



Indian River
State College

Radiography
Student Handbook

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TO STUDENTS

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is *your* work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into opportunity.

The National Commission on Excellence in Education



PREFACE

Indian River State College offers a 24-month Radiography program designed to provide students with the basic knowledge and principles of all entry-level procedures related to the profession of Radiologic Technology. The program is accredited by the Joint Review Committee on Education in Radiologic Technology. The JRCERT's Standards for an Accredited Educational Program in Radiologic Sciences are available from the Program Director or Clinical Coordinator or may be downloaded from the JRCERT's website: <http://www.jrcert.org>

Indian River State College awards an Associate in Science Degree in Radiography to each student who satisfactorily completes the required course of study. Upon graduation, students are eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification examination. Additional information about ARRT certification examination is available on the ARRT website: <https://www.arrt.org/>

Students accepted in the program are regarded as mature, responsible individuals seeking a formal education in the radiologic sciences. They are not considered employees of the program's designated clinical education sites. This handbook has been prepared to inform the student of the policies and requirements of this educational endeavor. However, the policies and requirements contained herein are subject to revision at any time and may be modified at the discretion of the program officials and/or Indian River State College administration whenever necessary.

The Radiography Program reserves the right to make any revisions, deletions or additions to the policies or procedures which, in the opinion of the Program officials and/or Indian River State College, serve in the best interest of the Program and its students.

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Program Philosophy

The profession of Radiologic Technology is dedicated to the conservation of life, health and to the prevention of disease. Therefore, radiologic technologists are regarded as extremely important professionals in today's society. The Indian River State College Radiography program is dedicated to meeting the educational needs of the student and the health care community.

Program Faculty

Department Chair / Program Director

Eddie Lockett, M.S.R.S., R.T.(R) (CV)

Master of Science Degree: Midwestern State University

Bachelor of Science Degree: University of Tennessee

Associate in Science Degree: Shelby State Community College

Clinical Coordinator

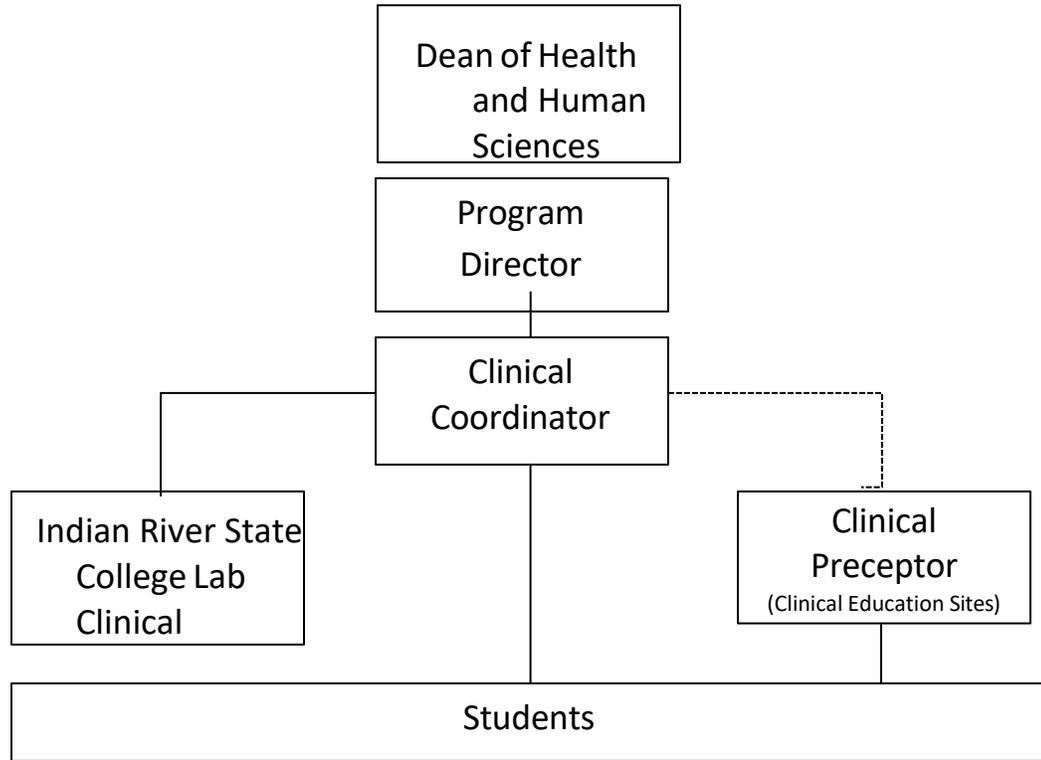
Tracie Pacheco, M.S.R.S., R.T.(R)

Master of Science in Radiologic Science:

Northwestern State University

Bachelor of Science Degree: University of South Alabama

Program Organizational Structure



-----Indirect Responsibility

Program Purpose Statement

In support of the College's Mission, the purpose of the Indian River State College Radiography program is to graduate students with the entry-level skills necessary to succeed as a radiographer in the health care community.

Program Goals

Students and graduates of the Indian River State College Radiography Program will:

Goal 1: Demonstrate clinical competency through the application of various types of radiographic procedures and radiation safety practices to produce diagnostic radiographic images, while providing high quality patient care.

Learning Outcomes:

- o Students will apply appropriate positioning skills.
- o Students/ Graduates will produce images of diagnostic quality.
- o Students will employ appropriate radiation safety practices while attending clinical courses.
- o Students will provide appropriate patient care while attending clinical courses.

Goal 2: Employ the problem-solving and critical thinking skills necessary to adapt to various patient conditions and to evaluate diagnostic image quality.

Learning Outcomes:

- o Students will evaluate radiographic images and make required adjustments, using mathematical reasoning as necessary.
- o Students will adapt positioning and technical factors for trauma patients.

Goal 3: Communicate clearly and effectively with other healthcare professionals and patients.

Learning Outcomes:

- o Students will employ appropriate oral communication skills in the clinical setting.
- o Students will employ effective written & oral presentation skills in the classroom environment.

Goal 4: Demonstrate professional values and attitudes in the classroom and clinical setting.

Learning Outcomes:

- o Students will exhibit professional behavior in the clinical setting.
- o Students will exhibit professional behavior in the classroom.

Program Accreditation

The Indian River State College Radiography program is fully accredited by the Joint Review Committee on Education in Radiologic Technology. The accreditation process has been developed to assure that JRCERT accredited programs follow education standards that ensure academic excellence. The JRCERT provides peer review of the Program's educational content and processes. This review is based on the *Standards for an Accredited Educational Program in Radiologic Sciences*. The United States Department of Education and the Council on Post-secondary Accreditation, and the American Registry of Radiologic Technologists (ARRT) recognize the JRCERT as the accrediting agency for radiography programs. Comments or questions regarding the accreditation process should be directed to the JRCERT 20 N. Wacker Dr., Suite 2850, Chicago IL, 60606-3182 (312) 704-5300.

