



**Radiologic Technology  
Student Handbook and  
Clinical Lab Manual  
2020-2021**

# **HARPER COLLEGE**

## **Radiologic Technology Handbook**

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## **COLLEGE MISSION STATEMENT**

Harper College enriches its diverse communities by providing quality, affordable, and accessible education. Harper College, in collaboration with its partners, inspires the transformation of individual lives, the workforce, and society.

## **COLLEGE ACCREDITATION**

Harper College is accredited by the Higher Learning Commission. Since the College is accredited by the Higher Learning Commission, graduates of the Radiologic Technology Program are eligible to sit for the American Registry of Radiologic Technologists exam.

## **RADIOLOGIC TECHNOLOGY PROGRAM MISSION STATEMENT**

The mission statement for Harper College's Radiologic Technology Program is to provide quality Radiologic Technology education in an effort to prepare competent entry-level Radiologic Technologists who will perform effectively within the health care setting.

## **RADIOLOGIC TECHNOLOGY PROGRAM ACCREDITATION**

The Harper College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates of the Program are eligible for certification through the American Registry of Radiologic Technologists (ARRT).

**"Standards for an Accredited Education Program in the Radiologic Sciences"** are found on the JRCERT web-site [www.jrcert.org](http://www.jrcert.org). In the event that there is a question or complaint regarding accreditation matters, inquiries may be directed to:

Joint Review Committee on Education in Radiologic Technology  
Chief Executive Officer  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-2901  
(312) 704-5300  
e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

In response to a complaint to the Joint Review Committee, the program will follow the following procedure:

1. Make an effort to resolve the issue at the local level.
2. Form a college committee to investigate the issue.
3. Formulate a response to the Joint Review Committee within 30 days of receipt of complaint.

## **STUDENT LEARNING GOALS**

1. All graduates of the Radiologic Technology Program will be competent entry-level radiologic technologists.
  - 1.1 The student will demonstrate radiation safety practices.
  - 1.2 The student will critique radiographic images.
  - 1.3 The student will accurately position the patient.
2. All graduates of the Radiologic Technology Program will apply critical thinking skills in any given situation.
  - 2.1 The student will modify procedures to meet patient needs.
  - 2.2 The student will alter technical factors and positioning changes needed to accommodate patient pathological conditions.
3. All graduates of the Radiologic Technology Program will display proper interpersonal communication skills.
  - 3.1 The student will communicate with patients.
  - 3.2 The student will document accurate patient histories.
  - 3.3 The student will communicate with a diverse population.
4. All graduates of the Radiologic Technology Program will demonstrate professionalism.
  - 4.1 The student will demonstrate professional behaviors.
  - 4.2 The student will comply with professional ethics.
  - 4.3 The student will summarize the importance of continuing professional development.

## **PROGRAM EFFECTIVENESS MEASURES**

5. The program will effectively meet the needs of the students and the community it serves.
  - 5.1 The student will pass the ARRT exam.
  - 5.2 The student will complete the program.
  - 5.3 The student will be employed in Radiologic Technology.
  - 5.4 The student will be satisfied with the program.
  - 5.5 Employers will exhibit a high degree of satisfaction with graduates of the program.

The School's mission is attained when the graduate has successfully completed the program by achieving the goals and outcomes outlined in this Student Handbook. The program's mission, goals, and outcomes are evaluated annually by members of the Harper College Radiologic Technology Program Advisory Committee. Their participation in the evaluation process assists in serving as the program's communities of interest.

# RADIOLOGIC TECHNOLOGY

## Associate in Applied Science A.A.S.: Radiologic Technology Degree

*This 72 credit-hour full-time curriculum prepares radiographers to produce radiographic images of parts of the human body for use in diagnosing medical problems. Additional duties may include processing and evaluating images, evaluating radiology equipment, and providing relevant patient care and education. The program provides both classroom and clinical instruction in anatomy and physiology, radiobiology, pathology, medical imaging and processing, radiation physics, positioning of patients, patient care procedures, radiation protection, and medical ethics.*

*Radiographers are employed in health care facilities including hospitals and clinics, specialized imaging centers, urgent care clinics, physician offices and government offices. Some radiographers are employed in educational institutions and in industry.*

*Because of the nature of clinical experiences and individualized instruction in this program, and specialized technology, and the equipment necessary to offer this program, a higher tuition rate is assessed for career specific courses. These include courses with the RAD prefix. Tuition for these courses in this program is 200 percent of the standard tuition rate.*

### Admission Requirements:

*Radiologic Technology is a limited enrollment program. For admission requirements, please contact the Admissions Outreach Office at 847.925.6700 or visit [harpercollege.edu](http://harpercollege.edu)*

*Students who apply for this limited enrollment program are obligated to meet current admission requirements and follow program curriculum as defined at the time of acceptance to the program.*

### PREREQUISITES

A grade of C or better in all coursework is required for all students.

BIO	160	Human Anatomy <sup>1</sup> .....	4
BIO	161	Human Physiology <sup>1</sup> .....	4
ENG	101	Composition. ....	3
Mathematics <sup>2</sup>		.....	<u>3</u>
			14

### FIRST SEMESTER

A grade of C or better in all coursework is required for all students.

HSC	112	Medical Terminology .....	2
RAD	101	Introduction to Radiologic Technology .....	3
RAD	102	Radiologic Procedures I <sup>3</sup> .....	3
RAD	103	Radiologic Principles I.....	3
SPE	101	Fundamentals of Speech Communication .....	<u>3</u>
			14

### SECOND SEMESTER

A grade of C or better in all coursework is required for all students.

HSC	165	Basic Pharmacology .....	1
HSC	213	Legal and Ethical Issues in Health Care .....	2
RAD	105	Radiologic Procedures II <sup>3</sup> .....	3
RAD	106	Radiologic Principles II.....	3
RAD	107	Radiologic Clinical Education I.....	2
		Humanities or Social and Behavioral Science <sup>+</sup> .....	<u>3</u>
			14

### SUMMER SESSION

A grade of C or better in all coursework is required for all students.

RAD	201	Radiologic Clinical Education II.....	2
RAD	202	Radiologic Procedures III.....	<u>1</u>
			3



## **Associate in Applied Science A.A.S.: Radiologic Technology Degree (continued)**

### **THIRD SEMESTER**

A grade of C or better in all coursework is required for all students.

RAD	222	Radiologic Procedures IV <sup>3</sup> .....	3
RAD	223	Advanced Radiologic Principles.....	2
RAD	224	Radiobiology .....	2
RAD	225	Radiologic Clinical Education III.....	3
RAD	228	Digital Imaging .....	2
			12

### **FOURTH SEMESTER**

A grade of C or better in all coursework is required for all students.

RAD	236	Radiologic Pathology .....	3
RAD	238	Sectional Anatomy for Imaging .....	2
RAD	239	Radiologic Special Procedures .....	3
RAD	240	Radiologic Clinical Education IV .....	3
			11

### **Summer Session**

A grade of C or better in all coursework is required for all students.

RAD	251	Radiologic Clinical Education V .....	3
RAD	258	Radiologic Seminar .....	1
			4

<sup>1</sup> Must be completed no earlier than five years prior to beginning the Radiologic Technology program.

<sup>2</sup> MTH101, MTH 103 or higher with a grade of C or better.

<sup>3</sup> Radiography lab requires a minimum of 4 hours per month radiography lab practice.

<sup>+</sup> Students need to choose a course to meet this requirement that also fulfills the World Cultures and Diversity graduation requirement.

## **RADIOLOGIC TECHNOLOGY DEGREE PROGRAM ADMISSION REQUIREMENTS FOR 2019**

The Harper College Radiologic Technology program admission requirements are found on the Harper College website:

<http://goforward.harpercollege.edu/academics/areas/health/radtech/index.php>

## FUNCTIONAL ABILITIES FOR RADIOLOGIC TECHNOLOGY

### **Motor Capability:**

1. Move from room to room and maneuver in small spaces.
2. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs.
3. Lift and carry up to 50 lbs., and exert up to 100 lbs. force or push/pull.
4. Use hands repetitively; use manual dexterity; sufficient fine motor function.
5. **Must be able to walk and stand for extended periods of time.**
6. Perform CPR.
7. **Travel to and from academic and clinical sites.**

### **Sensory Capability:**

1. Coordinate verbal and manual instruction.
2. Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
3. Discern soft sounds, such as those associated with taking a blood pressure.
4. Visual acuity to acquire information from documents such as charts.
5. Comfortable working in close physical proximity to patient.

### **Communication Ability:**

1. Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing.
2. Effectively adapt communication for intended audience.
3. Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
4. Assume the role of a health care team member.
5. Function effectively under supervision.
6. Sufficient command of the English language in order to retrieve information from lectures, textbooks, as well as understand medical terminology.
7. Skills include computer literacy.

### **Problem Solving Ability:**

1. Function effectively under stress.
2. Respond appropriately to emergencies.
3. Adhere to infection control procedures.
4. Demonstrate problem-solving skills in patient care.
5. Use sound judgment and safety precautions.
6. Address problems or questions to the appropriate persons at the appropriate time.
7. Organize and prioritize job tasks.

### **Behavioral Skills and Professionalism**

1. **Follow policies and procedures required by academic and clinical settings.**
2. Adheres to Harper College Academic Honesty Policy (per College catalog) and any additional conduct rules set forth in the *Radiologic Technology Handbook and Clinical Lab Manual*.
3. **Adheres to Harper College Code of Conduct (per College catalog).**
4. Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e., the national privacy act).

**Procedure:**

1. The essential abilities standards are a requirement for admission to the Radiologic Technology Program and are identified in the *Radiologic Technology Handbook and Clinical Lab Manual*.
2. Students will be required to sign a statement indicating that they have read the essential abilities standards and understand that they will be expected to meet the Essential Abilities Requirement with or without accommodations.
3. Students must contact Access and Disabilities Services if accommodations are needed. Information on Access and Disabilities Services is contained in the *Harper College Catalog and Student Handbook*.
4. Students failing to meet the essential abilities, as determined by faculty, may have their progress in the Radiologic Technology Program interrupted.
5. Students will be required to demonstrate that they are able to meet all of the essential abilities standards within a reasonable time frame.

**FLUENCY IN ENGLISH LANGUAGE****Requirement Statement:**

Clinical radiography demands effective and specific communication. All students who are not native speakers must demonstrate an acceptable level of ability to use the English language prior to admission.

**Procedure:**

1. Non-native English speakers must take an English proficiency exam and pass at a specified level. Candidates may take either the Test of English as a Foreign Language (TOFEL) and achieve a passing score of 540 on the paper and pencil test; or Test of English for International Communication (TOEIC) and achieve a passing score of 725.
2. The English exam score is only valid for 2 years. The test must be retaken if a longer period has elapsed.
3. TOFEL is administered by: Educational Testing Service, PO Box 6151, Princeton, N.J. 08541-6151, Telephone: 1.609.771.7100, Website: [www.ets.org](http://www.ets.org)
4. TOEIC is administered by: Educational Testing Service, Rosedale Road, MS 49-N, Princeton, N.J. 08541, Telephone: 1.800.241.5396, Website: [www.ets.org/toeic](http://www.ets.org/toeic)
5. Test results should be forwarded to the Admissions Processing Office and the Radiologic Technology Program Coordinator, Career Programs Division, prior to the application deadline for review for admission.

## LEGAL LIMITATIONS REGARDING ELIGIBILITY FOR CERTIFICATION AND LICENSURE

All students seeking to enroll in health career programs or classes including clinical placements are required to authorize an investigation to determine if the student has been convicted of any criminal or drug offenses. The student shall provide authorization for the investigation to the Harper College Public Safety Department. For information on convictions that will disqualify you for a health career you should call the Illinois Department of Public Health (217.782.2913). If you have a disqualifying conviction, the IDPH can clarify the process you should initiate to apply for a waiver. This waiver would allow you to enter a health career program.

