GENERAL INFORMATION

ADDRESS, PHONE NUMBERS, E-MAIL, FAX

Radiography Program
Community College of Rhode Island
1762 Louisquisset Pike
Lincoln, Rhode Island 02865

Telephone Numbers:	Department of Allied Health	333-7252
	Radiography Lab (Room 1167)	333-7191
	Fax	333-7441

Contact Information:	Patricia Lucas	plucas@ccri.edu	333-7025	Office 2352
	Kerri Germano	kgermano@ccri.edu	333-7343	Office 2352

MISSION AND GOAL STATEMENT

Mission: The Radiography Program at the Community College of Rhode Island seeks to prepare students as radiographers who can competently and safely perform radiologic procedures; who display the personal qualities of integrity, responsibility and reliability; and who function as active members of the healthcare team.

Goal 1: Be skilled in current practice as entry-level diagnostic radiographers.
- Student learning outcomes:
  - Students will use knowledge of anatomy and positioning to produce diagnostic radiographs.
  - Students will skillfully operate radiographic equipment.
  - Students will protect themselves, staff, patients and visitors from excess radiation exposure in the clinical setting.

Goal 2: Demonstrate the ability to communicate orally and in writing.
- Student learning outcomes:
  - Students will communicate orally with patients and staff in an effective manner.
  - Students will communicate clearly and accurately in writing.

Goal 3: Demonstrate the ability to think critically and solve problems in a clinical setting.
- Student learning outcomes:
  - Students will evaluate images for radiographic quality.
  - Students will adapt imaging procedures and equipment in non-routine situations and for special populations.

Goal 4: Act as ethical and responsible members of the healthcare team.
- Student learning outcomes:
  - Students will demonstrate attitudes and behaviors consistent with professional standards.
  - Students will respect patient confidentiality.

PROGRAM ACCREDITATION

The Radiography Program at CCRI is fully accredited according to the standards set forth by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL, 60606-2901, telephone number 312-704-5300.

In order to be an approved and accredited program in radiology technology, CCRI must meet the *Standards for an Accredited Educational Program in Radiologic Sciences.* The *Standards* presents the minimum accreditation standards for an educational program, and includes all the requirements for which the program is held accountable. Issues related to noncompliance with the standards should be made known to the program director in writing. A timely response may be expected, no longer than two weeks.

Students have the right to submit allegations against an accredited program to JRCERT if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

A copy of the *Standards* is available on in the Radiography Laboratory or the JRCERT website (www.jrcert.org).

PROGRAM CHARACTERISTICS

The CCRI Radiography Program is a 24-month, full-time day program.

There are summer session classes and clinical requirements.

Clinical education and didactic instruction are integrated.

Approximately one-half of the students' time is spent at the clinical sites. Clinical education objectives are competency-based. Students receive academic credits for completing clinical requirements.

- Students who complete the program receive an Associate Degree in Applied Science (A.A.S.).
- The students are prepared for entry-level employment as radiographers at the time of graduation.
- Program completion also makes students eligible to sit for the national credentialing examination given by the American Registry of Radiologic Technologists.

ACADEMIC INFORMATION
RECOMMENDED COURSE SEQUENCE

ADMISSION REQUIREMENTS

		Credits	Class Hours/Week	Lab Hours/Week	Clinic Hours/Week
ENGL 1010	English Composition I	3	3	0	0
MATH 1200	College Algebra	3	3	0	0
XRAY 1000	Introduction to Radiography	3	3	0	0

FIRST YEAR

Summer Semester (6 Credits)					
XRAY 1010	Clinical Radiography*	3	2.5	3.5	40 hrs/4 wks
XRAY 1110	Principles of Radiography	3	3	0	0

**Monday through Friday, 8 AM-4 PM or 7:30-3:30 PM, last 4 weeks*

Fall Semester (17 Credits)					
XRAY 1130	Radiographic Anatomy & Physiology	3	3	0	0
XRAY 1220	Principles of Radiography II	3	3	0	0
XRAY 1230	Patient Care for Radiographers	1	1	0	0
XRAY 1910	Radiography I**	6	3	0	16 hrs/15wks
PSYC 2010	General Psychology	4	3	0	0
Spring Semester (13 Credits)					
XRAY 2430	Sectional Imaging	3	3	0	0
XRAY 1920	Radiography II**	6	3	2	16hrs/15wks
PHYS 1110	Radiographic Physics	4	3	2	0

***Tuesday and Thursday, 8 AM-4 PM or 7:30-3:30 PM*

SECOND YEAR

Summer Semester (6 Credits)					
XRAY 1930	Radiography III	6	3.75	0	30 hrs/12 wks
Fall Semester (14 Credits)					
XRAY 2340	Quality Assurance in Radiography	1	1	0	0
XRAY 2460	Principles of Imaging Diverse Patient Populations	3	3	0	0
XRAY 2910	Radiography IV***	7	3	2	24hrs/15wks
ENGL ____	Literature Elective	3	3	0	0

Spring Semester (12 Credits)					
XRAY 2410	Introduction to Radiation Biology	3	3	0	0
XRAY 2470	Radiographic Pathology	1	1	0	0
XRAY 2920	Radiography V***	4	1	0	24hrs/15wks
MLTC 1180	Specimen Collection and Handling††	1	2	2	0
_____ _____	Humanities Elective	3	3	0	0

****Monday, Wednesday and Friday, 8:00 AM-4:00 PM or 7:30-3:30 PM*
††5-week course

TOTAL CREDITS = 77

1 Class Hour = 1 Credit, 2 Lab Hours = 1 Credit, 120 Clinical Hours = 1 Credit

GRADING SYSTEM

A = 93-100
A- = 90-92
B+ = 86-89
B = 83-85
B- = 80-82
C+ = 76-79
C = 70-75
D = 60-69
F = Less than 60
I = Incomplete work. This grade is used only when failure is caused by illness or some comparable reason not within the control of the student. An "I" grade will be changed to a non-passing grade, necessitating program withdrawal.

Students must maintain a minimum grade of C in all courses designated XRAY in order to continue in the program.

Course requirements may vary and are specifically stated in each course syllabus.

College Algebra (MATH 1200) is a prerequisite for Radiographic Physics.

ACADEMIC REQUIREMENTS

Students must complete all courses in this program of study with a cumulative index of 2.0 to qualify for the Associate in Applied Science degree. No grade less than "C" is acceptable in any of the technical courses (courses with an XRAY course number). An average of 70% of the points available on examination is necessary to receive a grade of C. Students receiving less than a C are required to interrupt their progression in the Radiography Program.

ATTENDANCE/SCHOOL

Regular attendance at lectures and labs is considered an essential part of the students' success. Students who miss class time may be required to repeat the course. See individual class syllabi for specific details.

Students are expected to be punctual and prepared. Tardiness for unique circumstances such as weather or traffic conditions will be addressed on an individual basis. If the student is more than 15 minutes late, the instructor may count this as an absence. These decisions will be according to the instructor's discretion upon evaluation of the situation.

Chronic tardiness is a disciplinary issue and will be addressed by the Program Director with a verbal warning, a written warning, followed by possible dismissal from the program.

Students are required to contact faculty or clinical preceptor if they are unable to attend class for any reason.

LEAVE OF ABSENCE

Students in the Health Programs may be granted a Leave of Absence for up to two semesters. A leave is subject to the approval of the Program Director and the Allied Health Department Chairperson. It is only available to students who are in good academic standing at the time of the request.

Reinstatement is not guaranteed. Please see reinstatement policy, page 5.

