

**RADIOGRAPHY PROGRAM  
HANDBOOK**

**2024-2025**

**TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
<b>General Information and Resources</b>	
Contact Information	7
Program Faculty	8
Clinical Education Site Contact Numbers	9
Radiography Program Mission Statement	10
Radiography Program Goals and Student Learning Outcomes	10
Program Accreditation	11
Institutional Accreditation	11
Educational Design	11
Master Plan of Education	12
Physical Resources	12
Program Course Schedule	13
Program Course Descriptions	14
Program Faculty Descriptions	16
Radiography Program Organizational Chart	19
Program Objectives	20
Specific Clinical Objectives	21
Academic Advising and Registration	22
Required General Education	23
Functional Capabilities	24
Readmission/Transfer Policy for the Radiography Program	26
Academic Progression Policy	26
Grievance Procedures	26
JRCERT Non-Compliance Policy	27
Radiography Program Textbooks and Resources	27
Student Expenses	28
Radiography Program Attendance Policy	30
- Didactic	30
- Clinical Education	30
Radiography Program Tardiness Policy	33
Employment While Enrolled in the Program	34
Breaks	34
Demerit System Policy	34
- Demerit System	34
- Demerits	35

<b>Section</b>	<b>Page</b>
Demerit Scale	36
Learner Conduct and Conditions for Disciplinary Actions	37
Grounds for Immediate Dismissal	38
Grading Policy	39
Wilkes Community College Grading Scale	40
Wilkes Community College Radiography Program Grading Scale	40
Information About Learners	40
Confidentiality of Learner Records and Information	41
Policies and Procedures Concerning Access to and Release of Student Information	42
Written Assignments	43
Exams, Quizzes, and Homework	43
Evaluation	44
Parking	45
Withdrawal/Dismissal	46
- Policy for Dropping Course	46
Graduation Requirements	46
- Pinning Ceremony	47
Exit Interview	47
Voluntary Withdrawal	47
Radiologic Technologist's Certification	48
<b>Section II - Clinical Education Policy and Procedures</b>	
Clinical Assignment	50
Clinical Schedule	50
Evening Rotations	51
Personal Appearance	52
Learner Dress Code	53
Specialty Modality Rotations	54
Clinical Supervision Policy	55
- Direct Supervision	55
- Indirect Supervision	56
Image Repeat Policy	56
Pulled Competency Policy	56
Clinical Education Objective	57
Radiation Exposure	58
Energized Lab	58
MRI Safety	58

<b>Section</b>	<b>Page</b>
Unsafe Practice Policy	58
Radiation Monitoring	59
Pregnancy Policy	60
Radiation Guidelines for the Pregnant Learner	60
Computer/Devices, Cellular Phones, and Text-Messaging	62
Technologist Documentation of Student Behavior While in Clinic	63
Clinical Competency	63
Clinical Competency Evaluation	63
ARRT Code of Ethics	65
Professional Standards Policy	65-68
<b>Section III - Health and Safety Infection Control</b>	
Health Requirements	68
- Annual Influenza Vaccination	68
Infection Control Policies, Protocols, and Guidelines	69
Standard Precautions	69
Guide for Exposure to Blood and Body Fluids	69
Pandemic Protocols	72
<b>Section IV - Forms</b>	
Wilkes Community College Radiography Program Handbook Disclaimer	74
Acknowledgement Functional Capabilities: Physical and Psychological Requirements	75
Consent to Release Confidential Information	75
Learner Agreement	76
Declaration of Pregnancy	77
Learner Pregnancy Release	78
Acknowledgement of Radiation Safety Training and Education	79
Confidentiality Agreement	80
Academic Honor Code	81

## **Section I**

### **General Information and Resources**

The 2024-2025 associate-degree radiography program handbook is designed to assist you by providing policies and expectations that are specific to the associate degree in Radiography Program. Students are responsible for adhering to the program policies and expectations explained throughout this handbook. It is vital that you understand the material and keep the handbook readily accessible should you have questions about the program. The policies and procedures of individual clinical education sites (CES) take precedence when the learner is in the clinical facilities.

The Wilkes Community College Radiography Program Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning the applicability of a policy or practice to you, you should address your specific questions to the Radiography Program Director. Neither this handbook nor any other College document confers any right, either expressed or implied, to remain in the Wilkes Community College Radiography Program. Your student status may be terminated pursuant to applicable College and Radiography Program policies and procedures.

Some of the procedures described in this handbook are covered in detail in official Wilkes Community College policy and 2024-2025 college catalog documents. You should refer to these documents for specific information since this handbook only briefly summarizes those policies. The following link for the 24-25 college catalog can be accessed here: [https://www.wilkescc.edu/wp-content/uploads/2024/08/CATALOG\\_2024\\_2025.pdf](https://www.wilkescc.edu/wp-content/uploads/2024/08/CATALOG_2024_2025.pdf)

These policies supersede any policies that may have been distributed previously. These policies are subject to change at any time at the discretion of Wilkes Community College and the Wilkes Community College Radiography Program. Every attempt will be made to inform you of any changes as they occur. However, it is your responsibility to keep current with all College and Radiography Program policies and procedures. It is your responsibility to review College and Radiography Program policies and procedures in detail and to request any clarification needed from the Radiography Program Director and/or Wilkes Community College Student Services. Violation of College and/or Radiography Program policies or procedures may result in disciplinary action, including termination from the Radiography Program. The 2024-2025 associate degree Radiography Program Handbook contains terminology which is interchangeable, specifically, the terms of Student and Learner. All refer to an individual engaged in the educational process.

## Program Contact Information

### Program Director/Lead Instructor

**Lauren L. Boyles, MHA, R.T.(R)(ARRT), CIIP**

**Office:** 336.838.6490

**Cell:** 336.813.0551

**Email:** llboyles525@wilkescc.edu

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### Clinical Coordinator/Instructor

**Courtney W. Lackey, B.S., R.T.(R)(M)(VS)(ARRT)**

**Office:** 336.838.6438

**Cell:** 828.514.0827

**Email:** cwlackey428@wilkescc.edu

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### Radiography Instructors/Adjunct Faculty

**Sharon Absher, B.S., R.T.(R)(ARRT)**

**Cell:** 336.928.0021

**Email:** sdabsher282@wilkescc.edu

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### Administrative Assistant

**Haley Hall**

**Phone:** 336.838.6249

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### Wilkes Community College

**Address:**

P.O. Box 120

1328 S. Collegiate Drive

Wilkesboro, NC 28697-0120

**Phone:** 336.838.6100

**Website:** [www.wilkescc.edu](http://www.wilkescc.edu)

**PROGRAM FACULTY**

Lauren L. Boyles, MHA, R.T.(R)(ARRT), CIIP	Director, Radiography Program Wilkes Community College
Courtney W. Lackey, B.S., R.T.(R)(M)(VS) (ARRT)	Clinical Coordinator, Radiography Program Wilkes Community College
Sharon Absher, B.S., R.T.(R)(ARRT)	Adjunct Faculty, Radiography Program Wilkes Community College

**CLINICAL PRECEPTORS**

Josh Puckett, B.S., R.T(R)(CT)(ARRT)	Clinical Preceptor Ashe Memorial Hospital
Lisa Shaw, R.T.(R)(ARRT)	Clinical Preceptor Hugh Chatham Memorial Hospital
Brianna Viers, R.T.(R)(ARRT)	Clinical Preceptor Wilkes Regional Medical Center/DC
Christina Howell, R.T.(R)(ARRT)	Clinical Preceptor Wilkes Regional Medical Center/DC
Seng Xayavong, R.T.(R)(ARRT)	Clinical Preceptor Orthopedic Specialists of Wilkes
Darren McCool, R.A., RT(R)(CV)(ARRT)	Clinical Preceptor FryeCare Outpatient Imaging
Sara Setzer, R.T.(R)(ARRT)	Clinical Preceptor Frye Regional Medical Center
Amanda Hamm R.T(R)(CT)(ARRT)	Clinical Preceptor Alleghany Memorial Hospital
Beverly Tharpe, R.T.(R)(ARRT)	Clinical Preceptor OrthoCarolina
Olivia Brown, R.T.(R)(ARRT)	Clinical Preceptor Watauga Medical Center



Megan Yates, R.T.(R)(ARRT)

Clinical Preceptor  
AppOrtho

**CONTACT NUMBERS FOR PROGRAM AND CLINICAL SITES**

**Program Director**

P: 336.838.6490  
F: 336.903.3205

**Clinical Coordinator**

P: 336.838.6438  
F: 336.903.3205

**Ashe Memorial Hospital**

200 Hospital Avenue  
Jefferson, NC 28640  
Radiology: P: 336.846.7101

**Hugh Chatham Memorial Hospital**

180 Parkwood Drive  
Elkin, NC 28621  
Radiology: P: 336.527.7078

**WFBH- Wilkes Medical Center**

1370 West D Street  
North Wilkesboro, NC 28659  
Radiology: P: 336.651.8421

**Orthopedic Specialists of Wilkes**

1917 West Park Drive  
North Wilkesboro, NC 28659  
Radiology: P: 336.903.4578

**WFMB- Diagnostic Center**

1900 West Park Drive  
Wilkesboro, NC 28659  
Radiology: P: 336.903.7121

**Frye Regional Medical Center**

420 N Center St  
Hickory, NC 28601  
Radiology: P: 828-315-3170

**FryeCare Outpatient Imaging Center**

1781 Tate Blvd SE  
Hickory, NC 28602  
Radiology: P: 828-315-7021

**Alleghany Memorial Hospital**

233 Doctors St,  
Sparta, NC 28675  
Radiology: P: 336-372-3237

**OrthoCarolina**

170 Kimel Park Drive  
Winston-Salem NC, 27103  
Radiology P: 336.768.1270

**Watauga Medical Center**

336 Deerfield Rd  
Boone, NC 28607  
Radiology P: 828-262-4100

**AppOrtho**

232 Boone Heights Dr #A  
Boone, NC 28607  
Radiology P: 828-386-2663

## **WILKES COMMUNITY COLLEGE RADIOGRAPHY PROGRAM MISSION STATEMENT**

The Wilkes Community College Radiography Program is dedicated to providing a quality education for individuals in the field of radiologic technology. The program dovetails the Wilkes Community College Vision, “aspiring to be an effective learner-centered educational institution and a dynamic learning organization, preparing learners for success in a rapidly changing world.” The mission of the Wilkes Community College Radiography Program is to prepare competent entry-level radiographers for the various aspects of the profession.

### **RADIOGRAPHY PROGRAM GOALS AND STUDENT LEARNING OUTCOMES**

1. The student will be clinically competent.

Student Learning Outcomes:

Students will apply positioning skills.

Students will select radiographic techniques.

Students will practice radiation protection.

2. The student will demonstrate effective communication skills.

Student Learning Outcomes:

Students will demonstrate oral communication skills.

Students will demonstrate written communication skills.

3. The student will demonstrate critical thinking skills.

Student Learning Outcomes:

Students will adapt standard procedures for non-routine patients.

Students will critique images to determine diagnostic quality.

### **PROGRAM ACCREDITATION**

Recognized by the United States Department of Education and the Council for Higher Education Accreditation, the Joint Review Committee on Education in Radiologic Technology (JRCERT) offers programmatic accreditation for educational programs in radiography. The WCC Radiography program currently has an accreditation award of eight years. The next scheduled review is scheduled for 2031.

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182

312.704.5300

email: [mail@jrcert.org](mailto:mail@jrcert.org)

web: [www.jrcert.org](http://www.jrcert.org)

## **INSTITUTIONAL ACCREDITATION**

Wilkes Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates.

Southern Association of Colleges and Schools Commission on Colleges

1866 Southern Lane

Decatur, GA 30033-4097

404.679.4500

## **EDUCATIONAL DESIGN**

Didactic and clinical content integrated with clinical experiences ensure a sequential, comprehensive experience exposing learners to many facets of the imaging sciences. The program is based on a 21-month, five-semester academic schedule. The curriculum is guided by the recommendations of the American Society of Radiologic Technologists Radiography Curriculum and consists of 21 discipline specific courses and 7 general education courses.

During five sequentially structured competency-based experiences, in conjunction with rotational objectives, course objectives, and didactic courses, learner professional development reflecting recognition/appreciation of the healthcare team and patient centered care is examined and evaluated. Clinical experiences focus on competent patient care and assessment utilizing total quality management in the performance of radiologic procedures. Outcome assessment is based on achievement of clinical competency inclusive of the patient's well-being prior, during, and following radiologic procedures.

Learner clinic and didactic education participation hours are monitored and limited to no more than 40 hours of total combined participation per week. Clinical education hours are limited to not exceed ten (10) hours in any one day. Hours exceeding these limitations must be voluntary on the learner's part.

## **MASTER PLAN OF EDUCATION**

The Wilkes Community College Radiography Program Master Plan is in the program director's office and is available if needed.

## **PHYSICAL RESOURCES**

The physical resources for the Wilkes Community College Radiography Program are located at Herring Hall; 127 Executive Drive, Wilkesboro, NC. This location is provided by Wilkes Community College and includes space consisting of faculty offices, classrooms, academic support center,

Prowler food pantry, computer lab, and the radiography laboratory. The Wilkes Community College campus provides physical resources to the radiography program which includes space consisting of a Student Resource Center-Pardue Library, Academic Support Center (Writing Center, Open Computer Lab, Testing Center, Math Center, and Prowler Help Desk), and the Student Center (food services, student commons, wellness center, and meeting room).

**WCC Radiography Course Requirements**

**Associate Degree**

**Course Requirements**

<b>Fall Semester First Year</b>			<b>Clinical</b>	<b>Credit</b>
ACA	115	Success and Study Skills	0	1
BIO	163	Basic Anatomy and Physiology	0	5
RAD	110	Rad Intro and Patient Care	0	3
RAD	111	Rad Procedures I	0	4
RAD	151	Rad Clinical Ed I	6	2
Total Hours:			6	15

<b>Fall Semester Second Year</b>			<b>Clinical</b>	<b>Credit</b>
ENG	112	Writing/Research in the Disc	0	3
RAD	211	Rad Procedures III	0	3
RAD	231	Image Production III	0	2
RAD	251	Rad Clinical Ed IV	21	7
Total Hours:			21	15

<b>Spring Semester First Year</b>			<b>Clinical</b>	<b>Credit</b>
ENG	111	Writing and Inquiry	0	3
MAT	143	Quantitative Literacy	0	3
RAD	112	Rad Procedures II	0	4
RAD	121	Image Production I	0	3
RAD	161	Rad Clinical Ed II	15	5
Total Hours:			15	18

<b>Spring Semester Second Year</b>			<b>Clinical</b>	<b>Credit</b>
PHI	240	Introduction to Ethics	0	3
PSY	150	General Psychology	0	3
RAD	261	Rad Clinical Ed V	21	7
RAD	271	Radiography Capstone	0	3
Total Hours:			21	16

**Minimum Semester Hours**

**71**

*\*Foreign language courses may not be used as a humanities/fine arts elective for this program of study.*

<b>Summer Term First Year</b>			<b>Clinical</b>	<b>Credit</b>
RAD	122	Image Production II	0	2
RAD	141	Radiation Safety	0	2
RAD	171	Rad Clinical Ed III	9	3
Total Hours:			9	7

**AWARD: Associate in Applied Science Degree**

## **RADIOGRAPHY COURSE DESCRIPTIONS**

### **RAD-110 Intro & Patient Care**

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

### **RAD-111 RAD Procedures I**

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

### **RAD-112 RAD Procedures II**

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

### **RAD-121 Image Production I**

This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

### **RAD-122 Image Production II**

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.

### **RAD-141 Radiation Safety**

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

### **RAD-151 RAD Clinical Ed I**

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating

equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD – 161**

**RAD Clinical Ed II**

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD-171**

**RAD Clinical Ed III**

This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD-211**

**RAD Procedures III**

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.

**RAD-231**

**Image Production III**

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs

**RAD-251**

**RAD Clinical Ed IV**

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

### **RAD- 261**

### **RAD Clinical Ed V**

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

### **RAD-271**

### **Radiography Capstone**

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer.

