the following:

1. Withdrawal during the first or second semester, resulting in a grade of "W" assigned for any radiography course(s):
 - The student would repeat any radiography course(s) that received a "W" during the next available term.
 - After successful repeat of course(s), the student will be required to meet with the program admissions committee and discuss their plan of improvement. Upon approval of the committee, the student will follow the remediation plan listed in this policy upon readmission.
 - Failure to successfully repeat the course(s) during the next available term equates to the student being responsible for a new application to the program, including competition with other students for the chance at admission. If successfully admitted at this point, the student would be required to repeat all major courses (including clinical education).
2. Withdrawal at the end of the first or second semester, no grade of "W" assigned for any program course:
 - The student would have the opportunity to return the following year for readmission.

STUDENT RETENTION AND READMISSION POLICY CON'T.

- The student will be required to meet with the program admissions committee and discuss their plan of improvement. Upon approval of the committee, the student will follow the remediation plan listed in this policy upon readmission.
3. Withdrawal occurring during **or** at the conclusion of the 3rd – 6th semesters:
- The student must re-enroll and complete all program courses beginning with the first semester, including clinical education. The student will be required to meet with the program admissions committee and discuss their plan of improvement. Upon approval of the committee, the student will not have to compete in the admissions process the following year, but will be provided the opportunity for readmission.

Program Remediation Plan

Upon successful readmission into the program to begin during the second or third semesters, the student must document proficiency related to all prior imaging procedure coursework to ensure patient safety and in order to progress successfully throughout the remainder of the curriculum.

- Proficiency will be demonstrated by retesting on all positioning categories completed during initial program enrollment.
- Remediation of this material will be the responsibility of the student.
- An 80% on each exam must be achieved before the student will be allowed to repeat all prior clinical objective evaluations (COEs) in the hospital setting. The exam scores and clinical competencies will NOT be calculated as part of any semester grade, but must be completed in order for the student to progress.
- The timeline for completion of re-testing coursework and repeating COEs will be decided between the program director, the clinical instructor, and the student. Once the deadline is identified, failure to repeat exams/competencies in a timely manner will result in a student being placed on probation and a new deadline established. If the second deadline for reassessing exams/competencies is not met, the student will be dismissed from the program.

Repeating Admissions Requirements

Students may be required to complete criminal background checks, drug screens, TB skin tests, and/or other associated medical requirements before being allowed to re-enter the clinical setting. Due to possible scheduling conflicts, completion of these requirements could possibly lead to students having to make-up clinical time missed as a result. As with the initial requirements, the student incurs the cost of required procedures.

Revised 2/2005, 9/2011

Reviewed/revised 5/2013

Reviewed 8/2009, 4/2014, 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
STUDENT GRIEVANCE/COMPLAINT PROCESS
Section V #13

Program officials want Radiologic Technology students to have a rewarding educational experience while enrolled in the program. However, there may be times when problems arise in either the classroom or clinical setting that must be addressed. In order to resolve difficulties fairly and expeditiously, students should follow the proper chain of command when seeking solutions. Regardless of the severity of issue, students are encouraged to speak to the person identified first in the chain of command before addressing those higher in order.

College Campus

Students are encouraged to talk with the course instructor about any issues related to didactic courses (lecture and/or lab). If a resolution cannot be offered, the student is encouraged to speak with the Program Director. If the problem is not addressed adequately, the student should contact the Dean of Health Sciences & CIS.

Clinical Setting

Students are encouraged to speak with the clinical instructor concerning any issue related to clinical education. If a resolution cannot be offered, the student is encouraged to speak with the Medical Imaging Director of the clinical affiliate and/or the Program Director.

There are specific grievance policies established by the college and the program. These policies are located in the respective handbooks for each organization. Jackson State Community College publishes grievance policies related to academic grades, ADA, college disciplinary procedures, etc. The college catalog/student handbook for each academic year is listed on the institution's website (<https://www.jsc.edu/academics/catalog/>). Each has timelines and chain of command listed. Likewise, the radiography program has a Clinical and Program Disciplinary Policy to direct students on the grievance process for these actions.

If a student believes any program representative has violated the JRCERT Standards in Radiography, they are encouraged to speak with the Program Director first. If no resolution is offered, students may contact the Dean of Health Sciences & CIS. If the issue remains unresolved, students do have the option to contact the JRCERT directly (form located at: http://www.jrcert.org/sites/jrcert/uploads/documents/Reporting_Forms/allegations_reporting_form.doc).