PROGRAM DISMISSAL

Students will be withdrawn from the program for:

1. Failure to maintain a grade of C or above in any of the technical (XRAY) courses or D in Radiographic Physics.

2. Failure to accomplish clinical assignments and objectives.

3. An unsatisfactory grade on competency or professional evaluations.

Students will be notified of dismissal in writing prior to the start of the next semester.

Program faculty reserve the right to require withdrawal of any student from the program or to refuse reinstatement based on the student's academic, clinical or professional performance.

REINSTATEMENT TO THE PROGRAM

Students given a leave of absence or are dismissed from the program for academic or clinical failure, are eligible to request reinstatement for the semester in which the failure occurred. The request will be subject to approval by a committee composed of Radiography Program faculty and clinical preceptors. Clinical placement availability is also a determining factor and is not guaranteed.

Because it is important that returning students have the skills to continue in the program and be successful, all students must:

- Repeat the course they failed with a passing grade.
- Repeat the concurrent Radiography course. This includes lectures, lab and clinical.

Requests for reinstatement must be made to the program director in writing one semester before the desired date of return.

This is a one-time option.

GRIEVANCES, ISSUES, COMPLAINTS AND DISAGREEMENTS

Students are entitled to due process in any situation where they feel aggrieved or their success in the program is jeopardized. College-wide grievance procedures are in place. Please refer to student rights procedures for campus activities or contact Student Services. Since clinical education is part of academic courses, due process procedures are the same. See Academic Grievance Procedure in the Student Handbook. It is in the best interest of students and the program to resolve all issues promptly. Students are encouraged to first seek resolution to problems occurring in class and/or lab with the course preceptor. If resolution is not possible, then students should be referred to the Program Director or the Department Chairperson.

Clinical issues are best addressed first with the clinical preceptor. If resolution is not possible, students should be referred to the Clinical Coordinator then to the Program Director if necessary.

For issues related to noncompliance with the Standards for an Accredited Education Program in Radiologic Sciences, refer to program accreditation information on page 2.

DEGREE COMPLETION FOR REGISTERED TECHNOLOGISTS

The Community College of Rhode Island will award an Associate in Applied Science degree to registered radiographers upon completion of the following:

1. Application to the Radiography Program. Write or call Community College for materials (333-7300).

2. Submission of appropriate documents verifying status as a registered radiographer (ARRT card or Registry number; résumé).

3. Fulfillment of Math and English admission requirements.

4. Fulfillment of course requirements:

   Achievement of a passing grade on Comprehensive Competency Exams (75%). The exam will allow the student to challenge XRAY courses offered at the college, and will include:

   a. Radiographic Anatomy, Sectional Imaging
   b. Radiographic Principles and Physics
   c. Introduction to Radiation Biology
   d. Radiographic Procedures

   Successful completion of the additional credit hours required.

5. The following required courses for the Radiography Program must be taken:

   a. PSYC 2010: General Psychology
   b. ENGL ____: Literature Elective

6. An additional 3 credit hours may be selected from the humanities or social sciences. See General Education Core Curriculum requirements in the college catalog.

7. It is the college policy to grant transfer credit up to one-half the credits required for the degree. Credits may also be awarded based on challenge exams, prior educational experience, or portfolio preparation.

Seventy-seven (77) credits are required for an Associate Degree in Applied Science in Radiography.

TRANSFER OF CREDIT TO THE RADIOGRAPHY PROGRAM AT CCRI

Students entering the Community College of Rhode Island who have satisfactorily completed collegiate-level courses at other institutions may have their courses evaluated by the Registrar or Radiography Program Director at the Community College when their programs and goals have been established. Credits are not automatically given for courses taken elsewhere. Community College of Rhode Island does accept transfer students from other colleges, and grants transfer credit for comparable courses with satisfactory grades. The total of transfer credits may not exceed one-half of the total credits required for a degree. The last twelve credits in any degree program must be earned at the Community College.

HEALTH INSURANCE

Radiography students should be covered by health and accident insurance. Clinical affiliates are not responsible should students be injured at a clinical site, nor are the affiliates responsible to provide health care for students.

Students are responsible for any and all medical treatment they require.

Health insurance policies for students are available through the Office of Student Services.

EMERGENCY NOTIFICATIONS

Students are encouraged to sign up for emergency test messages and/or email alerts from the college. They can do so from their My CCRI page on the website.

CRIMINAL BACKGROUND CHECK

All students in health programs must undergo a criminal background check prior to acceptance. Students are advised that criminal convictions could interfere with eligibility for clinical placement, credentialing examinations, and state licensure.

Students are responsible to inform the Program Director of any changes in their criminal background status. Concerns should be addressed with the Program Director and Department Chairperson. Clinical affiliates may require additional background checks prior to new clinical rotations.

STUDENT HEALTH FORMS

Admission physicals, immunization records and CPR certification must be completed before clinical placement. Affiliate hospitals require that students document specific immunizations before they can attend clinical. Students are responsible to maintain current health records throughout the program.

CONFIDENTIALITY

Grades and clinical progress are considered personal matters between students and instructors. It is important that students respect their classmates' rights to confidentiality.

CELL PHONES AND PERSONAL COMMUNICATION DEVICES

The use of cell phones and other electronic devices for texting, photographing, or making videos in class or lab is prohibited. For confidentiality reasons, photographing radiographic images used in class or lab is prohibited. Cell phones must be turned off during class and lab time.

Audio recordings of lectures can be made with the permission of the preceptor.

ELECTRONIC MEDIA POLICY

Electronic media, like Facebook, Twitter and YouTube can be powerful learning tools, but they carry with them the obligation to be responsible and ethical in their use.

It is expected that students respect the reputation of their program, the college and its clinical affiliates. That obligation extends to fellow students, college faculty and staff, clinical preceptors, hospital staff, physicians and patients.

It is expected that students use electronic media outlets in accordance with legal regulation.

- Federal regulation mandates the protection of privacy rights for patients and students.
- Posting any patient information is strictly prohibited under HIPAA guidelines.
- Posting any information related to students' educational record or educational progress is prohibited under FERPA guidelines.
- Lectures taped with faculty permission are subject to intellectual property rights and cannot be posted.
- The CCRI logo cannot be used without permission.

Adherence to these principles is a reflection of integrity and personal accountability. Failure to do so could result in disciplinary action. Students are reminded that they are guests at their clinical sites. Negative comments about the site, clinical preceptor or staff could jeopardize their clinical rotation and progression through the program.

PROGRAM COMMUNICATION

Students are advised to routinely check their CCRI email account. Email is the preferred method for communication with program faculty.

Emails are considered professional communications. Capitalization, punctuation and correct English grammar are expected.

STUDENTS WITH DISABILITIES

Students with documented disabilities should discuss their needs with the program director or appropriate preceptor. Reasonable academic accommodations are coordinated through the Disability Services for Students office.

TECHNICAL STANDARDS

In order to perform the tasks required of radiographers, certain physical capabilities are required. Students must demonstrate the ability to perform required functions as a routine part of either classroom, laboratory or clinical education. Students should be aware that successful completion of the Radiography Program will depend upon the ability to meet the following technical standards:

I. A reasonable amount of strength and mobility are required for the following reasons:

   A. Radiographers must be able to lift, move or push heavy equipment, specifically image receptors, mobile x-ray equipment, stretchers and/or wheelchairs with patients in them.
   B. Radiographers must be able to help in lifting patients who may be paralyzed, comatose or otherwise incapacitated, from stretchers or wheelchairs to x-ray tables and back.
   C. Radiographers must be able to provide physical assistance and care for patients in a timely manner in all circumstances.
   D. Radiographers must be able to reach overhead in order to manipulate an x-ray tube that hangs from the ceiling.