JRCERT Standards

The JRCERT *Standards for an Accredited Educational Program in Radiologic Sciences* outline the program's requirements for accreditation. Complaints and/or allegations regarding the Program's non-compliance with the *Standards* should be addressed with the JRCERT. A copy of the *Standards* may be downloaded from the JRCERT website:

<http://www.jrcert.org>

Executive Director
Joint Review Committee on Education in
Radiologic Technology
20 North Wacker Dr. Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300 Fax: (312) 704-5304
E-mail: mail@jrcert.org

The ARRT Examination

Graduates of this program are eligible to sit for the American Registry of Radiologic Technologists examination upon program completion and subsequent graduation. Test administration sites are located throughout Florida and the United States. For more information, visit the ARRT website: <http://www.arrt.org>

Florida State Certification/License

The Florida Department of Health requires that all persons who practice the art of radiography in the State of Florida be licensed. For more information, visit the FLDOH website: <http://www.doh.state.fl.us/mqa/rad-tech/index.html>

Program Grading Regulation

The Radiography program is a full-time, maximum of 40 hours per week program. Students are generally in class on the weekdays that they are not in clinic. Generally, classes meet from 8:00 a.m.–3:00 p.m. and daytime clinic hours may be scheduled between the hours of 5:00 a.m.– 7:00p.m. Occasional evening and/or weekend clinical rotations are also required.

Students are required to successfully pass all radiography curriculum (RTE prefix) courses with a grade of “C” or higher. If a student receives a grade lower than a “C” in any RTE course, he/she may be dismissed from the program.

If a student demonstrates a consistent lack of performance in the clinical setting, and is performing below average (grade “C”), the student may be placed on clinical probation for one semester. A student may also be placed on clinical probation for a severe infraction of program regulations, or if a student fails an individual unit written exam in any of the radiographic procedure’s courses (refer to specific course syllabi for more information) or if a student fails a given competency procedure two times. If a student is placed on clinical probation, the student will have a time frame designated for them to demonstrate that his/her weaknesses in clinical performance have improved. At the time of assigning the probationary status, the student will be advised of the problem and offered criteria for improvement. If the student does not demonstrate improvement within the given time frame, the student will fail the clinical course and will not be permitted to continue in the Program.

Program Grading Scale

The grading scale for the Radiography program is as follows:

A =	93-100
B =	85-92
C =	76-84
F =	Below 76

Requirements for Progression

The Radiography program is cohort based, meaning that students work through a curriculum together to achieve the same degree. Students must progress through the curriculum with their cohort. If a student is not able to take the required courses as scheduled, the student will be withdrawn from the program and will have to reapply for admission to the program with a future cohort.

Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. It is essential that students master the knowledge and skills of each Radiography course (determined by a minimum grade of “C” or better.) In the event that the student obtains a grade lower than a “C” in any of the Radiography courses, they will be required to withdraw from the program and will have to reapply for admission to the program with a future cohort.

Readmission Procedures

Students reentering the program must demonstrate retention of coursework previously completed as this prerequisite knowledge is needed to progress to subsequent semesters. Therefore, students readmitted to the Radiography Program after withdrawal for any reason, are required to pass an assessment on didactic and clinical courses previously completed prior to reentry into the program.

Academic Integrity

Honesty and integrity are essential to professional success. Any student observed cheating may receive a 0 for given assignment or an “F” grade for the course. Cheating includes, but is not limited to, using notes on a test or quiz to obtain answers; looking at a classmate’s test or quiz to obtain answers; providing classmates the opportunity to observe your test or quiz in order to obtain answers; downloading or copying online tests, and having any conversation with peers while testing is in progress. Additionally, falsification of clinical time records, clinical evaluations, or not turning in a failed competency evaluation constitutes cheating. It is the student’s responsibility to conduct themselves in such a manner that no question related to their honesty is raised. Students are encouraged to “police their own ranks.” That is, they should report cheating or Program regulation violations to the appropriate faculty or the Program Director.

Classroom, Clinical and Laboratory Demeanor

Students interrupting the learning environment by behaving in an unprofessional manner during lecture, lab or clinical sessions will be asked to leave for the remainder of the session. Re- admittance will be allowed only upon permission of the instructor.

Harassment/Discrimination

Indian River State College maintains polices related to sexual and racial harassment and discrimination. Refer to the Indian River State College Student Handbook online for the full regulation statement.

Due Process and Appeal Procedures

Indian River State College regulations and policies on student grievances can be found in the Indian River State College Student Handbook online.

Transportation

Students are responsible for providing their own transportation to and from Indian River State College and to and from their assigned clinical education site. No transportation will be provided by the College or its faculty.

Workplace Hazards

Indian River State College is committed to providing a safe environment for its employees and students. The College publishes an Emergency Procedures Quick Reference Guide for Students. A copy of the reference guide is available from the Program Director and the Clinical Coordinator. A copy of the *reference guide* is also kept in room H-118 (energized lab). A First Aid kit is located in the Radiography Department’s storage room (H 118D).

In the event that a student notices any potential hazards (e.g., exposed electrical wires on devices located in the classroom, lab or any other area), the student is to discontinue usage and notify the Program Director, Clinical Coordinator or other any other faculty member immediately. In the absence of a faculty member, the student is to ask the Health and Human Sciences Division Administrative Assistant (772-462-7544) to notify the College Maintenance Department.

Clinical education occurs in healthcare settings where students may be exposed to bloodborne pathogens and/or potentially infectious diseases. Students should follow all institutional and program policies to protect themselves from exposure incidents. If an exposure event occurs, students must notify the clinical setting and the Radiography program and complete a post-exposure protocol form available on the program website (<https://irsc.edu/programs/radiography.html>).

In the event of any fire, the student should activate/pull the nearest emergency alarm located at the closest classroom or building exit. All students should leave the area immediately. Students are prohibited from working with any classroom or lab equipment until they are given an “all clear.” If any injury occurs while the student is present in the radiologic technology/classroom area, the student should contact a faculty member. Refer to the Emergency Procedures Quick Reference Guide for additional information.

Emergency/Disaster Procedure

Potentially dangerous, threatening or suspicious activities or situations can be reported via:

- **Code Blue** telephones located at the Main Campus in Fort Pierce.
- Dial 7777 on any phone on the Main Campus in Fort Pierce.
- Dial 462-4755 to reach the on-duty security officers at the Main Campus, Fort Pierce (24 hours/7days a week).

Fire Procedures:

1. All employees and students should be aware of the location of fire alarm equipment.
2. Upon hearing the fire alarm signal, evacuate the building in an orderly manner.
3. Move to an open area away from the building.
4. Evacuate buildings by the route indicated in the emergency plan posted in each occupied room.
5. No person is to return to any building until directed by the proper authority.

Hurricane/Tornado/other Disasters:

When the four-county area is placed under full hurricane warning or another type of major disaster occurs, an official cancellation of all classes and College activities will be disseminated via the news media. WQCS (88.9 FM) is a primary source of information regarding the College. The notice regarding resumption of College classes and activities will also be distributed via the news media and Indian River State College website at www.irsc.edu.