Included 5/2014
Reviewed 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
STUDENT ADVISING
Section V #14

Program faculty at the college and clinical instructors at the affiliate site participates in student advising.

Academic Advising

Students who are currently enrolled in the RADT program and/or those who have declared RADT as their major are assigned to a program faculty member as their academic advisor. Each term during the priority registration period, prospective radiologic technology students meet with the instructor/advisor to register for classes. During this appointment, the advisor and student discuss which courses would be most beneficial along with admissions procedures and other program information, proving PIN, etc. The student is responsible for entering the institution's registration system and enrolling for required courses. All currently enrolled students are registered in a group setting with individual requests addressed when necessary.

Behavioral/Clinical Advising

Faculty members and/or clinical instructors address student behavioral problems/changes when necessary. If situations occur with the student clinically or didactically, the disciplinary procedure can be enacted. This procedure allows for both oral and written counseling of the student (please refer to the **Program Disciplinary Procedure** and **Clinical Disciplinary Procedure** in this booklet). In addition, didactic faculty and clinical faculty provide the student with a performance review session each semester to discuss student progress both academically and behaviorally. This review form may be used any time a counseling session should occur between a student and faculty member (please refer to the **Student Retention and Readmission Policy** in this booklet).

Students who exhibit behaviors of serious emotional issues or behaviors will meet with necessary program officials for such behaviors to be addressed and documented. Students will be strongly encouraged to use the free, confidential counseling services available through the JSCC Student Services office and program officials will adhere to the college's suicide prevention plan (if necessary). Although students do not have to take recommendations by program officials to seek use of these services, if they do not (or use other services of their choice) and negative or damaging behaviors continue, program disciplinary procedures will be enacted. Consequences may range from immediate program/clinical dismissal (based on seriousness or nature of behaviors) to probation.

If a student shares with any program representative (faculty or CIs) they are contemplating self-harm or suicide, the program representative should immediately contact the suicide crisis hotline, 1-800-273-TALK (8255) or text TN to 741741, or dial 911 in the case of immediate danger.

Jackson State Community College
Radiologic Technology Program
STUDENT SERVICES
Section V #15

Students enrolled in the Radiologic Technology Program are encouraged to utilize student services available through the college. Some of these services are listed below and complete information may be found in the **College Catalog/Student Handbook**.

Library

The JSCC library provides a large collection of electronic resources, books, periodicals, microforms, audiotapes, videotapes, etc. to support the academic mission of the college and its programs. The Radiography Program maintains a selection of course-related books and subscriptions to several journals to assist students with the research component of the program.

Academic Assistance Center (AAC)

Located on the second floor of the library, the AAC has a selection of self-study materials and serves as an open computer lab for the college. A free tutoring service for many courses is also provided through this center. Make-up and/or repeat exams necessary throughout the program will be administered via this office.

Writing Center

Located in the Library building, the writing center aids with required program writing assignments. Tutors are available by appointment and review rough/final drafts of papers with emphasis on grammar, spelling, format, organization, reference/citations, etc. These services are provided at no cost to the student.

Counseling Office

The counseling office provides confidential assistance with regards to vocational, personal, and educational needs. A computerized assessment may be provided free of charge to students who are interested in identifying their aptitudes and potential occupational choices. Students may also seek personal counseling that is confidential and free.

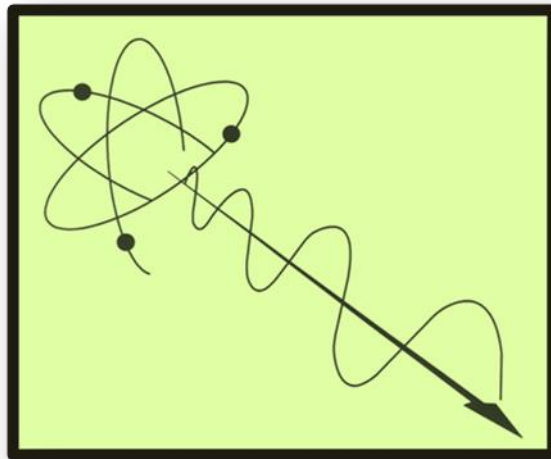
Placement Services

This office serves to assist current and former Jackson State students with job placement and transfer information to a four-year institution. In addition, the Placement Office also offers workshops and information on resume preparation and interviewing techniques helpful in today's job market.