### **PROGRAM FACULTY DESCRIPTIONS (Adopted from JRCERT Standards)**

Two full-time didactic faculty are available and participate in the delivery of the program curriculum. In accordance with the Joint Review Committee on Education in Radiologic Technology "JRCERT Standards", each clinical education agency has a designated clinical preceptor(s) who devotes time to promote learner achievement as outlined in this handbook. Clinical preceptors are salaried by their respective hospitals with specific job descriptions outlining qualifications and responsibilities. The clinical preceptor is responsible for clinical instruction and clinical competency evaluation of learners. Staff technologists at each clinical facility actively participate to promote learner competency.

### **The Role of the Program Director**

The program director is a full-time employee and salaried by the sponsoring institution, Wilkes Community College. The program director is responsible for all components of the radiologic technology program including the organization, administration, periodic review, records, continued development, and general policy effectiveness of the program. The program director devotes 100% of her time to the program and other education responsibilities, as delineated in the job description. Program director responsibilities include:

- Assuring effective program operations;
- Overseeing ongoing program accreditation and assessment processes;
- Participating in budget planning;
- Participating in didactic and/or clinical instruction, as appropriate;
- Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development;



- Assuming the leadership role in the continued development of the program.

### **The Role of the Clinical Coordinator**

The clinical coordinator is a full-time employee and salaried by the sponsoring institution, Wilkes Community College. The clinical coordinator devotes 100% of her time delivering course content material and assessment, learner counseling and advising, and course development. The clinical coordinator responsibilities include:

- Correlating and coordinating clinical education with didactic education and evaluating its effectiveness;
- Participating in didactic and/or clinical instruction;
- Supporting the program director to assure effective program operations;
- Participating in the accreditation and assessment processes;
- Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development;
- Maintaining current knowledge of program policies, procedures, and student progress.

### **The Role of the Radiography Instructor**

The radiography instructor is an adjunct faculty employee and salaried by the sponsoring institution, Wilkes Community College. The radiography instructor devotes 100% of her time delivering course content material and assessment, learner counseling and advising, and course development. The radiography instructor responsibilities include:

- Preparing and maintaining course outlines and objectives, instructing, and evaluating student progress;
- Participating in the accreditation and assessment process;
- Supporting the program director to assure effective program operations;
- Participating in periodic review and revision of course materials;
- Maintaining current knowledge of professional discipline;
- Maintaining appropriate expertise and competence through continuing professional development.

### **The Role of the Clinical Preceptor**

Clinical preceptors are employed by the respective healthcare agencies. Clinical preceptors are responsible for the day-to-day guidance and supervision of the learners assigned to that clinical agency. Clinical instructor responsibilities include:

- Maintaining knowledge of program mission and goals;
- Understanding the clinical objectives and clinical evaluation system and evaluating students' clinical competence;
- Providing students with clinical instruction and supervision;
- Participating in the assessment process, as appropriate;
- Maintaining current knowledge of program policies, procedures, and student progress and monitoring and enforcing program policies and procedures.

### **The Role of the Clinical Staff**

Clinical staff is employed by the respective healthcare agencies. Clinical staff responsibilities include:

- Understanding the clinical competency system;
- Understanding requirements for student supervision;
- Evaluating students' clinical competence, as appropriate;
- Supporting the educational process;
- Maintaining current knowledge of program clinical policies, procedures, and student progress.

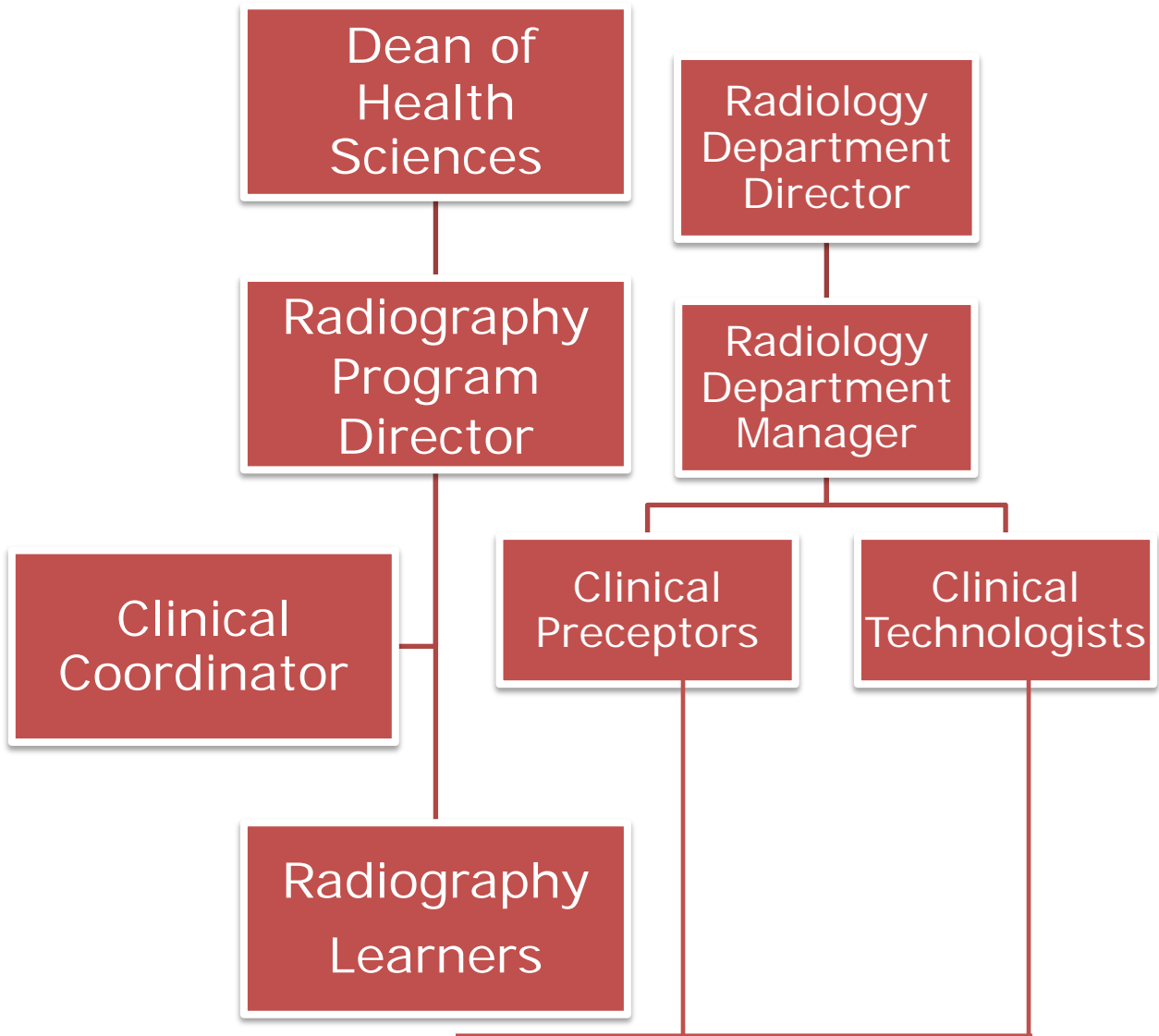
### **The Role of the Medical Director**

The medical director, John McLarney, MD, of the program shall provide competent medical guidance to ensure that the medical components of the curriculum meet current acceptable standards. The medical director coordinates with the program director to assure physician interaction with students and physician review and input into the curriculum. The medical director holds a medical licensure and is Board Certified by the American Board of Radiology. He also provides periodic clinical instruction to the students and guidance to the program director on a continuous basis and serves on the advisory committee.

### **The Role of the Advisory Committee**

The Radiography Program's Advisory Committee functions in accordance with institutional guidelines and supports the missions of the college and program. The committee is representative of program faculty, clinical education sites, academic interests, institutional representatives, radiography learners, and communities of interest. The advisory committee's responsibilities are inclusive of program planning, evaluation, and external validation. The committee acts as an information resource. Specifically, the committee periodically reviews the curriculum ensuring that new techniques and procedures are reflected, revisits the program mission, goals, and outcomes, assists in postgraduate evaluations of learner capabilities, serves in a public relations capacity with the medical and allied health communities, and assists in the placement of graduates. The committee shall meet semiannually during the fall and spring semesters. The committee chairperson distributes the agenda, acts as the meeting facilitator, and assures the minutes are recorded and filed.

**RADIOGRAPHY PROGRAM ORGANIZATIONAL CHART**



**PROGRAM OBJECTIVES**

Imaging examinations performed by, and accompanying responsibilities assigned to, a radiographer shall be at the direction of physicians qualified to request and/or perform radiologic procedures. Upon completion of the program, the radiographer shall be able to:

- Demonstrate clinical competency as a responsible, enlightened radiographer;

- Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate structures on imaging receptors;
- Evaluate radiographic images for appropriate positioning and image quality;
- Apply the principles of radiation protection for the patient, self, and others;
- Communicate effectively with patient, family, healthcare providers, and others;
- Provide ethical patient care and comfort while maintaining confidentiality;
- Recognize emergency patient conditions and initiate life-saving first aid and basic life-support procedures;
- Evaluate the performance of radiologic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority;
- Exercise critical thinking, independent judgment, and discretion in the technical performance of medical imaging procedures;
- Participate in radiologic quality assurance programs; and
- Demonstrate professional behaviors.

In Addition, the graduate will exhibit the following characteristics:

- Exercise prudent judgment in administering ionizing radiation.
- Provide optimal patient care in an evolving and diverse society.
- Recognize the challenges of providing direct patient care in today's health care setting.
- Work collaboratively in a dynamic healthcare environment.
- Interpret (or conduct) research and evaluate sources of information to be used in evidence-based practice.
- Ensure the security and confidentiality of patient medical information.
- Explain the value of lifelong learning.
- Collaborate with others in the community to promote standards of excellence in the medical imaging and radiologic sciences.
- Contribute to the education and clinical skill development of medical imaging and radiologic sciences students.
- Promote an inclusive environment.
- Advocate for diverse patient populations.

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## **SPECIFIC CLINICAL OBJECTIVES**

**The learner will in the clinical situation:**

- Exercise the priorities required in daily clinical practice;
- Execute medical imaging procedures under the appropriate level of supervision;
- Adhere to team practice concepts that focus on organizational theories, roles of team members and conflict resolution;
- A willingness to contribute to the education and clinical skills development of radiologic science learners;

- Adapt to changes and varying clinical situations;
- Describe the role of health care team members in responding/reacting to a local or national emergency;
- Provide patient-centered, clinically effective care for all patients regardless of age, gender, disability, special needs, ethnicity or culture;
- Integrate the use of appropriate and effective written, oral and nonverbal communication with patients, the public and members of the health care team in the clinical setting;
- Integrate appropriate personal and professional values into clinical practice;
- Recognize the influence of professional values on patient care;
- Explain how a person's cultural beliefs toward illness and health affect his or her health Status;
- Use patient and family education strategies appropriate to the comprehension level of the patient/family;
- Provide desired psychosocial support to the patient and family;
- Demonstrate competent assessment skills through effective management of the patient's physical and mental status;
- Respond appropriately to medical emergencies;
- Examine demographic factors that influence patient compliance with medical care;
- Adapt procedures to meet age-specific, disease-specific and cultural needs of patients;
- Assess the patient and record clinical history;
- Demonstrate basic life support procedures;
- Use appropriate charting methods;
- Recognize life-threatening electrocardiogram (ECG) tracing;
- Apply standard and transmission-based precautions;
- Apply the appropriate medical asepsis and sterile technique;
- Demonstrate competency in the principles of radiation protection standards;
- Apply the principles of total quality management;
- Report equipment malfunctions;
- Examine procedure orders for accuracy and make corrective actions when applicable;
- Demonstrate safe, ethical and legal practices;
- Integrate the radiographer's practice standards into clinical practice setting;
- Maintain patient confidentiality standards and meet HIPAA requirements;
- Demonstrate the principles of transferring, positioning and immobilizing patients;
- Comply with departmental and institutional response to emergencies, disasters and accidents;
- Differentiate between emergency and non-emergency procedures;
- Adhere to national, institutional and departmental standards, policies and procedures regarding care of patients, providing radiologic procedures and reducing medical errors;
- Select technical factors to produce quality diagnostic images with the lowest radiation exposure possible;
- Critique images for appropriate anatomy, image quality and patient identification; and
- Determine corrective measures to improve inadequate images.

## ACADEMIC ADVISING AND REGISTRATION

Learners seeking a degree in the radiography program are assigned a radiography faculty member as an academic advisor. The primary goal of the academic advisor is to assist learners in meeting their educational and career goals, planning class schedules, and reviewing their progress toward graduation. Therefore, it is important that learners inform their academic advisor of any assistance they may need. Academic advisors are committed to providing appropriate, accurate, and timely information at every stage of the learner's career. ***However, learners are ultimately responsible for understanding college regulations and for meeting graduation requirements.***

Self-Service is an online tool that provides learners with real time, up-to-date, confidential access to specific college information. Learners may search for sections, view class schedules, check grades; print an unofficial transcript, view account status (holds/fines due/tuition and fees due), etc. Learners may go to <https://www.wilkescc.edu/prowler/> to access a link to Self Service and to access login instructions. Learners are required to complete the registration process on the days designated in the college calendar. Exact dates and times are announced through campus publications, the college webpage, and the media. Learners ***must*** meet with an academic advisor each semester to arrange class schedules for the upcoming semester, to complete online registration, and to review their progress toward graduation. Coursework, including all prerequisites and corequisites, ***must*** be completed as outlined in the college catalog. ***The educational success of learners depends on their dedication and determination.***

## REQUIRED GENERAL EDUCATION

General education is an integral part of the development of a professional radiographer. The content is designed to assist in developing skills in communication, human diversity, scientific inquiry, critical thinking, and judgment. All these skills are required to perform the responsibilities of an entry-level radiographer. Knowledge gained from general education serves to enhance the content and application of the radiography curriculum.

Starting in 2015, the ARRT began requiring an associate degree to apply for the certification exam for radiography, eliminating the need for specific general education requirements in the radiography curriculum. Because individual states, accreditation agencies, and educational systems have unique general education requirements, the content listed below is designed to serve only as guidance for program development.

Postsecondary general education should be gained through courses that provide college credit and meet the general content objectives listed below:

### **Mathematics and Reasoning**

- Demonstrate skills in analysis, quantification, and synthesis.
- Apply problem-solving or modeling strategies.

### **Communication**

- Write and read critically.

- Speak and listen critically.
- Gather, organize, and present information.
- Locate, evaluate, and synthesize material from diverse sources and points of view.

**Humanities**

- Demonstrate respect for diverse populations.
- Define ethics and its role in personal and professional interactions.
- Critically examine personal attitudes and values.

**Information Systems**

- Use computerized systems to acquire, transfer, and store digital information.
- Use technology to retrieve, evaluate, apply, and disseminate information.

**Social Sciences**

- Adapt interactions to meet the cultural and psychological needs of individuals.
- Describe individual and collective behavior.
- Exhibit and develop leadership skills.
- Exercise responsible and productive citizenship.
- Function as a public-minded individual.

**Natural Sciences**

- Arrive at conclusions using the scientific method.
- Make informed judgments about science-related topics.
- Develop a scientific vocabulary.