You should review Indian River State College Emergency Procedures: Quick Reference Guide for Students for additional information and procedures. This document can be viewed/downloaded from the College website:

<https://irsc.edu/about/campus-safety-and-security.html>

Radiation Monitors

Each student is responsible for wearing his/her radiation monitor (dosimeter) at the clinical education site and in all lab classes when x-ray exposures are being made. Students who arrive at clinic and/or lab without their dosimeter will not be able to participate and an absence will be recorded (refer to course syllabi for more information regarding absences). In the case of clinic, 3 demerits will be assessed for a violation of the clinical dress code.

An accident to or loss of a dosimeter must be reported to the Clinical Coordinator's office immediately. In the case of a lost dosimeter, the student will be assessed with 3 clinical demerits per occurrence. The fee to replace the dosimeter is \$50.00.

Students are responsible for exchanging their dosimeter on a bi-monthly basis. Students must exchange their dosimeter within one week of notification by the Clinical Coordinator. It is the students' responsibility to turn their dosimeter in on time. If the dosimeter is not exchanged within the designated time frame, 1 clinical demerit will be given.

The Clinical Coordinator is responsible for notifying students of their radiation exposure. When the program receives a cumulative dosimetry report from the radiation monitor vendor, it will be provided to the student for review. Students are to verify (by initialing the report) that they have reviewed the report. The report will then be filed by the Clinical Coordinator. All records will be kept confidential. Students may ask to see their dosimetry reports at any time.

Students will receive an overexposure documentation form if their bi-monthly reading exceeds 1.5 mSv. A copy of this form will be forwarded to the administrative director of the student's assigned clinical education site and an additional copy will be kept in the student's file. The form will provide a space for the student to write reasons for an overexposure.

Should a student accumulate 10mSv during either year of their education, the student will not be permitted to perform fluoroscopic or bedside (mobile) procedures for the remainder of the 12-month period. This consequence may result in lengthening the student's clinical education in order to complete competencies required for program completion. In addition, the student will be required to attend a 1.0-hour radiation safety in-service.

*Students who are minors (under the age of 18) will be limited to an annual dose of 1mSv.

Radiation Safety Practices

Students are required to exercise accepted radiation protection practices that follow the ALARA philosophy (to keep radiation exposure as low as reasonably achievable). At no time may a student participate in a procedure utilizing unsafe radiation protection practices. A dosimeter is provided for all students. Students:

1. Are not permitted to hold patients while an exposure is occurring.
2. Are not permitted to be exposed to, or stand in the primary beam.
3. Will apply the cardinal principles of radiation protection: time, distance and shielding.
4. Will wear an Indian River State College-issued dosimeter on the collar outside the lead apron.
5. Will never leave their dosimeter inside a radiographic room.
6. Must never remain in the radiographic room while the exposure is being made without practicing proper radiation protection.

7. Should wear a lead apron and maintain a 6-foot distance from the source when performing mobile (portable) radiography.
8. Will not wear Indian River State College dosimeter at times other than when participating in clinical assignments or labs.
9. Must always stand behind a lead barrier when making an exposure.
10. Will always maximize the use of collimation.
11. Will never make a radiographic exposure while the door of a radiographic room is open.
12. Will provide radiation protection for the patient (when appropriate).

Rules for X-Ray Lab Areas

Indian River State College Health and Human Sciences Building

1. Students must be under the supervision of an Indian River State College Radiologic Science faculty member.
2. Dosimeters are to be worn by all students when exposures are being made.
3. Handle equipment with care at all times.
4. The lab is to be left in a neat and orderly fashion at all times.
5. NEVER make an exposure until all persons are out of the radiation area.
6. NEVER make an exposure on another student.
7. NO smoking, eating or drinking in the lab.

Pregnancy/Radiation Protection

It is the regulation of the Indian River State College Radiography program to provide reasonable radiation protection to student radiographers occupationally exposed to radiation. Pregnant students (self-declared pregnancy) should follow the additional protective measures detailed below which have been developed to restrict the fetal radiation dose below the dose equivalent limit as recommended by the National Council on Radiation Protection (NCRP) and the Nuclear Regulatory Commission (NRC). Furthermore, it is the regulation of this program to grant a leave of absence, upon verification of pregnancy, to students who do not wish to take the biological risks to the fetus associated with prenatal exposure.

Procedure

1. The female student may wish to inform the Program Director of her pregnancy. **Declaration of pregnancy is voluntary.** However, when informing the Program Director of her pregnancy, the student must complete the change in health status form. **The student may withdraw their declaration of pregnancy at any time.**
2. The Program Director will arrange for the student to review her previous radiation exposure history and to review protective actions and the risks associated with radiation exposure to the fetus. The student shall be issued an additional dosimeter that is to be worn at the level of the pelvis to monitor fetal dose. The student will also be advised to read appendix to NRC 8.13-3 (instruction concerning prenatal radiation exposure).
<https://www.nrc.gov/docs/ML0037/ML003739505.pdf>
3. Upon receiving disclosure that a pregnancy exists, and after the student consults with her physician and/or family, the Program Director will offer two options to the student.

Option # 1- Leave of Absence During Pregnancy

If the student so decides, she may elect to leave the program during the pregnancy period.

- a. If the student decides to accept this option and leave the program, she must immediately notify the Program Director in writing.
- b. The student may re-enter at the beginning of the corresponding semester in which she left (i.e., if the student left mid-way through the second semester of a four-semester term, she would be required to re-enter the program at the beginning of the second semester the following year). An assessment of clinical skills and didactic knowledge will be performed prior to reentry into the program.
- c. All didactic and clinical course work must be completed prior to completion and graduation from the program.

Option # 2- Remain in The Program Throughout the Pregnancy

If the student so decides, she may continue in the program without modifications. The student must wear appropriate dosimeters as determine by the NRC's recommendation.

4. The Program Director will document the student's decision in regard to the two options described above.
5. The student will complete and sign documentation acknowledging receipt of all information and associated documentation in regard to the pregnancy. All documentation shall be entered into the student's permanent personal file.
6. The student may opt to withdraw her declaration of pregnancy at any time. If the student decides to withdraw her pregnancy declaration, the withdrawal must be in writing and addressed to the Program Director.

Indian River State College
Radiography Program

Change in Health Status

Student's Name

Student ID

This above-mentioned student is presently enrolled in the Radiography Program at Indian River State College. The role of a Radiologic Technologist in the various healthcare settings requires academic, physical, mental and environmental work/demands. Due to the nature of the program, the student will be exposed to health hazards demonstrating the ability to make appropriate judgment decisions in emergency and non-emergency situations. In order to determine the appropriate precautions, we need the following information:

(1) Diagnosis _____

(2) Date of Onset _____

(3) Present Health Status _____

(4) Do you recommend continuation in the enrolled program? Yes No

(5) Recommended date Clinical Education may resume: _____

(6) Recommended date for continuation of didactic lectures with co-requisite laboratories:

(8) Do you recommend any limitation to regular duties? Yes No
If yes, please explain.