Graduation from the program does not guarantee licensure. A graduate who applies for the American Registry of Radiologic Technologists (ARRT) certification examination and/or an Illinois license as a Radiologic Technologist may be denied certification and/or licensure for the following reasons:

1. Conviction for a criminal offense in a state or Federal court (other than minor traffic violations).
2. Physical impairment or disability that could interfere with the ability to practice Radiologic Technology.
3. Addiction or excessive use of alcohol, narcotics, barbiturates or other habit-forming drugs.
4. Present or past diagnosis and treatment for chronic physical, mental, or emotional illness, including substance abuse.

Students who have reason to believe that they may be denied certification and/or licensure for any of the above reasons should see the Radiologic Technology Program Coordinator for guidance and assistance, or contact the **Illinois Emergency Management Agency, Division of Nuclear Safety**, 217.785.9900, **Radiologic Technologist Accreditation** 217.785.9913, and/or the **American Registry of Radiologic Technologists** 651.687.0048.

## RADIOLOGIC TECHNOLOGY PROGRAM POLICY FOR READMISSION:

### “READMISSION CANDIDATE”

#### **Requirement Statement:**

A student requesting readmission to the Radiologic Technology Program and previously dismissed from the program due to academic failure is a “Readmission Candidate.” Students requesting to admit as a “Readmission Candidate” will be evaluated by the Radiologic Technology Faculty Committee on a case-by-case basis. Evidence of remedial course work will be taken into consideration. A student that fails a **clinical course** will not be readmitted to the program. Once a student is dismissed from the program for academic failure, there is no guarantee of readmission to the Associate Degree Radiologic Technology Program.

## **Procedure:**

1. Students who receive a grade of “W” or “D” in a RAD prefix course will be dismissed from the Radiologic Technology Program and be required to apply for readmission as a “Readmission Candidate”. Students that receive a passing grade of “C” or greater in the RAD prefix courses, but do not receive a passing grade in the HSC prefix courses may be allowed to seek readmission to the program a second time upon written recommendation of the Radiologic Technology faculty.
2. The student must submit a letter requesting readmission to the Radiologic Technology Coordinator.
3. The student must submit evidence of the following for review:
  - a. Documentation of corrective action regarding previously identified problems
  - b. Transcript of grades documenting remedial course work and current academic status as a student in “good standing”
4. The student will be required to interview with the Radiologic Technology Program Coordinator.
5. Information submitted by the student and documentation of the interview will be referred to the Faculty Committee by the Radiologic Technology Program Coordinator.
6. The faculty will consider time absent from the program. The student will be required to repeat previous course work from the beginning, in order to remain current with the curriculum and complete the program in 2 years.
7. The Radiologic Technology Faculty Committee will review the request and provide a recommendation to the Radiologic Technology Program Coordinator.
8. **There is no guarantee of readmission to the program.**
9. The Radiologic Technology Program Coordinator will advise the student of the final recommendation in writing.

Once approved for readmission, the candidate will need to complete the following:

- Evaluation of transfer credit completed since last enrollment
- BIO160, BIO161, and HSC165 courses completed within 5 years of readmission to the program with a grade of “C” or better.

## **GRADING POLICY**

### **I. GRADES**

- A. Courses in the Radiologic Technology Program are sequenced. This means that all of the required courses as listed for a specific semester must be completed with a grade of “C” or better before the next Radiologic Technology course can be taken. The student will not be allowed to continue in the Radiologic Technology sequence or to graduate, unless a “C” or better obtained in all Radiologic Technology courses and HSC prefixed courses. A final course grade of “D or F” in any RAD course precludes continuance in the Radiologic Technology Program.
- B. GPA  
The minimum Grade Point Average (GPA) for the Radiologic Technology Program is 2.0 for graduation

## GRADING SCALE

All Radiologic Technology Courses with the prefix RAD shall be graded on the following scale:

- A – 92-100%
- B – 83-91%
- C – 75-82%
- D – 66-74%
- F – 65% and below

## II. CLINICAL EVALUATION

Clinical evaluation related to Radiologic Technology is based on the following methods:

- Competency Evaluations
- Affective Evaluations
- Clinical Final Examinations

A student will receive a letter grade for clinical performance based on the above criteria.

No incomplete grades will be permitted.

Students are expected to be able to perform skills satisfactorily in the campus lab before that skill is performed in the clinical setting.

## UNETHICAL OR UNSAFE PERFORMANCE

**Incidents in the clinical setting involving a serious breach of safety or ethics may be cause for immediate dismissal from the Radiologic Technology Program.** The decision to dismiss a student would be made by the full-time faculty and part-time faculty that have supervised the student.

- **Reporting Professional Dishonesty in the Clinical Setting**

### **Requirement Statement:**

The public interest demands honest and ethical professionals in the health care setting. Radiologic Technology students who obtain passing grades through dishonest means may develop habits of unsafe and unethical practice, and may present risks to other individuals and to the reputation of the profession.

During the course of study in the Radiologic Technology Program, a student may observe behavior by others that appear to violate standards of academic and/or professional integrity, or actions that have the potential to harm another individual. Radiologic Technology students who find themselves in this situation must carefully consider their personal and professional responsibility to report an incident involving

suspected dishonestly, as well as any applicable workplace rules in clinic settings, which mandate such reporting. See Requirement “*Reporting of Clinical Incidents*” and Requirement “*Recording of Clinical Occurrences in Which There is a Breach of Standards of Radiography Practice*”.

**Procedure:**

1. A student who observes dishonest or otherwise unethical behavior on the part of another student or health care worker should express concern to the person engaging in the questionable practice, calling attention to its potential detrimental effect upon patient well-being. The student should also report the incident to the clinical faculty member.
2. **Examples of dishonest/unethical clinical behaviors include but are not limited to:**
  - Falsifying documentation
  - Lying about performance
    - Failure to acknowledge a lack of understanding or ability to competently perform a task
    - Failure to follow procedures according to policy (such as taking unauthorized shortcuts)
    - Deleting radiographic images from computer without permission from Supervisor or Clinical Instructor
  - Failure to report clinical care mistakes to clinical faculty member
  - Covering up for the unsafe behavior of another student or health care worker
    - Practicing as a radiologic technology student when under the influence of drugs or alcohol
    - Violations of the Health Insurance Portability and Accountability Act (HIPAA) (See Requirement #3 and [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa))
  - Violations of the **American Registry of Radiologic Technologist Code of Ethics**
    - Failure to adhere to policies related to clinical supervision
3. Students are encouraged to discuss questions and concerns, which may arise regarding their responsibilities under this requirement with clinical faculty or other radiologic technology faculty members.

• **Reporting of Clinical Incidents**

**Requirement Statement:**

The reporting of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards, requirements or unsafe patient care practice; and the clinical agencies require an institutional specific “Incident Report.” Safety practices at the clinical agencies and at Harper College are the responsibility of radiologic technology faculty and students. All incidents must be reported immediately to the appropriate persons.

**Procedure:**

A. Clinical incident involving a radiologic technology student:

1. The student will notify radiologic technology faculty at once.
2. Student will, under the supervision of the radiologic technology faculty, notify the manager/coordinator of the department/unit.
3. The student and radiologic technology faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurs and complete appropriate "Incident Report" forms.
4. The student, under the direction of the Radiologic Technology faculty will make out a Harper College Incident Report form and submit to the Radiologic Technology Program Coordinator
5. Financial obligations incurred as a result of the incident will be the responsibility of the student. Refer to Requirement "Health Requirements" in the *Radiologic Technology Handbook and Clinical Manual Program*.

B. Clinical incidents involving a patient:

1. The student will notify radiologic technology faculty at once.
2. The student will, under the supervision of the radiologic technology faculty, notify the manager/coordinator of the department/unit.
3. The student and the radiologic technology faculty, under the direction of the manager/coordinator, will follow the procedure at clinical agency at which the incident occurs and complete appropriate "Incident Report" forms.
4. The student, under the direction of the radiologic technology faculty, will make out a Harper College Incident Investigation Report form and submit to the Radiologic Technology Coordinator who will submit it to the Manager of Environmental Health and Safety and Human Resources if appropriate. (Use back of the form to record additional information as necessary.)

• **Recording of Clinical Occurrences in Which There is a Breach of Standards of Ethics in Radiography**

**Requirement Statement:**

A record of a clinical occurrence is a communication and educational tool used to enhance the student's ability to improve the radiography practice. A clinical occurrence, which breaches standards of patient care, is when there is unsafe care; or violation of established policies and procedures at the college or clinical agency. The record documents observations of critical behaviors that reflect professional behaviors and ethics. This includes patient safety; ethical behavior; and policy and procedural requirements.

**Procedure:**



1. When there is an occurrence that breaches standards of practice, the faculty or staff observing the occurrence will complete an “Incident Report.”
2. A faculty member or the program coordinator will meet with the student to discuss the occurrence and review the written report.
3. The student will be required to submit a written statement regarding the occurrence including corrective or preventive action.
4. Following the completion of the Incident Report:
  - A copy of the report will be given to the student.
  - A copy of the report will be placed in the student’s file.
  - The student may be referred to the college counselor, the radiologic technology program coordinator and/or other appropriate resources.
  - The student must supply verification of action taken in response to the report. This is returned to the faculty or staff member initiating the report by the date designated by the faculty.

The report of the occurrence may be used for remedial action or dismissal of the student from the Radiologic Technology Program at the time of the incident or at a future date.

- **Title IX /Sexual Misconduct**

*All members of the Harper College community, including students, employees, guests, and visitors, have the right to be free from gender-based or sexual misconduct in their educational pursuits at Harper.*

This includes students enrolled in clinical courses during their clinical experience. If a student feels as though they are being harassed or discriminated against based upon their sex or gender, the student should report this to a member of the Harper College faculty, staff or administration. What the student must understand, however, is that once they have reported a concern to any Harper College employee, the concern must be escalated to either a member of the Harper Early Alert (HEAT) team or a Title IX coordinator for further investigation if warranted. There is also a reporting mechanism available through the following web link to the Harper College Title IX web page. <https://www.harpercollege.edu/about/consumerinfo/title-ix/index.php>

If the student wishes to make a confidential report, they can contact NWCASA (Northwest Center Against Sexual Assault at 888-802-8890 or NWCASA.org.

The Harper College radiologic technology program faculty need to ensure that our clinical affiliates are safe and welcoming learning environments for our students. We strongly encourage any student to report any concerns to a member of the faculty, counselor or advisor, or Title IX coordinator. We hope that a student who feels as though they are being harassed would be comfortable in reporting such concerns so they can be investigated.

**HARPER COLLEGE**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
**INCIDENT REPORT FORM**

Type of occurrence: Injury/Illness\_\_\_\_\_ Disciplinary\_\_\_\_\_ Other \_\_\_\_\_(Specify)

Date\_\_\_\_\_ Time\_\_\_\_\_ (of occurrence)

Student(s) Involved \_\_\_\_\_

Clinical Site \_\_\_\_\_ Area assigned \_\_\_\_\_

Was there an injury to a student? Yes /No

Was there an injury to a client/patient? Yes/No

If yes to either of the above – was medical care sought?

Please include a summary of what occurred (attach additional documentation as necessary):

If disciplinary in nature, please describe the possible consequences of additional infractions of this or any other rule or policy (i.e. suspension or dismissal from the clinical site, suspension or dismissal from the Radiologic Technology Program).