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**RADIOGRAPHY PROGRAM FUNCTIONAL CAPABILITIES**

The **Radiography** program technical standards/functional capabilities have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
<p><b>Communication</b> <b>Oral / Written</b></p>	<ul style="list-style-type: none"> <li>• Skills sufficient to communicate information and ideas so others will understand</li> <li>• Skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Document relevant patient information (manual or via computer) using correct terminology and spelling</li> <li>• Interpret doctor’s orders</li> <li>• Record patient responses to treatments</li> <li>• Establish rapport with patients, families, and other health care providers</li> </ul>

Standard	Essential Function	Examples
<b>Mobility / Motor Skills</b>	<ul style="list-style-type: none"> <li>• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects</li> <li>• Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize instruments with patients</li> <li>• Maneuver in confined spaces</li> <li>• Physical activities may include: <ul style="list-style-type: none"> <li>• Bending</li> <li>• Stooping</li> <li>• Lifting</li> <li>• Reaching</li> </ul> </li> </ul>
<b>Physical Strength and Stamina</b>	<ul style="list-style-type: none"> <li>• Ability to stand for extended periods of time</li> <li>• Ability sufficient to lift and carry up to 30 pounds</li> </ul>	<ul style="list-style-type: none"> <li>• Stand and walk up to 12-hour shifts</li> <li>• Lift and/or maneuver patients</li> <li>• Lift and move equipment</li> </ul>
<b>Sensory</b> <ul style="list-style-type: none"> <li>• <b>Sight</b></li> <li>• <b>Sound</b></li> <li>• <b>Taste</b></li> <li>• <b>Touch</b></li> <li>• <b>Smell</b></li> </ul>	<ul style="list-style-type: none"> <li>• Visual skills sufficient to see details at close range and manipulate equipment</li> <li>• Listening skills sufficient to communicate with others</li> <li>• Identify various sounds</li> <li>• Ability to touch and locate anatomy on patients to perform physical assessments</li> <li>• Ability to tolerate various odors</li> </ul>	<ul style="list-style-type: none"> <li>• Observe patient responses to treatment</li> <li>• Hear equipment/emergency alarms, call bell, or call for help</li> <li>• Listen to heart, lung, and blood pressure sounds</li> <li>• Feel for pulse</li> <li>• Work with patients with poor hygiene</li> </ul>
<b>Environmental / Occupational Exposure</b>	<ul style="list-style-type: none"> <li>• Exposure to communicable and infectious diseases, secretions, blood, and bodily fluids</li> <li>• Exposure to environmental hazards</li> </ul>	<ul style="list-style-type: none"> <li>• Possible exposure to HIV, hepatitis, etc.</li> <li>• Exposure to X-ray radiation, medicinal preparations, latex, and toxic substances</li> <li>• Respond appropriately in emergency to maintain patient safety and care</li> </ul>



Standard	Essential Function	Examples
	<ul style="list-style-type: none"> <li>• Exposure to X-ray radiation</li> <li>• Ability to work under high stress situations and respond promptly</li> </ul>	
<p><b>Field or Industry Professional Standards</b></p>	<ul style="list-style-type: none"> <li>• Criminal background check</li> <li>• CPR certification</li> <li>• Pass drug screening</li> </ul>	

The following standards are essential skills that a radiography learner must possess to satisfactorily progress through the radiography curriculum. Should a prospective radiography learner have a preexisting condition, which prohibits his or her ability to perform one or more of these skills, it is highly advised that the learner pursue professional assistance for an evaluation of career suitability. Campus resources are available to assist with this process. For more information, contact Counseling Services at 336.838.6147. Learners who have a disability may want to contact the Office of Disability, Inclusion, & Diversity at 336.838.6560.

**READMISSION/TRANSFER POLICY FOR THE RADIOGRAPHY PROGRAM**

For the latest readmission/transfer policy information, please refer to the 2023-2024 college catalog by visiting the following link: [https://www.wilkescc.edu/wp-content/uploads/2023/07/CATALOG\\_2023\\_2024.pdf](https://www.wilkescc.edu/wp-content/uploads/2023/07/CATALOG_2023_2024.pdf). This information is also available on the Radiography program website at the following link: <https://www.wilkescc.edu/enroll/health-science/>

Please Note: Applicants admitted to the program will be required to submit background checks and drug screenings as directed by affiliating clinical agencies. Any expenses associated with these requirements are the responsibility of the applicant. Clinical agencies reserve the right to deny learners access based on information obtained from these reports. This denial will result in the inability of a learner to successfully complete the program.

Requirements are subject to change without notice. Although the Student Services Office makes every effort to keep the information current, it is the responsibility of the applicant to obtain the most current admissions information for the program and term for which he/she has applied.

For more information about Radiography program admissions, email the Health Sciences Admissions Coordinator or the Program Director/Lead Instructor of the Radiography program, Lauren Boyles, at [lboyles525@wilkescc.edu](mailto:lboyles525@wilkescc.edu).

## **ACADEMIC PROGRESSION POLICY**

Please Note: To maintain enrollment in the Radiography program, a learner must earn a “C” or better in all radiography curriculum courses and RAD BIO prefix courses required for the degree. Any D or F in the above courses will result in suspension from the radiography program. Students must pass all general education courses. All students must maintain a 2.0 GPA.

## **GRIEVANCE PROCEDURE**

**PURPOSE:** This process is established to determine, at the lowest possible level, equitable solutions to problems that might arise and to deal with these problems in a fair and just manner.

**POLICY:** Through the Student Grievance Process, the college seeks to determine equitable solutions to problems that might arise and to deal with these problems in a fair and just manner. This process is open to students and/or employees seeking a resolution for what is perceived unfair treatment in student-student or student-faculty/staff interaction. This process is to be followed in cases involving disciplinary action, academic decisions, perceived civil rights violations, sexual harassment complaints, matters relating to the accommodation of a student with a disability, or other instances where the aggrieved party believes (s)he has been treated unfairly.

A system of grievance procedure is available to all learners enrolled at Wilkes Community College. Please review the student grievance process by referring to the 2023-2024 college catalog, page 38, by visiting the following link: [https://www.wilkescc.edu/wp-content/uploads/2023/07/CATALOG\\_2023\\_2024.pdf](https://www.wilkescc.edu/wp-content/uploads/2023/07/CATALOG_2023_2024.pdf)

Complaints entered into the grievance process are to be handled diligently so as to protect the rights, privileges, and confidentiality of the college’s students and employees. All parties involved are expected to make the resolution of these matters a top priority to bring the grievance to a rapid but fair conclusion. For more information about the grievance committee process, please contact the Student Services Office.

**\*Note:** Radiography program faculty does not hold Appeals Committee membership.

## **JRCERT NON-COMPLIANCE POLICY**

The Wilkes Community College Radiography Program adheres to the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for Accredited Education Program in Radiography. Learners admitted into the WCC Radiography Program receive information regarding JRCERT Standards during the new student radiography program orientation. Additionally, contact information for JRCERT is provided and a copy of the Standards are made available to students. The student must first attempt to resolve the complaint directly with institution/program officials by following the grievance procedures provided by the institution/program outlined in the WCC Radiography Program JRCERT Non-Compliance Policy. If a student is unable to resolve the complaint with the institution/program officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRCERT.

## **RADIOGRAPHY PROGRAM TEXTBOOKS AND RESOURCES**

Textbooks are used throughout the program and then form the basis for a reference library as well as assist in preparation for the American Registry of Radiologic Technologists (ARRT) national certification examination. Required textbooks may be purchased at the Absher Wilkes Community College Bookstore located on the second floor of Thompson Hall. Operation hours for the bookstore are 8:00 a.m. until 5:00 p.m. Monday through Thursday and 8:00 a.m. until 3:00 p.m. on Friday. Hours may vary per semester. Check [www.absherbookstore.wilkescc.edu](http://www.absherbookstore.wilkescc.edu) for current hours. Radiography textbooks ***will not*** be bought back at the end of the semester since editions change frequently. It is ***highly recommended*** that learners do not purchase books from former learners assuming that the edition is the same.

### **STUDENT EXPENSES\***

\*The following expenses are estimated program costs and are subject to change. Program cost varies year-to-year and individual-to-individual. The following is offered as an estimated cost per semester for the WCC Radiography Program.

#### **FALL – YEAR ONE**

Tuition Cost: \$1,140

Activity Fee: \$32.50

Campus Access Fee: \$20.00

Technology Fee: \$16.00

Student Insurance Fee: \$1.00

Malpractice Insurance: \$15.00

Textbooks: \$200-500

Immunizations/Physical: Will vary due to insurance & deductible per student

Total Estimated Tuition and Fees: \$1,724.50

#### **SPRING- YEAR ONE**

Tuition Cost: \$1,216

Activity Fee: \$32.50

Campus Access Fee: \$20.00

Technology Fee: \$16.00

Student Insurance Fee: \$1.00

Malpractice Insurance:

Textbooks: \$200-500

Total Estimated Tuition and Fees: \$1,785.50

#### **SUMMER- YEAR ONE**

Tuition Cost: \$532

Activity Fee:

Campus Access Fee: \$20.00

Technology Fee: \$16.00

Student Insurance Fee:  
Malpractice Insurance:  
Textbooks:  
Total Estimated Tuition and Fees: \$569

### **FALL- YEAR TWO**

Tuition Cost: \$1,140  
Activity Fee: \$32.50  
Campus Access Fee: \$20.00  
Technology Fee: \$16.00  
Student Insurance Fee: \$1.00  
Malpractice Insurance: \$15.00  
Textbooks:  
Total Estimated Tuition and Fees: \$1,224.50

### **SPRING- YEAR TWO**

Tuition Cost: \$1,216  
Activity Fee: \$32.50  
Campus Access Fee: \$20.00  
Technology Fee: \$16.00  
Student Insurance Fee: \$1.00  
Malpractice Insurance:  
Textbooks & ARRT Review Prep: \$100-200  
Graduation Fee: \$60  
ARRT Certification Exam Fee & Passport Photo: \$225 + \$15  
Registry Review Course (Lodging & Fees): \$300  
NCSRT/ASRT Student Dues: \$70  
NCSRT Annual Conference (Lodging & Fees): \$300  
Total Estimated Tuition and Fees: \$2,410.50

For additional information about tuition and fees, please visit: <https://www.wilkescc.edu/paying-for-college/tuition-and-other-costs/> WCC is committed to providing support to students both in and outside the classroom. If a student needs assistance, they may contact the Resource Connections office at 336-838-6290. Resource Connections is located on the third floor of Thompson Hall. Please visit the Resource Connections website for specific information at [www.wilkescc.edu/resource-connections/](http://www.wilkescc.edu/resource-connections/).

### **RADIOGRAPHY PROGRAM ATTENDANCE POLICY**

The Wilkes Community College Radiography Program is a limited admissions program. All learners are expected to be in regular attendance and punctual at all scheduled classes and labs. This is a professional program preparing learners for a career as a Registered Radiologic Technologist. It is recommended that the learner consider their class, labs, and clinical assignments as they would a professional workday; arrive rested and prepared to actively

participate in the learning process. Additionally, being a professional starts with good attendance – a learner is not likely to succeed if they do not attend on a regular basis. The research literature suggests good attendance is important in every aspect of an individual’s life, whether it is school, work, sports, club activities, or anything. Showing up in a timely manner when you are expected, lets others know you are responsible and take what you are doing seriously. Therefore, attendance at all class meetings is expected and the instructor will maintain an attendance record on all learners.

Wilkes Community College Radiography Program learners receive all academic breaks and holidays as published in the academic calendar. Learners are expected to attend and participate in all curricula requirements. Class absence requires faculty notification and explanation. Failure to attend class regularly can affect learners’ grades, financial scholarships, and program status.

1. Regular attendance and punctuality are expected of all learners. A learner’s attendance record may have a positive or negative impact on initial employment opportunities and may affect his/her continuation within the program. An accurate record of total hours absent or tardy and total hours in attendance per academic semester shall be kept. Learners shall assume responsibility for regular attendance, completion of all assignments and examinations and completion of all required competencies.
2. When arriving or leaving the clinical education sites, learners will be required to document their attendance and clock into Trajecsys using a designated computer.
3. Absences shall be recorded for any time missed from class and clinical education. Approved alternate school activities such as a professional organizational conference, military leave, and pre-approved job interviews (granted 1 professional development day with documentation during the 2<sup>nd</sup> academic year).
4. It is the learner’s responsibility to contact instructor(s) for any work to be made up. Work not turned in by the time designated by the instructor(s) shall receive a score of “0.” Missed examinations or other instructional activities may be completed at the discretion of the instructor.
5. Tardiness or absence during pre-arranged clinical education compensation time will result in demerits\* and could be grounds for dismissal from the program.
6. The learner is required to take a meal break. There is no skipping a meal break and leaving early. Learners are permitted a one-half hour meal period each clinical experience provided all clinical activities are completed. The 30-minute meal break is not included in the clinical education contact hours. The time of these breaks will vary according to learners’ clinical schedule. The possibility that all learners may have a break at the same time may not be feasible. Learners are expected to report off to the clinical preceptor or technologist when they leave their assigned area.

### **Attendance - Didactic**

When absent, the learner must notify the instructor on the day of occurrence. It is the responsibility of the learner to get all notes from other class members. Instructors will individually state their make-up examination and/or assignment policies. Unless notified, examinations will be given the next class meeting in the event of inclement weather. *Students are permitted a maximum of 3 absences per course. Absentee didactic absences that exceed 3 absences per course will result in a 4-point grade reduction of the final course grade per additional absence.*

### **Attendance – Clinical Education**

The Clinical Education hours shall not exceed ten (10) hours in any given day. Exceeding these limitations must be voluntary on the learner's part. Learners are expected to attend clinical education on a regular basis. In the event a learner is to be absent, the learner must contact the Clinical Coordinator by email PRIOR to the start time of scheduled clinical hours. The student must also CALL their scheduled clinical site. **After 3 absences, each additional absence occurrence will result in a 4-point grade reduction of the final course grade. All missed clinical education time must be compensated.** Make up time is scheduled as a collaborative effort between the learner, the clinical coordinator, and the clinical education site. However, missed time cannot be made up on observed holidays when Wilkes Community College is otherwise closed.

In the event of inclement weather and Wilkes Community College issues a delay on the Main Campus, learners scheduled in clinic during normal business hours will observe the delay as it is issued. All college related alerts will be provided via media, social networks, email, campus-wide phones/speakers, and text messaging. All students are required to join the campus alert notification system via the following link: <https://www.wilkescc.edu/alerts>. Students are responsible for following this alert system for campus-wide delays and closures.

Note: clinical days are treated the same as a campus delay/closure. Please note that WCC recognizes 8:00am as the start of the business day; therefore, a 2-hour delay would mean not reporting to clinic until 10:00am. Additionally, the college may indicate a time to open due to inclement weather, such as 12:00 noon, and learners would not report to clinic until said time. For learners scheduled on the evening clinical rotation, a delay would be observed on the latter part of their shift, unless WCC opts to cancel evening classes, in which case, the learner would leave their designated clinical site at 5:00pm.

Additionally, failure to follow this policy will result in demerits and a grade reduction in the attendance section of the Comprehensive Performance Evaluation. (Reference demerits)

### **Attendance—Miscellaneous Events**

As indicated during the information session (prior to accepting a spot in the WCC Radiography Program) as well as materials made available on the WCC Radiography Program website, all 2<sup>nd</sup>

year students are expected to attend the North Carolina Society of Radiologic Technologists annual conference. The conference is a 3-4 day event whereby attendance at the conference is in lieu of the class and clinical time being missed due to the conference. ***The cost of the NCSRT Annual Conference (conference fee, hotel, travel, etc.) is the sole responsibility of the student.***

All 1<sup>st</sup> year students are expected to attend the pinning ceremony of the 2<sup>nd</sup> year students at the completion of the Spring semester.

Any missed clinical education time must be compensated and be prearranged with the program faculty. The 1<sup>st</sup> clinical education absence of each semester must be prearranged with the program faculty and compensated by the final day of the academic semester in which the absence occurred. The 2<sup>nd</sup> clinical education absence and any absence that follows, must be prearranged with the program faculty and compensated within 10 calendar days of the occurrence. No delinquent clinical education time can be carried over from one semester to the next. Clinical education time compensation must be conducted in the following manner:

- Absent clinical education time must be compensated on a pre-arranged date which allows the total hours absent (per occasion) to be compensated in its entirety and during the same clinical site and rotational hour assignment (e.g., 8:00am -4:00pm or 12:00pm-8:00pm).
- Tardiness or absence during pre-arranged compensation time will result in demerits and could be grounds for dismissal from the program (reference demerits) \*.

Clinical experience is limited according to scheduled hours. *No learner can alter or change clinical time schedules unless approved by the clinical coordinator or the program director. Learners may not leave the clinical education site earlier than the scheduled time without direct permission from the program director or clinical coordinator. In the event a learner must leave the clinical area prior to the scheduled time, the learner must notify the clinical preceptor and clinical coordinator before leaving.* Failure to communicate this departure with the clinical preceptor and coordinator will result in a 4-point grade reduction on the final course grade.

- A learner will be granted three (3) requests for early departure from the clinical education site before their grade will be affected. ***After the third occurrence***, the learner will receive a ***4-point grade reduction*** of the final course grade for each occurrence ***thereafter*** and associated point reductions on the clinical Comprehensive Performance Evaluation. ***Missed clinical education time due to early release request by the learner must be compensated on a pre-arranged date which allows the total hours missed to be compensated in its entirety.***

## **RADIOGRAPHY PROGRAM TARDINESS POLICY**

Learners are expected to be on time for all classes, both didactic and clinical. In the event a learner arrives later than the scheduled time they must notify the **clinical coordinator** on the day of occurrence. After the **third** occurrence, each tardy occurrence will result in a **4-point grade reduction** of the final course grade (includes didactic and clinical courses). Tardy(s) occurring in the clinical component require compensation of time missed **on the date of occurrence** if clinical facility scheduling permits. Time compensation must be conducted in the following manner:

Tardy 1 hour or less: must be compensated in its entirety on the regularly scheduled clinical date of infraction, not to exceed 10 hours of learner participation per day (excluding meal break) or 40 hours of learner participation per week. Failure to document the required hours of clinical education due to tardiness on the date of occurrence will result in a **4-point grade reduction** of the final course grade for each occurrence and associated demerits (reference demerits\*).