II. Manual dexterity, good motor skills and eye-hand coordination are necessary in order to:

   A. Manipulate locks on equipment
   B. Don surgical gloves
   C. Fill syringes
   D. Align patient, imaging plate, and x-ray tube

III. Sensory function in at least one upper limb is necessary in order to palpate bony prominences.

IV. The ability to hear faint or muffled sounds is necessary in order to:

   A. Respond to patient needs since operator control areas are separated from the x-ray tube and table where patients are placed.
   B. Monitor equipment operation or dysfunction which may be indicated by low-sounding bells or buzzers.
   C. Function when the use of surgical masks is required for protection of the patient or hospital personnel.
   D. Respond to pages from the hospital public address system.

V. Visual acuity (the ability to see fine lines) and intensity discrimination (the ability to distinguish gradual changes in blacks, greys and whites) are necessary in order to evaluate radiographs for technical quality.

VI. The ability to communicate orally and in writing is a requirement for radiographers in order to:

   A. Ascertain and record patient histories.
   B. Explain and complete patient consent forms.
   C. Provide clear and audible directions to patients face-to-face and from the radiography control area, which may be 15 feet away from the patient.

These standards are capabilities associated with the successful practice of radiography. Under no circumstances are they considered conditions for admission to the Radiography Program.

CLINICAL INFORMATION

Kent County Memorial Hospital
Radiology Department
455 Tollgate Road
Warwick, RI 02887
737-7000, ext. 31185
Jennifer Kauffman, RTR (ext. 35446)
jkauffman@kentri.org
7:30-3:30

Morton Hospital & Medical Center
Radiology Department
88 Washington Street
Taunton, MA 02780
508-828-7200, ext. 7220
Fax 508-828-7204
Roxanna Dacey, RTR
roxanna.dacey@steward.org
Daniel Dubovy, RTR
daniel.dubovy@steward.org
7:30-3:30

Roger Williams Medical Center
Radiology Department
825 Chalkstone Avenue
Providence, RI 02905
456-2290
Fax 456-6729
Susan Nunes, RTR
snunes@chartercare.org
7:30-3:30

St. Joseph Hospital/Fatima
Radiology Department
200 High Service Avenue
N. Providence, RI 02904
456-3269
Laura Leal, RTR
lleal@chartercare.org
7:30-3:30

South County Hospital
Radiology Department
100 Kenyon Avenue
Wakefield, RI 02879
782-8030, ext. 1346
Fax 789-2509
Greg Jordan, RTR
gjordan@southcountyhealth.org
7:30-3:30

Veterans Administration Hospital
Radiology Department
830 Chalkstone Avenue
Providence, RI 02908
273-7100, ext. 12304
Tara Hargreaves, RTR
tara.hargreaves@va.gov
Luchino Caparas, RTR
luchino.caparas@va.gov
8:00-4:00

Yale New Haven Healthcare
Westerly Hospital
Radiology Department
25 Wells Street
Westerly, RI 02891
401-348-3554
Lynn Nelson, RTR
Lynnette.Nelson@westerlyhospital.org
Morgan Rathbun,
mamiguel727@gmail.com, (401) 474-7910
8:00-4:00 (first years)
7:30-3:30 (second years)

Yale New Haven Healthcare
Lawrence + Memorial Hospital
Radiology Department
365 Montauk Avenue
New London, CT 06320
860-442-0711 ext. 2558
Michelle Pasqualini, RTR
Michelle.Pasqualini@lmhosp.org
Bruce Cadieux
Bruce.Cadieux@lmhosp.org
7:30-3:30

Charlton Memorial Hospital
363 Highland Avenue
Fall River, MA 02720
508-973-7536
Michael Johns, RTR Johnsm@southcoast.org
7:00-3:00

CLINICAL INFORMATION

Clinical experience will be scheduled by the Community College over a 24-month period. During an 8-hour clinical experience, a meal break of ½ hour is allowed.

Clinical assignments are made by the college, and may be to any affiliate hospital.

Students are responsible for their own transportation to and from clinical.

Students are required to abide by hospital parking regulations.

Some clinical sites may require additional background checks, PPDs, vaccines, or drug tests.

ATTENDANCE/CLINICAL

Regular attendance at lectures and labs is considered an essential part of the students' success. Students who miss clinical time may be required to repeat the course. See individual clinical requirements for specific details.

Students are expected to be punctual and prepared. Tardiness for unique circumstances such as weather or traffic conditions will be addressed on an individual basis. If the student is more than 15 minutes late, the clinical preceptor may count this as an absence. These decisions will be according to the preceptors' discretion upon evaluation of the situation.

Chronic tardiness is a disciplinary issue and will be addressed by the Program Director with a verbal warning, a written warning, followed by possible dismissal from the program.

Students are required to contact faculty or clinical preceptor if they are unable to attend class for any reason.

TARDINESS

Tardiness is not acceptable in Radiology Departments:

1. Chronic tardiness is a disciplinary problem and should be handled in that manner.
2. Lateness due to weather or unforeseen traffic conditions should be addressed in an individual manner according to the judgment of the clinical preceptor.

EVALUATION

Students will be evaluated on their clinical ability by the clinical preceptors according to the competency-based evaluation system. Acceptable performance on competency evaluations and the retention of previously evaluated skills is required. Competency criteria and evaluation forms are included in each clinical syllabus.

VACATION AND HOLIDAY POLICY

Students are scheduled according to the college calendar except for summer sessions.

BEREAVEMENT

Absence from clinical due to the death of a family member may be excused.

Funeral leave taken for non-family members will be considered an absence. Arrangements should be made with the clinical preceptor, clinical coordinator, and Program Director.

CANCELLATION OF CLINICAL EXPERIENCE

When college classes are cancelled due to inclement weather, clinical is also cancelled.

1. Students should not be in clinical; they are not insured.

2. If clinical preceptors decide to send students home, they are excused.

3. If students request to leave because of bad weather, or do not come to clinical, they must use personal time.

4. If the college cancels during the school day, college personnel will call the clinical site.

5. Students are responsible to check for early morning cancellations. The information is available on the college website, via emergency alerts, on local radio and TV stations or by calling 333-7171.

6. Students may remain at clinical only in unusual circumstances and only with the written permission of their clinical preceptor.

EVENING OR OVERNIGHT ROTATION

During their second year, students may elect to be scheduled for a rotation on evenings or overnights. The rotation will be arranged by the clinical preceptor at the clinical site. The purpose of the rotation is to:

1. Enhance students' opportunities to perform trauma, pediatric and, in some cases, OR procedures.

2. Facilitate the completion of competency requirements.

Students will be supervised by a registered radiographer at all times and opportunity for competency evaluation will be available.

NOTE: Students shall never be involved in educational process more than forty (40) hours in one week or more than eight (8) hours in one day. This includes formal classes and clinical assignments. There are no weekend options.

RECORDKEEPING

Maintenance of ***clinical time sheets*** and ***case logs*** is the responsibility of the students.

1. Students must record the time spent in clinical daily on Trajecsys.

2. A record of participation in all examinations must be maintained by the students on a log sheet. Log sheets are logged in weekly on Trajecsys and kept on file as part of the student's records. Your professors will track this process continuously.