Signature of Clinical Instructor/Faculty\_\_\_\_\_ Date \_\_\_\_\_

Signature of Student\_\_\_\_\_ Date \_\_\_\_\_

Signature of Administrator (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

## **PROCEDURE FOR DISMISSAL FROM THE RADIOLOGIC TECHNOLOGY PROGRAM**

### **Requirement Statement:**

Admission to the Harper College Radiologic Technology Program does not guarantee progression to graduation. Graduation from the Radiologic Technology Program requires that the student achieve the competencies necessary for safe patient care. Evaluation of the student's performance is an ongoing process throughout the Radiologic Technology Program. The college has established procedures for appeal of decisions related to academic achievement.

### **Procedure:**

1. Dismissal from the Radiologic Technology Program is based on established performance criteria as follows:
  - a. Failure to meet the minimum grade of "C" in each Radiologic Technology course.
  - b. Failure to meet the minimum grade of "C" in pre-requisite and co-requisite courses.
  - c. Clinical performance that fails to meet professional standards of conduct.  
Unprofessional conduct is defined as any action inconsistent with the American Registry of Radiologic Technologists Code of Ethics, Requirements of the Radiologic Technology Program, or the policies of the clinical agencies.
  - d. Clinical performance that constitutes unsafe practice that endangers the safety or well-being of the patient.
  - e. A student whose clinical performance is evaluated as being unable to meet the criteria established for competence throughout the Radiologic Technology course.
  - f. Non-compliance with requirements of the Radiologic Technology Program as provided for in the *Radiologic Technology Handbook and Clinical Lab Manual*.
  - g. Academic dishonesty, unethical behavior, and/or violation of confidentiality.
2. Review for Dismissal from the Radiologic Technology Program includes the following:
  - a. The Radiologic Technology course instructor will provide timely notice to a student that he or she is failing to meet performance criteria or requirements for progression in the Radiologic Technology Program.
  - b. All Radiologic Technology faculty recommendations to dismiss a student must be submitted in writing to the Radiologic Technology Program Coordinator, Health Careers Division, with a copy provided to the student.
  - c. The student may request a review by the Radiologic Technology Program Faculty within 10 days of notification of dismissal. The Radiologic Technology Program Coordinator will review documentation provided by the student, instructor, and administration. The student will be offered the opportunity to meet with the faculty and/or the Radiologic Technology Program Coordinator.
  - d. The Radiologic Technology Program Coordinator will make a decision on the final recommendation and notify the student in writing.
  - e. The student may appeal the decision of the Radiologic Technology Program within 10 days of the written notification to the Dean, Health Careers Division.

- f. The student may appeal the decision by Radiologic Technology Program Coordinator and/or the Dean of the Health Careers Division as an “Academic Complaint” as outlined in the “Student Code of Conduct.”

## **HEALTH GUIDELINES FOR PARTICIPATION IN THE CLINICAL PRACTICE SETTING**

### **Requirement Statement:**

At all times, patient and radiologic technology student safety will be a priority consideration. It is imperative that the student notify the faculty of any changes in health status that have an impact on patient or student safety.

### **Procedure:**

1. Situations that might have an impact on patient or student safety include:
  - a. Recent exposure to a communicable disease.
  - b. An elevated temperature in the 24-hour period prior to going into the clinical setting.
  - c. Any physical condition that might put the student or others at risk.
2. The faculty will determine whether the patient or radiography student would be at risk if the student participates in the clinical experiences.
3. If the physical condition limits participation in the clinical setting for an extended period:
  - a. The student must provide documentation by a licensed physician and submit a medical release before approval to return to the clinical practice setting.
  - b. The student’s ability to complete the clinical requirements of the Radiologic Technology course will be assessed on an individual basis.
  - c. Failure to submit a medical release or information regarding a health status change is grounds for immediate dismissal from the Radiologic Technology Program.
4. Any change in health status as identified in the **Functional Abilities Requirement** will require documentation to return to the course.
5. All documentation as outlined must be submitted to the current course instructor and will be placed in the student’s file.

## **PREGNANCY POLICY**

Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and its implementing regulations, 34 C.F. R. Part 106 is a federal law that prohibits discrimination on the basis of sex in any federally funded program or activity. In compliance with Title IX, William Rainey Harper College prohibits sex discrimination, inclusive of sexual harassment and sexual assault, towards any person regardless of sex, gender, or gender identity.

During the first semester of the Harper College Radiologic Technology Program, all students will complete an introduction to radiation protection in RAD103. This information will serve as background for the potential risks involved to female students who may become pregnant. Female students will be required to read the National Council on Radiation Protection and Measurements (NCRP) Report 174, and United States Nuclear Regulatory Commission (NRC) Regulatory Guide #8.13 on possible biological risks to the fetus and embryo and sign an acknowledgement form stating that they understand these risks. This form must be signed before the beginning of the first day of clinical rotation, and will be placed in the female student's Harper College file.

1. Any student who is or suspects that she is pregnant has the option of whether or not to notify her Program Coordinator. If she voluntarily chooses to disclose her pregnancy, she must do so in writing and indicate the expected date of delivery and complete the "Declaration of Pregnancy Release Form". In the absence of this voluntary, written disclosure, a student is then deemed not pregnant. The student may rescind pregnancy declaration at any time in writing.
2. The possible risks to the embryo and fetus shall be reviewed and documented by the student and Program Coordinator. The student will decide and the Program Coordinator will document one of the following options:
  - A. A leave of absence may be taken until the birth of the child. All Radiologic Technology grades will be recorded as withdrawn (W) if the student grades are acceptable at the time. The student will be assured a place in the next year's class should she decide to take a leave of absence. Student acceptance to clinical facilities depends upon availability of sites.
  - B. The student may continue in the program without modification or she may choose to continue with modification, but in order to graduate and qualify to sit for the ARRT registry, all competency and clinical attendance requirements must be completed.
    - In this case, two radiation monitoring devices will be used, one worn at the collar and on top of the apron during fluoroscopy and one worn on the belt and under the apron during fluoroscopy to record the student and fetal exposure.
    - Either the Program Coordinator or Clinical Instructor, or both will counsel the student, if and when the cumulative radiation dose during gestation period reaches 2.5 mSv (250 mrem). Should recorded fetal exposure increase to 5 mSv (500 mrem) or be received at a rate greater than 0.5 mSv (50 mrem) per month at any time during pregnancy, the student will be required to take a leave of absence. See (A) above.
    - All course objectives and rotations shall be equivalent to any and all students enrolled in this particular course. Other counseling on radiation protection procedures shall be done as needed.
  - C. The student may terminate the program.

Harper College will not be responsible for any decision made the student regarding pregnancy.

**HARPER COLLEGE**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
**PREGNANCY POLICY**

**Declaration of Pregnancy Release Form**

This document is to certify that I, \_\_\_\_\_, a student of Radiologic Technology enrolled at Harper College and currently assigned to \_\_\_\_\_ (Clinical Education Center) am voluntarily declaring that I am pregnant. I believe that I became pregnant in \_\_\_\_\_, 20\_\_\_\_\_.

I have read the Pregnancy Policy for the Radiologic Technology Program. I understand the implications of my continued presence in the radiology department as part of my clinical education. I will not hold Harper College or the clinical education center(s) liable in case of abnormalities to this pregnancy, which may be caused by radiation exposure.

I ***ELECT*** or ***DO NOT ELECT*** (please circle) to follow my planned clinical rotation. (*if you elect not to follow the clinical rotation plan you will be required to complete your rotations at a later date.*)

I also understand that the lower dose limit is in effect until I have (1) given birth, (2) informed you that I am no longer pregnant, or (3) chosen to revoke this declaration of pregnancy in writing.

Student Radiographer\_\_\_\_\_

Witnessed by\_\_\_\_\_

Witnessed by\_\_\_\_\_

Program Coordinator\_\_\_\_\_

Date\_\_\_\_\_

## **FACULTY ADVISOR**

Both the Radiologic Technology Program Coordinator and Clinical Coordinator are available to provide guidance and assistance in relation to the Radiologic Technology Program. You are encouraged to make appointments as frequently as you wish; however, you are required to see Program Coordinator at midterm of each semester to discuss your progress in the program and the Clinical Coordinator to discuss your progress in clinical courses. Faculty are available during posted office hours.

## **ACADEMIC ADVISING**

Academic Advisors will be assigned to each student to guide them through their educational journey at Harper College. Academic Advising is located in Building A, Room 364. Students can contact the office at 847-925-6220 for an appointment.

## **COUNSELING SERVICES**

Counseling Services (Building I, Room 117, 847.925.6393) provides support to students across three main areas: Career, Personal, and Educational Counseling. Whether you need assistance in fine-tuning your goals, are interested in finding more balance in your life or need help conquering fears about college life, or improving your success habits, Counseling Services can help. Services are offered individually, in workshop, and small group formats free of charge.

## **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND RAD TECH CLUB**

Radiologic Technology students are encouraged to participate in the various professional and all-campus activities and groups. Membership in the I.S.S.R.T. is required, which provides opportunities for growth within the profession. The RAD TECH Club membership is open to all students. Participation is encouraged. Other campus organizations encourage development of diversity in skills and interests. Information about campus organizations, services, and activities can be obtained from the Center for Student Involvement, , Room A336, 847.925.6242.

## **STUDENT CONDUCT AND ETHICS**

Compliance with the Student Code of Conduct (Harper Student Handbook) is expected of all Radiologic Technology students. Any dishonest or undesirable behavior will be subject to disciplinary action by the Radiologic Technology faculty, Radiologic Technology student representatives, and/or Harper Student Conduct Committee and may result in dismissal from the Radiologic Technology Program. Also refer to ARRT Standards of Ethics, Appendix 4.

## **COMMUNITY SERVICE REQUIREMENT**

All Radiologic Technology Students are required to perform eight (8) hours of community service while enrolled in the program. To receive credit, documentation must be submitted to Program faculty.

## **CLINICAL SITE ASSIGNMENTS**

- There is no guarantee that you will be placed close to your home.
- All clinical sites are located within 35 miles of Harper College.
- Students will not be assigned to a clinical site where relatives are employed in radiology or where a student is employed at the end of the first semester of the program. This will ensure a fair and equitable clinical experience.
- Clinical sites:
  - Alexian Brothers Medical Center
  - Mount Sinai Hospital
  - Rush University Medical Center
  - Lurie Children's Hospital
  - Evanston Hospital
  - Good Shepherd Hospital
  - Northwestern-Centegra Hospital McHenry
  - Northwestern-Centegra Hospital Huntley
  - Northwest Community Hospital
  - St. Alexius Medical Center

## **PROFESSIONAL VIOLATIONS:**

If a student exhibits unprofessional behavior while in the medical imaging laboratory or in the classroom at any time, Radiologic Technology Faculty have the authorization to administer professional skills violations. These violations can include (not inclusive to):

- Disruptive behavior
- Excessive tardiness
- Speaking on the cell phone in the lab
- Failure to notify the proper person regarding broken equipment
- Removing equipment from the lab without instructor permission
- Failure to return lab equipment to appropriate storage at the end of each lab session.

If a student receives three (3) professional skills violations IN A SEMESTER, a loss of 10% off their final grade will result in either RAD 102, RAD 105, RAD 222; a fourth professional skills violation, an additional 10% will result; and a fifth professional skills violation, will result in the student being terminated from the program.



## ACADEMIC HONESTY POLICY

Harper College is strongly committed to the promotion of high ethical standards. Such standards can best be accomplished in an environment where honesty and integrity are practiced. For this reason the College strongly condemns academic dishonesty. Academic dishonesty includes cheating, plagiarism or other improper appropriations of another's work as one's own and falsifying records to advance one's academic standing.

Cheating includes but is not limited to copying answers, stealing and/or disseminating tests or answer keys, using someone else's data in preparation of reports or assignments, and assisting others in such practices.