Failure to compensate missed hours due to tardy on date of occurrence must still be compensated on a pre-arranged date which allows the total hours absent (per occasion) to be compensated in its entirety.

Tardy greater than 1 hour: One hour and one minute (61 minutes) tardy will be considered as an absence and must be compensated on a pre-arranged date which allows the total clinical hours to be compensated in its entirety.

Tardiness or absence during pre-arranged compensation time will result in demerits\* and could be grounds for dismissal from the program.

### **Breaks**

Learners are permitted a 10-minute break for each hour of classroom instruction. Since other classes are meeting, noise should be kept to a minimum. Due to fire regulations, learners are not permitted to sit in the floor in the hallways. Learners are permitted a 15-minute break and a one-half hour meal period each clinical experience. The time of these breaks will vary according to learners' clinical schedule. It is impossible for all learners to have a break at the same time.

***Learners are expected to report to the clinical preceptor when they leave their assigned area.***

### **Meals**

Learners are encouraged to eat a well-balanced breakfast prior to class or clinical experience. Learners may bring lunches, etc. to store in the refrigerator. Learners are responsible for removing items from the refrigerator. All items left in the refrigerator will be discarded weekly on Friday! While at the clinical facility, learners may purchase their meals. Meals may also be brought but it is not guaranteed that refrigeration will be available, so a lunchbox is recommended. Snacks are available in the vending areas. Learners are not permitted to leave by vehicle from the clinical site for lunch.



**EMPLOYMENT WHILE ENROLLED IN THE PROGRAM**

Any learner may hold outside employment as long as the hours do not conflict with didactic and clinical education schedules. Didactic and clinical education schedules will not be adjusted to accommodate a learners outside employment schedule. Learners employed in the radiography profession while attending school cannot apply this time and/or experience toward their educational requirements.

**DEMERIT SYSTEM POLICY**

Wilkes Community College Radiography Program believes that quality education requires adherence to established policies, procedures, regulations, practices, and high standards of educational performance. We have an obligation to educate each learner in an understanding of requirements, to make every effort to define and modify behavior and to improve performance. Situations will occur, however, which require appropriate disciplinary action. Some violations are of such a serious nature that immediate dismissal from the program may be appropriate. Any learner who is dismissed from the Wilkes Community College Radiography Program for disciplinary reasons will not be reconsidered for re-acceptance into the program.

**Demerit System**

Absences, tardiness or clinical and/or didactic infractions will be valued and accumulated on the following demerit system. The total of the demerits will be calculated at the end of each semester. This scale will be used to calculate the total point reduction from the overall grade for that semester. Learners will be immediately notified of demerit(s) at the time of infraction or as soon as reasonably possible. Demerit related point deductions will correlate with appropriate didactic and/or clinical education course components. Demerits are academic semester specific and any demerits of 20 or lower are cleared at the end of each semester.

**Demerits**

<b>1 Demerit</b>	<b>10 Demerits</b>
Failure to maintain Merrill’s pocket technique guide/positioning notebook, lead markers, clinical record book, and program handbook immediately accessible at all times in the clinical setting.	No Call - Absence or Tardy with failure to notify appropriate individual(s) within day of occurrence.
<b>3 Demerit</b>	Clinical Education Tardy without time compensated on date of occurrence.
Missed Sign In/Sign Out Documentation	Failure to practice radiation protection for patient, self, and staff.
Tardy with failure to notify appropriate individuals.  Altering or changing clinical time schedule without clinical coordinator or program director approval	Inappropriate use of cell-phone: (receiving and/or making personal phone calls or text-messaging in didactic or clinical practicum) *Reference Computer/Device, Cellular Phones, and Text-Messaging policy

Congregating in a room to avoid radiography exams	Failure to compensate missed clinical education hours (absences after 1 <sup>st</sup> absence) within 10 calendar days
Leaving assigned area without notification to the clinical preceptor (e.g., going to cafeteria, leaving your assigned area/modality, etc.)	Acts of academic (didactic or clinical) integrity including: comping exams which you did not initiate, falsifying information for self-benefit, resubmitting rotational analyses from previous semesters, etc.
<b>5 Demerits</b>	<b>15 Demerits</b>
Dress Code/Personal Appearance Expectations violations (refer to dress code policy for clarification)	Non-compliance of direct supervision during a repeat examination
Excessive meal break time	Disrespectful to program faculty or imaging department staff
Parking infraction	Performing procedures without the appropriate supervision
<b>10 Demerits</b>	Disclosure of confidential information
Not actively and/or appropriately participating in assigned clinical rotation	Sleeping or not fully engaged while in clinical practicum or didactic class
Non-productive use of downtime (patient census)	Leaving premises while still on the clock without authorization
Participating in personal conversations in the presence of a patient	Leaving the clinical facility without authorization prior to the scheduled time.
Tardiness or absence during pre-arranged compensation time	

The Program follows a Demerit System that will be valued and accumulated on the following scale:

**GRADE POINT DEDUCTION CHART**

DEMERITS	POINT DEDUCTION
<b>5-8</b>	<b>3</b>
<b>9-12</b>	<b>7</b>
<b>13-16</b>	<b>10</b>
<b>17-20</b>	<b>14</b>

**NOTE: ABOVE 20 DEMERITS IN AN ACADEMIC SEMESTER MAY RESULT IN IMMEDIATE TERMINATION FROM THE RADIOGRAPHY PROGRAM**

## **Definitions**

No call - Learner does not notify clinical preceptor/clinical site.

Tardy- Learner arriving 60 minutes or less of scheduled clinical start time or learner arriving to a didactic course after the scheduled start time.

Absence – Learner is not present within 60 minutes of scheduled clinical education site start time. Learner is not present for a didactic class.

Missed Sign In/Sign Out - Learner fails to properly document arrival and departure from a clinical education site.

Early Release from Clinical - Learner requests to leave the clinical education site (CES) prior to the scheduled time (tardy).

## **LEARNER CONDUCT AND CONDITIONS FOR DISCIPLINARY ACTION**

All learners are required to maintain accepted standards of conduct which include courtesy, honesty, respect for the rights of others, orderly behavior and compliance with established program and hospital policies during program hours and/or program activities.

Each time a learner violates these guidelines on learner conduct, he/she will be counseled, and a Learner-Instructor Conference Form will be placed in the learner's file. Depending on the severity, violation of these guidelines may result in immediate dismissal from the program.

1. Learners are to respect and obey the authority of the instructors and/or administrators.
2. Destroying or defacing hospital, college, or personal property is not permitted.
3. Noisy, disruptive, or abusive language, which detracts from the learning environment, will not be permitted.
4. Cheating/plagiarism in any form will not be permitted.
5. Smoking/vaping and other tobacco use anywhere on hospital and/or college property is prohibited.
6. Learners will not mishandle or misuse the classroom facility or clinical site equipment or instructional materials.
7. Repair and dismantling of machinery or equipment will be by specific instructor request only. Each learner shall be responsible for replacing equipment and materials in the proper storage area after assignment has been completed.

8. Learners who are operating equipment which appears unsafe for use, should immediately inform the instructor(s). No learner should disregard unsafe conditions nor create unsafe situations for others.
9. Repeat tardiness, absenteeism, or leaving the didactic/clinical areas before dismissal will be grounds for disciplinary action and may result in termination from the program.

### **GROUNDINGS FOR IMMEDIATE DISMISSAL**

A learner may be dismissed from the Wilkes Community College Radiography Program at any time for violation of any of the situations including but not limited to the following:

- Willful acts or conduct detrimental to patient care
- Accrual of above 20 demerits in any given academic semester
- Receiving a final grade of “D” or “F” in any radiography curriculum or RAD BIO course
- Receiving a final grade of “D” or “F” in any clinical education course
- Failure to complete the general education courses, prerequisites, and corequisites for the semester
- Unprofessional, unsafe, and/or unethical conduct
- Confirmed violation of HIPAA or individual confidentiality
- Failure to accomplish didactic and/or clinical assignments
- Presenting problems in physical, emotional, or mental health which do not respond to appropriate treatment and/or counseling within a specified period of time
- Failure to obtain a physician’s statement stating that they are able to resume individual care activities prior to returning to clinical education after an admission to a hospital
- Refusal to submit to a blood and/or urine-screening exam or breath analysis if exhibiting suspicious behavior (per clinical site request)
- Testing positive indicating use of alcoholic beverages or non-prescribed controlled substances
- Theft
- Bribery
- Cheating in any form
- Plagiarism in any form

- Deliberate withholding information about a patient, patient care, and/or self
- Insubordination – Gossiping, refusal to follow instructions, threatening supervisors, program faculty or other learners
- Destruction of property – Willful damage or destruction of college, hospital or another’s personal property
- Fighting – Striking another on hospital or college premises except in self-defense against unprovoked attack
- Falsifying records in any form
- The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances
- Intoxication – possessing, consuming or being under the influence of intoxicants, narcotics or non-prescribed barbiturates on the premises.
- Weapons – Unauthorized possession of weapons, firearms, or explosives on premises
- Conviction of a felony
- Recurrence of a previous disciplinary issue or occurrence of an additional disciplinary issue
- Unauthorized use of long-distance phone calls
- Tampering with or intentionally irradiating personal radiation monitoring devices
- Participant clinical education sites retain the right to reject any learner whose behavior may be hazardous to the agency
- Third violation offense of the computer, cellular phone, and text-messaging policy

### **DIDACTIC AND CLINICAL GRADING POLICY**

Didactic- Any learner whose final grade average drops below 79 will be required to participate in tutoring and remediation at the discretion of the instructor until the final grade reaches above 79.

Clinical- If at any given point a learner fails to show competency during any clinical procedure/routine within a previously completed category, the program director and/or clinical coordinator will assign remedial work. Upon completion of the remedial work, re-evaluation of competency will be required. Failure upon re-evaluation of competency may result in dismissal from the program.

If academic problems arise during any semester, it is the learner’s responsibility to seek academic counseling from the course instructor and/or the program director. The academic support center

is available for tutoring by emailing Annette Hendren, Assistant Academic Director, at [ahhendren084@wilkescc.edu](mailto:ahhendren084@wilkescc.edu)

**WILKES COMMUNITY COLLEGE - GRADING SCALE**

<b>A</b>	<b>EXCELLENT</b>	<b>90-100</b>
<b>B</b>	<b>ABOVE AVERAGE</b>	<b>80-89</b>
<b>C</b>	<b>AVERAGE</b>	<b>70-79</b>
<b>D</b>	<b>BELOW AVERAGE</b>	<b>60-69</b>
<b>F</b>	<b>FAILURE</b>	<b>0-59</b>

**WCC RADIOGRAPHY PROGRAM - GRADING SCALE**

<b>A</b>	<b>EXCELLENT</b>	<b>90-100</b>
<b>B</b>	<b>ABOVE AVERAGE</b>	<b>80-89</b>
<b>C</b>	<b>AVERAGE</b>	<b>70-79</b>
<b>D</b>	<b>BELOW AVERAGE</b>	<b>60-69</b>
<b>F</b>	<b>Failure</b>	<b>0-59</b>

**INFORMATION ABOUT LEARNERS**

Instructors share information about learners' progress, strengths, and weaknesses. In addition to verbal sharing, anecdotal notes are also shared when learners transfer from one instructor to another. Information about learners concerning their progress in the associate degree Radiography Program is routinely shared with the Director of Radiography and may be shared with the Dean of Health Sciences. Learner information is ***not*** shared with other learners.

**CONFIDENTIALITY OF LEARNER RECORDS AND INFORMATION**

All student records shall be held in confidence subject to state and federal regulations governing the safety and confidentiality of such records. The college shall maintain an application for admission for all students, transcripts of high school and other applicable educational work, placement, veterans' records, and financial aid documentation in the permanent record file of each degree or diploma student. The college shall maintain additional information such as medical forms when such additional information is required for students enrolled in certain programs. The admissions officer shall ensure that appropriate documents are in the permanent files prior to transferring the

student files to the registrar of the college. The registrar shall maintain all registration documents, records of release of information, and correspondence relating to students.

All student records are held in confidence by the college. The following documents will be maintained and will be subject to all state and federal regulations governing the safety and confidentiality of those records: applications for admission, transcripts, placement test information and graduation readiness reports. Grade reports are made available to students at the end of each scheduled school term and will not be released to students having unsettled accounts with the college.

Transcripts shall be maintained for all students and grade reports shall be made available to students electronically or by mail at the conclusion of each scheduled instructional term. Students shall be required to sign a statement of release before transcripts can be given to students or sent to other colleges, employers, or other agencies. Unless otherwise prohibited, an electronic signature or similar form of identification shall be acceptable when submitting a request for transcripts.

The college shall retain and dispose of student records in accordance with Records Retention and Disposition Schedule for Institutions in the Community College System as published and distributed by the North Carolina Community College System. The registrar shall be responsible for effecting appropriate actions regarding the retention and disposition of student records.

The Wilkes Community College Radiography Program shall maintain student records that are program specific (e.g., examinations, clinical evaluations, clinical competency evaluations, etc.) during the course of the student's enrollment in the radiography program. These records shall be maintained in a secure and confidential manner in the office of the radiography program director. Clinical records shall be temporarily maintained in a secure and confidential manner at each Clinical Education Site through the use of a lock box with only the program director or clinical coordinator having access to retrieve periodically during the course of the semester.

## **POLICIES AND PROCEDURES CONCERNING ACCESS TO AND RELEASE OF STUDENT INFORMATION**

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. Copies of

the act, the federal regulations adopted pursuant to it, and this notice are available for persons to examine in the Registrar's Office.

Notices are published annually in the college catalog and student handbook to explain the rights of students with respect to records maintained by the college. It also outlines the college's procedures to comply with the requirements of the act.

### **Confidentiality of Patient Records and Information**

In the process of performing one's assigned duty in the healthcare facility, it is possible to overhear information regarding patients, physicians, and/or hospital staff, which must be considered confidential. Learners are directed, therefore, not to discuss outside the healthcare facility or even with other healthcare facility learners or employees any information that is not directly related to the care being provided to the patient. Even casual conversation with other learners may be overheard and thereby violate the right of privacy of others.

- Any discussion of patient information must occur for the purpose of fulfilling clinical assignments.
- The patient owns the information contained in their medical record and the healthcare facility owns the medical record document. Therefore, learners cannot remove original, microfilmed, photocopied, or electronic medical records from the facility's premise. Any health data that identifies a patient, physician, or healthcare provider by name is considered to be confidential information.
- Confidential information is protected health information that may not be disclosed without proper, written authorization from the patient. Not only is medical information confidential, but also identifying information such as a patient's age, address on discharge, and the service or medical unit on which the patient was hospitalized. Unauthorized disclosure of protected health information is a breach of confidentiality punishable by state or federal law. Learners who release protected health information without proper authorization will be dismissed from the program.

Learners are to address individuals using titles and last names (Mr., Mrs., etc.) unless the individual requests that they be called by their first name. Learners ***are not*** to discuss individuals, individual care, hospital/agency policies, or other information gathered during clinical experience outside of the clinical area. Learners ***must*** sign a confidentiality statement that is maintained on file in the Director of Radiography's office. Various agencies may require additional confidentiality forms. Written material containing individual information ***must not*** be left unattended. If left unattended could result in an ***"Unsatisfactory"*** clinical or could be considered cause for dismissal. Upon completion of the clinical day, all materials regarding the individual ***must*** be disposed of



appropriately. During post-conference, individual confidentiality must also be maintained. Innocent comments may be misinterpreted. ***This type of behavior is unethical and may result in dismissal from the program.***

## WRITTEN ASSIGNMENTS

All assigned work ***must*** be submitted on the day and time designated in the syllabus to the instructor requesting the work. If late, the material will be graded as ***“Unsatisfactory.”*** All written assignments must be completed in order to receive an end of course grade.