3. All repeat exam MUST have the technologist's signature/initials on Trajecsys.

Failure to maintain accurate records will affect the students' final clinical grade, and could result in program dismissal.

SUPERVISION

Students must be directly supervised. Direct supervision requires that a qualified radiographer:

1. Review the request in relation to the students' achievements.

2. Evaluate the condition of the patient in relation to students' achievement.

3. Be present during the performance of the examination.

4. Review and approve procedures and/or images.

Students who have demonstrated competency in a given procedure may be indirectly supervised for that procedure. A qualified radiographer must be immediately available to assist students if needed.

Repeat examinations must be directly supervised regardless of the level of competency of the students. The initials of the supervising technologist are required on the students' log sheets in Trajecsys.

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

DRESS CODE

The personal appearance and demeanor of Radiography students at CCRI reflect both the college and program standards, and are indicative of the students' interest and pride in their profession. All students are expected to present a professional appearance at all times.

1. Body hygiene should be maintained by washing and the use of deodorants.

2. Hair must be neat at all times. Long hair should be tied back for reasons of safety and hygiene. Beards, mustaches or sideburns should be kept well trimmed.

3. Fingernails may be no longer than the tips of the fingers, neat and clean. Only conservative shades of nail polish are permitted if students wish to wear it. Artificial nails of any kind are prohibited.

4. Makeup, if worn, should be used discreetly. Heavy makeup is not acceptable in a hospital setting.

5. Perfume and aftershave lotions should be used in moderation. Strong scents may be offensive to patients.

6. Jewelry is not appropriate with the professional attire. Students are permitted to wear wedding, engagement or class rings and watches. One small pair earrings in pierced ears is allowed. Multiple earrings and all other body piercings are prohibited for health and safety reasons.

Attire for Clinical:
Scrubs are the required uniform for clinical.

- **Navy blue scrub tops and pants**
  - A white lab coat, lab jacket or navy blue scrub jacket may be worn.
  - A white or black tee shirt may be worn under the navy blue top.

- **Black shoes**
  - Athletic shoes may be worn provided they are one color and are leather or a similar material.
  - Shoes with mesh coverings are unacceptable.
  - Clogs may be worn as long as they have a closed back.

- **Note:**
  - Only scrub attire is acceptable.
  - Sweatshirts, sweaters, jackets, sport shirts and jeans are not appropriate in a clinical setting.
  - Tee shirts may only be worn as described above.

- White or black shoes (Athletic shoes may be worn provided they are one color [white or black], and are leather or similar material.)

Special Attire:
Only students assigned to the OR may wear OR scrubs. They are not intended for any other purpose. If operating room scrub clothes are worn outside specialty areas they must be covered. Lab coats are used for this purpose. Patient gowns should not be worn in place of a lab coat.

Protective garments must be worn when there is the possibility of exposure to bloodborne pathogens, and must be disposed of in a manner consistent with hospital and OSHA regulations.

IDENTIFICATION BADGE

A photo ID card is required to be worn for all clinical assignments. CCRI ID cards may be obtained in the Student Services area. Hospital ID cards may also be required and must be worn in accordance with hospital security protocols.

STUDENT RADIOGRAPHERS AS HOSPITAL EMPLOYEES

Students, while employed in a hospital in whatever capacity (office, aide, orderly, etc.), are prohibited from performing radiographic procedures.

CONFIDENTIALITY

Students are required to keep all information concerning patients strictly confidential.

Patient's charts are confidential. Conversations with patients are confidential. Information concerning patients must not be discussed with the patient's family or visitors, or with anyone who is not directly concerned with the ***care and treatment of that patient.*** Students will be asked to sign a statement attesting to the fact that they understand the confidentiality requirement.

PERSONAL ELECTRONIC DEVICES (I-PHONES, TABLETS, I-PADS, COMPUTERS)

- Students must comply with all hospital policies regarding the use of electronic communication devices.
- The use of electronic communication devices may be prohibited in some areas of the hospital.
- Clinical preceptors will inform students when and where the use of electronic devices is allowed.
- It is expected that students' communication devices be turned off during clinical.
- Coffee breaks or meal breaks are the only appropriate time for checking messages or returning calls.
- Photography at clinical sites is forbidden unless specific permission is given by hospital staff.

POLICIES

RADIATION MONITORING DEVICE

CCRI will provide radiation monitoring service to all students. Students are responsible for changing their monitors at the required time. Monitors are changed every three months. Students must see and initial quarterly radiation reports. (The reports will be available in the Radiography Laboratory.)

1. The students must always wear monitors in clinical. Students have full responsibility for having the radiation monitor with them in the hospital. No students will be allowed to remain in clinical without a monitor.

2. The monitor is worn at the neck and outside lead apron.

3. The monitor should never be left in a radiographic room.

4. The monitor is never worn when having medical or dental radiographs taken for personal reasons.

5. Loss of or accidents with the monitor must be immediately reported to the college in writing. The replacement fee for lost monitors is the responsibility of the student.

6. In the college laboratory, radiation monitors must be worn.

7. Damage, loss or accidental exposure to personal radiation monitor must be reported in writing to the clinical coordinator.

RADIATION PROTECTION PRACTICES

Students are expected to exercise sound radiation protection practices at all times. At no time should a student participate in a procedure that exhibits unsafe protection practices. Students should:

1. Never hold a patient during an exposure, or remain in the room while a radiograph is being taken.

2. Never make an exposure while the door to the radiographic room is open or a radiographer is holding a patient or image receptor.

3. Always use collimation.

4. Always stand behind the lead barrier when making an exposure.

5. Wear a lead apron when doing portable examinations.

Students are never to hold patients or films during radiographic examinations.

DISCIPLINARY POLICY

It is essential that certain regulations be established in order to serve as guidelines for students. It is expected that radiography students observe program and clinical affiliate regulations in a conscientious manner. Failure to do so will result in disciplinary action including program dismissal.
Reinstatement is not an option for students dismissed for disciplinary reasons.
The following are considered "just cause" for disciplinary action:

1. Inconsiderate or inappropriate treatment of visitors, patients, students and clinical or college personnel.

2. Mismanagement of college or hospital funds or property. (Ex.: use of hospital phones for personal reasons.)

3. Failure to adhere to hospital protocols. (Ex.: leaving patients unattended during radiographic procedures.)

4. Inability to perform according to hospital, department or program standards.

    a. Excessive absence and/or tardiness.
    b. Failure to report absence promptly.
    c. Failure to maintain required clinical records.
    d. Leaving the clinical area without permission.
    e. Sleeping on clinical assignment.
    f. Smoking in areas where it is prohibited.
    g. Chewing gum while on clinical assignment.
    h. Failure to report to clinical assignment in alert condition.
    i. Failure to report to clinical assignment in the proper ***complete*** professional attire. (See Dress Code section.)
    j. Failure to wear ID badge and/or radiation monitor.
    k. Use of cell phones at clinical or in class.

Any student in violation of the above rules and regulations will have the following action taken:

1. The student will be issued a written warning from the instructor. This warning is to be signed by the student in order to verify the fact that the student is aware of this warning. This signature does not necessarily indicate that the student is in agreement with the warning. This document shall be kept in the student's file.

2. The next offense of a section previously warned may result in program dismissal. The student may request a meeting with the Radiography faculty. At that time, the student may present his/her case and request a change of clinical assignment under probationary measures if appropriate. This request must be made in writing to the Program Director.

3. Accurate records of all incidents and comments from the instructor to the student shall be kept. Signatures of the both the instructor and student are required on all documents. The signature of the student on these documents does not necessarily indicate that the student is in agreement with the instructor’s comments. It is verification that the student is aware of the warning.