Plagiarism involves the presentation of another person's words, ideas, or work as one's own. It includes but is not limited to copying any material, (written or non-written) without proper acknowledgment of its source, and paraphrasing another's work or ideas without proper acknowledgment.

Falsifying records includes but is not limited to falsifying or improperly altering college or clinical records and documents, or knowingly supplying false or misleading information to others (e.g. the College, other educational institutions or prospective employers).

### **Procedure:**

1. Students are expected to do their own original work, except when the Radiologic Technology faculty directs collaboration on assignments.
2. Students who commit any form of academic dishonesty are subject to disciplinary measures including failure of the assignment, project, or test, failure of the course or dismissal from the Radiologic Technology Program.
3. Refer to the "Student Code of Conduct and Dispute Resolution Procedures" in the *Harper College Catalog and Student Handbook*.

## The Family Educational Rights and Privacy Act (FERPA)

Under the terms of FERPA, Harper College has established the following as **Directory Information** and may be released to those requesting it unless the student specifically requests otherwise on the form provided or by submitting written notification to the Office of the Registrar:

1. Student Name
2. Local Address/Phone
3. Permanent Address/Phone
4. E-mail Address
5. Date and Place of Birth
6. Hometown
7. Degrees and Awards Received and Dates
8. Dates of Attendance (current and past)
9. Full or Part-time Enrollment Status
10. Participation in Officially Recognized Activities
11. Participation in Officially Recognized Sports
12. Weight/Heights of Members of Athletic Teams
13. Most Recently Attended Educational Institution
14. Major Field of Study
15. Academic Level
16. Residency Status
17. Photographs

All other information may not be released without written consent of the student. Grades, Social Security Numbers, Ethnic Backgrounds and Student Schedules may not be released to anyone other than the student – and NEVER over the phone.

**PLEASE NOTE:** Students are given the opportunity to restrict Directory Information each year. If the student restricts the release of Directory Information, a notation of “FP” is placed on the Directory Information Screen on the student record and no information can be released on that student without further written permission of the student. Appropriate faculty/staff response: *“There is no information available on that person.”*

For more information, see the following:

- [www.harpercollege.edu](http://www.harpercollege.edu)
- Harper College Student Handbook and College Catalog

Any questions concerning FERPA may be referred to the Office of the Registrar.

## **PRIVACY AND CONFIDENTIALITY UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT of 1996 (HIPAA)**

According to the US Department of Health and Human Services:

HIPAA is a broad law dealing with a variety of issues. The aspect of this law that will affect you most as a Radiologic Technology student is that patients have a right to privacy and confidentiality. The HIPAA Privacy Rule for the first time creates national standards to protect individuals' medical records and other personal health information.

- It gives patients more control over their health information.
- It sets boundaries on the use and release of health records.
- It establishes appropriate safeguards that health care providers and others must achieve to protect the privacy of health information.
- It holds violators accountable, with civil and criminal penalties that can be imposed if they violate patients' privacy rights.
- And it strikes a balance when public responsibility supports disclosure of some forms of data – for example, to protect public health.

For patients – it means being able to make informed choices when seeking care and reimbursement for care based on how personal health information may be used.

- It enables patients to find out how their information may be used, and about certain disclosures of their information that have been made.
- It generally limits release of information to the minimum reasonably needed for the purpose of the disclosure.
- It generally gives patients the right to examine and obtain a copy of their own health records and request corrections.
- It empowers individuals to control certain uses and disclosures of their health information.

Validation of **HIPAA compliance, is included in the Medcom Modules, completed annually.**

## **PART-TIME WORK POLICY**

Students enrolled in Harper's Radiologic Technology Program, after completing the first semester of course work, are considered as "full time"; therefore it is recommended that students **should not be employed for more than 20 hours per week**. Clinical rotations and laboratory section assignments will not be adapted to accommodate a student's work or personal schedule. Students are expected to use good judgment in selecting working hours. Excessive work demands may jeopardize personal health, the ability to succeed in the Radiologic Technology Curriculum, and the opportunity for involvement in the other College activities.

## **TAPING POLICY**

Students may tape lectures only with the specific permission of the Radiologic Technology instructor obtained prior to each class period. The instructor will determine whether lecture material is suitable for taping. Due to copyright laws, commercially prepared tapes **must not be reproduced**.

## **VISITOR POLICY**

Visitors are not allowed in the Radiologic Technology classes or Lab without specific permission of the instructor. Children are not allowed in classes (class) or Lab at any time.

## **TRANSPORTATION POLICY**

Transportation to and from Harper College and cooperating clinical agencies must be the individual student's responsibility.

## **OVERDUE ASSIGNMENT POLICY**

Assignments must be completed and turned in at the beginning of the class period on the due date, otherwise the assignment will be considered one day late.

If an assignment is turned in one (1) day late you will receive 90% of the grade you would have received if the assignment was turned in on time

Two (2) days late, 80% of the grade

Three (3) days late, 70% of the grade

After three (3) days – 0 points.

## **NON-DISCRIMINATORY PRACTICE**

Harper College provides equal opportunity in education and does not discriminate on the basis of race, color, religion, national origin, age, marital status, sexual orientation, or disability. Harper College Radiologic Technology Program provides equitable learning opportunities for all students regardless of gender. All students are given equal opportunity to rotate throughout selected medical imaging modalities at assigned clinical affiliates.

## **GRADUATION REQUIREMENTS**

All certificate and graduation requirements can be found on the Harper College Website. PLEASE review these requirements early in the program. It is your responsibility to be certain you have met, or will have met, all requirements before completion of the program. If you have attended another college(s) and have transferred courses to Harper College, **it is your responsibility to request that Harper's Admissions Office do a transcript evaluation of all past transcripts.** The equivalent courses need to match exactly with required courses in the Radiologic Technology Program. If you are not certain if transfer courses have been accepted by the Radiologic Technology Program, please see an Academic Advisor, in A-364, as soon as possible.

## **ATTENDANCE POLICY**

### **I. Radiologic Technology Classes on Campus**

Due to the concentrated curriculum in the Radiologic Technology Program and the essential nature of every contact hour, class and lab attendance is required. Faculty will present updated material, which may vary from the text. Repeated absences and tardiness will be subject to progressive disciplinary action, up to and including discharge from the program.

II. Clinical Laboratory

Students are expected to provide care for male and female clients. Students are also expected to be present and on time for all clinical experiences. All clinical absences will be made up. The full time faculty will discuss any exceptions to this policy.

III. **Attendance is required for all scheduled campus labs.**

- RAD103, RAD106, and RAD 228 Lab: absence from lab will result in a grade of “0” for the corresponding lab assignment. There is no make-up for the lab assignment.
- RAD102, RAD105, and RAD222: absence from lab will result in an automatic 10% off corresponding lab assignment (scenarios, radiographic image critique, and/or lab exam).

IV. **Procedure for Notification of Clinical Absences or Late Arrival**

- Clinical instructor should be notified as soon as possible.
- If the clinical instructor is not notified the day before an absence, the clinical setting must be notified on the day of absence, according to the policy for the clinical setting to which the student is assigned (see below).

If you are unavoidably delayed, call, utilizing the same policy. When notifying the clinical setting, the student must identify self by name and clearly indicate the clinical unit to which you are assigned. It is important that notification be made as soon as possible since planning for other students’ experience, as well as for the staff’s responsibilities, is affected by absences. Please obtain name of the individual to whom you reported your absence.

V. **Specific Hospital Call-in Procedures**

See hospital you are assigned to for specific directions

**PHONE CALLS DURING CLINICAL EXPERIENCE OR CLASS**

The hospitals will not process personal incoming calls for students.

Cell phones should be turned off during exams, class, lab and clinical. Cell phone use during clinical time is subject to disciplinary action.

Incoming calls of a personal nature will not be permitted at the clinical sites. In case of emergency, calls can be directed to the clinical site.

## **CLINICAL ATTENDANCE POLICY**

**Absences from clinical days will affect the final course grade as described in each clinical course syllabus, RAD107, RAD201, RAD225, RAD240, and RAD251.**

The student will be allowed one (1) absence during **RAD201, RAD225, RAD240, and RAD251** without grade penalty and one (1) excused absence for bereavement of immediate family member only (grandparent, sibling, child, or parent). A deduction of five (5) **percentage** points will be made from the student's final grade for each absence in excess of this one unless the absence or absence pattern is considered justifiable by the education supervisor and/or college faculty. Any absence in excess of the one allowable must be made up. **Make up time must be scheduled through the clinical instructor and the clinical coordinator. Any make up time that is cancelled by the student at the last minute (interpretation at the discretion of the CI) is also subject to the grade deduction policy for unexcused absences.** The student may need to provide a physician's note regarding absences and/or in other instances, documentation in support of his/her claims of justifiable absences(s).

**Students are responsible for course competency completion. Students may not be in clinic and class in combination for over 40 hours per week, and no longer than 10 hours per day in clinical.**

Three (3) late arrivals in excess of five minutes will constitute an absence for the purpose of grade determination. **FAILURE TO NOTIFY BY PHONE THE EDUCATION SITE OR SUPERVISOR BY PHONE PRIOR TO ANY ABSENCE WILL RESULT IN A FIVE POINT DEDUCTION FROM THE FINAL GRADE.**

### **Clinical Site Lunch Policy**

Each student shall be allowed *30-minute lunch break* during an 8 1/2-hour clinical day. If a student exceeds that time allotment, the student must make-up the additional time.

### **Off Hour Rotations (PMs and Weekend Rotations)**

Each student will be required to rotate a minimum of eight (8) weekend day shifts

- Summer first year 4 days = 32 hours, RAD 201
- Summer second year 4 days = 32 hours, RAD 251

Each student will be required to rotate a minimum of forty (40) hours of PM rotations during RAD 251.

### **Ancillary Rotations During RAD 251**

- Two day rotation: MRI and CT
- One day rotation: Nuclear Medicine, Cardiac Cath, Interventional Radiology, Radiation Therapy, Diagnostic Medical Sonography
- If clinical requirements are completed, a student may request to spend additional time in an ancillary rotation if the clinical instructor and clinical coordinator approve.

## CLINICAL PRACTICE SETTING PREREQUISITE REQUIREMENTS

- **CPR POLICY**

All Radiologic Technology students must have successfully completed an American Heart Association Healthcare Provider CPR course, online option is not permitted. Students must renew their card by completing a recertification course, if the certification expires before completion of the program. Validation of current CPR certification must be uploaded to the Complio Site by, **December 1, the month before the first day of clinical training.** You will be unable to attend clinical training without this verification.

- **REGULATORY/HEALTH CARE MODULES**

Regulatory modules are an online educational program designed to educate the health care professional. You must have internet access, to access Blackboard. Prior to entering the clinical portion of your education you must complete the modules below with a passing grade of 80%. The modules are a course requirement of RAD 101 Introduction to Radiologic Technology.

### **Medcom Healthcare Courses**

1. Copy and paste the link in firefox <http://www.medcomrn.com/harpercollege>
2. Click the **Create a New Account** link on the right of the sign-in page
3. Next **select** your group from the options (RAD, NUR, Phlebotomy)
4. Then enter any username and password when you create your account. Just be sure that the name is the same as the Complio account.
5. Complete items with the red asterisk (email, first name, last name). Click **Save**
6. Click on **Courses** click on **1. Mandatory Training Courses**
7. Complete required courses and quizzes 1 - 15. A grade of 80% on each quiz is required, you may repeat as many times as necessary for that grade.