## EXAMS, QUIZZES, AND HOMEWORK

Course examinations will be in a format which may include simulation, multiple-choice, true and false, matching, short answer, completion, listing, diagraming and/or labeling. Examinations and quizzes will be based upon material presented in class and/or assigned reading. Homework material may or may not be based on material presented in class, but relevant to current lecture topic. Outside research and reading will be necessary in some cases to complete homework assignments. Missed scheduled exams will be made up pending instructor scheduling. Missed unscheduled quizzes and/or in-class work or projects will not be made up. Scores will be posted on Moodle.

***Learners are responsible for contacting the instructor to reschedule the exam.*** Learners who are absent on a scheduled examination day ***must*** contact the instructor via email prior to the start of class. Learners ***must*** take the examination the first day they are back in class or clinical; whichever is the first day back from the absence. Failure to adhere to this policy will result in a grade of zero (0) being assigned. The instructor reserves the right to administer a different exam when learners take an exam at a time other than the announced day. Learners exhibiting a pattern of absenteeism on test days will be counseled by the Program Director/Lead Instructor. Pop quizzes/daily grades administered during the time a learner is absent ***cannot be*** made up and the recorded score will be a zero (0).

## EVALUATION

Continuous evaluation of a learner’s progress will occur throughout the program. Scheduled conferences with the instructors are required for learners twice each semester. If appropriate, the Director of Radiography may attend the conference. Learners or instructors may initiate additional conferences at any time convenient to both parties. Specific grading scales are included on each course syllabus. ***Learners are required to maintain satisfactory academic progress at all times.***

Evaluation of clinical performance is a shared responsibility between learners and clinical preceptors. Learners are expected to evaluate their performance in the clinical area by completing and submitting to the clinical preceptor a *“Comprehensive Evaluation.”* Learners are given a copy of the clinical comprehensive evaluation form that delineates the requirements for satisfactory performance each semester. Clinical preceptors have the primary responsibility to determine whether the learner’s performance is satisfactory with remediation or unsatisfactory. ***Criteria for overall performance in the clinical area are based primarily on three factors:***

- (1) Ongoing improved consistency of satisfactory performance throughout the semester.***
- (2) Progressive independence in providing basic radiography examinations and patient care.***
- (3) Progressive improvements in performing basic radiography clinical skills.***

While in the clinical setting, learners ***must*** exhibit behaviors implying the presence of professional healthcare provider values such as, but not limited to the following: placing the individual’s safety first, adhering to all radiography policies and procedures, and displaying a commitment to the radiography profession. Learners must be cooperative and possess intellectual and personal integrity. As learners progress through the semester, they are expected to assess basic needs, plan, organize, implement, and evaluate outcomes of basic care for one to two individuals.

Learners who have an ***“Unsatisfactory”*** comprehensive evaluation at midterm of the semester will have a clinical remediation plan/contract developed to assist them successfully complete clinical expectations throughout the semester. Learners are expected to make necessary arrangements to meet the goals established in the plan/contract before returning to clinical.

Learners ***must*** complete their self-evaluation (Comprehensive Evaluation) before meeting with the clinical coordinator for the mid-term and final clinical evaluation conference. During the mid-term and final clinical conference, evaluations completed by the clinical preceptor will be shared with learners and comparisons will be made. Completion of the mid-term and final evaluations is required to successfully complete the course.

## **PARKING**

Learners are required to pay a parking fee and display a WCC parking permit. Learners are expected to park in the identified learner lots on campus. *“Traffic Rules and Regulations for Wilkes Community College Campus, Area Parking Lots and Access Roads”* are published in the *Wilkes Community College Catalog*.

Clinical site parking rules are as follows:

- Ashe Memorial Hospital - Parking to be determined by hospital staff annually.
- Hugh Chatham Memorial Hospital – Lot E, located on the right, past the ED entrance.
- Wake Forest Baptist Health Wilkes Medical Center - Learners are permitted to park only in the lot to the left of the hospital drive across from the emergency room parking lot. Learners **cannot** park in the emergency lot, doctor’s lot, reserved spaces, or handicapped spaces. Failure to follow these guidelines may result in your car being towed.
- Wake Forest Baptist Health Diagnostic Center- Learners are permitted to park on the 6<sup>th</sup> row back from the front of the building (just before the cement sidewalk) or to the right of the building
- Orthopaedic Specialists of Wilkes- Learners are permitted to park in the 4<sup>th</sup> and 5<sup>th</sup> rows back from the front of the building
- Frye Regional Medical Center- Park in the designated visitor parking
- FryeCare Outpatient Imaging- Visitor parking lot
- Alleghany Medical Center- Visitor parking lot
- OrthoCarolina- Park in the back of the parking lot
- Watauga Medical Center- Park in the employee parking garage. This will be the upper parking deck located behind the hospital.
- AppOrtho- Park in the back of the parking lot

## **WITHDRAWAL/DISMISSAL**

Learners may drop a course during the official registration period as published in the college calendar. Learners dropping out of a course after classes begin are charged a penalty. Learners who are planning to withdraw from the associate degree Radiography Program are requested to confer with the Radiography Program Director. Learners **must** complete a drop form if they decide not to continue in the program. ***Learners who choose to withdraw from a course any time after the official drop/add date for that semester will receive a “W.”***

Learners who receive a **“D”** in any radiology curriculum or RAD BIO course while in the program will be dismissed from the program.

## **POLICY FOR DROPPING COURSES**

Learners who desire to withdraw from a course **must** complete and submit the electronic drop form. The e-form is located in the “Student Forms” section of the WCC Prowler. Once completed, the student should elect for the document to be sent to their advisor, which is selected from a drop-down menu. The completed form **must** be submitted in a timely fashion. ***Failure to follow this***

***policy will result in a failing grade for the class regardless of the circumstances surrounding the case.***

## **GRADUATION REQUIREMENTS**

To graduate, learners must:

1. Apply for graduation in the Office of Student Services during the registration period prior to the spring semester for which graduation is expected;
2. Complete all required courses for the degree, diploma, or certificate; (Associate degree graduates may participate in the annual spring graduation exercise if they have one or two courses to complete during the summer term. More than two courses needed during the summer term must be approved by the division dean and registrar. However, the college cannot guarantee courses needed for graduation will be offered during the summer term.)
3. Attain a cumulative grade point average of “C” (minimum of 2.00) in all work attempted in a degree, diploma, or certificate program;
4. Attain a minimum cumulative grade point average of “C” (minimum of 2.00) in all RAD curriculum and RAD BIO courses (Radiography);
5. Complete all ARRT required competencies;
6. Compliance with all Radiography Program policies;
7. Complete no less than 25 percent of the semester hours required in the program of study at Wilkes Community College; and
8. Satisfy all financial obligations to Wilkes Community College.

In addition, learners scheduled to participate in the annual graduation ceremony *must* pay a graduation fee that covers the cost of the cap, gown, and degree and are encouraged to participate in the commencement exercise. Learners who do not participate in the graduation exercise are charged an additional fee to cover processing and mailing costs. The college is not responsible for degrees damaged during mail delivery.

## **PINNING CEREMONY**

Prior to the college’s commencement exercise and upon successful completion of the program, the graduating class will have a pinning ceremony. *No part of the ceremony will be performed without prior approval by the Radiography Program Director.* The graduating class is responsible for all expenditures for the ceremony with the exception of the printing of the programs. Learners are required to purchase and wear a white, double lapel lab jacket for the pinning ceremony.

Additionally, learners are required to purchase a school patch from the Absher Wilkes Community College Bookstore and have it affixed to the left shoulder of the lab jacket. Learners will wear professional attire and hair, jewelry, and makeup *must* be in accordance with the clinical dress code for the ceremony.

### **EXIT INTERVIEW**

An exit interview with the Program Director is required for all learners terminating from the Wilkes Community College Radiography Program without completion. This interview is conducted at the time of withdrawal.

### **VOLUNTARY WITHDRAWAL**

Learners who were in good academic standing when they voluntarily withdrew from the program will be considered for re-admission to the Wilkes Community College Radiography Program (reference Readmission/Transfer Policy).

Learners withdrawing from the program due to pregnancy may re-apply for program re-admission as delineated by the pregnancy policy.

### **RADIOLOGIC TECHNOLOGIST'S CERTIFICATION EXAM**

The length of course for the Wilkes Community College Radiography Program has been set for 21-months. The American Registry of Radiologic Technologists (ARRT) certification examination will not be administered to any learner who has not completed an educational program in the discipline (Radiography) and the competency requirements within an accredited program.

The ARRT allows applicants to schedule appointments to test at any time during a set examination window. Examination windows begin on the Wednesday after the applications are processed and extend for 90 calendar days. Candidates are allowed three attempts in a three-year period of time that begins with the initial ARRT examination window start date. After three unsuccessful attempts or three years have expired, the individual is no longer eligible.

The ARRT registration is renewed every year. As of 1995, technologists are required to have 24 hours of continuing education every two years to renew their ARRT registration. All Registered Technologists, primary and post-primary certifications earned after or on January 01, 2011, are time-limited to ten-years. Recertification requires completion of the Continuing Qualification Requirements (CQR) process.

**Section II**  
**Clinical Education**  
**Policy, Procedures, and Protocols**

## **CLINICAL ASSIGNMENT**

Radiography learner clinical assignments criteria are based on the capacity according to professional standards and clinical education sites. A 1:1 student to technologist ratio is required for each clinical setting. The radiography program cannot guarantee any learner specific clinical education sites. The program reserves the right to alter clinical education assignments as needs dictate.

## **DIDACTIC/CLINICAL SCHEDULE**

The learner's daily schedule is based on didactic classes and their assigned clinical education rotation. Learners are scheduled at various clinical education sites for 16-week (1 semester) rotations, unless otherwise specified. It is the responsibility of the learner to arrange transportation to and from clinical education sites. Learners may be required to travel to extended clinical sites located outside the Wilkes, Ashe, and Alleghany counties. Due to the nature of procedures performed in various rotations/time of day that these procedures are performed, the learner rotation schedule encompasses a variety of start/stop times. In an effort to assure equitable learning opportunities throughout the program, the Clinical Coordinator will review each learner's clinical schedule and may assign future schedules based on previous clinical education exposure.

The program limits learner clinical and didactic involvement to no more than forty hours per week, not to exceed a maximum ten hours per day (excluding meal break). The program curriculum is designed to create an educational commitment that will not require the learner to exceed forty hours per week.

First year learners attend two RAD didactic courses (8-11 hours per week) and one RAD clinical course (6-24 hours per week). Second year learners attend two-three RAD didactic courses (7-11 hours per week) and one RAD clinical course (21 hours per week). Missed clinical educational hours are completed in a manner that allows the learner an opportunity to meet course requirements without exceeding program participation limits.

Evening clinical education assignments may not exceed 25% of the learner's total clinical clock hours. WCC Radiography Program's Clinical Education component requires completion of 1,152 clinical hours. Evening clinical hour scheduling is assigned by the Clinical Coordinator for RAD 161, 171, RAD 251 and RAD 261.

Attendance will be monitored throughout the semester/rotation. **ALL clinical education absences** must be made up prior to the end of the academic semester and in accordance with the clinical education attendance policy.

1. Clinical shift hours cannot be accrued or “banked.”
2. Minimum clinical hours must be fulfilled for each semester.

## **EVENING ROTATIONS**

The clinical experience attained on an evening shift is vital to overall educational progress. The program believes this assignment prepares learners in their ability to assume the duties and responsibilities of a staff radiographer upon completion of the program. This assignment allows learners to gain additional radiographic confidence while exposing them to valuable emergency and surgical learning experiences. The variety of “non-routine” radiographic cases demands the learners to adjust to different positioning methods, techniques, and patient care issues, along with interpersonal adjustments. Evening rotation clinical hours are designed to limit this assignment not to exceed 25% of the total clinical clock hours.

### **FIRST YEAR**

#### **AUGUST – JULY**

Friday (Fall Semester)

Hours: 8:00 am – 2:30pm or 3:30 pm\*\*

Tuesday and Thursday (Spring Semester)

Hours:

Days	8:00 am – 3:30 or 4:00pm**
Evenings	1:00 pm – 9:00pm**
Surgery	7:00 am – 2:30 or 3:00pm**

Monday, Tuesday (Summer Semester)

Hours:

Days	8:00 am – 5:30 pm**
	7:00 am – 4:30 pm**
Evenings	1:00pm – 7:30pm**

\*\*Hours vary for the learner depending on the rotation. The clinical schedule may also include periodic evening rotations per clinical education site\*\*

### **SECOND YEAR**

#### **AUGUST – MAY**

Monday, Wednesday, and Friday (Fall Semester)

Wednesday, Thursday, and Friday (Spring Semester)



Hours:

Days	8:00 am – 3:30pm or 4:00pm**
Evenings	1:00 pm or 1:30 – 9:00pm**
Surgery	7:00 am – 2:30 or 3:00pm**

\*\*Hours vary for the learner depending on the rotation. The clinical schedule may also include periodic evening rotations per clinical education site\*\*

These assigned times are subject to change if an educationally valid reason necessitates a change. Transportation to and from all clinical sites, class or associated program functions is at the learner's own expense and risk.

## PERSONAL APPEARANCE

One of the responsibilities of a health care professional is to develop habits of personal grooming and dress appropriately to the healthcare work environment. All learners will be expected to practice good grooming and personal hygiene.

1. Hair must be clean, neat, and conservatively styled. Hairstyle must be such that it cannot fall into the patient's face or present a safety hazard working with radiography equipment. Hair longer than shoulder length must be restrained so as not to fall forward over the shoulder while doing patient care or manipulating radiographic equipment. No amount of hair can be touching the collar, nor should it be in the learner's face. Ponytails should be further styled so that they are clipped up or rolled into a bun. Small hair ribbons, small hair clips or barrettes may be used to restrain hair. Flowers and bows are not to be used.
2. Fingernails should be kept trimmed short (no more than ¼" beyond fingertips). Only clear or French manicure (white tips) polish may be worn and it must be well maintained. Artificial (acrylic, shellac, gel) nails are not permitted.
3. Use of make-up and jewelry should be in moderation. For the safety of the learner and the patient, necklaces should be short; rings should include only wedding ring sets and/or bands without stones. **A single set** of earrings must be small studs in the earlobe, loop earrings are not allowed. Note that tragus and cartilage piercings are not permitted. Body piercings (other than pierced ears) that is visible to the patient is not permitted; this includes tongue and facial piercings.
4. Perfume or cologne cannot be used when in the clinical areas.
5. Tattoos must be covered so as not to be visible during clinic and didactic education.
6. Facial hair must be kept well-groomed for professional appearance.
7. Tobacco odor must not be detectable on body or clothing.
8. Although mints, certs, Listerine strips, etc. are highly encouraged, gum is NOT permitted in clinic.

## **LEARNER DRESS CODE**

Didactic & Clinical: Learners are required to dress in a neat, orderly, and presentable fashion to demonstrate pride in themselves and the profession. The learner’s appearance in the didactic and clinical setting contributes to the professional atmosphere of the program and hospital. During clinical education, learners are required to wear the program-designated uniforms. Uniform purchasing information will be available through college bookstore.

All learners will be expected to wear the program prescribed uniform each day during clinical education. The learner uniform requirements for Wilkes Community College Radiography Program are as follows:

1. Wilkes Community College learner picture ID badge must be worn at shirt pocket or collar level with the picture and name visible. Stickers, anatomical markers, etc., are not permitted to be stuck on the ID. Hospitals may request additional ID badge to be worn.
2. Radiation dosimeters must be worn at collar level outside of protective apron. The learners will be responsible to make sure their dosimeters are exchanged on time every three months. Learners will not be permitted to participate in clinical or laboratory education without their dosimeters. Learners will be required to retrieve their dosimeter and return to the clinical or laboratory. Demerits will be assigned (refer to Demerit Policy: Dress Code Violation).
3. The learner must always carry Left and Right Anatomical markers. Learners must keep pocket technique guide, clinical record book, and Radiography Program Handbook immediately accessible at all times in the clinical setting.
4. Program prescribed uniforms will be worn as follows:
  - Uniform pants (Olive Green) are not to be rolled down so as to be worn low on the hips.
  - Uniform tops (Olive Green) – If the tops are the button type, t-shirts will be worn underneath and the top will be buttoned at all times.
  - T-shirts can be long sleeve or short sleeve and must be tucked in and not hanging out under scrub top – undershirts must be solid gray, white, or black in color. The clinical coordinator reserves the right to disapprove gray colored undershirts if they do not closely match the color of uniform embroidery.
  - Midriff and underwear should not be visible when bending over or squatting down.
  - No logos, writing or drawings on T-shirts
  - Closed toe tennis shoes (no backless or clogs) are to be primarily solid in color and be either white, gray, or black. No bright or neon colors permitted. Shoes should be clean and well kept.
  - Lab jackets are optional –olive green only. No multi-colored jackets permitted.