4. Students in disagreement with the written warning may contest it through the Program Director. This should be done in written form within one week of the incident.

The progressive method of discipline is applicable to all cases of poor performance and most cases of clinical instruction rule violation. Exceptions are made when the student's behavior or actions are severe.

Grounds for immediate program dismissal include:

1. Academic dishonesty. (Ex. cheating)
2. Falsification of any record. (Ex. signing the attendance sheet for another student)
3. Gross insubordination.
4. Willful neglect or mistreatment of a patient, fellow student or preceptor.
5. Failure to comply with OSHA regulations concerning bloodborne pathogens.
6. Failure to adhere to HIPAA guidelines.
7. Violation of the program's Electronic Media Policy.
8. Use or possession of alcoholic beverages on hospital property.
9. Soliciting, possession of, distribution of or use of illegal drugs.
10. Soliciting, distribution of or abuse of controlled substances.
11. Stealing from employees, students, patients, the college or hospital.
12. Willful destruction of college or hospital property.
13. Violation of regulations concerning the use of the radiography lab.
14. Conviction of a crime.
15. Any violation of the ARRT Code of Ethics.

Students should be referred immediately to the Program Director with a written account of the violation.

Students in disagreement with any accusation of violation may contest it through the Program Director or Department Chairperson.

DUE PROCESS AND GRIEVANCE PROCEDURE

Please refer to student rights procedures for campus activities. Since clinical education is considered an extension of the program, due process procedures remain the same.

PREGNANCY POLICY

The National Council on Radiation Protection and Measurements recommends that the dose equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 rem/5 mS for the entire gestation period. It is recommended by the NCRP that persons involved in the occupation should notify the supervisor immediately if pregnancy is suspected. Through proper instruction of all safety precautions, and personnel monitoring and strict adherence to these precautions, it can be possible to limit all occupational

exposure to under 500 mrem (5 mSv) per year for the duration of the pregnancy or 50 mrem (0.5 mSv) per month

Disclosure of pregnancy is voluntary and the responsibility of the student. It is recommended that students notify the Program Director immediately ***and in writing*** (see Pregnancy Declaration Form) if pregnancy is suspected. Students are advised that pregnancy could interrupt their educational progress, and affect their date of graduation. However, once pregnancy is declared, the safety of the fetus and well-being of the student are the primary concerns. A written withdrawal of pregnancy declaration may be made at any time.

Upon confirmation of pregnancy, the student will:

1. Submit a statement from her physician verifying pregnancy and expected due date. The statement must include a physician's recommendation for modification of activity if needed.
   A number of options are available to the student

   a. Continue full-time status with no modifications.
   b. Immediate leave of absence.
   c. Withdrawal from the course that includes clinical with continued participation in other didactic instruction.
   d. Continued full-time status with limited rotations that exclude fluoroscopy, surgery and portables.

2. Counsel with program faculty regarding the nature and potential radiation injury associated with in-utero exposure, the regulatory limits established by the NCRP, and the required preventive measures to be taken throughout the gestation period.

3. Submit a plan in writing if modifications to the student's curriculum are necessary.

After a leave of absence, the student must:

1. Request reinstatement into the program.

2. Be evaluated for retention of competencies and placed accordingly.

3. Be informed that, dependent on type of course(s), degree of difficulty of the course(s), her academic standing and length of time out, she may be required to retake the course(s) in their entirety.

A student maintaining full-time status will be required to:

1. Adhere to all safety precautions for protection purposes.

2. Submit statements from her physician as to any changes or problems in her pregnancy, and the advisability of continuation full-time.

3. Wear 2 personnel monitoring devices, one on collar and one on abdomen for fetal monitoring. Readings will be monitored and the student will be subject to immediate leave of absence from the clinical environment if at any point the safety of the fetus in question.

4. Stop working immediately and report to the clinical preceptor if the pregnant student feels she is working in an unsafe area or under conditions detrimental to herself or the fetus.

5. Never place herself, for any reason, in the primary beam of radiation.

The student must complete all the requirements for her degree including required courses, rotations and clinical competencies.

RADIATION EXPOSURE POLICY

Students are required to abide by ***all*** safety precautions, and keep exposure as low as practical through a combination of time, distance and shielding.

Should dosimetry reports indicate a student has an excessive reading (greater than 1 rem/10 mSv in a quarter) the following procedure is followed:

1. The clinical coordinator will immediately contact the student.

2. Investigate the possible causes of the reading with both the student clinical preceptor and /or laboratory preceptor.

3. Determine from the investigation if the student was actually wearing the monitor when it was exposed, where it was stored, if it had been lost or left in a radiographic room.

4. Request documentation from the clinical preceptor or radiation safety officer at the clinical site regarding the exposure a monitor could receive under certain conditions. Get the same documentation from college laboratory personnel if appropriate.

5. Ask for verification of the reading from the radiation monitoring company.

Options

If it is determined that the student was not actually exposed based on written documentation explaining the circumstances from both the student and appropriate preceptor:

1. Counsel the student on the appropriate measures to avoid false readings.

2. File documentation of the incident as required by the State of Rhode Island Department of Health

If it is determined that the student actually received the high reading the recommendation will be based on the student's status within the program and the actual reading:

If the reading is extraordinarily high:

1. The student will be advised to consult a physician.

2. Documentation of the incident will be filed with the RI Department of Health.

3. The student will be referred to the advising and counseling department for vocational counseling if it would be impossible for the student to return to the program.

- **For a first year student:** If the reading would prevent the student from being in clinical temporarily the student will be removed from clinical immediately. The student may complete any of that semester's courses not having clinical as a component and be given the option of reinstatement into the program when the course with the clinical component is next offered.

- Counseling regarding radiation safety will be provided and documented.

- **For a second year student:** If the reading would prevent the student from being in clinical temporarily the student will be removed from clinical immediately. The student may complete any courses not having clinical as a component. For that course or courses with the clinical component the student may complete the didactics at the college and clinical time will be modified, allowing the student to complete the missed clinical time at the end of the program. The student will receive an incomplete in the course(s) with the clinical component until the clinical is completed.

- Counseling regarding radiation safety will be provided and documented.

- File documentation of the incident as required by the State of Rhode Island Department of Health.

MRI POLICY

Magnetic resonance imaging uses strong magnetic fields and radio waves to produce images of the human body. There are safety concerns for patients and personnel.

As well as patients, personnel involved in MRI procedures are exposed to a strong static magnetic field, time-varying magnetic field and radiofrequencies.

Safety concerns include:

1. Hazards from projectiles.
2. Electrical interference with implants.
3. Torquing of certain metal objects.
4. Local hearing of tissues and metal objects.
5. Electrical interference with normal function of nerve cells and muscle fibers.

Students must participate in an MRI safety screening process prior to any clinical experience, and again prior to an MRI observation.

It is mandatory that students notify the program of a change in status.

Consultation with your clinical preceptor and MRI department personnel is required before assignment to an MRI rotation.

Alternative elective rotations are available.

COMMUNICABLE DISEASE POLICY

Students in the Radiography Program are required to report communicable disease, illness or any condition which may affect the health of students, staff or patients, to the Program Director. Those types of conditions include but are not limited to rubella, measles, mumps, chicken pox, polio, tuberculosis, and influenza. Students with a confirmed diagnosis will be required to conform to the recommendation of the Department of Health of the State of Rhode Island concerning return to classroom and clinical assignments. Prolonged absence could result in the need to repeat didactic and clinical courses.