1.	ACM008-T	Body Mechanics
2.	ACM033-T	Chemical Hazards in the Healthcare Environment
3.	ACM026-T	Culturally Competent Care: An Overview
4.	ACM017-T	Electrical Safety
5.	ACM016-T	Fire Safety
6.	VCC78813-T	Fire Safety in Healthcare Facilities
7.	VCCM224TA-T	HIPAA for Healthcare Workers: An Overview
8.	VCCM224TB-T	HIPAA for Healthcare Workers: The Privacy Rule

9.	VCCM224TC-T	HIPAA for Healthcare Workers: The Security Rule
10.	M185-T	Infection Control and Standard Precautions: Guidelines for Professionals
11.	VCCM273A-T	Preventing Bloodborne Infections: Bloodborne Viruses
12.	VCCM273C-T	Preventing Bloodborne Infections: Engineering Controls and Workplace Practice Controls
13.	VCCM273B-T	Preventing Bloodborne Infections: Preventing Transmission, Protecting Yourself
14.	VCCM271A-T	Professionalism in Healthcare, Part 1: Professional Behavior, Attitude, and Attire
15.	VCCM271B-T	Professionalism in Healthcare, Part 2: Patient Interactions, Communication, and Personal Development

7. When all 15 courses are complete click on **Completed courses** and print list for your instructor.
8. For technical support click on link at the bottom of the web page.

## STUDENT HEALTH REQUIREMENTS

### Procedures for Health Clearance for Radiologic Technology Program

#### General Information:

**DEADLINE FOR HEALTH CLEARANCE: Dec 1, 2020**

**Complio** manages health clearance for students in Health Careers clinical programs. It is the student's responsibility to verify with COMPLIO that all the requirements have been fulfilled and that the health clearance has been issued.

**Requirements and Steps to Follow to Obtain Health Clearance:** \*\*Students may complete all of the following health requirements either with their own doctor or through Northwest Community Healthcare Care Center at Harper College: [Northwest Community Healthcare Outpatient Care Center at Harper College](#). If having titers drawn at private physician, make sure they draw IgG titers for MMR, Varicella and Hepatitis B.

- ☐ 1. **Provide verification of mandatory health insurance coverage.** Insurance coverage must be in effect for the *entire* duration of time in which you are scheduled for clinical experience. **Note: insurance cards are accepted as proof of insurance.** Insurance documentation must have the name of your insurance company, *your name*, and a current date. You may obtain this in one of the following ways:
  - Go to your insurance company's website and print page with name on it; **OR**
  - Obtain letter on letterhead from employer verifying insurance; **OR**
  - Obtain letter on letterhead from insurance company

- ☐ 2. **Complete the 2-step Tuberculin Skin test (TB Test)**

This process involves placement of TB test and subsequent reading of that test 48 to 72 hours later twice in late fall.

1. In late fall (90 prior to clinical rotations), complete the placement of the 2-step TB test. You *must* return for each, 48 to 72 hours after your TB is administered to have your TB test read. The test must be read in mm of induration. A negative test must be documented as "0 mm".



You will need to pay for this in advance. The cost is \$15.00. **If you do not return for reading, you must repeat test and pay again**  
**OR**

2. Have your health care provider document TB test exactly as directed above. TB tests cannot be self-read. **\*\*Students with a history of positive TB skin test(s) should consult with a NCH nurse before proceeding with any testing.**
- ❑ 3. **Ensure positive Hep B, Measles, Mumps, Rubella antibody titer- vaccination requirements**
  1. Have titers drawn at NWCH at Harper College. You will need to pay for this at the time of appointment. The cost is \$63.00
  2. **NOTE: Students who do not demonstrate immunity to Hepatitis B, MMR or Varicella will be required to begin the vaccination series in order to receive their health clearance.**
- ❑ 4. **Annual Flu Immunization for current year** required by November 15.
- ❑ 5. **Complete TDaP (diphtheria, tetanus, and pertussis) vaccination requirement**
  1. Proof of TDaP should be uploaded to Complio.
  2. TDaP is required every 10 years.
  3. The vaccination can be provided by NWCH at Harper College. You will need to pay for this at the time of the appointment. **Or** Have your health care provider document TDaP.
- ❑ 6. **Complete CPR Healthcare provider requirement**
- ❑ 7. **Participate in a urine drug screen.**

### **Requirement Statement**

The health requirements are mandated by clinical agencies. The Radiologic Technology Program abides by affiliating clinical agencies' regulations for health requirements, which must be completed before a student may attend clinical rotations

- First year students starting clinical rotations in the spring semester must have completed their health requirements by **December 1** or they will relinquish their seat in the program
- Second year students who have not updated their health requirements by **August 1** will relinquish their seat in the program.

Health requirements include:

1. Physical Exam
2. Mumps, Rubella, Rubeola and Varicella IgG titers
3. Documentation addressing Hepatitis B immunization
4. Tuberculin Skin Testing (TST)
5. Health Insurance Verification (Students are responsible for maintaining continuous health insurance while in the Radiologic Technology Program.)
6. Flu Vaccine, must be completed annually, by November 15
7. Tdap (diphtheria, tetanus, and pertussis) vaccination (every ten years)
8. Criminal Background Check

9. Urine Drug Screen
10. CPR, American Heart Association
11. Criminal Background Check

### **CLINICAL OBLIGATIONS\***

Prior to clinical rotations beginning the following health requirement costs:

- Criminal background check, \$30
- Health physical, \$25
- AHA Healthcare Provider CPR, \$25-100
- Urine Drug screen, \$25
- Titers (blood work), \$81.00
  - Mumps, \$20
  - Rubella, \$14
  - Varicella, \$15
  - Rubeola, \$15
- Hep B, \$15
- TB Tests, \$15-30
- 1-step, \$15.00
- Flu Vaccine, \$28
- TDap, \$60.00
- Uniform, \$30-40.00
- Rad Tech Patch, \$10.00
- Clinical Handbook, \$70.00
- Merrill's Atlas Pocket Guide, \$50.00

\*Approximate costs

### **DRUG SCREENING**

#### **Requirement Statement:**

As health care professionals, radiologic technology faculty and radiologic technology students are expected to demonstrate healthy life style choices to peers, professional colleagues, and patients. Use of alcohol or illegal drugs, or misuse of prescription drugs, are strictly prohibited in the classroom, clinical or laboratory setting.

#### **Procedure:**

##### **A. Admission Drug Screening**

1. All newly admitted students are required to submit to drug screening as a condition of enrollment in the Radiologic Technology Program.
2. Students are notified of the drug screening requirement prior to admission to the program. The screening time will be randomly scheduled.
3. Students must pay for the drug screening at the time of the testing on Complio. Private health insurance will not pay for this testing.

4. Students should not take prescription medications to the lab at the time of testing, but will be asked to list prescription medications that they are taking.
5. Results of the screening will be given to the Program Coordinator, Career Programs Division. If a student provides a sample that is inconclusive, an additional test must be performed on that sample at an additional cost to the student.
6. Only students receiving negative drug screens may remain enrolled in radiologic technology courses.
7. A student, who tests positive in an Admission Drug Screening conducted under this Procedure for drugs that are illegal substances, or are non-prescribed substances that require a prescription for lawful use, or are deemed unsafe for the clinical setting, will be removed from radiologic technology courses and may be dismissed from the Radiologic Technology Program. Such removal or dismissal is subject to additional testing of the original sample at the student's request and expense, and to academic appeal as set forth in Harper College's Student Code of Conduct and Dispute Resolution Procedures.
8. If a student challenges the results of the screening, only the original sample will be tested. The student is responsible for the cost of the retest.
9. Students failing to complete the drug screening during the date and time required in the initial notification will be withdrawn from all radiologic technology courses due to failure to meet the drug screening requirement.

#### **B. "For Cause" Drug Screening**

1. If faculty observes a student behaving in a manner that is consistent with the use or misuse of alcohol, illegal drugs, or drugs which impair judgment, affecting either the classroom, clinical or laboratory setting, the student will be removed from the educational setting and required to submit to drug screen.
2. If the behavior is noted in the clinical setting, the student will be removed from patient care. Harper College Police Department will be notified and will transport the student to the agency or laboratory with which the College has contracted to perform drug testing required by the Radiologic Technology Program, or to the agency or laboratory specified by the clinical placement agency if its workplace rules so require.
3. If the behavior is noted on campus in either the classroom or laboratory setting Harper College Police Department, will be notified and will transport the student to the contracted agency for drug testing.
4. If the results of the urine drug screening are negative the student shall meet with the Radiologic Technology Program Coordinator within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation if warranted, the Radiologic Technology Program Coordinator will make a decision regarding return to the clinical, classroom and laboratory setting.

5. If the drug screen is positive, the Radiologic Technology Program Coordinator will withdraw the student from all Radiography courses. The student will pay the costs associated with the “for cause” drug screening. Radiologic Technology Program personnel may, if they deem it appropriate to do so under the circumstances, file a complaint alleging that the student has violated “*Student Code of Conduct*”, as provided in the Harper College Catalog and Student Handbook.
6. The results of a positive drug screening will be reported to the IEMA, Division of Nuclear Safety and ARRT.
7. If a student refuses a “for cause” testing, the instructor will remove the student from the clinical, classroom or laboratory setting pending an investigation. Radiologic Technology Program personnel may, if they deem it appropriate to do so under the circumstances, file a complaint alleging that the student has violated “*Student Code of Conduct*”, as provided in the Harper College Catalog and Student Handbook.
8. A student’s failure to comply with any aspect of the “For Cause” Drug Screening Requirement will result in the student’s withdrawal from the Radiologic Technology Program without option for readmission.

**C. Readmission following a positive drug screening**

1. Students who are withdrawn from radiologic technology courses for reasons related to a positive drug screen must submit a letter to the Radiologic Technology Program Coordinator requesting readmission to the Radiologic Technology Program.
2. Applicants must include documentation from a therapist specializing in addiction behaviors indicating status of recovery and/or documented rehabilitation related to the substances used or abused. Documentation must include a statement by the therapist that the applicant will be able to function effectively and provide safe, therapeutic care for clients in the clinical setting.
3. If readmitted, the student will be subject to random drug screening and/or to ‘for cause’ drug screening at the student’s expense for the duration of his or her studies in the Radiologic Technology Program.
4. If the student has positive results on a drug screening after readmission to the Radiologic Technology Program, the student will be dismissed from the Radiologic Technology Program with no option for readmission to the program.
5. Refer to “Violations of the Student Code of Conduct” in the Harper College Catalog and Student Handbook.

## SEXUAL HARASSMENT AND /OR DISCRIMINATION COMPLAINTS

If a Radiologic Technology Student has a complaint regarding Sexual Harassment and/or Discrimination then the student should refer to the **Harper College Catalog & Student Handbook**. A copy of the handbook is available in the Program Coordinator's office, Health Careers Division Office, and on the Harper College Website <https://www.harpercollege.edu/index.php> .

## STUDENT CODE OF CONDUCT AND DISPUTE RESOLUTION PROCEDURES

- Student Rights
- Student Academic Complaints (Grade Disputes)
- Student Non-Academic Complaints

If a Radiologic Technology student has a complaint regarding any of the above then the student should refer to the **Harper College Catalog & Student Handbook**. A copy of the handbook is available in the Program Director's office, Career Programs Division Office, and downloaded from the Harper College Website <https://www.harpercollege.edu/index.php> .

## **ENERGIZED X-RAY LABORATORY POLICIES AND PROCEDURES**

### **INTRODUCTION:**

The energized lab will be utilized for the laboratory components all three positioning courses (RAD102, RAD105, and RAD222) as well as the first two principles courses (RAD103 and RAD106), and RAD 228. The energized lab will also be used to evaluate proficiency for the procedures courses. Practical problem solving experience, including the use of critical thinking, is reinforced during the completion of the weekly principles experiments. Any “live” exposures made during the completion of laboratory assignments must be made under the direct supervision of a member of the Radiologic Technology program faculty or imaging laboratory assistant. Only inanimate objects can be used during radiographic exposures required to explore didactic theory. Laboratory activities will allow students to operate the equipment and make radiographic exposures for the sole purpose of exploring didactic theories and radiographic positioning presented in the above listed courses.