- **Please note—ALL outward appearing tops (i.e. Scrub tops and/or scrub jackets) must have the WCC Radiography Program logo embroidered on the upper left chest.**
- 5. Being in uniform also includes appropriate personal hygiene and uniform cleanliness.
- 6. Learners who are assigned to a surgery rotation will wear the appropriate operating room attire as required by surgery.
- 7. Any learner determined to be out of compliance with the learner dress code may be sent home immediately to obtain appropriate items to fulfill requirements. Time missed must be compensated on the date of occurrence and will be counted as a tardy with associated demerits and grade reduction being assessed.

## **SPECIALITY MODALITY ROTATIONS**

The clinical experience attained in the specialty areas serve to introduce the learners to the various aspects of their profession. The goal is to expose the learners to current and developing imaging modalities and broaden their perspective in their professional field.

### Specialty Rotations:

Vascular Interventional Radiography	Sonography
Cardiac Interventional Radiography	Nuclear Medicine
Computed Tomography	Magnetic Resonance Imaging
Radiation Therapy	
Picture Archiving and Communication System	

## **CLINICAL SUPERVISION POLICY**

This policy has been developed to help meet the simultaneous goals of maintaining quality patient care and diagnostic procedures in the department while providing a quality and structured educational experience for the radiography learner.

All learners must be supervised during clinical assignments. The clinical preceptor and program faculty assume overall responsibility for the supervision and evaluation for the radiography learner at each clinical education site (CES). A qualified registered radiographer, R.T. must review the requested examination to:

- ◆ Determine learner capabilities to successfully complete the examination;
- ◆ Determine if patient condition contraindicates learner performance of the examination; and
- ◆ Ascertain learner competency for procedure performance.

If any of the above is questionable/negative, the technologist must be present in the examination room, regardless of the learner's competency and/or achievement level. A qualified registered technologist, R.T. must check/approve all images prior to image transmission and patient dismissal. Direct supervision by a registered technologist, R.T. regarding image critique and release of images to PACS is mandatory throughout the program.

Prior to competency validation, the learner is under direct supervision of a qualified registered technologist in the appropriate discipline during clinical participation. A qualified registered technologist is defined as an individual holding American Registry of Radiologic Technologists certification/registration or equivalent in the appropriate discipline and practicing in the profession. Validation of competency and if circumstances warrant, a learner may participate clinically with indirect supervision.

Wilkes Community College Radiography Program uses the following definitions, which supports JRCERT Standards 4 Objectives 4.4, 4.5 and 4.6:

**Direct Supervision** (directly supervised) means that there is a qualified radiographer, R.T. (R) physically present in the radiographic room with the learner. The learner is encouraged to position and set technique according to his/her level. Learners must be directly supervised until the competency is achieved. The radiographer, R.T. (R):

- Reviews the procedure in relation to the learner's achievement;
- Evaluates the condition of the patient in relation to the learner's knowledge;
- Is physically present throughout the conduct of the procedure; and
- Reviews and approves the procedure and/or image(s)

Surgery and mobile radiography require **direct supervision** for both first- and second-year learners. Under no circumstances may a learner perform surgical and/or mobile radiography without **direct supervision**. A radiographer R.T. (R) **must be physically present** during the conduct of surgical and/or mobile radiography regardless of the learner's competency level.

**Indirect Supervision** (indirectly supervised) means that there is a qualified radiographer, R.T. (R) within **immediate access**. **Immediate access** is interpreted as the **physical presence** of a qualified radiographer RT(R) **adjacent to the room or location** where a radiographic procedure is being performed regardless of the level of learner achievement. Telephone or pager communication is **not** considered immediate access. This availability applies to all areas where ionizing radiation equipment is in use on patients.

## **IMAGE REPEAT POLICY**

**ALL REPEAT IMAGES**, regardless of learner level of achievement or competency, must be performed under the **direct supervision** of a qualified radiographer, R.T. (R). A qualified radiographer, R.T. (R) must be physically present during the conduct of a repeat projection and must approve the learner’s procedure **prior to re-exposure**. Learners will be allowed to repeat a radiographic projection **one time only** in the presence of a radiographer, R.T. (R). If the repeat projection is not satisfactory, the technologist, R.T. (R) must perform the additional projection while the learner observes. Recent graduates of an approved program that have not passed the national certification examination and/or advanced learner do not qualify to direct repeat procedures. *A 1:1 student to staff technologist ratio is required for each clinical site.*

### **PULLED COMPETENCY POLICY**

After showing competency on a given exam, and the exam is viewed and graded by the clinical coordinator, the expectation is that the learner can, and will, continue to satisfactorily attempt and complete the exam in the clinical setting. In the event that a technologist or Radiography Program faculty witness the learner consistently struggling to obtain optimal/acceptable images for an exam where competency has been met, the technologist or Radiography program staff may opt to pull the learner’s competency for that exam. In the event a technologist contacts the clinical coordinator with respect to the need to pull a competency, the clinical coordinator will meet with both the technologist and the learner to discuss the situation and make a final decision as to whether or not the learner’s competency will be pulled. If it is determined that the competency should be pulled, the following guidelines will be used for making up and grading the newly attempted competency:

1. The Clinical Coordinator, or other Radiography Program faculty member, will conduct a reeducation of the exam including anatomy, proper positioning, and image evaluation with the learner —until the reeducation is complete and documented as such on the learner’s practice *Competency Exam Practice Sheet*, the student may not perform the exam in clinic
2. The learner will then continue to practice the exam, on patients, until he/she is ready to show competency.
3. The learner will show competency with a technologist (or Radiography Program faculty), as if it were an initial attempt, and re-submit the appropriate competency form. After review by the clinical coordinator, a grade of **70** will be recorded as part of the learner’s Competency Performance Evaluation grade in the clinical component for the re-comped exam.

### **CLINICAL EDUCATION OBJECTIVE**

*Learners* are not to be utilized for the purpose of “work-force labor” or as a replacement for a staff technologist, secretary, transporter, etc. Learners attend clinical education rotations for the specific purpose of learning and developing skills in the field of radiography. As such, during clinical hours,

learners are expected to be in their assigned area at all times that procedures are being performed in that area. During times that there are no procedures being performed in the learner's assigned area, they can be reassigned to another clinical area, providing, they remain under the clinical supervision guidelines and do not displace a learner assigned to that area. The clinical instructor or program faculty should approve these changes. At times when there are no available alternate areas or procedures being performed, learners are encouraged to study.

Learners may be required to perform other tasks related to the operation of the department during time periods that they are not involved in radiologic procedures. If the learner is involved in a procedure when requested to perform these other tasks, the learner should inform the person making the request of this fact. The learner should then continue with the procedure in which they are involved based on their rotational assignment.

- A. During unusual circumstances within the department (e.g. disasters) the learners will assist as needed to accomplish provision of quality patient care and smooth operation of the department.
- B. In accordance with radiation protection guidelines, learners **are never permitted to hold patients nor image receptors (IRs) during radiation exposure**. It remains the responsibility of the radiographer, R.T. (R) to utilize all available immobilization and image receptor holding devices.

Learners are not required to remain at the clinical education site after their scheduled rotational hours are complete to assist department staff when an increase in patient census occurs or if a staff member is arriving late or is absent. Students may not leave their rotation in the middle of a patient exam they are participating in. In an effort to assure quality patient care and safety, it is the student's responsibility to hand-off the patient that they are providing care for to a qualified department staff member. Students are not permitted to attend clinical outside of the scheduled clinical hours.

### **RADIATION EXPOSURE**

Persons entering the radiography profession must be aware that they will receive some radiation exposure and must willingly accept the slight risks associated with it. All efforts are made in the program to maintain personnel exposure to the lowest possible levels. Current standards allow 1 mSv annual educational exposure. Wilkes Community College Radiography Program utilizes the ALARA: As Low As Reasonably Achievable principle to keep radiation exposures to a minimum.

Radiation dosimeter reports are reviewed quarterly by the program director who serves as the designated Radiation Safety Officer (RSO). The dose reports will be shared with the students and faculty for review. If the program director considers the recording is high and/or indicate a pattern

of high exposure, he will initiate an investigation. The learner's clinical schedule may be adjusted upon the findings of the investigation. High reading and/or patterns that the program director has concerns about will be made aware of to the learner. The program director will make sure that the radiation protection standards are reviewed with the learner and an action plan will be implemented.

### **ENERGIZED LAB**

Students will be oriented to the WCC energized lab during general clinical orientation. The program's radiation safety plan will be thoroughly reviewed with a Q&A session at the end. The students have received a copy of the safety plan and are aware that the plan is located in the program director's office and is accessible during business hours. Students are aware of the expectations while in the energized labs and that dosimeters are to be worn at all times while in the laboratory.

### **MRI SAFETY**

Student MRI screening and education takes place before clinical rotations begin in the first semester clinical orientation and would occur again prior to any potential modality rotations in their 4<sup>th</sup> or 5<sup>th</sup> semester. Additional MRI screening may be required by the clinical facilities. Screening and education are used to ensure safety and awareness in the event a student is asked to assist with moving a patient in the MRI department.

### **RADIATION MONITORING**

All learners are provided with a personal radiation dosimeter. Learners are instructed in the proper use and care of the radiation dosimeter. Radiation dosimeters are changed every three months and it is the learner's responsibility to make sure that their radiation dosimeter is exchanged on the specified date so it will be returned with all other dosimeters. Learners may request to review their exposure report at any time. Copies of the radiation dosimetry reports are placed in the learner's file and secured in the program director's office to maintain confidentiality. Radiation monitoring reports shall be made available to learners within 30 school days of receipt. High dosimetry readings may be discussed with the clinical education sites (CES).

All learners participating in the clinical area are required to wear a radiation dosimeter(s). The dosimeter(s) **must be worn at all times in the clinical education component and during laboratory practice**. The monitoring device is to be worn on the uniform collar. When a lead apron is worn, the badge must be completely outside of the apron.

Learners shall not receive more than 50 mSv per year of radiation exposure. If at any time a learner receives more than 12.5 mSv during any quarterly monitoring period, a conference will be conducted between the learner and the program director.

Learners whose annual radiation dose exceed 50 mSv shall:

- a. meet with the program director/RSO and the Dean of the Division of Health Sciences and discuss radiation safety, dose reduction, and best practices; and
- b. receive a plan of action (POA) that identifies poor radiation safety practices of the learner and best practices. The POA may require the student to take a grade of incomplete for that semester (if the dose exceeds the limit before the close of the active semester) and/or seek readmission to the program.

The learner must notify the program director immediately if the dosimeter is lost or damaged. A replacement spare dosimeter will be assigned to the learner to use for the remainder of the monitoring period.

In an effort to monitor and record lifetime radiation exposure, it is the responsibility of the learner to obtain previous radiation exposure records and to provide these dosimetry records to the program director.

***Tampering or intentionally irradiating personal radiation monitoring devices is grounds for immediate dismissal from the program.***

## **PREGNANCY POLICY**

The declaration of pregnancy must be in writing and is voluntary. The pregnant learner need not declare her pregnancy if she so chooses, but declaration is highly recommended. Furthermore, if the learner does not declare her pregnancy, Wilkes Community College Radiography Program and all clinical affiliates are not required to restrict dose to the embryo/fetus to 5 mSv in accordance with NRC regulations cited in 10 CFR 20.128 *Dose to an Embryo/Fetus* until a written declaration of pregnancy is made. It should also be noted that the declaration of pregnancy could be withdrawn at any time by the learner. Withdrawal of pregnancy declaration must also be in writing. It is recommended that the learner discuss her situation with her physician.

Once a declaration of pregnancy has been made by a learner, she will be required to wear an additional radiation monitor at her waist to measure fetal exposure resulting from her clinical education and that dose should not exceed 5 mSv during her entire pregnancy or 0.5 mSv per month (unless that dose has already been exceeded between the time of conception and submitting this letter). If 0.25 mSv is exceeded during any month, the learner will be counseled. The learner understand that should her fetal dose exceed 3 mSv during the first six months, a change in her



clinical responsibilities will result that may delay completion of the program. All learners have the responsibility to adhere to safe radiation protection practices.

### **RADIATION GUIDELINES FOR THE PREGNANT LEARNER**

Studies have shown that all learners throughout a pregnancy can perform normal clinical education rotation, without exceeding an embryo/fetus dosimetry reading of 5 mSv in 40 weeks. A special provision for pregnant learners is therefore not necessary. Nonetheless, in maintaining pregnant learner exposure levels as low as reasonably achievable, the learner will be provided a second fetal dosimetry monitor to be worn at waist level inside the apron. In addition, the learner will be provided a “wrap-around” lead apron or two lead aprons for use during those procedures requiring a lead protection apron.

Recent studies have shown that the risk of leukemia and other cancers in children increases if the mother is exposed to significant amount of radiation during pregnancy. To comply with radiation protection monitoring practices for learners with the Nuclear Regulatory Commission and state laws, the radiography learner upon pregnancy verification may elect to declare such with the Program Director. Declaration is voluntary and must be submitted in written format. The Program Director will counsel the learner on prenatal radiation exposure. All parties will sign appropriate documentation and the learner will receive a copy of NRC form 8.13 and Guide 8.29 Instruction Concerning Risks From Occupational Radiation Exposure.

**A PREGNANT LEARNER WHO VOLUNTARILY DECLARES HER PREGNANCY WILL HAVE ONE OF THE FOLLOWING OPTIONS FROM WHICH TO CHOOSE:**

- The learner may elect to continue in the academic program, without modification, fulfilling all program requirements contained within the curriculum and adhere to all radiation protection guidelines and recommendations as follows:
  - \* Wear additional dosimeter to monitor fetal dose exposure.
  - \* Adhere to all ALARA provisions and acknowledge the risks to the embryo/fetus.
  - \* Sign a DECLARATION OF PREGNANCY FORM. Copies of this form will be placed in the learner’s program file.
  - \* The learner will maintain her scheduled clinical education.
- No more than 5 mSv of exposure may be received by a learner during the pregnancy. If 0.25 mSv is exceeded during any month, the learner will be counseled. The equivalent dose limit in a month to the embryo/fetus cannot exceed 0.5 mSv.
- The learner, in good academic standing, may withdraw from the Radiography Program not to exceed two years. The learner will be eligible to apply for advanced entry into the program at the appropriate time for completion of the required

programs courses and competency requirements which will be dependent upon available spaces within the program. Please refer to the Radiography Readmission Requirements. Applicants will be required to meet minimal competency appropriate for the point of reentry.

- The learner may withdraw, in writing, the declaration of pregnancy at any time. Retraction of the declaration will require the learner to abide by the general guidelines for radiation workers.

By accepting program admission into the Wilkes Community College Radiography Program, the learner confirms understanding that ionizing radiation may be harmful to an unborn child. Furthermore, fetal radio-sensitivity is greatest during the first trimester (3 months) at which time the expectant mother can potentially receive a substantial exposure before she is aware of her condition. Accepting this risk, the learner will not hold the Wilkes Community College Radiography Program or any clinical agency responsible for possible genetic damage or any situation or condition that may be connected to low-level exposure to radiation.

This policy is made known to learners upon initial acceptance into the program. Additionally, this policy is presented and reviewed as part of the WCC Radiography Program's new learner orientation prior to engagement in clinical education and again during the first week of enrollment in the program.

### **UNSAFE PRACTICE POLICY**

This policy is effective for the duration of the program and are cumulative. If a student performs an unsafe procedure in the clinical setting or in the lab environment causing possible harm to the patient, others, or themselves, the student will be removed from the clinical assignment or lab until the incident is investigated and appropriate action is determined.