Physician's Signature

Date

Patient Confidentiality

All hospital and patient records are confidential in nature and protected by state and federal laws. Students are expected to maintain the confidentiality in a professional manner. You will be asked to sign a confidentiality statement upon admittance to the program.

Social media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPAA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health and Human Sciences Division Student Handbook.

Student Employment

Many students choose to be employed while enrolled in the program. However, clinical rotation schedules will not be arranged around a student's employment (work) schedule. It is expected that the student's radiography education is his/her first priority. Employment should in no way interfere with the student's academic or clinical responsibilities. Employment at a clinical education setting will in no way be substituted for clinical education.

Indian River State College Computers & Internet Use

Access to or using Indian River State College computer equipment or Internet connections (e.g., Wi-Fi) to acquire materials of a sexual or ethnically derogatory nature is in violation of the College policy on harassment, which assures a positive learning environment. Violation may result in disciplinary action.

Student Achievement Awards

Each year, prior to graduation the program faculty recognizes two second-year students for outstanding achievement. The *Award for Academic Excellence* is presented to the graduating student with the highest-grade point average (GPA) while enrolled in the program (only Radiography program grades are considered for this award). The *Award for Clinical Excellence* is awarded to the graduating student who has demonstrated exemplary skills in the clinical setting.

Lambda Nu

The Florida Gamma Chapter of Lambda Nu was established at Indian River State College in October 2002. Lambda Nu is the National Honor Society of Radiologic and Imaging Sciences. Lambda Nu is also a member of the Indian River State College Student Government Association (SGA).

$\lambda\nu$

Lambda Nu's name is derived from the lower-case Greek characters in the formula $\lambda\nu$, which represents the physics of the inverse relationship between wavelength (λ) and frequency (ν), an essential parameter across the diversity of modalities comprising the professions.

ΛN

In a similar manner, Lambda Nu uses the upper-case Greek characters Λ and N to represent the inverse relationship and delicate balance required between the art and the science inherent in the radiologic and imaging sciences professions of radiography, radiation therapy, nuclear medicine, diagnostic medical sonography, cardiovascular- interventional technology, mammography, computed tomography, magnetic resonance imaging, quality management and bone densitometry.

Lambda Nu's colors are maroon for the radiologic sciences, forest green for the health professions and gold, the ancient color of honor.

The purpose of this Chapter is to:

- foster academic scholarship at the highest levels
- foster clinical practice at the highest levels
- promote research and investigation in the radiologic and imaging sciences
- promote mentoring of students of the radiologic and imaging sciences
- recognize exemplary scholarship

Membership

Radiologic and imaging sciences students, alumni and faculty qualify for membership according to the following criteria:

1. Minimum 3.5 GPA from prerequisite/general education course, plus RTE courses from the first three semesters: Summer A, B and Fall.
2. Completion of first year of Radiography Program
3. Completed application and payment of fee
4. Maintenance of 3.5 GPA

- Induction fees for students will be a one-time cost of \$30.00.
- Eligible students will be invited by letter to join. An induction ceremony will be conducted in the Spring of each academic year.
- A copy of the Chapter's by-laws is available on the Lambda Nu website:
<https://lambdanu.org/about-lambda-nu>

Clinical Education

The main purpose of the clinical education courses is to facilitate a transfer of knowledge from theory to the actual application of those skills in the clinical environment. This transfer is accomplished by a continuum of clinical assignments in all aspects of diagnostic radiographic procedures with their correlation as close as possible to classroom and laboratory experience.

A competency based clinical education component has been designed for the students of the Indian River State College radiography program. It is designed to permit accurate assessment of the knowledge, skills and abilities of students' performance of procedures in the clinical setting. After completion of prerequisite practice and simulation of radiographic procedures, the student will indicate readiness for evaluation in a specific examination to the clinical faculty in the assigned clinical education site. The purpose of the program's evaluation system is two-fold: (1) to measure the students' capability to adequately produce diagnostic radiographs in the clinical environment, (2) to measure the behavioral characteristics (e.g., punctuality, work ethic, cooperation, quality of performance, and initiative).

Following the presentation of material in the radiographic procedure courses, students will participate in x-ray laboratory sessions in which the student will demonstrate/simulate correct radiographic positioning skills. These laboratory sessions will be conducted and evaluated under the supervision of college radiography faculty. If the procedures are performed satisfactorily, the student, after passing the didactic exam and appropriate observation and practice and direct supervision in the clinical setting, may perform a competency exam on that particular procedure. If the competency is attempted and passed, the grade will be recorded and the procedure checked as completed on a record of clinical competencies. Students must announce the intent to perform a competency exam prior to the attempt.

After gaining experience and documenting competency in the various radiographic procedure courses, the student will gradually move into a performance stage in which the student will actually perform the procedure with indirect supervision.

The requirements for clinical competency exams are divided into various categories of examinations designed to evaluate the performance and progress of the student. Students may at any time, work towards mastery in any one or more of the category areas.

Students may not perform competency evaluations on any exam until a passing score has been achieved on classroom exams and lab practicums.

Each student must successfully complete the objectives of each clinical education course prior to enrolling in subsequent clinical education courses.

Competency Evaluation Guidelines

1. Students may only be evaluated for competency on procedures that have been presented and tested on in the classroom (i.e., Procedures I, II, III, IV courses) and upon simulation/demonstration and lab practicum. For procedures that have no lab component (for example: myelography) a competency may be performed after the lecture material has been presented.
 - Mobile exams may not be substituted for procedures designed to be performed in the radiology department without prior faculty approval.
2. The student or the evaluator may select procedures performed by a student for competency evaluation. However, in all cases a competency evaluation form must be presented to the evaluator prior to the start of the exam.
 - The top portion of the competency form must be completely filled out by the student.
 - The examination should be named with the terms as listed on the competency requirement sheet.
 - Each image shall be graded separately.
 - Repeat images are not to be graded as part of the exam.
3. All competency evaluations are to be performed by a Clinical Preceptor, Indian River State College faculty member or any ARRT/FLDOH certified radiographer (designated to do so by Program Officials). In all cases the evaluation form, including images/radiographs must be reviewed and approved by the evaluator.
4. A score of 80% on each competency examination will be accepted as the minimal level of competency (80% or higher to pass the exam). In the event of a failed attempt, the score for that procedure (the first attempt) will be used in calculation of the student's clinical grade.
5. A competency evaluation form must be completed (and turned in to the Clinical Coordinator) for ALL competency exams attempted regardless of success or failure. Upon completion of the exam, the evaluation is to be reviewed with the student by the Clinical Preceptor, Indian River State College faculty member or Clinical Coordinator or designee.
6. All completed competency evaluations will be retained by the Clinical Coordinator and placed in the student's file.
7. Both the evaluator and the student must sign the completed evaluation form
8. It is recommended that the student photocopy their competency evaluation forms for their records.
9. Final competencies may be performed only if all competencies of a given category have been completed. The exception to this is the skull category. Students may final-out in this category after 2 skull electives have been completed. Requests for final competency exams must be approved by the Clinical Preceptor.