### **• RADIATION SAFETY IN THE LABORATORY**

1. Under NO circumstances is a student permitted to expose a fellow student, family member, member of the general public or any other living entity to ionizing radiation using the radiographic equipment owned by Harper College. A student caught doing so will be immediately suspended from the Radiologic Technology program pending a disciplinary hearing, with the possibility of dismissal from the program.
2. Each student is responsible for practicing appropriate radiation safety practices. This includes:
  - a. Making radiographic exposures only under the direct supervision of program faculty or imaging laboratory assistant.
  - b. Assuring that the laboratory room door is closed PRIOR to making radiographic exposures.
  - c. Utilizing proper radiation beam restriction (collimation) techniques.
  - d. Alerting (orally) classmates/lab occupants that an x-ray exposure will be made.
  - e. Assuring that all room occupants are fully shielded behind the control booth barrier and the door is fully closed prior to making radiographic exposures.
  - f. Making “sensible” (not to exceed tube rating and/or anode cooling chart guidelines) exposure technique selections PRIOR to making every radiographic exposure, reducing the need for repeat exposures and minimizing unnecessary equipment wear.
  - g. Wearing a dosimeter when taking radiographic exposures.

- h. X-ray exposures will be made only for reasons consistent with a class assignment. Assignments will be limited to the number of radiographic images necessary to fulfill the educational objectives.

- **ENERGIZED LABORATORY POLICIES**

1. Proper radiation safety techniques must be practiced at all times.
2. Experiments involving x-ray exposures which have not been pre-approved by program faculty are not permitted under any circumstances.
3. The radiographic equipment and processor (including water supply) shall be turned ON in proper sequence. The radiographic equipment shall be properly “warmed up” as directed by a college faculty member and/or radiographic equipment manufacturer.
4. When processing films in the darkroom, always remember to check that the film bin door has been closed PRIOR to opening the darkroom door and/or turning on the overhead “white lights”.
5. Always refill radiographic cassettes after film processing unless directed otherwise.
6. **Do not** attempt to resolve any problems with the radiographic film processor or radiographic equipment. Report any equipment problems to program faculty.
7. There will be no eating or drinking in the lab or darkroom.
8. Upon completion of any laboratory activities, the x-ray emitting equipment and the processor (including water supply) will be shut down in proper sequence. The x-ray machine will be turned off at the breaker. All supplies and equipment shall be returned to their proper places.
9. Students are encouraged to utilize laboratory equipment outside of scheduled laboratory sessions, but must receive approval from a program faculty to do so.
10. Do not remove anything from the imaging lab without permission from the faculty. All equipment must signed out to you by a faculty member. The equipment must also be signed in by a faculty member.
11. During positioning lab sessions, students will be in physical contact with one another. All students must behave in a professional manner during all laboratory sessions. Unprofessional behavior will result in disciplinary action up to or including dismissal from the program.
12. The door to the energized room will remain locked at all times except during scheduled utilization.

13. Put all accessories, positioning aids, linens, etc. away in their proper place when you have finished utilizing them. Do not fold or wrinkle the lead aprons! Hang them on hangars or lay them flat.
14. **Violations of rules and procedures, or unauthorized use of laboratory facilities will result in disciplinary action up to or including dismissal from the program.**

## GENERAL MEDICAL IMAGING LABORATORY POLICIES

- Students are not allowed on campus in uniform following clinical experiences at off campus sites due to infection control issues.
- Photo ID Badge must be worn at all times.
  - Students not wearing their badge may be asked to leave and return when wearing it.
  - This may result in a loss of scheduled open lab time.
- Imaging practice will only take place in laboratory classes with instructor supervision or during posted open lab hours when the lab assistant or medical imaging tutors is present.
- **No food or drink allowed in imaging rooms.**
- Snacks and fluids in closed containers are allowed in lecture area. In consideration of others, *please clean up after yourself.*
- The student may not smoke on days that they will be practicing. *Those smelling like smoke will be asked to leave which will negatively impact lab performance and grades.* The absence and late assignment policy will be administered. Health Career Medical Imaging Lab facilities are smoke free.
- Use lab supplies carefully, and refrain from being wasteful. Report any need for imaging supplies to lab assistant, student aide supervisor, or your instructor.
- Report any problems with equipment or incidents with others to Medical Imaging Assistant, Medical Imaging Tutors, or your instructor.
- It is your responsibility to clean and secure imaging areas before departure which includes cleaning equipment properly, powering down the equipment, and securing cords to protect them from damage.
- It is your responsibility to straighten lecture or study areas before departure which includes returning furniture to original location, putting away any equipment used, discarding any waste in trash containers, wiping up any spills.
- Follow established rules for open lab sign up.



- Be courteous and respectful to fellow students, faculty, staff, and visitors. **There is absolutely no use of profanity while in any area of the lab. Cell phones are prohibited in the lab, and are to be used in the hallway outside the lab.** When lecture area is being utilized consider the lab a “**Quiet Zone**” by limiting conversation, talking softly, moving in and out of back door, and by not interrupting the instructor or class for any reason. This also applies if fellow students are studying.
- Identify all textbooks and personal items with your name and keep valuables with you.
- Children under the age of 12 are not allowed in the lab without instructor permission.
- Transitions in and out of the imaging rooms need to be timely. Please arrive 5 minutes early for your scheduled time.
- Failure to follow posted laboratory rules can result in loss of laboratory privileges and subsequent failure of lab coursework.

## **RADIATION MONITORING POLICY**

Each student that is scheduled at a clinical site will be required to wear a radiation monitoring device during their scheduled time. Radiation monitoring devices are provided by the Harper College Radiologic Technology Program. Your radiation monitoring device should be left at your assigned clinical site at all times, except when required for exchange at the college each quarter. If your radiation monitoring device is forgotten you will be asked to leave the clinical area and an absence will be documented for that day. If you lose the radiation monitoring device, you will be required to pay a fee of \$16.50 for replacement; with an additional \$25.00 fee for rush delivery, if necessary, otherwise your grade will be put on hold. Students caught tampering with radiation monitoring devices will be subject to severe disciplinary action, up to and including dismissal from the Harper College Radiologic Technology Program.

## **RECOMMENDED RADIATION DOSE LIMITS**

NCRP report #116 has established maximum annual dose limits for all adult radiation workers at 50 milliSieverts and quarterly dose limits of 12.5 milliSieverts. Therefore adult radiology students, 18 or older, have the same dose limits as other radiation workers. In compliance with the ALARA (as low as reasonably achievable) principles, the program recommends the maximum annual dose limit for adult radiography students be 50mSv or a quarterly limit of 1.25 mSv. Should a currently enrolled radiography student's dosimeter reading exceed either of the programs recommended limits, the NCRP report will take precedence, however the following program guidelines will be employed:

The Harper College Radiologic Technology Program Faculty will:

- Counsel with student and discuss the level of overexposure.
- Review students clinical/lab assignment to determine possible cause of excessive exposure and re-assign student if necessary.

## **Radiation Dosimetry Policies**

**Contact person** – The designated Radiation Safety Officer for the Harper College Radiologic Technology Program is Mary Hood, M.S. R.T (R)(CT). Her office phone number is 847-925-6965. E-mail is [mhood@harpercollege.edu](mailto:mhood@harpercollege.edu). Location of the RADIATION SAFETY OFFICER's office is X144.

**The Radiologic Technology Program and its clinical affiliates operate under the ALARA (as low as reasonable achievable) radiation protection concept and guidelines. The ALARA principle protects patients, radiation workers, and others from excessive or unnecessary exposure to ionizing radiation.**

To help insure that all student radiologic technologists are learning in a safe working environment, the amount of radiation received is monitored. **Students are prohibited from holding patients during radiation exposures.** A radiation dosimeter will be issued for each student. Students are responsible for the safety and security of their dosimeter; and must exercise care to prevent loss of or damage to radiation dosimeter. Lost / destroyed dosimeters must be reported to the Clinical Coordinator immediately. Lost or destroyed dosimeters will be replaced and a fee will be charged to the student responsible for badge replacement and expedited shipping. The current rate is \$6.50 for the dosimeter replacement, \$10.00 for the core charge and \$25.00 for second day shipping. **Any student found to be tampering with another student's dosimeter will be subject to severe disciplinary measures up to and including dismissal from the program.**

It is the responsibility of each student to wear the assigned badge whenever he/she is in the clinical area. Failure to wear the dosimeter will result in progressive disciplinary measures up to and including dismissal from the program. The badge is to be worn on the collar. **If wearing a lead apron, the student should wear the dosimeter outside of the apron on the collar.** The badge holder must face forward to obtain an accurate radiation measurement. **Dosimeters must be left at the clinical site at the end of each day.** When the student rotates to another clinical site, it is the student's responsibility to take his/her current dosimeter.

- **Student Radiation Exposure Reports**

Radiation exposure reports are reviewed by the Program faculty and the students are required to review and initial the reading each quarter. This is to be completed within two weeks of receipt of the dosimetry report during regularly scheduled class times with the Clinical Coordinator/Radiation Safety Officer or other full time faculty. (Semester 1 – no reading yet. Semester 2 - RAD 106 lab session, Semester 3 – RAD 202 Procedures 2, Semester 4- RAD 223 Advanced Radiologic Principles, Semester 5 – RAD 228 Digital Imaging or RAD 238 Sectional Anatomy.) The exception

to this will be the final quarterly reading as the student will have graduated prior to the badge report being available.

The review is conducted to identify:

1. Dosimeter readings that exceed the allowable limit
2. Persistently high radiation readings that are within allowed limits
3. Inconsistencies with dosimeters readings

Students are encouraged to request a final dose report after graduation. The request may be made in writing to the Clinical Coordinator/Radiation Safety Officer.

The dosimetry reports reflecting radiation levels for each student are kept on file in the Clinical Coordinator's office.

- **Student Dose Limit Protocol**

Radiation exposure reports are reviewed by the Program faculty and unusual exposure levels or developing trends are discussed with the Clinical Instructor of the affected student(s) to determine if a cause/source can be determined. If a student's level exceeds 1 mSv per quarter as documented on the radiation monitoring report, the student is informed of the increased exposure level and a meeting is held between the Clinical Coordinator and the student to see if a cause can be determined and to review radiation safety. The clinical instructor of the affected student(s) will also be contacted and be informed of the elevated reading. Carelessness in radiation protection practices will not be tolerated and repeated offenses subject the student to sanctions up to and including dismissal from the Program.

- **Dosimeter Submission:** The dosimeter must be submitted for processing quarterly. Any student losing or destroying their dosimeter must contact the Radiation Safety Officer or the Radiologic Technology Program Coordinator immediately. All monitoring devices will be submitted to Radiation Detection Company for quarterly dosage readings.

## **UNIFORM POLICY**

Professional appearance includes dress appropriate for the Radiologic Technology situation. Students are required to adhere to the program's uniform dress code during clinical experiences. **All students must wear official Harper College Identification badge at all times during clinical assignments.**

Students will follow the uniform policy of the assigned department. Notification of the exact departmental requirement will be given during clinical orientation. Failure to follow these policies will result in the student being sent home and making up the day at a later time.