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Orientation Booklet



Section VI
Clinical Education

Jackson State Community College
Radiologic Technology Program
ATTENDANCE POLICY
Section VI #1

The Jackson State Community College Radiologic Technology Program requires students to successfully meet pre-determined clinical and didactic performance objectives to be considered competent and eligible to sit for the national certification examination and practice in the profession. Therefore, to ensure students attain the aforementioned standards, 100% attendance and punctuality of all clinical and didactic courses is critical.

Clinical Assignment

- Students are required and expected to attend 100% of all scheduled clinical hours not to exceed 10 hours per day or 40 hours per week. If a student finds absence unavoidable, he/she must follow the guidelines defined by the Clinical Instructor at his/her affiliate hospital. The student must contact the Clinical Instructor or their assistant **directly** at the earliest possible convenience to avoid an unexcused absence. Each instructor will determine which means of communication are acceptable (phone call, voice mail, email, text, etc.).
- The student is responsible for making up all clinical hours missed before the term ends or a grade of Incomplete (“I”) will be assigned for the course. The student must have the approval of the Clinical Instructor prior to performing any make up hours/schedules or obtaining hours ahead. Make-up hours and hours ahead may only be performed during normal clinical education time (7:00am – 7:30pm).
- If a student is scheduled to work a Saturday or Sunday shift and an absence is unavoidable, the CI will arrange for the student to perform the missed hours on the same day/time missed (example: missed a Saturday, 7:00am-3:30pm shift; will make it up on a Saturday, 7:00am – 3:30pm shift; making certain this will not adversely influence supervision ratios).
- Habitual tardiness or absenteeism will be treated as a disciplinary problem and follow the program’s **Clinical Disciplinary Procedure**.

Revised 8/2007, 4/2014
Reviewed 9/2011, 6/2013,
3/2015, 7/2018 7/2016, 7/2017, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
CLINICAL HOURS, VACATION/PERSONAL DAYS, HOLIDAYS, INCLEMENT
WEATHER
Section VI #2

Clinical Hours

The clinical schedule may deviate from the college catalog. Please refer to the **Clinical Education Schedule** in this booklet for exact weeks required for clinical education per term.

Vacation/Personal Days

- The student will be allowed one personal day absent from clinical education per term to a maximum of four days during the program.
- Personal days may only be taken upon the approval of the Clinical Instructor.
- All missed clinical days exceeding four days must be made up before the end of each term.
- For the purposes of vacation and/or other circumstances and with the approval of the Clinical Instructor, students are allowed to accumulate and transfer a maximum of 24 hours of clinical education hours into the next term. Exceptions to the maximum number for extenuating circumstances may be approved by the Clinical Instructor. All hours accumulated and transferred must be accrued during normal clinical education hours (7:00 am – 7:30 pm).
- Students are not allowed to use personal days or other accrued time during the last scheduled day of clinical education. All students must attend the last regularly scheduled clinical education day.

Holiday

Students are not scheduled for clinical education on the following holidays/breaks: Dr. Martin Luther King Jr. holiday, college recognized Spring Break, Memorial Day, Independence Day, Labor Day, college recognized Fall Break, Thanksgiving Day and the Friday immediately following. Christmas Day and New Year's Day are not listed because they are between terms. A student may request approval from the Clinical Instructor to make-up clinical hours or to acquire hours ahead during times that are not recognized as college holidays (contingent upon the supervision of an ARRT technologist and performed during normal clinical education hours).

Students may not perform clinical hours during any holiday or time when the college is officially closed. Program faculty are always available by cell phone when students are performing clinical rotations outside of possible normal working hours.

Inclement Weather

In situations of inclement weather, information concerning closings or delayed schedules will be posted to the college website and also on the main switchboard by 6:00 am for day classes and by 4:00 pm for night classes.

If inclement weather occurs during a day scheduled for clinical education, contact the Clinical Instructor for further advisement. Clinical education time missed for inclement weather must be made up.

Revised 1/2006
Reviewed/revised 9/2011, 12/2014
Reviewed 6/2013, 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
UNIFORM POLICY/PERSONAL HYGIENE
Section VI #3

The student's appearance during clinical hours must conform to each individual affiliate hospital policy and procedure on dress and grooming. However, universal rules for Jackson State RADT students performing clinical duties are as follows:

- Uniforms for both male and female students may be of the scrub variety and the color will be determined by each affiliate radiography department (must be differences in colors apparent between technologists and student). Footwear, color and type, will also be determined by department policy. Uniforms and shoes must be clean and neat in appearance.
- Students should maintain personal hygiene standards appropriate for those working in health care and in compliance with hospital policies.
- Hair styles for both male and female students should be neat and clean. Long hair should be styled or kept pulled back so as not to contaminate sterile procedures and/or cause harm to self or patients.
- Ornate and/or excessive jewelry such as multiple rings, necklaces, and/or earrings should not be worn.
- Student identification tags and radiation monitors are to be worn at all times during clinical education hours. Storage or radiation monitors used while in the program should be used and stored according to rules. Students must wear their monitoring device as directed at all times while participating in clinical education (please refer to the **Radiation Protection Policy** in this booklet for further information).