10. If at any time following the successful completion of any competency a student demonstrates incompetence (e.g., major errors in positioning, image evaluation), the student may be required to repeat the competency evaluation. The previous grade for that competency evaluation will be removed and the student will be directed to follow the guidelines for remediation of a failed competency and the student must perform future procedures under direct supervision until the competency is passed. The student will be notified of this action in writing by the Clinical Preceptor or Indian River State College faculty member.

Determination of Competency

Based on the philosophy that learning is a progression of behavioral changes, we have established a sequence of learning that will help each student attain and maintain clinical competency.

- Step 1. Classroom instruction (cognitive) and subsequent written examination
(Anatomy, Physiology, Positioning, Pathology, Image Evaluation)
- Step 2. Laboratory simulation/demonstration and practice
(psychomotor & cognitive)
- Step 3. Graded laboratory simulations (psychomotor & cognitive)
- Step 4. Supervised practice with patients (in clinical setting with direct supervision).
- Step 5. Pass Competency evaluation exam with score of 80% or higher.
- Step 6. Procedure may be performed with indirect supervision.

The student must demonstrate his/her skills and competency in a specified number (target) of radiographic examinations per semester. A score of 80% is required to pass a competency exam. If a student fails to perform with at least 80% accuracy, he/she will be required to follow the guidelines for remediation.

Remediation Following a Failed Competency (First Attempt)

1. The Clinical Preceptor and student will discuss the reason(s) for failure. Before the student is permitted to repeat the exam for a grade, the student will be directed to:
 - a. Review the materials pertinent to the failed exam.
 - b. Practice the procedure with an instructor and gain additional experience before the exam is attempted again.
2. After completing the steps outlined above, the student may request a re-evaluation of the procedure (second attempt). A score of 80% is required to pass the exam.

3. If the student fails the competency on a second attempt, the Clinical Coordinator and the Program Director will be notified. The student may be placed on clinical probation. During the probation period, overall academic and clinical performance will be assessed, and the student will be counseled accordingly. A written plan for remediation will be established by the Clinical Coordinator. **If the student fails the competency exam on the third attempt, the student will receive an automatic failure (F) for the clinical course and will not be permitted to continue in the program.**

Clinical Education Assignments

During enrollment in the Radiography program the student will be assigned to at least two (2) clinical education sites. In addition, the student may have the opportunity to rotate to out-patient clinical sites. The Clinical Coordinator makes this assignment. All clinical education sites are recognized by the JRCERT and are located less than 1 hour driving time from the Massey Campus. Students are responsible for providing their own transportation to and from the clinical sites.

Appointments to a clinical education site will not be changed without the agreement of all parties involved (the Program Director, Clinical Coordinator, Clinical Preceptor and the student). It may be deemed a conflict of interest for a student to be supervised or evaluated by family members or friends employed at his/her clinical site. If this situation arises, the student should inform his/her Program Director/Clinical Coordinator, so that alternative arrangements can be considered.

Additional clinical time will not be considered nor can it be accrued or banked, then later accepted for time off, make-up days, personal leave, illness, early completion of the program, etc.

The first clinical assignment begins in the Summer A semester of the first year. Prior to clinical setting assignment, students must complete and document; 1. Current American Heart Association CPR (adult and child) certification. 2. Criminal background check and drug screen. 3. Proof of healthcare insurance. 4. Physical examination (must be renewed annually). 5. TB test and flu immunization (must be renewed annually). 6. Hospital onboarding and orientation (if required).

JRCERT standards state that the student to clinical staff ratio must be 1:1; however, it is acceptable that more than one student be temporarily assigned to one technologist during infrequently performed exams.

Clinical Education Site Guidelines

1. **Students must adhere to all policies and regulations of their respective clinical education sites.**
2. Students are **not permitted** to manually inject, (or initiate power injectors) IV contrast media or medications.
3. All patients and their guests are to be treated with respect, dignity and with careful attention given to patient modesty and privacy. All hospital and patient records are confidential in nature. Students are required to maintain confidentiality in regard to all medical records.
4. Unless otherwise instructed, any student who begins or helps begin a radiographic procedure must complete the procedure before leaving the clinical facility.
5. Each student is expected to perform non-technical duties (such as patient transporting). Other duties may be assigned by the Clinical Preceptor or the Clinical Coordinator. Each student is expected to assist in maintaining a clean and well- stocked department.
6. A student must never leave a patient unattended.
7. A student must receive permission from the Clinical Preceptor or the Clinical Coordinator to leave a clinical area.
8. It is the intent and objective of the radiography program (college and clinical sites) to be as uniform as possible with regard to regulations regarding students. Unfortunately, all hospitals are individual and unique institutions, and for this reason, there may be slightly different regulations and responsibilities at each clinical site. Your Clinical Preceptor or the Clinical Coordinator will gladly answer any questions that may arise concerning these differences.
9. Students must recognize the “chain of communication” in the clinical setting. All problems should be addressed to the Clinical Preceptor or Indian River State College Clinical Instructor first. If the problem is not resolved, the student should then contact the Clinical Coordinator. If the issue is not resolved at this step, the student is to contact the Program Director.
10. Students are to report to clinical assignments in an alert condition. Students must not attend clinical education settings under the influence of any substance that may impair cognitive functions or judgement.
11. Students may not sleep during any clinical assignment.
12. Students are to smoke and eat in designated areas only.
13. Students are not to chew gum while in the clinical area. Students are not to use the department telephones or computers for personal use.
14. Personal cell phones, smartphones, and smartwatches (e.g., Apple Watch) are prohibited in the clinical area. Students must turn off all electronics devices and store them in a secured area during clinic. Students using any electronic device for calls, messaging, photography or video, will face disciplinary action that may include permanent dismissal. Personal use of electronic devices is permitted while on break from the clinical setting.
15. Students are not permitted to accept any type of gratuity from a patient or a patient’s family.

Clinical Merits and Demerits

Merits are defined as a numerical documentation of performance that exceeds the expectations of clinical performance to a notable degree. The Clinical Preceptor, Indian River State College Clinical Instructor, Clinical Coordinator or the Program Director may assign merits. The maximum number of merits per event is two (2).

Guidelines:

1. One merit will void one demerit except in the areas of competency, clinical objectives or ethics.
2. One merit is equal to one hour of compensation time OR 1% added to the final clinical grade.
3. Merit points may not be carried from one semester to the next without the permission of the Clinical Coordinator.
4. The student is responsible for presenting merit awards to the Clinical Preceptor or Clinical Coordinator for redemption.