The procedure is as follows:

Students suspecting they have a communicable disease should refrain from attending classes or clinical and notify the Program Director and the college Health Services Office.

1. Those students will be instructed to obtain a confirmed diagnosis of disease from their personal physician. Confirmation of diagnosis should be sent to the college Health Services Office.

2. The college will then notify the State Department of Health, and inform students and the clinical affiliates concerned of the state guidelines for safe return to normal activity.

3. Students are expected to conform to State Department of Health guidelines. Compliance will be monitored by Student Health Services and the Program Director.

Students who are exposed to communicable diseases in conjunction with their clinical education should report that exposure to their clinical preceptor, the Program Director, and the College Health Services Office.

1. Evaluation of the exposure will be conducted by the College Health Services Office in conjunction with the infection control department of the clinical education center in question.

2. If deemed appropriate, students will be tested for infection at three-month intervals for nine months by the College Health Services.

The information contained herein is subject to revision at any time.

Revised 7/21

COMPETENCY EVALUATION

Student _____ **Date** _____

Procedure _____ **Evaluator** _____

STUDENT PERFORMANCE

Students must perform the following in a satisfactory manner in order to achieve competency. ***Students are allowed 3 attempts to perform a competency evaluation. Failure to demonstrate competency on a third attempt will result in clinical failure.*** Specific criteria is attached. Form to be completed when declaring an exam for evaluation.

COMPETENCY EVALUATION

I. Evaluate requisition _____
II. Prepare physical facilities _____
III. Provide for patient's needs and safety _____
IV. Exhibit necessary communication skills _____
V. Demonstrate required positioning skills _____
VI. Manipulate equipment _____
VII. Provide radiation protection _____
VIII. Evaluate image _____

Reason for denial:

_____ Failure to verify patient ID
_____ Failure to question pregnancy status
_____ Failure to shield
_____ Failure to use marker
_____ Unfamiliar with protocol
_____ Other _____
_____ Unfamiliar with positioning
_____ Unfamiliar with technique
_____ Improper technique
_____ Failure to collimate
_____ Repeat required

COMMENTS:

STUDENT COMMENTS:

_____ _____
Evaluating Technologist Signature Clinical Preceptor Signature

_____
Student Signature

COMPETENCY EVALUATION CRITERIA – EXAMINATION

I. Evaluate Requisition

_____ a. Identify procedure to be performed.
_____ b. Recall patient's name and age.
_____ c. Select appropriate radiographic facility.

II. Prepare Physical Facilities

_____ a. Provide clean table or chest stand and appropriate image receptors.
_____ b. Prepare CR/DR for examination if appropriate
_____ c. Provide accessory equipment indicated for examination.
_____ d. Turn machine "on" and be prepared for exposure.

III. Provide for Patient's Needs and Safety

_____ a. Select correct patient.
_____ b. Have patient properly gowned with opaque articles from area of interest.
_____ c. Provide safe storage for patient's belongings.
_____ e. Assist patient to radiographic room and onto table in a safe manner.
_____ g. Keep patient clothed or draped for modesty at all times.
_____ h. Check the pregnancy status of all females between the ages of 10 and 55, and document appropriately.

IV. Exhibit Necessary Communication Skills

_____ a. Address patient properly by surname.
_____ b. Explain procedure and give clear, concise instructions.
_____ c. Ascertain pertinent clinical information from patient in a professional manner.

V. Demonstrate Required Positioning Skills

_____ a. Position patient properly to demonstrate required anatomy.
_____ b. Give adequate directions as to breathing and moving.
_____ c. Align the area of interest with tube and image receptor.
_____ d. Provide assistance or support to aid patient in maintaining positions.
_____ e. Direct central ray to correct centering point.

VI. Manipulate Equipment

_____ a. Move or turn tube to desired position.
_____ b. Utilize shielding and masking devices properly.
_____ c. Properly utilize tube and bucky locks.
_____ d. Place image receptor appropriately.
_____ e. Measure and use technique chart or select correct sensors for AEC.
_____ f. Select exposure factors on control panel
_____ g. Identify radiographic digital image using R or L markers and other appropriate identification.

VII. Provide Radiation Protection

_____ a. Collimate to part.
_____ b. Use gonadal shield if appropriate.
_____ c. Utilize lead apron and gloves if appropriate.

COMPETENCY EVALUATION CRITERIA – IMAGE EVALUATION

I. Anatomy

_____ a. State and identify anatomy that must be included on the radiographic digital image.
_____ b. State the structure of interest for each projection.
_____ c. Identify structure of interest on the image.
_____ d. Critique for cutoff.

II. Centering – Direction and Centering of Central Ray and Centering of Image Receptor

_____ a. State and identify the anatomical centering point.
  1. critique the relationship of centering point to image receptor
  2. critique the centering of the central ray
_____ b. State the direction of the central ray.
  1. degree of angulation if required
  2. indicators of correct angle

III. Positioning – Alignment of the Patient

_____ a. State the planes used in positioning the patient.
  1. critique for alignment
  2. critique for degree of obliquity if appropriate
_____ b. State criteria for assessing rotation.
  1. identify anatomy
  2. critique for rotation

IV. Technique

_____ a. Receptor exposure (density/brightness) – indicate visibility of structures that denote proper density.
_____ b. Contrast – indicate ability to distinguish different anatomical structures.
  1. identify particular structures for this exam
  2. contrast enhancement methods used for this exam
_____ c. Spatial resolution (recorded detail) – indicate special considerations to assure sharpness of structural lines.
  1. critique for motion
_____ d. indicate technique adjustments if necessary for CR and DR.

V. Image Quality

_____ a. Identify evidence of radiation protection.
  1. beam limitation
  2. gonadal shielding
_____ b. Verify identification
  1. visibility of R of L marker
  2. patient identification
  3. date and time
  4. radiographer's initials

For CR/DR indicate exposure indicator numbers denoting proper exposure.

CLINICAL PERFORMANCE ASSESSMENT
(in Trajecsys)

Name _____ **Clinical Site** _____

Course _____ **Date** _____

☐ **Midsemester** ☐ **Final**

Overall Performance **(S, U, Commendable)** _____

Satisfactory performance is required to pass clinical.

Student Self-Evaluation:

State your strengths and weaknesses.

Clinical Preceptor Evaluation:

Days Absent: _____

_____ _____
Clinical Preceptor Signature Student Signature

REQUIRED BEHAVIORS	DOES WELL		NEEDS WORK	
	Student	Preceptor	Student	Preceptor
Provides for overall safety 1. Verifies patient ID				
2. Respects modesty				
a. Keeps patient clothed or draped for modesty				
b. Provides privacy for changing				
3. Protects from ionizing radiation				
a. Shields				
b. Collimates				
c. Checks for pregnancy (females age 10-55)				
4. Follows department protocol for patient transport and transfer				
a. Provides adequate supervision				
b. Assists patient to and from x-ray room/on and off table				
c. Keeps side rails and foot rests properly in place				
5. Prepares rooms between patients				
a. Cleans table, chest stand and image receptors as needed				
b. Provides appropriate linen and/or mattresses				
c. Replenishes supplies				
Demonstrates Knowledge of Procedures and Equipment 1. Operates Radiology Information system according to department protocol				
2. Interprets requisitions properly				
a. Ascertains and documents pertinent clinical information				
b. Identifies procedures and follows department protocol				
c. Checks previous reports/exams when indicated				
3. Manipulates equipment properly				
a. Utilizes locks (tube and bucky)				
b. Angles accurately				
c. Selects technique factors and proper AEC sensors				
4. Utilizes accessory equipment				
a. Selects and uses immobilization devices as needed				