Failure to abide by these policies may result in the students' dismissal from the clinical education site by the clinical instructor and/or administrative technologist until corrections are made.

Revised 4/2014
Reviewed 9/2011, 6/2013, 3/2015, 7/2016, 7/2017
7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
CLINICAL SUPERVISION POLICY
Section VI #4

During clinical education at each affiliate hospital, students will be provided with supervision according to the following standards set forth by the Joint Review Committee on Education in Radiologic Technology (JRCERT):

5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

The JRCERT explains appropriate supervision as the process that “assures patient safety and proper educational practices.”

JRCERT defines the following:

Qualified practitioner: A radiation therapist or radiographer possessing ARRT certification or equivalent and active registration in the pertinent discipline and practicing in the profession.

Direct supervision: Student supervision by a qualified practitioner, who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is physically present during the conduct of the procedure, and reviews and approves the procedure and/or image. A qualified practitioner is present during student performance of a repeat of any unsatisfactory radiograph.

Indirect supervision: For radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is used.

The JRCERT states, “Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy procedures regardless of the level of competency.”

In order to document adequate supervision, students are required to maintain Supervision and Repeat Procedures Log sheets for each rotational shift. These log sheets are located in the Trajecs system. Log sheets are used as part of the student’s clinical portfolio and are evaluated periodically during each term by the Clinical Instructor and/or Clinical Coordinator. Students must have a radiographer initial each procedure requiring direct or indirect supervision (including portable and surgery exams) and also initial for repeat examinations. In addition, students will identify the reason for repeated procedures in a designated area. Students will be allowed to perform examinations with indirect supervision only after successfully completing (minimum of 80%) a clinical objective evaluation (COE) in that category. Students must have direct supervision for repeated procedures throughout the entire program.

The affiliate hospital staff radiographers assume the responsibility of student supervision as part of their departmental job description and this program policy is prominently displayed in each department for the benefit of students and radiographers alike.

Radiation safety and protection are a high priority with program officials. Therefore, it is imperative that students comply with the established Clinical Supervision Policy. Students found in violation of this policy face clinical probation and/or immediate dismissal from the clinical education center as outlined in the **Clinical Disciplinary Procedure** policy.

Revised 2/2005,
6/2013, 1/2021

Reviewed/revised 9/2011; 12/2017, Reviewed 4/2014; 3/2015, 7/2016, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
CLINICAL EDUCATION ROTATION AND ASSIGNMENT POLICIES
Section VI #5

Student rotation schedule and room assignment: The clinical education student schedule will be posted at the beginning of a semester by the clinical instructor at each affiliate hospital. Any change in scheduling (time or room assignment) must be approved by the Clinical Instructor or Assistant Clinical Instructor.

Throughout the program, time and/or room assignments will rotate to allow the student to obtain maximum experience in a variety of radiographic examinations. Beginning in the third semester, students may be scheduled for clinical education during weekend hours. Clinical education for RADT students will not be scheduled past 7:30 p.m. Specific learning outcomes for weekend rotations will be outlined in course syllabi and a special evaluation for those shifts completed.

Students are to remain at their assigned clinical location unless permission is given by the Clinical Instructor. Students are not to visit other hospital departments or areas unless directed by hospital staff and/or to perform a job-related task.

Problems associated with students maintaining proper room assignments and scheduling will follow the **Clinical Disciplinary Procedure** if necessary.

Clinical assignment deadlines: Students are expected to update and maintain documentation for their clinical portfolio on a weekly basis and via the online Trajecsyst system. All records must be complete at the designated time at the end of the semester before a grade will be assigned.

Using Trajecsyst, critical incident evaluations (CIE) will be completed for each student weekly by the supervising ARRT staff radiographers. Students are responsible for notifying technologists of the request for CIE completion. Students may request evaluation from the Clinical Instructor if no other staff technologist worked with them during the weekly rotation.

Revised 2/2015, 7/2016, 12/2017
Reviewed 9/2011, 6/2013,
4/2014, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
ELECTIVE CLINICAL ROTATION POLICY
Section VI #6

During the second year of the program, rotations in the following areas may be selected:

- Cardiac Catheterization
- Nuclear Medicine
- Radiation Therapy
- Sonography
- Interventional Radiology
- MRI
- Inter-clinical rotation
- Mammography

Learning outcomes have been identified for each of the elective rotation modalities.