Demerits are defined as a numerical documentation of unsatisfactory performance that will affect students' clinical grade. The Clinical Preceptor, Indian River State College Clinical Instructor, Clinical Coordinator or Program Director may assign demerits. The number of demerits assigned will be dependent on the seriousness and/or frequency of the infraction. Demerit points will be deducted from the final clinical grade. Demerits will be given for the following:

Not signed in/out	1
Leaving an assigned clinical area without permission from Clinical Preceptor or college faculty member	2
Chewing gum	2
Missed clinic time not made up within 2 weeks	2
Clinical Forms not turned in by established deadlines	2
Not having or using L/R lead markers	3
Change of Schedule Form not preapproved before the shift is completed	3
Violation of clinical dress code	3
Failure to use appropriate radiation safety practices	3
Inappropriate language/behavior	5
Failure to finish an entire exam (e.g., release pt., finish paper work)	5
Lack of professionalism and/or initiative	5
Not following the professional standards or policies pertaining to clinic	5
Using someone else's R/L markers	5
Mislabeled an image (pre or post-processed annotation)	5
Possession of a personal electronic device in the clinical setting or using hospital computers for personal use	10
Dishonesty of any type	10
Not turning in a failed competency or other official document intended as part of the student's clinical grade	15
Imaging the wrong patient	15
Not having a qualified radiographer approve all images (including repeats)	15

Performing the wrong exam, including wrong laterality	15
Performing an exam without appropriate supervision (Direct/Indirect)	15
Absence from clinic	Variable
Inconsistent performance in the clinical setting	Variable
Breach of patient confidentiality (HIPAA) Immediate Dismissal	25
Reporting to clinical setting under the influence of substance that impairs cognitive function or judgement	25

Note: This is only a partial list. Demerits may be given at the discretion of the Clinical Preceptor, Indian River State College Clinical Instructor, Clinical Coordinator or Program Director.

Classroom, Lab and Clinical Dress Code

Students are expected to present a professional appearance at all times while participating in the classroom, laboratory, and clinical aspects of their education. It is the patient's right to be treated with dignity and care by all health care providers that exemplify themselves as professionals. It is therefore required that each student adheres to the following criteria. Note that the Indian River State College classrooms, labs and clinical settings have been designated as a **fragrance-free environment**.

1. Students are required to wear an appropriate uniform with a designated Indian River State College Radiography program name badge during all classroom, laboratory and clinical assignments. In the lab and clinical environment, one set of lead image markers (left/right) and a radiation monitor (dosimeter) is considered part of the uniform.
2. Classroom and laboratory attire:
 - a. The uniform must consist of the following:
 - Tops and pants: Brand: Cherokee Workwear Collection, Color: Galaxy Blue
 - An Indian River State College embroidered insignia available in the Indian River State College bookstore must be sewn in place on the left arm/shoulder of the Cherokee top.
 - Either a short-sleeve or long-sleeve (plain white, navy or black no logos or print) t-shirt may be worn under the Cherokee top (tucked in). If short-sleeve t-shirts are worn, the sleeve of the t-shirt must not be visible below the sleeve of the Cherokee top. A long-sleeve, white lab coat may be worn. Sweatshirts, sweaters or other types of outerwear are not permitted.
 - b. If worn, a white, long-sleeve lab coat must display: student name badge, and an Indian River State College Radiography program embroidered insignia. The patch must be sewn in place on the upper left arm (shoulder) of the lab coat. Shoes are to be plain white duty-type. No canvas, high heels, open-toed shoes, sandals or clogs may be worn. Leather tennis-type shoes with no color or markings may be worn if they can be polished, kept clean, and have been purchased for school use only. Shoes are to be kept clean at all times. White socks must be worn.

- c. Jewelry (classroom, lab and clinic):
 - Excessive jewelry is not permitted.
 - Jewelry is limited to a wedding band set (band and engagement ring) or an engagement ring, necklace and a watch. Necklaces may be worn but should not extend from the neck more than two inches. A maximum of 2 pairs of matching stud-type earrings may be worn, but they must be of the pierced type.
 - No other visible ear, facial, oral, lip or surface piercings are permitted.
 - Excessive makeup is not permitted.
3. Clinical attire:
 - a. Uniforms must consist of the following:
 - Tops and pants: Brand: Cherokee Workwear Collection, Color: Galaxy Blue
 - Every student must wear a radiation monitor and an Indian River State College Radiography program embroidered insignia. The patch must be sewn in place on the left upper arm below the shoulder.
 - If worn, a white, long-sleeve lab coat must display an Indian River State College Radiography program embroidered insignia. The patch must be sewn in place on the upper left arm (below the shoulder) of the lab coat.
 - Shoes are to be plain white duty-type. No canvas, high heels, open-toed shoes, sandals or clogs may be worn. Leather tennis-type shoes with no color or markings may be worn if they can be polished, kept clean and have been purchased for school use only. Shoes are to be kept clean at all times.
 - White socks must be worn.
 - b. Jewelry (classroom, lab and clinic):
 - Excessive jewelry is not permitted.
 - Jewelry is limited to a wedding band set (band and engagement ring) or an engagement ring, necklace and a watch. Necklaces may be worn but should not extend from the neck more than two inches.
 - A maximum of 2 pairs of matching stud-type earrings may be worn, but they must be of the pierced type.
 - No other visible ear, facial, oral, lip or surface piercing are permitted.
 - Excessive makeup is not permitted.
4. Students are not permitted to wear hospital-issued scrub suits unless they are performing exams in the operating room. Scrub suits are to be otherwise covered with a white lab coat when outside of the O.R. No other covering is acceptable. Scrub suits are to be worn in accordance with infectious disease control guidelines. Scrub suits issued by the hospital are not to be taken home, as they are hospital property.
5. Fingernails should be clean and neatly trimmed. If nail polish is used, it must be maintained in a fresh manner (clear polish only). Acrylic nails or similar "false" nails are NOT permitted.
6. Students are required to practice good personal hygiene. Hair should be kept clean and neat. Long hair must be worn up or tied back off of the face in a manner not to be a nuisance to the patient or interfere with clinical performance. If worn, facial hair must be kept neatly trimmed and clean.

7. At all times (clinical, classroom, and lab) clothing must cover all body art.
8. Students reporting to classroom, laboratory or clinical courses who are out of uniform **(including dosimeter and R/L markers) will be sent home, charged with an absence, and appropriate demerits will be assessed.**

Clinical Assignments/Schedules

Students will be provided with a clinical schedule approximately one month prior to the beginning of the subsequent semester. The schedules will originate from the College and will be based on didactic and clinical correlation. The schedule will designate their clinical site, the days and hours of attendance, as well as room and/or area assignments. Clinical site assignments are not to be changed unless the Clinical Coordinator has given prior approval.

Clinical Attendance Regulation

Due to the importance and the nature of the clinical education experience, student radiographers must attend all clinical assignments as scheduled according to the following guidelines.

1. Clinical assignments are based on an eight-hour per day schedule. Variations in these hours must be approved and will be documented by the Clinical Coordinator. For the Fall and Spring semesters, freshman students report to clinical on Tuesdays, Thursdays and Fridays; sophomore students attend on Mondays, Wednesdays and Fridays. During the Summer sessions, freshman students report to clinic on Tuesdays and Thursdays; sophomore students attend on Mondays and Wednesdays (the College is closed on Fridays during the Summer sessions).
2. Students are not to be substituted for paid staff. Students are required to take a 30-minute lunch break, they are also entitled to two 15-minute breaks; one at mid-morning and one at mid-afternoon. Lunches are to be scheduled between 11:30 a.m. and 1:00 p.m. unless a student is on an early a.m. mobile rotation, or a p.m. rotation.
3. Employment may not substitute for clinical education. Students will not receive any wage, salary, etc., from a clinical education site for any clinical education hours used to satisfy the clinical requirement of the program.