REQUIRED BEHAVIORS	DOES WELL		NEEDS WORK	
	Student	Preceptor	Student	Preceptor
b. Carefully uses weights when indicated				
c. Uses lead blockers if granted				
5. Organizes tasks logically				
Communicates Effectively 1. Addresses patients and staff properly using surname or title				
2. Provides patient with adequate explanation of exam				
3. Instructs patient in a clear, calm manner				
4. Gives appropriate follow-up instructions				
5. Accurately documents pertinent information on requisition, consent forms or charts				
Follows Safety Procedures 1. Wears radiation monitor				
2. Wears lead apron and/or thyroid collar as needed				
3. Limits the beam of radiation with cones or collimators				
4. Closes the door to the x-ray room when making an exposure				
5. Clears area of all non-essential personnel before exposure				
6. Repeats examinations under direct supervision				
7. Adheres to OSHA regulations				
8. Washes hands				
9. Knows emergency procedures for fire, code, medical emergencies and equipment failure				
Acts in an Ethical Manner 1. Uses hospital equipment in a responsible manner				
2. Respects patient confidentiality				
3. Respects fellow students' or coworkers' right to privacy				
Demonstrates Responsible Professional Behavior 1. Acts in a dependable manner				
a. Is present on assigned clinical days				
b. Adheres to room assignments				
c. Is punctual				

REQUIRED BEHAVIORS	DOES WELL		NEEDS WORK	
	Student	Preceptor	Student	Preceptor
d. Maintains clinical records on Trajecsys				
1. Log sheets, repeat signatures				
2. Attendance sheets				
3. Competency evaluations				
4. Required forms				
e. Adheres to dress code				
f. Has materials required for clinical				
1. Radiation monitor				
2. Markers				
3. ID badge				
Actively Participates in Learning Process 1. Asks questions				
2. Accepts constructive criticism				
3. Practices positioning and equipment manipulation				
4. Tries new tasks				
5. Seeks opportunities to perform new or difficult examination				
6. Maintains and uses a technique book				
Demonstrates Retention 1. Consistently performs previously evaluated procedures				
2. Knows pertinent anatomy				
3. Evaluates images using evaluation criteria				

Competency Evaluations Completed:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Grading:

S Performance meets minimal requirements. Performs required behaviors with some reminders. Completes required competency evaluations.

U Performance fails to meet minimal requirements.

C Performance exceeds minimal requirements. Consistently performs required behaviors. Attempts additional competencies.

GENERAL COMPETENCIES

Name _____

Checklists	Date Completed (1st) year	Date Completed (2nd) year
Orientation		
Fluoroscopy		
Operating Room		
Skull and Facial Bones	N/A	
Modality Rotation	N/A	

P = Patient; S = Simulation
**** Mandatory Procedure***
**All documentation is entered via Trajecsys online system

Procedures	Routine		Non-Routine (Specify as trauma, pedi, OR, mobile, grid, tomography)			
	P/S	Date Completed	P/S	Date Completed	P/S	Date Completed
Chest *Ambulatory						
*Non-ambulatory (AP-Wheelchair or Stretcher)						
Decubitus						
Abdomen *Flat (KUB)						
*Upright						
Decubitus						
Skeletal - Upper *Hand						
*Fingers or thumb						
*Wrist						
*Forearm						
*Elbow						
*Humerus						
*Shoulder						
*Clavicle						
Scapula						
AC joints						

Procedures	Routine		Non-Routine (Specify as trauma, pedi, OR, mobile, grid, tomography)			
	P/S	Date Completed	P/S	Date Completed	P/S	Date Completed
*Ribs						
Sternum						
Upper Airway (Soft-tissue neck)						
Skeletal - Lower *Foot						
*Ankle						
*Tibia-Fibula						
*Knee						
*Femur						
Toes						
Patella						
Calcaneus						
Other						
Skeletal – Spine and Pelvis *Cervical spine						
*Thoracic spine						
*Lumbar spine						
*Hip						
*Pelvis						
Sacrum/coccyx						
Scoliosis series						
Sacroiliac Joints (SI)						
Head		One Elective Procedure				
Skull						
Paranasal sinuses						
Facial bones						
Nasal bones						
Orbits						
Mandible						
Zygomatic arches						
Temporo-mandibular joints						

Procedures	Routine		Non-Routine (Specify as trauma, pedi, OR, mobile, grid, tomography)			
	P/S	Date Completed	P/S	Date Completed	P/S	Date Completed
Fluoroscopy		Two Elective Procedures/One must be either upper GI or contrast enema				
Upper GI Series, Single or Double						
Contrast Enema, Single or Double Contrast						
Small bowel Series						
Esophagus (NOT Swallowing Dysfunction Study)						
Cystography/Cysto urethrography						
ERCP						
Intravenous Urography						
Myelogram						
Arthrogram						
Hysterosalpingo-gram						
Mobile/Surgical *Portable chest						
*Portable abdomen						
*Portable ortho						
Portable pedi						
*C-arm (2 projection)						
*C-arm (manipulation around sterile field)						

Procedures	Routine		Non-Routine (Specify as trauma, pedi, OR, mobile, grid, tomography)			
	P/S	Date Completed	P/S	Date Completed	P/S	Date Completed
Trauma *C-spine (cross-table lateral)						
* Upper extremity						
* Lower extremity						
*Hip (cross table)						
*Shoulder (Y or transthoracic/axial)						
Pediatric (6 years or younger)						
*Chest						
Upper extremity						
Lower extremity						
Abdomen						
Geriatric (at least 65 years old and physically or cognitively impaired as a result of aging)						
*Chest						
*Upper extremity						
*Lower extremity						

Minimum Requirements:

37 Mandatory procedures (8 may be simulations)
15 Elective procedures
One from Head
Two from fluoroscopy, one must be Upper GI or contrast enema

Summary: **First Year** **Second Year**

_____ Mandatory procedures completed on patients
_____ Mandatory procedures completed on patients

_____Simulations
_____ Simulations

_____ Elective procedures
_____ Elective procedures

_____ _____

Clinical Preceptor Signature ***Clinical Preceptor Signature***

Total: _____Mandatory procedures completed _____Elective procedures completed

_____ Simulations completed

PATIENT CARE COMPETENCIES		PRECEPTOR	DATE
Vital Signs Blood pressure Temperature Pulse Pulse oximetry Respiration	Laboratory Simulation and Competency		
	Written Examination		
Venipuncture	MLTC 1180		
Care of Patient Medical Equipment/ IV/ Oxygen	Written Examination		
	Clinical Competency		
Sterile and Aseptic Technique	Laboratory Simulation and Competency		
	Written Examination		
Patient Transfer	Clinical Competency		
CPR	Healthcare Provider		

Program Director

PATIENT CARE ASSESSMENT

Name _____

Satisfactory completion of all skills is required to pass Radiography V

STUDENT PERFORMANCE

Patient Care Skill	Date Completed 1st Year	Date Completed 2nd Year
Patient Transfer		
Immobilization Devices and Positioning Aids		
Suction Set-up		
Standard Precautions		
Isolation Technique		
Sterile Technique		
Medications and Contrast Agent Preparation		
Oxygen Administration		

Comments: _____

_____

_____

_____

_____ _____

Clinical Preceptor's Signature ***Date*** ***Clinical Preceptor's Signature*** ***Date***