Students will receive a grade of pass or fail upon the completion of a rotation and their ability to satisfy these outcomes. The modality supervisor or modality staff technologist will assign the grade. If a student receives a fail grade, the rotation must be reassigned and the student re-evaluated. In addition, the modality supervisor or staff technologist will complete a CIE form documenting student performance during that specific rotation (a first year student CIE form will be used due to the fact this is a new area for the student).

Students do have an option to rotate among the four clinical facilities for a requested elective category. Clinical Instructors must be contacted and rotation approved for proper supervision ratios.

Students may be assigned for a rotation in other disciplines upon request and with the approval of the Clinical Instructor.

Revised 1/2006, 2/2015, 6/2015

Reviewed 9/2011

Reviewed 6/2013, 4/2014, 7/2016, 7/2017, 12/2017, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
CLINICAL OBJECTIVE EVALUATION (COE) GUIDELINES
Section VI #7

Clinical Instructors complete clinical objective evaluation (COE) forms to document the students' competence in radiographic procedures. These evaluations are completed via the online Trajecsyst system. Two forms are used: one for regular daytime hours and one for weekend rotations. Designated staff may also assist in the evaluation of student competencies by completing an accessory form (in Trajecsyst) in the absence of the Clinical Instructor during the procedure. The Clinical Instructor will use this accessory form when assigning a grade for the COE. The following guidelines apply to COE completion:

- **Goal Date:** The Clinical Instructor will communicate to the students the goal date for completing required competencies per semester. The procedure categories will be identified in the course syllabus and also posted in the radiography department of each clinical affiliate. Assessment of imaging categories will include a minimum of two exams from each category. The date for completion may become flexible for various reasons such as specific examinations not available during the assigned time period, illness, etc.
- **COE Procedure:** A minimum of three COEs per semester will be utilized for evaluation and grading. Additional COEs may be used for review and reinforcement. Individual patients and examinations for COEs used for grades will be selected by the student or Clinical Instructor.
- **Unannounced COE:** The grade for one unannounced COE over any completed category (or additional exam in current category) may be included in addition to the three required competencies during the second through fifth semesters. Students do not have to perform the same exam, rather the CI will select projections to benefit continual refinement of competence as needed for each individual student.
- **Aborted COE Grade:** The student will receive a grade of 50% if the COE is aborted for reasons within the student's control. The 50% will be averaged with the grade received for the repeat competency.
- **COE Grade Sheet:** The following information pertains directly to the COE evaluation form:

Performance Evaluation	A = Sufficient evaluation of requisition	(5 pts)
	B = Adequate physical facilities prepared	(5 pts)
Assigning Point Values	*0 = Unacceptable	
	1 = Requires major improvement	
	2 = Requires minor improvement	
	3 = Acceptable	

* If the role of evaluator must go from evaluation to instruction, the student will receive a 0 or unacceptable.

Revised 2/2005, 9/2011, 4/2014

Reviewed 8/2009

Reviewed 6/2013, 3/2015, 7/2016, 7/2017, 12/2017, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
CRITICAL INCIDENT EVALUATION (CIE) GUIDELINES
Section VI #8

RADT faculty and clinical instructors evaluate various types of learning acquired while students are enrolled in the program. One method used to observe affective behavior is the use of the Critical Incident Evaluation (CIE). This document provides insight into areas such as initiative, reliability, meeting patients' needs, radiation safety, adaptability/judgment, and interpersonal communication skills. This document also serves to document the students' abilities to achieve specific learning outcomes identified for limited weekend rotations.

After each clinical education rotation, the supervising technologist will complete a CIE form, through the online Trajecsyst program, indicating student performance. There are different evaluations based on skill level and types of rotations. There are two forms for skill level: one for first year students and another for second year students. There is a third CIE form used specifically to address the learning outcomes on weekend rotations. It is the student's responsibility to provide the technologist with a request for evaluation. Students who do not provide evidence of contacting a supervising staff technologist with an evaluation available to them via Trajecsyst, may request assistance from the Clinical Instructor.

The Clinical Instructor will assign the grade, based on a rubric, to the evaluation according to information provided by the evaluator. The CIE average for the semester will be used as a portion of the clinical portfolio grade.

Please refer to **Clinical Portfolio Assignment** and **Clinical Education Grading Policy** in this booklet for more information.