It is each student's responsibility to sign in and out on the *Daily Attendance Log Sheet* for each clinical day. One demerit will be assessed for each occurrence of failing to sign in or out (2 demerits per day). In addition, the clinical attendance log must be initialed (validated) by the Clinical Preceptor (or designee). Students may be dismissed from the program for falsifying student records (signing in/out for another student). "Sign in" is defined as the **exact time** the student arrives and the Clinical Preceptor (or designee) validates the *Daily Attendance Log Sheet*. "Sign out" is defined as the **exact time** the student is signed out by the Clinical Preceptor (or designee). **Under no circumstances are the *Daily Attendance Log Sheets* to be pre-filled with sign in and/or sign out time.**

4. Students are not permitted to attend clinicals on days and/or times other than scheduled unless previously approved by the Clinical Preceptor and the Clinical Coordinator. A student may NOT elect to attend clinicals for an afternoon/night rotation instead of a day shift (or vice versa). Attendance at clinicals at times other than scheduled will not count toward clinical time required by the program.
5. An absence is defined as a period of time a student is away from the clinical area for an extended period of time (regardless of reason). Students are allowed one excused absence per fall and spring semester without makeup time. All absences during summer semesters must be made up.
6. All missed clinical time must be made up within two weeks from the date of absence. All make-up time must be documented with a *Schedule Change Request Form* and must be approved by the Clinical Preceptor and the Clinical Coordinator. Make-up time should be correlated with clinical objectives.
7. Absences will be excused for the following reasons:
 - a. **Personal illness:** If the student arrives at clinic ill and is sent home by the Clinical Preceptor, or if the student's physician has recommended that he/she does not attend school or is confined to a hospital. Personal illness reported by the student will be evaluated on an individual basis. Students are expected to protect others from communicable diseases; but, abuse of the absence policy is not tolerated. **Make up of missed clinical time may be required.**
 - b. **Death or critical illness** of an immediate family member. Immediate family is defined as the student's spouse, domestic partner, legal guardian, son, daughter, mother, father, sister, brother, grandparents, aunt, uncle, niece, nephew, and in-laws of the same categories. A maximum of three (3) excused clinical days applies to these types of occurrences. Make up of missed clinical time is **not** required.
 - c. **Participation in an Indian River State College or Lambda Nu-sponsored activity.** Make up of missed clinical time is **not** required.
 - d. **Jury duty.** Make up of missed clinical time **may be required** depending on the length of the duty.
 - e. **Military duties or religious holidays.** Make up of missed clinical time is **not** required.
 - f. **Personal reasons not listed above (at the discretion of the Program Director and/or Clinical Coordinator).**
8. The final clinical course grades are directly affected by excessive absenteeism. Absences will be evaluated each semester. Students will begin each semester with a "clean slate". Students must notify their clinical coordinator of any absence prior to the beginning of the shift. An absence without notification is considered an unexcused absence (no call-no show). "Clinical demerits (one demerit = 1%-point deduction) will be assessed to unexcused absences from the clinic as follows (per semester):

Fall and Spring Semesters

- 1st unexcused absence = Six demerits (6% reduction in grade) with makeup time required.
- 2nd unexcused absence = Eight demerits (8% reduction in grade) with make-up time required
- 3rd unexcused absence = Additional ten demerits (10% reduction in grade) with make-up time required (written warning for dismissal from program will be issued).
- 4th unexcused absence = 4th unexcused absence = Failure of clinical course.

Summer A & B Semesters

- 1st unexcused absence = Ten demerits (10% reduction in grade). Make-up time is required.
- 2nd unexcused absence = Fifteen demerits (15% reduction in grade reduction in grade) and failing grade (F) will be recorded for the course.

9. If a student is absent from clinicals, they **must call or email** the Clinical Preceptor and the Clinical Coordinator at least 30 minutes prior to the beginning of the clinical assignment. Failure to call in will result in an additional 3% (demerits) reduction to the final clinical grade and result in an unexcused absence. Failure to makeup clinical time in a timely manner (within two weeks) will result in an additional 3% reduction (per occurrence) in grade.
10. Students are expected to arrive and be in their assigned clinical area on time. Excessive tardiness will not be tolerated and demerits (1 demerit = 1% deducted from the clinical grade) will be assessed as follows.
- 1st occurrence: documented (written) oral warning
 - 2nd occurrence: 3 demerits (3% reduction in grade)
 - 3rd occurrence: 5 demerits (5% additional reduction in grade)
 - 4th occurrence: 7 demerits (7% additional reduction in grade) and a written warning for dismissal from program issued)
 - 5th occurrence: 10 demerits (10% additional reduction in grade) with dismissal from program.
11. Evening and weekend clinical assignments are occasionally included in the second year of the program. In the event of absences, make-up time must occur during evening or weekend hours and be approved by the Clinical Preceptor and Clinical Coordinator.
- Weekend shifts used for make-up time must be pre-approved by the Clinical Preceptor and the Clinical Coordinator. Pre-approval is documented on the *Schedule Change Request Form* and the form must be submitted at least 1 week prior to the scheduled rotation.

Supervision of Student Radiographers

Radiography students are to be supervised by a qualified radiographer (ARRT) at all times while in the clinical setting. Until a student achieves and documents competency in any given procedure, all clinical assignments will be carried out under direct supervision of qualified radiographers. Once competency in a given procedure has been documented the student may perform that procedure with indirect supervision. In all cases, images produced by students must be reviewed and approved by a qualified radiographer. **In addition, all repeat images must be made under direct supervision.**

Direct Supervision

1. A qualified radiographer reviews the request for examination in relation to a student's level of achievement.
2. A qualified radiographer evaluates the condition of the patient relative to the student's knowledge.
3. A qualified radiographer is present (in the same room or area) during the conduct of the examination; and
4. A qualified radiographer reviews and approves all radiographs.

Indirect Supervision

Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist student regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use (this include mobiles). **Students are not to perform any clinical assignment or procedure if appropriate supervision is not available.**

Surgery Department and Mobile Radiography

Students assigned to the surgery department or mobile radiography are always to be under direct supervision.

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**Indian River State College
Radiography Program**

**Appendix A:
Acceptance Forms**

Confidentiality Statement

The patient has a right to every consideration of privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.

A Patient's Bill of Rights (1975)

I am aware that as a student of the Indian River State College Radiography program, I have access to patient information that is protected by state and federal law. I understand that state law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state or local laws. I also understand that failure to maintain appropriate confidentiality will result in my immediate dismissal from the Radiography program.