- Appropriate hygiene should be adhered to, as well as clean and pressed clothing. No scented body products are to be used. Please be aware that consuming certain foods before and during clinical assignments can cause odors that patients may find offensive.
  - Navy blue scrub pants (no flare bottoms) and top, neutral-colored short or long sleeve shirt may be worn under the navy blue scrub top with Harper College Radiologic Technology Patch permanently attached.
  - White or navy lab coat with Harper College Radiologic Technology Patch permanently attached may be worn.
  - Clean, white appropriate footwear, Clogs and open heel shoes are not acceptable (no straps).
  - A neat hairstyle and proper grooming is to be expected. Individuals with long hair are asked to style it so that it remains behind the shoulders at all times.
  - The wearing of jewelry should be limited to the following:
    - one ring (or set) per hand, other rings are to be attached under the uniform while giving client care; rings are generally discouraged because of potential loss, theft, potential injury to self or client, and source of microorganisms.
    - earrings, if worn; only one (1) pair of non-dangling style is acceptable. Visible body jewelry other than noted above is not allowed while on clinical assignment. This includes, but is not limited to, nose, eyebrow, lip, tongue, and chin jewelry.
  - Facial hair must be kept neat, trimmed and clean at all times.
  - Moderate make-up may be worn.
  - Tattoos must be covered.
  - Fingernails are to be clean, neatly filed, fingertip length. Sculptured nails are not permitted in clinical setting, as per TJC infection control policy. Nail polish is discouraged, but if worn, must be of muted color, black is not allowed.
  - Chest hair, midriff, cleavage, or buttocks shall not be exposed.
- \* Please note – this listing is to serve as a guide. The clinical instructor may use his/her discretion to address concerns regarding professionalism and appearance.

## **PATIENT AND IMAGE RECEPTOR (IR) HOLDING POLICY**

Under no circumstance are students allowed to hold patients or IRs during x-ray exposure (including fluoroscopy). The student may assist the patient by handing them materials such as a barium cup or placing a pillow, but may not physically hold the patient in position. Ideally, a family member or other staff member should hold the patient if necessary. If, during the performance of a competency exam, the patient or the IR must be held, the student should direct another technologist, staff member or family member on what actions need to be taken to assist the patient.

## CLINICAL SUPERVISION (Direct versus Indirect Supervision)

1. Direct Supervision: student supervision by a qualified practitioner, who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph. **All portable examinations including surgical and c-arm require the student to be accompanied by a registered radiographer.**
2. Indirect Supervision: for radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.
3. Spot observation of student skill performance at any time during the procedure, as when safe performance can be expected without continuous observation.
4. Student skill performance with indirect supervision, to be carried out when the student's ability to do so safely is a reasonable expectation applied to all students. The specific method of supervision used at any time is determined by the instructor with consideration of the following variables:
  - Assured safety for the client.
  - Previously observed safe performance of a skill in the simulated Lab and/or clinical area.
  - Needs for varying degrees of continued observation per strengths and weaknesses identified by both the instructor and the student.
6. The clinical syllabi for RAD 107, RAD 201, RAD 225, RAD 240 and RAD 251 are made available to each student electronically through Blackboard. The RAD 107 syllabus is reviewed during Clinical orientation prior to the beginning of the first clinical course. RAD 201, RAD 225, RAD 240 and RAD 251 syllabi are reviewed at the beginning of each clinical course by the clinical coordinator. Students are also held responsible for making sure that the supervision requirements are being met. If they are caught out of compliance, the penalty is for 1<sup>st</sup> offense is suspension, and 2<sup>nd</sup> offense will result in dismissal from Radiologic Technology Program.

**Harper College Radiologic Technology Program**  
**Staff Technologist Policy Information and Sign Off Sheet**

**Supervision:**

- 1) The student supervision ratio is always one student to one registered technologist.
- 2) All repeated radiographs must “directly\*” supervised by a registered technologist.
- 3) Any radiographs performed by a student must be directly supervised by a registered technologist if the student has not successfully completed a competency for that examination.
- 4) All **portable and surgical examinations must be “directly\*” supervised by a registered technologist.**
- 5) All examinations performed by a student that are not “directly\*” supervised must be “indirectly supervised\*\*” by a registered technologist. **(This is the minimum level of supervision at all times.)**

\* **Direct supervision** – (definition found on the JRCERT web site JRCERT.org) Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student’s achievement,
- evaluates the condition of the patient in relation to the student’s knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved.

\*\***Indirect Supervision** - The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. **This is the minimum level of supervision at all times.**

**By signing this sheet, I agree that I understand and will abide by the above policies for all Harper College Radiologic Technology students at all times.**

**Harper College Radiologic Technology Program**  
**Staff Technologist Policy Information and Sign Off Sheet**

Signature	Name (printed)	Date

**MRI Safety Screening**

The JRCERT requires “radiologic technology programs establish a MRI safety screening protocol for students having access to the MR environment. This assures that students are appropriately screened for magnetic wave or radiofrequency hazards” (JRCERT.Org). Students are introduced to MRI safety procedures during Clinical Orientation the January, before beginning spring semester clinical rotations RAD 107. Upon completion of Clinical Orientation each student will complete the screening form (see next page), and then a copy will be placed in their file. More advanced MRI safety compliance will be covered during RAD 239 Special Procedures.

## STUDENT MRI SCREENING FORM

Student Name \_\_\_\_\_ Clinical Site \_\_\_\_\_



**WARNING:** Certain implants, devices, or objects may be hazardous to you and others in the MRI scan room. **DO NOT ENTER** the room until you have checked in with the MRI Technologist, filled out a safety screening form, and have removed any metal from your person.

**Please indicate if you have any of the following:**

Yes	No	
		Cardiac Pacemaker &/or pacing wires
		Implanted Cardioverter Defibrillator (ICD)
		Electronic Implant or device
		Neurostimulator/spinal cord stimulator
		Dentures/braces/retainer
		Tattoos or Tattoo eyeliner
		Cochlear implant or hearing aid
		Insulin or infusion pump
		Any prosthesis or implant
		Artificial or prosthetic limb
		Any metallic fragment/shrapnel/BB or other foreign body?
		Metal slivers or foreign body in the eyes
		Any possibility of pregnancy or are you now pregnant?
		Aneurysm Clip(s)

**IMPORTANT INSTRUCTIONS:** Remove all metallic objects before entering the MRI scan room(ZONE 4) including hearing aids, cell/Vocera phone, watches, keys, hair pins & clips, barrettes, loose jewelry, safety pins, paperclips, money clip, credit/bank cards, coins, metal pens, pocket knife, nail clipper, employee ID tag, clipboard, calculators, or any other metallic devices.

I attest the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. I understand the importance of accuracy of information and safety of the MRI environment. Confidentiality of this form is assured.

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

MRI Supervisor/  
Clinical Instructor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Initials: \_\_\_\_\_ Tech Wanded: \_\_\_\_\_ Date: \_\_\_\_\_

Student Initials: \_\_\_\_\_ Tech Wanded: \_\_\_\_\_ Date: \_\_\_\_\_

Student Initials: \_\_\_\_\_ Tech Wanded: \_\_\_\_\_ Date: \_\_\_\_\_



## HARPER COLLEGE RAD TECH CLINICAL SITES CONTACT INFORMATION

<p><b><u>Advocate Good Shepherd Hospital</u></b> 450 Illinois 22, Barrington, IL 60010 Main-847.381.9600 X262224 Clinical Instructor – Jane Oehlerking Direct number: 847.842.2222 e-mail - <a href="mailto:jane.oehlerking@advocatehealth.com">jane.oehlerking@advocatehealth.com</a></p> <p><b><u>Alexian Brothers Hospital</u></b> 800 W. Biesterfield Rd Elk Grove Village, IL 60007 Main – 847.437.5500 Clinical Instructor – Jackie Kronforst Direct number: 847.437.5500 ext 3182 e-mail – <a href="mailto:Jaclyn.Kronforst@amitahealth.org">Jaclyn.Kronforst@amitahealth.org</a></p> <p><b><u>Centegra Hospital – McHenry</u></b> 4201 Medical Center Drive McHenry, IL 60050 Clinical Instructor – Jeanne Butler Main Hospital: 815.344.5000 Direct number: 815.759.4381 Light Room: 815.759.4045 e-mail – <a href="mailto:JButler@centegra.com">JButler@centegra.com</a></p> <p><b><u>Evanston Hospital</u></b> 2650 Ridge Ave. Evanston, IL 60201 Clinical Instructor – Jennifer E Szeszol Main Hospital: 847.570.2000 Direct number: 847-847-570-4620 e-mail: <a href="mailto:jszeszol@northshore.org">jszeszol@northshore.org</a></p> <p><b><u>Centegra Hospital-Huntley</u></b> 10400 Haligus Rd. Huntley, IL 60142 Clinical Instructor – Anders Grau Main Hospital: 224.654.0000 Direct number: 224.654.0790 Email - <a href="mailto:AGrau@centegra.com">AGrau@centegra.com</a></p>	<p><b><u>Lurie Childrens Hospital</u></b> 225 E Chicago Ave. Chicago, IL 60611 Clinical Instructor - Merima Karastanovic Direct number: 312.227.3522 e-mail - <a href="mailto:MKarastanovic@luriechildrens.org">MKarastanovic@luriechildrens.org</a></p> <p><b><u>Mt. Sinai Hospital</u></b> California at 15<sup>th</sup> Chicago, IL 60608 Main # 773.542.2000 Clinical Instructor – Normanda Holmes Direct number: 773-257-6502 e-mail – <a href="mailto:Normanda.holmes@sinai.org">Normanda.holmes@sinai.org</a></p> <p><b><u>Northwest Community Hospital</u></b> 800 W. Central Arlington Heights, IL 60005 Main – 847.618.1000 Clinical Instructor – Jennifer Bourmas Direct number: 847.618.5793 e-mail - <a href="mailto:JBourmas@nch.org">JBourmas@nch.org</a></p> <p><b><u>Rush University Medical Center – Chicago</u></b> 1653 West Congress Parkway Chicago, IL 60612-3833 Clinical Instructor –Elizabeth Gresey Direct number: Fax – 312. 942.2114 e-mail - <a href="mailto:Elizabeth_A_Gresey@rush.edu">Elizabeth_A_Gresey@rush.edu</a></p> <p><b><u>St. Alexius Medical Center</u></b> 1555 Barrington Road Hoffman Estates, IL 60194 Main-847.843.2000 Clinical Instructor – Pam Verkuilen Direct number: 847.755.7640 e-mail – <a href="mailto:Pamela.Verkuilen@amitahealth.org">Pamela.Verkuilen@amitahealth.org</a></p>
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## HARPER COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

### STEPS TO A THOROUGH EXAMINATION

1. Examine the requisition; make sure diagnosis fits the requested exam.
  2. Set up the x-ray room. Make sure you know the protocol, know and set an approximate technique.
  3. Get the patient. Introduce yourself. Check ID bracelet or verify name and DOB for outpatients. Read physician's order (from *chart for inpatients* or from prescription for outpatients)
  4. Have patient change clothes as appropriate. Remove all extraneous material from site being imaged. Watch for snaps on gowns, move them as needed.
  5. Get an accurate and thorough patient history in a private area.\*
    - A. What is patient complaining of?
      - Was it a traumatic injury?
      - Where does it hurt the most?
      - How long has it hurt, or when did the injury occur?(You will learn from experience and from the technologists what type of questions to ask based on the exam that is ordered. It varies widely.)
    - B. Does the order match the complaint? **If not, seek verification.**
  6. Explain the procedure. (This can be very simple, such as "I am going to take 3 pictures of your wrist in different positions. Tell me if I am hurting you." Other procedures may require a more in-depth explanation.
  7. Make sure the patient consents to the procedure.
  8. Close the exam room door (some rooms have a lock-out mechanism which will not let you make an exposure if the door is not closed completely.
  9. As you are doing the exam, explain what you need the patient to do. Give step by step instructions. Speak slowly and clearly. Yes, it IS your fault if the image needs repeating because your instructions were poor or not understood. Get an interpreter if necessary.
  10. When finished with the exam, explain to the patient what the next step in the process will be. This will vary depending on the patient's origin, i.e. ER Patient, Outpatient or Inpatient. This may also vary per institution so check with the technologist you are working with or your C.I. **Never** give a patient your opinion of the images. Explain to them that a radiologist must interpret the images and will forward the results to the ordering physician.
- \* When performing a competency, it is grounds for failure if you do not: Take or verify patient history prior to making an exposure. This is a radiation safety issue. You are the last gatekeeper before applying ionizing radiation to a human being. It is not uncommon for a mistake to be made by either the ordering physician or the person inputting the order. It is your responsibility to verify that the correct order has been made. Even if the order is correct, there are adjustments that may need to be made based on the patient history. Some of the reasons for getting the history in advance include: making sure that the correct side has been ordered, determining if there is hardware or pathology that would require adjustment of collimation size or technical factors, making sure that the

exam has not been done elsewhere recently, determining what positions/projections may be safely performed given the patient condition.