Jackson State Community College
Radiologic Technology Program
ARRT COMPETENCY REQUIREMENTS
Section VI #9

The American Registry of Radiologic Technologists defines the didactic and clinical competencies required for a student to be eligible to sit for the national certification examination in radiography. These competencies will be completed and maintained in the online Trajecsys system.

In addition to successfully completing coursework in a program which uses the ASRT Radiography Curriculum as its guide, the student must also be able to document and demonstrate certain clinical competencies. The ARRT has identified the following areas in which competence must be documented:

- 10 mandatory general patient care activities, to include CPR.
- 37 mandatory imaging procedures; eight of these may be simulated if necessary.
- 15 elective imaging procedures to be selected from a list of 34 procedures.
 - One elective imaging procedure must be from the head category
 - Two elective imaging procedures must be from the fluoroscopy studies section; one of which must be either an UGI or BE

The JSCC RADT program addresses the required clinical competencies in the following manner:

- Skills sheets will be completed by the student representing the ten general patient care activities. These exercises will be performed either at the clinical education setting with patients or may be simulated (according to ARRT guidelines) at the college lab. Completed and recorded via Trajecsys.
- Mandatory and elective radiographic procedures will be documented at the clinical education site (some may be simulated at the college lab). These procedures will be evaluated by the clinical instructor at each affiliate hospital or by program faculty. Students will be responsible for completing the required ARRT competencies throughout the length of the program.

To document these competencies have been satisfied, the Program Director or authorized faculty member must sign the Endorsement Section of the Application for Certification for the candidate.

* This information is updated with changes in Eligibility Requirements as defined by the ARRT. Current information is based on the effective date of January 2017 and effective until 12/2021.

Revised 2/2005, 9/2011, 12/2017
Reviewed 8/2009, 6/2013, 4/2014; 3/2015, 7/2016, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
CLINICAL PORTFOLIO ASSIGNMENT
Section VI #10

Introduction

The purpose of the clinical portfolio assignment is to serve as a record of improvements in student learning while enrolled in the radiography program. Selected items will be completed and recorded in an electronic portfolio (through a computer service, Trajecsys) to assist in the reflection and evaluation of professional growth and accomplishments. A successful clinical portfolio assignment will demonstrate the student's ability to assess their own learning and continued improvement in many aspects of radiography.

Graded Portfolio Contents

- **Student supervision and repeat procedure logs** – These forms are to be properly maintained during each clinical rotation. Clinical Instructors and/or college faculty will review these logs throughout the semester. If a student is found to be untruthful in recording exam information, disciplinary action will be taken, including possible dismissal from the program.
- **Student weekly summaries (including weekend evaluations)** – These forms are to be completed at the end of each clinical rotation. In order for students to gain benefit and full credit from this assignment, they must thoroughly reflect and describe how their experience made them feel and what they learned during their rotation, not just list exams. The student's weekend evaluations should be completed by the end of any semester in which these rotations are scheduled. The evaluations will demonstrate the students' viewpoints on achieving the stated learning outcomes for these minimal rotations. It will also include a summary of exam/procedure categories witnessed or participated in outside of traditional weekday hours. Observations and comments should be professional in nature and written using proper English.
- **Student self-evaluation/performance review** – These forms serve as documentation of student progress throughout the term at the clinical education site and in college coursework. Once per term (except the 1st and 6th term), the clinical instructor and Clinical Coordinator will meet with each student to discuss the students' performance. Students will complete a self-evaluation prior to the meeting and a comparison of performance will be made and discussed. These reviews offer an opportunity for open dialogue between students and faculty and frequently include positive reinforcement as well as constructive criticism. Again, all evaluations are made in the Trajecsys system.

Revised 2/2005, 12/2017

Reviewed 9/2011

Reviewed 6/2013, 4/2014; 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
CLINICAL EDUCATION GRADING POLICY
Section VI #11

The following process is used for the calculation of student clinical grades:

First Semester	Observation
Second – Fifth Semesters	50% COE 25% Clinical Portfolio 25% Written Evaluation
Sixth Semester	75% COE/Final Competencies 25% Clinical Portfolio

COE category: An average is taken from a minimum of three COEs performed each term; one additional unannounced COE may be added during the fourth and fifth terms.