Unsafe practice will include, but not be limited to:

1. Performing procedures, or use of any ionizing radiation without direct or indirect supervision
2. Injuring the patient, clinical staff, Program's faculty, them self, or others
3. Damaging equipment, accessories, or physical facilities
4. Failure to protect the patient, clinical staff, Program's faculty, them self, or others from accidental or unnecessary radiation exposure
5. Excessive permissible radiation doses
6. Failure to practice Universal Precautions or utilize personal safety devices when appropriate or required
7. Being under the influence of narcotics, alcoholic beverages, or controlled substances

#### Disciplinary Action:

1st incident: 10-point reduction of the final course grade, mandatory conference, written documentation of the violation. Additionally, depending on the severity of the incident, will result in: Probation for the remainder of the program, Removal from classroom, lab, or clinical setting (amount of time will be determined), Dismissal from the program, and other appropriate disciplinary actions as determined

2nd incident: results in immediate dismissal from the program

## **COMPUTER/DEVICES, CELLULAR PHONES, AND TEXT-MESSAGING**

Personal computer/device usage, telephone usage, and text-messaging may only be made or received during the meal and class break and must be done outside the classroom or radiology department. Inform your family, friends, etc., that you are not to be called or text-messaged while in class or at your clinical education site. For emergency situations, learners may provide the clinical department phone number so that they can be reached.

Personal computers/devices and cell phones are to be kept out of the clinical areas. Personal cell phone use and text-messaging during didactic and/or clinical class time/clinical areas is forbidden. Each time a learner violates these guidelines on learner conduct, he/she will be counseled and a Learner-Instructor Conference Form will be placed in the learner's file. This is a cumulative process during the entire course of the program and may result in termination from the program (refer to Offense Actions). Demerits will be assigned as per policy. Depending on the severity, violation of computer/device, cell-phone and text-messaging guidelines may result in dismissal from the program. This policy is reviewed with the learner during new learner orientation before the start of the program and again during the first week of enrollment in the program. This policy is included on each Radiography Program (RAD) course syllabi and reviewed by the course instructor.

The following Offense Actions will take place:

- **First offense:** Learner will receive a verbal warning with documentation placed in learner's file. 10 demerits will be assigned to learner.
- **Second offense:** Learner will receive written warning documented on the Learner-Instructor Conference Form which will be placed in learner's file. 10 demerits will be assigned to learner.
- **Third offense:** Learner may be terminated from the Wilkes Community College Radiography Program.

## **TECH DOCUMENTATION OF STUDENT BEHAVIOR IN THE CLINICAL SETTING**

The goal of clinical education is to subject learners to an environment conducive to learning the skill of Radiography, in a healthcare setting, while under the supervision of clinical staff. In the event that a learner displays behavior(s) identified as a means for Demerits or in violation of the before mentioned Learner Conduct, while in the clinical setting, it will be the supervising technologist's duty to document such behavior and contact the clinical coordinator.

Upon receipt of such documentation, the Clinical Coordinator and/or Program Director will conduct a conference with the learner and it will be determined if violation will result in official demerits being issued.

## CLINICAL COMPETENCY

Competency Evaluation - Learner's progress and their ability to competently complete an exam will be evaluated; the ability to display efficient patient care skills, technical/positioning skills, radiation protection, and satisfactory radiographic image evaluation. Learners may begin competency examinations after said examination has been covered didactically. The learner must satisfactorily complete and document the required number of simulated and patient practices on the *Competency Exam Practice Sheet*. Once the learner has completed a *Competency Exam Practice Sheet* for an exam, the learner may attempt to prove competency on the exam, under the direct supervision of a registered radiologic technologist. It is the learner's responsibility to complete all required competencies. This means the learner must identify the examinations and have the approved technologist, R. T. (R) directly observe and evaluate his/her performance. In each semester, learners are required to achieve a specific number of competencies. These competencies apply toward the total number of competencies required for program completion.

## CLINICAL COMPETENCY EVALUATION

The clinical instructor, clinical coordinator and/or program director evaluate clinical competency each semester. These examinations are practical in nature and a permanent part of the learner's competency record. Competency examinations are based on clinical guidelines and requirements. A learner may be tested on previous competencies at the instructor's discretion.

### Protocol for Failed Competency Examination:

A passing grade must be achieved on each competency examination. In the event a competency is deemed a failed attempt by either 1) the supervising technologist or by 2) the clinical coordinator after review of the images, the following protocol will be used in addressing a failed competency:

1. The Clinical Coordinator, or other Radiography Program faculty member, will conduct a reeducation of the exam including anatomy, proper positioning, and image evaluation with the learner —until the reeducation is complete and documented as such on the learner's practice *Competency Exam Practice Sheet*, the student may not perform the exam in clinic
2. The learner will then continue to practice the exam, on patients, until he/she is ready to show competency
3. The learner will show competency with a technologist (or Radiography Program faculty), as if it were an initial attempt, and re-submit the appropriate competency form. After review by the clinical coordinator, a grade of **70** will be recorded as part of the learner's Competency Performance Evaluation grade in the clinical component for the re-comped exam.

### Grading for a Failed Competency Attempt is as follows:

1. 1<sup>st</sup> attempt receives a 70 on the competency evaluation form pending the 2<sup>nd</sup> attempt.

2. 2<sup>nd</sup> attempt (successful completion) receives an average grade of the first and second attempt.  
2<sup>nd</sup> attempt (unsuccessful) receives a 70 on the competency evaluation form
3. 3<sup>rd</sup> attempt (successful completion) is averaged with the grades from the 1<sup>st</sup> & 2<sup>nd</sup> attempt for course grading purposes.

\*Reference Grading Policy: Didactic and Clinical Grading.

Competency Procedure with 1:1 Direct Supervision – After satisfactorily completing the correlating positioning skills lab examination, the learner may perform the exams on patients ONLY with the direct supervision of a radiographer, R.T. (R) or by program faculty.

The following criteria must be met:

1. Learner must declare the competency examination before contact with patient
2. One learner, per exam, per patient
3. No sharing of exams
4. No sharing of patients with multiple examinations
5. All studies must contain visible anatomical markers to be eligible. If markers are not visualized in their entirety, the “R” or the “L” must not be so clipped/missing that it is ambiguous as to which marker has been used.
6. If a radiograph must be repeated because of the learner’s error, the competency attempt is terminated and he/she may try again at a later date. The failing grade for the competency is retained and averaged into the additional competency attempt(s).  
\* Reference Protocol For Failed Competency Examination
7. If the registered technologist deems it necessary to intervene and take the exam over, the competency attempt is terminated and he/she may try again at a later date. The failing grade for the competency is retained and averaged into the additional competency attempt(s).  
\* Reference Protocol For Failed Competency Examination

## **ARRT STANDARD OF ETHICS**

The Code of Ethics serves as a guide by which Radiologic Technologists evaluate their professional conduct as it relates to patients, colleagues, other healthcare professionals, and healthcare consumers. The Code of Ethics is adopted from the American Registry of Radiologic Technologists. ©2021, the American Registry of Radiologic Technologists. All rights reserved. Reprinted with permission of the ARRT. The entire Standards of Ethics can be found at:

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>

1. The radiologic technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity to mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. Radiography learners refrain from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgement and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Candidates for certification and R.T.s are held to strict ethical standards in order to be eligible for initial certification and annual renewal of registration. Further information can be found at: <https://www.arrrt.org/pages/earn-arrrt-credentials/initial-requirements/ethics/ethics-requirements> or by calling the ARRT at (651) 687- 0048. Decisions on ARRT applicant eligibility based on criminal background are solely the responsibility of the ARRT.

### **Non-Academic Professional Standards Policy**

WCC Health Science programs value professionalism which is defined as the conduct, behavior, and attitude that is required of individuals in the workplace. Professional characteristics and standards provide proactive guidance on what it means to possess a set of professional values that cause one

to act in the best interests of patients and promote a culture of ethics within the healthcare profession. Therefore, WCC Health Science programs will teach, uphold, and maintain professional standards in the learning environment (on campus and at offsite locations) to meet healthcare workforce expectations.

<b>Characteristic/Standard</b>	<b>Description</b>	<b>Examples</b>
Honesty/Integrity	Students are required to exemplify honesty, honor, and a respect for truth in all their dealings.	Violations include but are not limited to cheating, fabrication or falsification of information, plagiarism, signature forgery, intentionally destroying, stealing, or making inaccessible library/resource material or equipment.
Respect	Students are required to show positive regard for each other, for faculty and staff, for property, and for the community	Violations include but are not limited to noisy, disruptive, or abusive language. Name calling. Destroying or defacing college, hospital, or personal property. Disrespecting the authority of instructors, staff, and/or administrators.
Responsibility and Accountability	Students are required to follow all college, program, and clinical policies. Students are to take ownership of individual choices and any subsequent consequences. Students take full responsibility for what they say and do.	Violations include but are not limited to repeat tardiness, absenteeism, or leaving the learning environment (class, lab, or clinical). Ignoring a problem and not recognizing a problem exists. Blaming others for problems and not taking steps to resolve it. Denied responsibility despite evidence. Took active steps to conceal error or failed to disclose known error.
Social Justice	Students are required to be just and equitable in their	Violations include but are not limited to unlawful

	treatment of all members of the community and to act to discourage and/or intervene to prevent unjust and inequitable behaviors.	discrimination based on race, color, national origin, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status, sex, sexual orientation, gender, gender identity, gender expression.
Community	Students are required to build and enhance their community. They should use available resources to resolve differences and conflicts peacefully.	Violations include but are not limited to demonstrating disrespect of community partners and clinical affiliates. Behaviors that do not reflect a positive representation of WCC.
Confidentiality	Students are required to preserve the confidentiality of information gathered in association with patient care.	Subject to federal and state laws regarding the accommodation of disabling conditions, violations include but are not limited to HIPAA, leaving confidential information in an unsecured area, discussing confidential information in the presence of individuals who do not have a need to know. Taking or posting photos/images of patients without patient consent



<p>Self-Regulation/Conscientiousness</p>	<p>Students are required to stay professional under pressure. Students are required to be polite and respectful to people around them. Students are required to manage their emotions effectively. Students are required to be reliable, industrious, and organized by holding oneself accountable for thoughts, words, and actions.</p>	<p>Violations include but are not limited to having emotional outbursts and being quick to react, overacting to situations, addiction to alcohol and/or drugs. Violations include but are not limited to taking unacceptable risk to patient, agency, and/or public. Putting own interest above that of patient/agency/public. Disregard for patient safety.</p>
<p>Dress and Appearance</p>	<p>Students are required to dress appropriately for the situation.</p>	<p>Violation to program and/or clinical facility dress code policies.</p>

WCC Health Science Division will utilize T.H.I.N.K. to communicate (face to face and/or electronically) professionally with others. If one cannot answer “yes” to the following questions, then professionalism may be compromised.

- Before you speak:
- T**HINK
- T** = Is it True?
  - H** = Is it Helpful?
  - I** = Is it Inspiring?
  - N** = Is it Necessary?
  - K** = Is it Kind?

Violation of Professionalism Standards Procedure

Wilkes Community College’s Health Science division believes that quality education requires adherence to established policies, procedures, regulations, practices, and high standards of academic and non-academic performance. We have an obligation to educate each learner in an understanding of professionalism standards, to make every effort to define and modify behavior, and to improve performance. Situations will occur, however, which require appropriate disciplinary action. Some violations are of such a serious nature that immediate dismissal from the program may be appropriate.

Violations to the health sciences non-academic professionalism guidelines will result in the following:

- An incident report will be prepared by the program faculty/director and reviewed with the student.
- Consequences may include the following depending on severity of incidence:
  - 1<sup>st</sup> Offense: Verbal Warning
    - The student will have the opportunity to reflect on behavior, impacts of their behavior and modify their behavior.
  - 2<sup>nd</sup> Offense: Written warning
  - 3<sup>rd</sup> Offense: Dismissal from program
  
  - If the incident involves a violation of WCC's Student Code of Conduct, the report will be forwarded to the Dean of Student Services for adjudication per the Student Code of Conduct Policy/Procedure.

Note: Academic Integrity violations will be investigated and adjudicated per the guidelines provided within the [Discipline & Appeal for Academic Violations Procedure](#) (5.3.2). Sex Discrimination and Harassment violations will be investigated and adjudicated per the guidelines provided within the [Title IX Sex Discrimination and Harassment Policy and Procedure](#) (5.4.3.1). Other forms of unlawful discrimination will be investigated adjudicated per the guidelines within the [Unlawful Discrimination](#) Procedure (5.4.3.2)

**Section III**  
**Health and Safety**  
**Infection Control**

## HEALTH REQUIREMENTS

Appropriate health documentation must be submitted to the Wilkes Community College Radiography Program prior to admission into the program. All learners must have a complete medical examination, receive medical clearance, and submit appropriate documentation to the Radiography Program prior to clinical participation. Specific requirements are:

1. Complete physical examination by a licensed practitioner;
2. 2- step, negative PPD skin test and/or normal chest radiograph within the immediate past 12 months;
3. Rubella vaccination or rubella serology (titer greater than 1.8 or documentation of rubella vaccination, measles, & mumps);
4. Immunizations as required by the clinical agencies and/or as recommended by the Advisory Committee on Immunization Practices of the U.S. Public Health Services and the Committee of Infectious Diseases of the American Academy of Pediatrics;
5. Tetanus-diphtheria booster within the last eight years;
6. Completion of HBV series is strongly suggested\*; and
7. Annual influenza vaccine-

\*Some clinical education sites require the HBV series of all students and employees working in the clinical setting. In the event that the learner opts to sign a waiver against completing the HBV series, the WCC Radiography Program cannot guarantee clinical assignment at CESs that do not require the HBV series; thus, potentially hindering timely and adequate completion of the clinical component of the program.

Individuals completing the Radiography program are eligible to apply to take the American Registry of Radiologic Technologist's (ARRT) primary certification examination. The ARRT does require information regarding conviction of a felony and/or misdemeanor and/or current charges on the application for certification and **MAY DECIDE NOT TO CERTIFY** an individual based on the result of an investigation of those particular charges.

### Annual Influenza Vaccination

Many healthcare organizations are now requiring mandatory annual influenza vaccination for all employees, physicians, volunteers, contract staff, learners, and others who work, provide services, or train at their facilities. Learners enrolled in the Wilkes Community College Radiography Program may be required to receive the annual influenza vaccination in order to maintain their learner status at a clinical education site. The healthcare organization may offer an opportunity for learners to file

for medical exceptions. If granted by the healthcare organizations review committee, the learner who receives an exemption will be required to mask for the duration of flu season. Learners who are unable to complete the required clinical education contact hours during a semester will be given a grade of Incomplete, resulting in the delaying of program progression. (Reference Attendance - Clinical Education Policy).

## **INFECTION CONTROL POLICIES, PROCEDURES, AND GUIDELINES**

During clinical education site orientation (every CES), the learner must identify and become familiar with standard precautions and infection control policies, procedures, and guidelines. These policies, procedures, and guidelines must be adhered to for the safety of the learner, patient, and employees. The recommendations set forth by the Center for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regulations provide the framework for the WCC Radiography Programs infection control policies, procedures, and guidelines. Learners will receive information regarding these policies, procedures, and guidelines through formal hospital orientation and informal orientation during the WCC radiography programs learner orientation. Learners ***must*** adhere to standard precaution guidelines. These guidelines ***must*** be followed at all times. Documented evidence of ***three (3)*** failures to comply with these requirements may result in dismissal from the program.

### **STANDARD PRECAUTIONS**

Body substances precautions developed by the Center for Disease Control and Prevention are followed in all clinical areas and campus laboratories. Standard precautions shall be adhered to at all times for all patients. All patients should be considered potential carriers of infectious disease. Body substances include oral secretions, blood, urine, feces, wound and/or other drainage. Blood and body substances are considered infectious in all cases. Additional information regarding infection transmission and control may be found at [www.cdc.gov](http://www.cdc.gov)

#### Precautions are as follows:

Hand washing using an alcohol-based hand sanitizer or soap and water is required:

- Immediately before gloves are donned and after gloves are removed.

Hand washing using a soap and water is required:

- Contact with patients infected with Clostridium difficile (C. difficile) or Carbapenem-resistant Enterobacteriaceae (CRE).
- Immediately before gloves are donned and after gloves are removed.

Hair:

- Hair must be away from face.
- Hair longer than shoulder length must be restrained so as not to fall forward over the shoulder while doing patient care or manipulating radiographic equipment.

Fingernails:

- Fingernails should be kept trimmed short (no more than ¼” beyond fingertips) Light colored nail polish may be worn if kept in good repair. Artificial nails are not permitted.