Printed Name of Student _____

Signature _____ Date _____

AUTHORIZATION TO RELEASE PERSONAL INFORMATION

I authorize the Indian River State College Radiography Program Director and/or Clinical Coordinator to release information regarding my academic and clinical performance and attendance while enrolled in the program. In addition, I also authorize the Indian River State College Radiography program to release documentation regarding my radiation exposure (dosimetry reports) while enrolled as a student. This information may be released to clinical education sites (as a student in the program) or to employers upon my graduation.

I agree to have my education, health and background records released to professional/health care agencies requesting that information, and other agencies as designated by Indian River State College who have a legitimate interest in my student records.

Printed Name of Student _____

Signature of Student _____ Date _____

GROUNDS FOR DISMISSAL

I verify by my signature below that I understand that I may be dismissed from the program for infractions involving:

1. Failing grades in the Radiography program. All RTE course grades must be a "C" or higher.
2. Use of or distribution of illegal or controlled substances while on the Indian River State College campus and/or any of its clinical sites.
3. Unprofessional or unethical conduct which violate the ASRT/ARRT Code of Ethics.
4. Disclosure of confidential patient information.
5. Use of any electronic device (includes text messaging, and / or camera use) in the clinical setting.
6. Cheating (academic dishonesty), or falsification of official school documents (this includes clinical documents).

Additionally, I understand that I may be dismissed from the program if the Administrative Director of any Indian River State College Radiography clinical site requests in writing that I not be allowed to return to my clinical site for violations involving theft, professional misconduct or behavior that threatens the safety of patients, myself or others.

Printed Name of Student _____ Date _____

Signature of Student _____



WAIVER OF LIABILITY AND INFORMED CONSENT

Name _____ Member of Class of _____

- I willingly consent to participate in all laboratory and practice sessions as a human subject (i.e. patient simulations) for educational purposes at Indian River State College. I understand that I will be touched by my instructors and fellow students for the purpose of simulating radiographic positions and/or imaging procedures. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Radiography Program Director or Clinical Coordinator prior to the start of the program.
- I willingly consent to appear in photographs, videotapes and other forms of media, for educational and informational purposes at Indian River State College.
- I willingly consent to participate in simulated patient interviews and both lab and lecture demonstrations.
- I willingly consent to give the Radiography Program Director or Indian River State College designee permission to give my student ID and other personal information to the Indian River State College clinical affiliations and licensure/ registration authorities as appropriate.
- I willingly consent to give the Health and Human Sciences Division permission to release drug testing results, or Criminal Offender Record Information (CORI) to clinic sites that may require such information as terms of their contract with Indian River State College for clinical affiliations.

Signed _____

Date _____

AGREEMENT

I acknowledge that I have received and read the: __ (initial) Indi Radiography Program Student Handbook, _____ (initial) Health and Human Sciences Division Student Handbook and the __ (initial) IRSC online Student Handbook.

I am aware of the content of each handbook and have an understanding of all that is required of me, and I agree to abide by all of the rules, policies and procedures of the Radiography program and of Indian River State College. The policies and procedures delineated in these handbooks provide you with a reference during your enrollment at the College. Keep all handbooks for reference. Please be advised that revisions to these manuals may be made and will be distributed appropriately throughout your tenure in the Radiography program. It is your responsibility to review this handbook thoroughly and understand the implication of all policies and procedures.

I understand that I may not participate in any Radiography program courses until I have all of my required records on file in the Radiologic Sciences Department (proof of health care insurance, health form, CPR, drug screen and background checks).

I understand that, as a student in an Indian River State College Radiography program, I may be assigned to clinical sites that will require submission of information from my Indian River State College health record, criminal background check, and drug screening. I agree to the release of this information.

I understand that I will be assigned to two (2) different clinical sites while enrolled in the program and that all assignments will be made by the Clinical Coordinator. I also understand that I may not be assigned to a clinical site of my choosing. However, I do understand that I may “trade” assignments with another so long as the other party agrees and the trade is approved by the Clinical Coordinator and the Program Director. I also understand that I must provide my own transportation to and from the clinical site.

I understand that orientation to clinical education sites is mandatory. Absence for any reason will result in administrative withdrawal from all courses.

I understand that it may be deemed a conflict of interest for a student to be supervised or evaluated by family members or friends employed at his/her clinical site. If this situation arises, I will inform the Program Director/Clinical Coordinator, so that alternative arrangements can be considered.

I understand that I must maintain a current American Heart Association CPR (Healthcare Provider) certification and have a physical examination performed annually (prior to the start of each Summer A term).

I am also aware that in order to continue in the Radiography program, I must maintain satisfactory progress (as outlined in the *Program Grading Regulation*) and maintain a “C” average or higher in each Radiography (RTE) course. I also understand that if I fail any Radiography (RTE) course I may be dismissed from the program.

I understand that completion of the Indian River State College Radiography program does not guarantee that I will pass the ARRT examination or that I will be employed in field upon graduation.

I understand that the Radiography program reserves the right to make any revisions, deletions or additions to the policies or procedures which, in the opinion of the faculty and/or Indian River State College, serve in the best interest of the program and its students.

Printed Name of Student _____ Date _____

Signature of Student _____

**Indian River State College
Radiography Program**

Appendix B:

**ARRT Examination
Qualifications & Eligibility Requirements**

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Eligibility for A.R.R.T. Certification

General Qualifications

Candidates must comply with the “Rules of Ethics” contained in the ARRT *Standard of Ethics*. This includes, but is not limited to, compliance with State and Federal laws. A conviction of, or plea of guilty to, or a plea of nolo contendere to a crime that is either a felony or is a crime of moral turpitude must be investigated by the ARRT in order to determine eligibility. Those who do not comply with the *Rules of Ethics* must supply a written explanation, including court documentation of the charges, with the application for examination.

Individuals who have been convicted of, or plead guilty to, or plead nolo contendere to a crime may file a pre-application with the ARRT in order to obtain a ruling on the impact of their eligibility for examination. The individual may submit the pre-application any time after the first day of attendance in the professional phase of an accredited educational program. This process may enable the individual to avoid delays in processing the application for examination that is made at the time of graduation. The pre-application is not contained in the ARRT Examinee Handbook and must be requested directly from the ARRT. Submission of a pre-application does not waive the application for examination fee, the application deadline or any other of the application procedures.

ARRT Certification & Pre-Application Notice

I understand that individuals who have been convicted of, or plead guilty to, or plead nolo contendere to a crime may file a *pre-application* with the ARRT to obtain a ruling on the impact of their eligibility for examination.

If this situation applies to me, I further understand that I may submit the pre-application at any time prior to completion and subsequent graduation from the program. I have been informed that the pre-application is not contained in the ARRT Examinee Handbook and must be requested directly from the ARRT or downloaded from their website (www.rrt.org).

In addition, I understand that admission into, or graduation from, the Indian River State College Radiography program does not guarantee that I will be eligible to sit for the ARRT Radiography Examination. The decision on whether to issue ARRT certification is solely within the discretion of the ARRT.

Therefore, by my signature below, I hereby release Indian River State College and its employees from any liability related to the ARRT certification.

Please Print:

Name: _____

Signature: _____ Date: _____