Clinical Portfolio: The portfolio will be graded on a 100 point scale for having required information included, accurate, and updated/maintained (will count as 25% of total clinical grade):

	<u>2nd-5th semesters</u>	<u>6th semester</u>
Student supervision and repeat procedure logs	30 pts.	30 pts.
Student weekly summaries	20 pts.	20 pts.
Student performance review/self-performance	1-10 pts.	1-10 pts.
CIE (critical incident evaluations) Average of 90-100	40 pts.	40 pts.
	80-89 30 pts.	40 pts.
	70-79 20 pts.	30 pts.
	<u>Below 70 10 pts.</u>	<u>10 pts.</u>
Total Points	100 pts.	100 pts.

Written Evaluation: Will include a performance related competency exam that is uniform for students at all clinical sites to be administered 2nd – 5th terms; a film critique paper to be assigned for students at all clinical sites 2nd – 5th terms; an average of any quizzes/exams given by the Clinical Instructor per given term.

<u>Grading Scale:</u>	95 – 100	A
	88 – 94	B
	80 – 87	C
	Below 80	D or Unacceptable

Revised 4/2007, 12/2017
Reviewed 9/2011
Reviewed 6/2013, 4/2014; 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
CLINICAL DISCIPLINARY PROCEDURE
Section VI #12

Students accepted into the Radiologic Technology Program are required to maintain a level of competence in both clinical and didactic courses. Students must also adhere to and uphold all policies of the program and those of the clinical affiliate hospital. Failure to do so may result in clinical probation and/or dismissal from the clinical education site and/or the program.

Clinical Probation

Causes for a student being placed on clinical probation at any time during the program include, but are not limited to, the following:

- Failure to complete assigned clinical competencies within a required time schedule
- Habitual tardiness or absenteeism
- Failure to contact the Clinical Instructor directly (or to follow outlined protocol) when absence from scheduled clinical time is unavoidable
- Inability to comply with clinical affiliate policies
- Clinical misconduct which may include insubordination (defiance, rebelliousness, etc.), unprofessional/unethical behaviors
- Failure to progress in terms of quality clinical performance

Guidelines for Clinical Probation

1. A minimum of two documented counseling sessions will be included in the student's file before they are advised in writing they are being placed on clinical probation.
2. After being placed on clinical probation, if the student repeats the initial offense, they will be dismissed from the clinical affiliate (refer to Guidelines for Clinical Dismissal). If dismissed from the clinical affiliate, there may not be options for other clinical rotations, therefore a student would be dismissed from the program.
3. Clinical probation extends from the time of the initial offense until the completion of the program.

The Clinical Instructor reserves the right to modify any clinical rotation assignment because of disciplinary measures.

Clinical Dismissal

Causes for a student's dismissal at any time during the program include, but are not limited to the following:

- Inability to maintain passing grades clinically (less than an 80% competence level at the end of any term).
- Clinical misconduct which may include insubordination, unsatisfactory clinical performance, unprofessional/unethical behaviors*, and/or failure to adhere to hospital policies.
*The hospital may immediately remove any student from the premises who pose a serious threat or danger or for just cause under the hospital's disciplinary policy.
- Unsafe radiation practices at clinical (including improper supervision).

CLINICAL DISCIPLINARY PROCEDURE CONTINUED

- Leaving the clinical education site without permission by the Clinical Instructor or their designee for non-emergent reasons during a scheduled rotation.
- Cheating or any other acts of academic dishonesty in the clinical courses to include the falsification of time cards, supervision/repeat procedures log sheets, clinical portfolio information, procurement and/or improper use of testing materials (both paper and computerized versions), violation of patient privacy, etc.
- Known use of, possession of, or distribution of alcohol, illegal drugs, or controlled substances while at the clinical education site or sponsored events; refusal to submit to drug testing for reasonable cause.

Guidelines for Clinical Dismissal

3. The student will be notified in writing by the Program Director when they are dismissed from the program due to unsatisfactory grades in clinical courses. According to the student infraction, program officials may select to follow the institution's disciplinary procedure and will enact letters/notifications as stated in the current version of the college catalog/student handbook.
4. Before dismissal from the clinical education center, the student will meet with the affiliate hospital's Admissions/Disciplinary Committee and Program Director. The minutes of the meeting will be recorded and signed by the student.
5. To ensure due process, the student has the right to appeal to the Program Director, in writing, the decision of the Radiologic Technology Admission/Disciplinary Committee within two working days of the date of official notification of the committee's decision. Grade and other appeals will follow the Student Grievance Policy and Procedures published in the **College Catalog/ Student Handbook**.