### Use of Personal Protective Equipment

#### Gloves:

- Non-sterile gloves are required to avoid direct contact with body substances, mucous membranes, or non-intact skin.
- Hands must be washed with soap and water or a biocidal agent before placing gloves on and again after removal of gloves.

#### Eye Protection:

- Protective eyewear, goggles or mask, must be worn when a risk of splatter or exposure to body fluids exist

#### Masks:

- Must be worn any time the learner is at risk for exposure to airborne infectious contamination, body fluids/debris, and aerosol contamination.
- Learners must be fitted with a HEPA N-95 mask prior to exposure to with patients known to carry infectious airborne disease such as tuberculosis.

#### Gowns:

- Protective gowns are required when clothing is likely to be soiled by a body substance.
- Protective gowns must be worn for all patients identified as body fluid contact precautions.

## **VENIPUNCTURE POLICY**

Students will perform the ARRT venipuncture competency in RAD 110 Lab. Students will *not* be permitted to perform venipuncture on a patient in the clinical setting until they have 3 documented practices on a healthcare professional/technologist. Any student performing venipuncture after documented practices in clinic must be directly supervised by a technologist. Students are not allowed to re-stick a patient. Many facilities may not allow students to perform venipuncture.

## **GUIDELINES FOR EXPOSURE TO BLOOD OR BODILY FLUIDS**

Health Sciences learners are at risk for exposure to blood and body fluids that may be contaminated with the Hepatitis B virus, the Hepatitis C virus, the human immunodeficiency virus (HIV) and other potentially harmful or contagious pathogens while in the clinical setting. Information about bloodborne pathogens and how to protect oneself and others from exposure is taught before the learner's first clinical experience. It is imperative that learners always follow standard precautions when working with individuals in any type of clinical setting.

In the event of exposure to blood or body fluids, it is the responsibility of the learner to arrange and pay for initial and post-exposure medical follow-up and care. Following exposure to blood or bodily fluids, the learner should take the following steps immediately:

1. Clean area thoroughly depending on area exposed.
  - Skin exposure with blood – wash area with antimicrobial soap and water for at least 15 seconds.
  - Contaminated needle stick, contaminated puncture, or cut with sharp object – wash area with antimicrobial soap and water for at least 15 seconds.
  - Eye exposure – Rinse/flush eye with 100mL of water, sterile saline, or eye irrigating solution for at least 15 minutes.
  - Mucus membranes (mouth or nose) – rinse/flush area with water.
2. Report exposure to clinical preceptor immediately after taking the above preventative measures. If clinical preceptor is not a WCC faculty member, then report the exposure to the WCC Radiography Program Director. The radiography clinical faculty or the Director of Radiography will assist the learner in completing a WCC accident report.
3. Determine the nature of the exposure and determine if there was exposure to body fluids. Assess the integrity of skin exposed to body fluids or blood.
4. Follow the agency policy for occupational exposure, testing, or post-exposure medications as indicated. If the clinical agency does not provide baseline testing and/or prophylaxis the learner will need to call his/her primary care provider immediately.
5. Further testing, medical follow-up and post-exposure medications will be with the learner's primary care physical or local health department at the learner's expense.

Learners enrolled in the Radiography Program must also purchase the college's malpractice insurance. The coverage protects the learners and the college while learners are enrolled in clinical education courses. Learners will not be allowed to participate in clinical education courses without malpractice insurance coverage. Health sciences learners are encouraged to purchase and maintain personal health insurance. If a learner does not have health insurance coverage, affordable health insurance is available for community college learners through <http://www.learnerccsi.com>. Learners should be aware that some of the clinical affiliate sites now require that learners assigned to their facilities maintain personal health/hospitalization insurance.

## **Section IV**

### **FORMS**



## **WILKES COMMUNITY COLLEGE RADIOGRAPHY PROGRAM**

### **HANDBOOK DISCLAIMER**

I understand that I am responsible for reading the program handbook, familiarizing myself with its contents, and adhering to all the policies and procedures of Wilkes Community College Radiography Program, whether set forth in this program handbook or elsewhere.

I understand that, as a learner in the associate degree of Radiography Program of Wilkes Community College, I am bound and responsible to comply with all the policies and procedures. I understand that I am subject to all the requirements, provisions, and procedures contained in these policies and/or policies that may be implemented while I am enrolled in the associate degree Radiography Program.

I understand that the information in this handbook represents guidelines only. The Wilkes Community College Radiography Program reserves the right to modify this handbook, amend or terminate any policies or procedures, whether or not described in this handbook at any time.

All program policies contained herein were adopted by Wilkes Community College Radiography Program. Faculty of the Wilkes Community College Radiography Program periodically review the program handbook in part or as a whole, to ensure that they continue to reflect current thinking in the field of Radiologic Technology and are consistent with recognized and accepted curriculum, professional standards, and legislative and accreditation requirements.

I have received a hardcopy of the Wilkes Community College Radiography Program Handbook, had the opportunity to review it in its entirety, and have had my questions answered. Additionally, I have been provided the URL to access the Wilkes Community College 2024-2025 Catalog.

I understand that this handbook is the property of Wilkes Community College Radiography Program and is to be returned to the Program Director should my learner status be terminated.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Acknowledgement**

**Functional Capabilities**

**Physical and Psychological Requirements**

I \_\_\_\_\_ acknowledge that I have read the Functional Capabilities– Physical and Psychological Requirements” of the associate degree Radiography Program of Wilkes Community College and have had all my questions answered. I understand the physical and psychological requirements needed for providing safe patient care. I have assessed my ability to perform these skills and acknowledge that I am able to demonstrate these essential skills.

Signature of Learner: \_\_\_\_\_

Date: \_\_\_\_\_

**Consent to Release Confidential Information**

I \_\_\_\_\_ give permission to Wilkes Community College to release information concerning my medical records to all clinical agencies during my participation/enrollment in the associate degree Radiography Program. I understand that the release of all information will be made in a confidential manner.

Signature of Learner: \_\_\_\_\_

Date: \_\_\_\_\_

### LEARNER AGREEMENT

All accepted applicants to the Wilkes Community College Radiography Program are expected to sign and abide by the stipulations spelled out in the Learner Agreement below and to abide by all College and program policies. In consideration of the granting of admission to Wilkes Community College Radiography program, I the undersigned understand and agree to the following:

- It is agreed that I have been provided with a print copy of the Radiography Program Handbook 2024-2025;
- I have read the handbook, understand its contents and have had my questions answered.
- It is agreed that I have been informed of the existence and location of copies of the Program Master Plan of Education, Wilkes Community College Catalog, Radiation Dosimetry Reports, the Joint Review Committee on Education in Radiologic Technology Standards, and the American Society of Radiologic Technologists Radiography Curriculum;
- It is agreed that I understand all program policies;
- I understand that graduation from the Radiography program is contingent upon successful completion of all clinical education and academic course work;
- I understand that violations which appear on the criminal background check may result in denied access to a clinical site and therefore inability to complete the program; and
- I understand that learners may be dismissed from the Radiography program for, but not limited to:
  - Failure to adhere to program policies and/or are found to breach the rules and regulations of Wilkes Community College or clinical education site affiliations.
  - Failure to maintain the required academic standards.

Signature of Learner: \_\_\_\_\_

Date: \_\_\_\_\_

Learner's name (please print): \_\_\_\_\_

Signature of Program Director: \_\_\_\_\_

Date: \_\_\_\_\_

**WILKES COMMUNITY COLLEGE RADIOGRAPHY PROGRAM**

**Declaration of Pregnancy**

Learner Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Declaration Date: \_\_\_\_\_

Estimated month/year of conception: \_\_\_\_\_

In accordance with NRC regulations cited in 10 CFR 20.128 *Dose to an Embryo/Fetus*; I am voluntarily declaring I am pregnant. I understand that I will be required to wear an additional radiation monitor at my waist to measure fetal exposure resulting from my clinical education and that dose should not exceed 5 mSv during my entire pregnancy or 0.5 mSv per month (unless that dose has already been exceeded between the time of conception and submitting this letter). If 0.25 mSv is exceeded during any month, the learner will be counseled. I also understand that should my fetal dose exceed 3 mSv during the first six months, a change in my clinical responsibilities will result in delaying completion of the program. I understand that it is my responsibility to adhere to safe radiation protection practices.

The learner may withdraw, in writing, the declaration of pregnancy at any time. Retraction of the declaration will require the learner to abide by the general guidelines for radiation workers.

I agree that NRC Regulatory Guide 8.13 *Instructions Concerning Prenatal Radiation Exposure* has been given to me and that I have been given the opportunity to ask questions. I agree that I have been given the opportunity to speak with the Radiation Safety Officer regarding occupational exposure during my pregnancy. I am aware that I may receive additional training and education at the request of the Radiation Safety Officer.

Learner Signature \_\_\_\_\_

Date \_\_\_\_\_

Program Director Signature \_\_\_\_\_

Date \_\_\_\_\_

**WILKES COMMUNITY COLLEGE  
RADIOGRAPHY PROGRAM**

**Learner Pregnancy Release**

On \_\_\_\_\_, after reviewing the student Pregnancy Policy, United States Nuclear Regulatory Commission Guide 8.13 Instruction Concerning Prenatal Radiation Exposure, and Guide 8.29 Instruction Concerning Risks From Occupational Radiation Exposure, and my discussion with the Director of the Wilkes Community College Radiography Program, I had an opportunity to review my options. I understand that I must determine whether I am going to withdraw or remain in the program.

\_\_\_\_\_ I have decided to withdraw from the Radiography Program not to exceed two years. I will be eligible to apply for advanced entry into the program at the appropriate time for completion of the required programs courses and competency requirements which will be dependent upon available spaces within the program. I will refer to the Radiography Readmission Requirements. I will be required to meet minimal competency appropriate for the point of reentry.

\_\_\_\_\_ I have decided to remain in the program. I understand that my clinical rotations will remain the same and at no time will I ask to have these rotations modified in order to accommodate my pregnancy. However, I realize that I have the option to withdraw from the program at any time with the opportunity to re-enter. I will follow all the guidelines set forth in the information given to me.

Learner Signature \_\_\_\_\_

Date \_\_\_\_\_

Program Director Signature \_\_\_\_\_

Date \_\_\_\_\_

**WILKES COMMUNITY COLLEGE RADIOGRAPHY PROGRAM**  
**Acknowledgement of Radiation Safety Training and Education**

Learner Name: \_\_\_\_\_

DOB#: \_\_\_\_\_

By initialing each line, the learner acknowledges receipt and/or review of the following:

- \_\_\_\_\_ Wilkes Community College Radiography Program Pregnancy Policy
- \_\_\_\_\_ NRC Regulatory Guide 8.13 *Instructions Concerning Prenatal Radiation Exposure*
- \_\_\_\_\_ NRC Regulatory Guide 8.29 *Instructions Concerning Risks From Occupational Radiation Exposure*
- \_\_\_\_\_ Review of ALARA and time/distance/shielding practices to reduce exposure
- \_\_\_\_\_ Informed that I may at any time request to view my occupational exposure records
- \_\_\_\_\_ Opportunity to ask questions

*I, the undersigned, agree that I have been informed about the pregnancy policy and its voluntary nature of disclosure and agree that my choice is to or not to disclose. In the event I choose not to give written disclosure I will not be considered pregnant and will be expected to uphold all academic/clinical requirements regardless of condition. Furthermore, if I choose not to disclose pregnancy, I will assume all risk associated with prenatal radiation exposure and will indemnify and hold harmless Wilkes Community College, Wilkes Community College Radiography Program, and their agents.*

Learner Signature \_\_\_\_\_

Date \_\_\_\_\_

Program Director Signature \_\_\_\_\_

Date \_\_\_\_\_

## **WILKES COMMUNITY COLLEGE RADIOGRAPHY PROGRAM Confidentiality Agreement**

The Wilkes Community College Radiography Program regards security and confidentiality of data and information about individuals, including patients, to be of utmost importance. Each learner granted access to data and information agrees to maintain the security and confidentiality of the data and information in the manner described in the Wilkes Community College Radiography Program’s Handbook and by this Agreement.

In the course of your educational training at Wilkes Community College Radiography Program, you may have access to protected health information about patients or other individuals. In addition, you may have access to patient charts and medical images that may include, but is not limited to, and in any form (i.e., paper, magnetic or optical media, oral conversations, film etc.). Patient information and data is hereafter referred to as “protected health information” and/or “confidential information.”

As a condition of continued learner status with Wilkes Community College Radiography Program, and to obtain access to any of the above-described protected health and/ or confidential information, you acknowledge and agree that your access to such information is for the purpose of performing your clinical education training, and further, you agree to the following:

1) I will look at and use only the protected health information and confidential information I need to care for and treat my patients or to perform my educational assignment. I will not look at protected health information or seek other confidential information that I do not need to perform my educational assignment for my own personal benefit or profit, for the personal benefit or profit of others, or to satisfy personal curiosity. I understand that Wilkes Community College Radiography Program’s Clinical Education Site (CES) Affiliations may issue user identification and secured private passwords to access the information and that these CES’s has the ability and reserves the right to monitor access and use of protected health information and confidential information to determine my compliance with policies and procedures and the terms of this Agreement.

2) I will not share protected health information and confidential information with anyone who is not authorized to have access to it. I will not share this information with other persons in casual conversation.

3) I will handle protected health information and confidential information maintained in any medium or form, including but not limited to, paper and electronic, diskette or CD, with care to prevent unauthorized use or disclosure of protected health information or other confidential information. I will follow security and confidentiality policies and procedures and take reasonable measures to protect information for which I have responsibility. I will not release, remove or copy protected health information or confidential information for other than what is required in completion of my clinical education assignment.

4) I will handle protected health information and confidential information with care to prevent unauthorized use or disclosure including the use of e-mail to send information. Because electronic

messages may be intercepted by other people, I will not use e-mail to send individually identifiable health information or any confidential information.

5) I will return or dispose of protected health information and confidential information that I no longer need in accordance with the policies and procedures of the Clinical Education Site.

6) If I am conducting research for an educational assignment required by the Wilkes Community College Radiography Program, I will follow policies and procedures to maintain the confidentiality and security of protected health information and confidential information.

7) All passwords, verification codes, or electronic signature codes assigned to me are equivalent to my personal signature:

- I will use my own password, verification or electronic signature code only.
- I will only use my password, verification or electronic signature code in accordance with the Clinical Education Site policies and procedures.
- I will not attempt to learn or use the passwords, verification codes, or electronic signature codes of others.
- I am responsible and accountable for all entries made and retrievals accessed using such passwords or codes regardless of any intentional or negligent act or omission by me.
- I will not use my password, verification or electronic signature code after my clinical education with the Clinical Education Site ends.

8) If I become aware that another person has access to or is using my password, verification or electronic signature code, or if I become aware that another person is using passwords, electronic signature or verification codes improperly, I will immediately notify the Clinical Instructor at the CES.

9) I will follow the CES policies and procedures regarding the access and the use of computers, information systems, intranet, or the Internet to carry out my educational responsibilities.

10) I will not copy or download software.

11) I understand and agree to abide by the obligations of this Confidentiality Agreement. If I do not follow these requirements, I understand that I may be subject to disciplinary action, up to and including, termination from the Wilkes Community College Radiography Program.

12) I understand that the obligations of this Confidentiality Agreement will survive the termination or expiration of my education or affiliation with the Radiography Program.

By my signature below I am indicating that I have read, understand, and agree to adhere to the conditions of this Confidentiality Agreement.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Wilkes Community College**  
**Radiography Program**  
**Academic Honor Code**

As an enrolled learner in the Wilkes Community College Radiography Program, I will abide by the Academic Honor Code. All Radiography courses will require completion of assignments, worksheets, quizzes, and exams that will prepare the student for primary-certification and transition into the profession of radiologic technology.

As an enrolled learner in the Wilkes Community College Radiography Program, I agree not to copy, fax, scan, or reproduce (including print and electronic in any form) any answers, scantrons, or other materials nor will I share and/or compare these with anyone other than the course instructor unless given permission to do so by the Program Director. Additionally, I agree not to plagiarize any work I submit to a course instructor.

Failure to abide by the Program Academic Honor Code may result in any and all of the following:

- Loss of grade
- Immediate Termination from Program
- ARRT notification of Academic Honor Code Infraction

By signing this form, I \_\_\_\_\_ (PRINT NAME)

\_\_\_\_\_ (SIGNATURE)

\_\_\_\_\_ DATE

agree to the Academic Honor Code established for all Radiography courses.