_____ _____

Student's Signature ***Date*** ***Student's Signature*** ***Date***

Patient Care Skills	Evaluator	Date	Evaluator	Date
A. Patient Transfer 1. Verify patient ID				
2. Obtain pertinent medical history				
3. Assess patient's ability to move				
4. Explain transfer process				
5. Secure all locks				
6. Request technologist assistance when necessary				
7. Keep patient covered for modesty				
8. Secure/protect IV lines, catheters, drainage bags				
9. Stretcher				
a. Patient assisted transfer				
b. Draw sheet transfer				
c. Slide board transfer/Hover raft				
10. Wheelchair				
a. Transfer patient to x-ray table				
b. Transfer patient from x-ray table				
c. Removes and replaces foot rests				
11. Secure side rails				
B. Immobilization Devices and Positioning Aids 1. Assess patient's ability to cooperate or need for positioning aids				
2. Prepare room as needed				
3. Use devices in a safe and appropriate manner				
a. Sandbags for immobilization				
1. Carefully placed				
2. Not superimposing anatomy				
b. Sandbags for positioning				
1. Properly employed				
2. Correct weight				
c. Tape				
d. Sponges for immobilization				
1. Correct size and shape				
2. Properly placed				
e. Sponges for positioning				
1. Correct angles				
2. properly placed				
f. Lead shields				
1. For protection				
2. For contrast enhancement				
g. Pigg-O-Stat				

Patient Care Skills	Evaluator	Date	Evaluator	Date
C. Suction Set-up 1. Assure operational system				
a. Pump working				
b. Receptacle connected to pump				
c. Suction catheter connected to receptacle				
d. Disposable suction catheters available				
D. Standard Precautions 1. Wash hands before and after patient contact				
2. Use personal protective equipment as indicated				
3. Dispose of sharps and contaminated equipment properly				
4. Adheres to transmission based precautions				
a. Airborne				
b. Droplet				
c. Contact				
E. Isolation Technique 1. Don required protective equipment				
2. Prepare cassettes				
3. Designate role of "clean" and "dirty" technologist				
4. Greet patient and explain exam				
5. Adhere to "clean" or "dirty" role				
6. Remove contaminated isolation attire				
7. Properly dispose of contaminated materials				
8. Clean x-ray machine				
9. Protective precautions				
a. Provide clean room and equipment				
b. Reverse "clean and "dirty" roles as performed for isolation				
F. Sterile Technique 1. Wash hands				
2. Don sterile gown and gloves				
3. Don sterile gloves only				
4. Open sterile pack				
5. Preserve sterile field				

Patient Care Skills	Evaluator	Date	Evaluator	Date
G. Medication and contrast agent preparation 1. Verify correct patient, correct drug, correct dosage, check expiration date				
2. Follow protocol for verification of patient questionnaire				
3. Fill syringe				
a. Ampule				
b. Vial				
4. Prepare IV set-up				
a. Hang				
b. Monitor patient for extravasation				
c. Discontinue IV				
H. Vital Signs 1. Temperature				
a. Core body temperature				
b. Local temperature				
2. Pulse				
a. Radial				
b. Dorsalis pedis				
3. Respirations				
4. Blood Pressure				
5. Locate materials needed for assessment				
6. Properly document				
I. Oxygen Administration 1. Identify location for oxygen equipment				
2. Turn wall oxygen on and adjust flow rate				
3. Switch from portable oxygen to wall unit and back				
4. Read gauges on portable oxygen tank				
a. Determine amount of oxygen in tank				
b. Set patient rate of flow in liters per minute				
c. State procedure if patient's tank is empty				
5. Handle portable oxygen tank safely				
1. secure tank properly on stretcher				
2. place on side on floor if supporting devices are not available				

LOG SHEET
(entered in Trajecsys)

Name _____ **Date** _____

Patient Number	Age	Part Radiographed	1	2	3	Supervised Repeat	Areas of Improvement	Tech Initials

Exam Participation: 1 = Observed 2 = Assisted 3 = Did alone with supervision available.
Supervising technologist must initial repeat exam.
Supervised repeats: _____
Areas of Improvement: (1) Positioning, (2) Collimation, (3) Shielding, (4) Marker, (5) Technique/s # range, (6) Anatomy cut-off, (7) Centering

RECORD OF CLINICAL TIME
(entered daily in Trajecsys)

Clinical Site _____ **Clinical Ed** _____

Date	Name	In	Out	Actual* Hours	Comments

_____
Clinical Preceptor Signature/Date

If other than actually scheduled clinical time, please indicate reason.

WEATHER-RELATED SCHEDULE ADJUSTMENT

Name _____ **Program** _____

Clinical Site _____

DATE	HOURS

SIGNATURES:

Student _____

Clinical Preceptor _____

College Faculty _____

POLICY: Students may remain in clinical with the permission of the clinical preceptor or clinical agency representative. A follow-up verification of attendance must be made by college personnel.

RECORD OF STUDENT CONFERENCE

Name _____ **Date** _____

_____
Clinical Preceptor Signature

_____
Student Signature

RECORD OF UNSATISFACTORY PERFORMANCE

Name _____ **Date** _____

Clinical Site _____ **Clinical** _____

_____

Clinical Preceptor Signature

_____

Student Signature

STUDENT INFORMATION

Name _____

Address _____

_____

Phone Numbers: Home _____ Cell _____

Email _____

Emergency Contact Person _____

Relationship _____

Address _____

_____

Phone _____

Known Allergies or Important Medical Information:

_____

_____

_____

_____

Vehicle Information:

Make, Model, Color _____

License Plate Number _____ State _____

DECLARATION OF PREGNANCY

Name _____ Student ID# _____

Landauer Participant # _____ Phone _____

Date of Conception (Month/Year) _____

I am voluntarily submitting this *Declaration of Pregnancy* to inform the Radiography Program Director and Clinical Coordinator that I am pregnant as of the date shown above.

I understand:

- **My occupational exposure to radiation will not be allowed to exceed 50 mrem (0.5 mSv) per month.**
- **The dose limit for the duration of the pregnancy becomes 500 mrem (5 mSv).**

I also understand:

- **I can revoke this declaration at any time without explanation.**

_____ _____
Student Signature Date

_____ _____
Radiography Program Director Signature Date Received

See Policy and Procedure Manual for further information.

MRI SCREENING FORM

Student _____ **Date** _____

In preparation for my elective rotation to the Magnetic Resonance Imaging Department, I have viewed the MRI Safety video. In doing so, I have gained insight into the safety hazards and concerns associated with the magnetic resonance imaging process.

This form will be shared with the clinical preceptor.

STUDENT SCREENING FORM

Please answer ***yes*** or ***no*** to the following question:

Do you have any of the following:

_____ Cardiac pacemaker

_____ Aneurysm clip

_____ Surgical staples

_____ Renal transplant clips

_____ Other vascular clips

_____ Middle ear prosthesis

_____ Mitral cardiac valve prosthesis

_____ Exposure to welding, grinding, sheet metal, machinist tasks (work or hobby)

_____ Neurostimulator

_____ Biostimulator

_____ Metal screws/pins/plates

_____ Shrapnel

_____ Hearing aid

_____ Orbital prosthesis

_____ Metal removed from eyes

_____ Any chance of pregnancy

Being in the immediate area of the MRI unit may be contraindicated for persons answering ***yes*** to any of the above questions.

Under no circumstances should a student be radiographed to determine eligibility.

Consultation with your clinical preceptor and MRI department personnel before assignment to an MRI rotation.