Revised 2/2005,
9/2011

Reviewed/revised 5/2013

Reviewed 8/2009, 4/2014; 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

Jackson State Community College
Radiologic Technology Program
EMPLOYMENT POLICY
Section VI #13

Before a Jackson State Community College radiography student (prior to the completion of his/her final education) is considered for employment by either their clinical hospital or other institution, a disclosure statement must be signed. This statement will be signed by the Administrative Director or Assistant Director of the Radiology Department of the employing hospital. A copy of this statement will be placed in the student's file at the college.

If employed at the same institution where clinical education duties are performed, the student will not be given any clinical credit for paid work, nor shall the student be released from regularly scheduled clinical rotations to compensate for paid work hours.

Revised 2/2005, 6/2013

Reviewed 9/2011

Reviewed 4/2014; 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

**Jackson State Community College
Radiologic Technology Program
HOSPITAL EMPLOYMENT STATEMENT
Section VI #14**

Date: _____

Student: _____

This statement documents that:

1. Jackson State Community College does not consider current RADT students to be qualified to perform diagnostic radiography or associated patient care tasks. Graduates are considered competent only after completing the educational program and obtaining certification in radiography.
2. Employment agreements may be entered into voluntarily by Jackson State Community College radiography students. The College has no role in employment agreements.
3. Jackson State Community College does not accept responsibility for actions of RADT students while employed in any capacity.
4. Jackson State Community College RADT students will not be given clinical credit for employment hours, nor will they be released from regularly scheduled classes or clinical rotations for employment purposes.

Signatures indicate agreement with the above statement.

Imaging Department Director/Prospective Employer Signature

Institution Name and Address

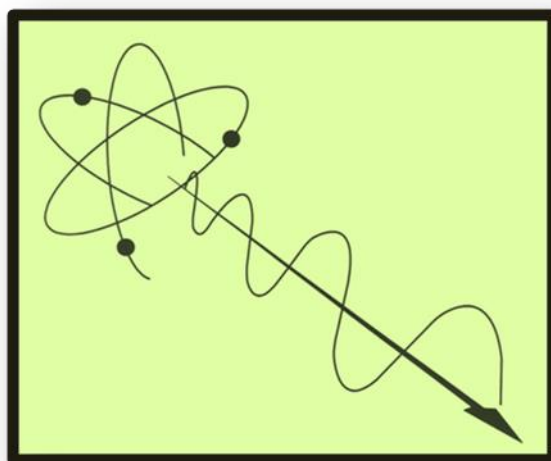
Student Signature

Revised 9/2006
Reviewed 9/2011
Reviewed 6/2013, 4/2014; 3/2015, 7/2016, 7/2017, 7/2018, 7/2019, 7/2020

Jackson State
COMMUNITY COLLEGE



RADIOLOGIC TECHNOLOGY
Orientation Booklet



Section VII
Conclusion

**Jackson State Community College
Radiologic Technology Program
PROGRAM FACULTY
Section VII #1**

Jackson State Community College

Kimberly R. Benson, M.S., R.T. (R)	Director/Associate Professor
Karin Wallace, B.S., R.T. (R)	Clinical Coordinator/ Associate Professor
Branson Smith, B.S. R. T. (R)	Clinical Coordinator/ Assistant Professor

Baptist Memorial Hospital – Union City

Scott Becton, A.A.S., R.T. (R) (MRI)	Technical Advisor/ Administrative Director
Kelsey Johnson, A.A.S., R.T. (R).....	Acting Clinical Instructor
Medical & Technical Staff	Supporting Faculty

Henry County Medical Center – Paris

Joseph Gwaltney, M.S., R.T. (R) (CT)	Technical Advisor/ Administrative Director
Leta Polasek, A.A.S., R.T. (R)	Acting Clinical Instructor
Medical & Technical Staff	Supporting Faculty

WTH - Dyersburg Regional

Martha True, A.A.S, R.T. (R) (M)	Technical Advisor/ Administrative Director
Tiffany King, A.A.S., R.T. (R)	Acting Clinical Instructor
Medical & Technical Staff	Supporting Faculty

WTH - Jackson-Madison County General Hospital & North Campus

Dr. James Ellis, MD.....	Program Medical Director
Tamara Hickerson, B.S., R.T. (R)	Technical Advisor
Thomas Goff, B.S., R.T. (R)	Technical Advisor/ Administrative A.D.
Trey Hayes, A.A.S., R.T. (R) (CT).....	Clinical Instructor
Kelly Berry, A.A.S., R.T. (R)	Assistant Clinical Instr.
Tina Metcalf, B.S., R.T. (R) (M)	Acting Asst. CI
Medical & Technical Staff	Assistant Clinical Instr. Supporting Faculty