This is a professional and ethical requirement. See the ASRT Practice Standards for Radiography Number Two for details. This is the standard you are held to, and may be used as evidence of negligence were you to be sued.

## **NON-SMOKING CLINICAL REQUIREMENT**

### **Requirement Statement:**

Smoking is **not** permitted prior to or during a patient care assignment. With the possible health risks of allergy, smoke odors may pose a risk to some patient's safety. Also, it is highly desirable that healthcare professionals demonstrate healthy life style choices to peers, professional colleagues, and patients.

### **Procedure**

1. Students are required to take action to eliminate smoking odors prior to clinical. It is recommended that students not smoke within one hour prior to, or during the patient care assignment. This includes breaks and/or lunch breaks. Other methods for reducing the odor of smoke should be identified by the student to address this requirement.
2. Evidence of the odor of smoke or smoking prior to or during clinical will result in dismissal from clinical for the assignment day.
3. Refer to "Smoking Policy" in the *Harper College Catalog and Student Handbook*.

## **RADIOLOGIC TECHNOLOGY STUDENT POSITIONING MARKERS**

Each student will be given a set of "R" & "L" positioning markers prior to rotations at clinical sites. If these markers are lost or stolen, the student will be responsible for replacing the markers at a charge of \$22.00/ set.

### **Some advice to the new RAD student regarding your clinical experience...**

1. Be early and ready to start on time. Be there **every** day. You will need every minute of your clinical experience.
2. Wear the appropriate uniform, clean and pressed. Inappropriate clinical attire will result in you being penalized.
3. Stay with the technologist, or in the room to which you are assigned. If you need to leave the area for any reason, tell someone so they will not be searching for you.

4. Coffee breaks are not mandatory. (Lunch is.) Do not take advantage of your breaks. You may want to work there when you graduate. Look at this as an 18 month long job interview.
5. You must be assertive (but not aggressive). Volunteer for and look for something to do if your assigned area is not busy. For example, observing a radiographic procedure in another room or area.
6. Cleaning and stocking are part of what technologists do every day.
7. Do not be afraid to make a mistake or fail. If you don't make the attempt, you will never learn how to perform the exam. Jump in, do not be afraid or intimidated by a procedure. Participate in the procedure even if it is new to you.
8. Work independently of other students. The best way to learn how to perform a procedure is to start from the beginning and complete it to its end by yourself.
9. Ask many questions, but do it respectfully, and make sure you listen to the answer so you will not have to ask the same question again.
10. If a technologist performs a procedure using a different protocol than the protocol contained in Merrill's, don't tell them they did it wrong! Ask them to show you what they did, and why they like to do it that way.
11. Don't complain. You will quickly become someone no one wants to work with.
12. Regardless of the various personalities you will encounter, there will be always something you can learn from them.
13. **Do not** put yourself in the patient's place (imagining their pain), you will pass out. Step out before you pass out. (Soooo embarrassing.....)
14. Listen more (much more) than you speak. Never tell a tech *"you're doing it wrong."* They may have been trained differently, or learned a better way. So...watch carefully, take notes, ask questions in a respectful way\*, and figure out what works best for you.  
\**"I noticed you did \_\_\_\_\_. What do you like about this method?"*  
But you do need to know it from the book for your on campus/in class testing and your board exams.

## Harper College Radiologic Technology Program Affective Evaluation Form

<b>I. Initiative: Student's willingness to initiate and accept assignments.</b>	
	+2 <b>Superior:</b> Thinks and acts constructively; looks for things to do; hard worker; nearly always productive
	+1 <b>Above average:</b> Consistently above average; minimal reminders; utilizes time efficiently
	0 <b>Average:</b> Meets minimum requirements; needs encouragement
	-1 <b>Below Average:</b> Puts forth little effort; frequently has to be told; does just enough to get by
	-2 <b>Poor:</b> Puts forth practically no effort.
<b>II. Attendance: Does the student report to the clinical site on time with few absences or tardiness?</b>	
	+2 <b>Superior:</b> Consistently prompt and reliable, no days missed or tardy
	+1 <b>Above Average:</b> Very prompt; reliable in attendance; 1 occurrence of absent or tardy
	0 <b>Average:</b> Usually present and on time; 2-3 occurrences
	-1 <b>Below Average:</b> Frequently late or absent; 5 or less occurrences
	-2 <b>Poor:</b> Consistently absent or late, with or without excuse; more than 5 occurrences
<b>III. Personal Appearance/Hygiene: Consider cleanliness, neatness, adherence to dress code. Wears name tag and dosimeter.</b>	
	+2 <b>Superior:</b> Always follows the program's dress code; is neat, clean and well groomed.
	+1 <b>Above average:</b> Usually well-groomed and careful about appearance, dress code is followed.
	0 <b>Average:</b> Satisfactory personal appearance; sometimes needs reminding of dress code.
	-1 <b>Below Average:</b> Occasionally untidy and careless about personal appearance or hygiene.
	-2 <b>Poor:</b> Frequently untidy; personal appearance or hygiene unacceptable
<b>IV. Cooperation &amp; Attitude: Does the student work well with others and accept instruction and constructive criticism?</b>	
	+2 <b>Superior:</b> Excellent attitude and spirit of cooperation.
	+1 <b>Above Average:</b> Cooperative, good team worker; interacts well with staff
	0 <b>Average:</b> Satisfactory; does what is expected
	-1 <b>Below Average:</b> Sometimes accepts direction with manner showing displeasure; can be difficult to work with.
	-2 <b>Poor:</b> Inclined to be quarrelsome; spirit of cooperation and attitude not satisfactory
<b>V. Judgment: Does the student demonstrate the ability to apply knowledge and skills to practical applications?</b>	
	+2 <b>Superior:</b> Consistently handles difficult situations with authority and ease. Outstanding ability to learn and apply new tasks.
	+1 <b>Above Average:</b> Impressive in thinking things through and making good decisions.
	0 <b>Average:</b> Sometimes uses poor judgment in stressful situations
	-1 <b>Below Average:</b> Frequently uses poor judgment.
	-2 <b>Poor:</b> Consistently uses poor judgment in stressful situations
<b>VI. Professional Ethics: Does the student demonstrate integrity, respect for patients and others; and conforms to HIPAA regulations.</b>	
	+2 <b>Superior:</b> Conducts self in a professional manner at all times; conforms to professional standards.
	+1 <b>Above average:</b> Rarely exhibits behavior which could be considered unprofessional.
	0 <b>Average:</b> Demonstrates acceptable professional behavior.
	-1 <b>Below Average:</b> Sometimes exhibits unprofessional behavior i.e. negative attitude, discrimination in patient care, or careless with protected information.
	-2 <b>Poor:</b> Consistent negative attitude, rude, arrogant to patients and fellow technologists;

	discrimination in patient care exhibited, careless with protected information.
--	--

<b>VII. Quantity of Work: Amount of work a student does in a day; offers assistance and keeps self busy.</b>	
	+ 2 <b>Superior:</b> Consistently productive and does more than is required
	+ 1 <b>Above Average:</b> Very industrious; usually does more than is expected.
	0 <b>Average:</b> Volume of work satisfactory; meets minimum requirements
	- 1 <b>Below Average:</b> Does just enough to get by; rarely does more than is expected.
	- 2 <b>Poor:</b> Does not meet minimal requirements, is unlikely to complete semester requirements at this level of performance.
<b>VIII. Dependability: Can be relied upon to work conscientiously according to instructions, follow procedures, return from breaks on time, and has the ability to meet &amp; exceed objective requirements.</b>	
	+ 2 <b>Superior:</b> Dependable, consistent top performer.
	+ 1 <b>Above Average:</b> Dependable, meets requirements with enthusiasm.
	0 <b>Average:</b> Satisfactory performance.
	- 1 <b>Below average:</b> Needs frequent reminders to follow standard procedure.
	- 2 <b>Poor:</b> Continuous enforcement necessary.
<b>IX. Quality of Performance: Includes positioning progress, room readiness, radiation protection, patient care and organization of work.</b>	
	+2 <b>Superior:</b> Consistently competent and confident; exceptionally high quality of performance in all phases of practical applications.
	+1 <b>Above average:</b> Is exact, precise, requires little correction, consistently above average, recognizes mistakes and takes corrective action.
	0 <b>Average:</b> Usually accurate; makes only average number of mistakes.
	- 1 <b>Below average:</b> Careless; lack confidence; makes recurrent errors.
	- 2 <b>Poor:</b> Makes frequent errors due to lack of confidence; demonstrates little retention, exhibits poor patient care skill and/or organizational skills.
<b>X. Documentation: The student gathers and documents a thorough patient history, including LMP/pregnancy, allergies and kidney function if applicable.</b>	
	+2 <b>Superior:</b> Consistently obtains and documents a thorough patient history. Always documents LMP/pregnancy/allergies and kidney function if applicable.
	+1 <b>Above average:</b> Usually obtains and documents a thorough patient history. Always documents LMP/pregnancy/allergies and kidney function per hospital policy.
	0 <b>Average:</b> History sometimes incomplete. Always documents LMP/pregnancy/allergies and kidney function per hospital policy.
	-1 <b>Below Average:</b> History/documentation commonly incomplete or undocumented. Does not consistently document LMP/pregnancy/allergies/kidney function per hospital policy.
	-2 <b>Poor:</b> The student routinely does not gather appropriate patient history. Often does not question or document LMP/pregnancy/allergies/kidney function per hospital policy.

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Grading – Start with a numerical grade of 79, then adjust as follows. For each Superior add 2 points, for each Above Average add 1 point, for each Below Average subtract one point, and for each Poor, subtract 2 points. If a student receives all “Superiors” the grade is 100%.

Date \_\_\_\_\_ Grade \_\_\_\_\_  
 Student Name \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

### ARRT CLINICAL COMPETENCY TABLE

**Requirement:** Candidates must demonstrate competence in all 37 procedures identified as mandatory (M). Procedures should be performed on patients; however, up to eight mandatory procedures may be simulated if demonstration on patients is not feasible.

- Candidates must demonstrate competence in 15 of the 34 elective (E) procedures. Candidates must select one elective procedure from the head section. Candidates must select either Upper GI or Barium Enema plus one other elective from the fluoroscopy section. Elective procedures should be performed on patients; however, electives may be simulated (see previous page) if demonstration on patients is not feasible.
- Institutional protocol will determine the positions or projections used for each procedure.
- Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing, and image evaluation.
- A copy of the competency table must be carried on your person at all times during clinical training.

Imaging Procedure	Mandatory or Elective	Date Completed	Patient or Simulated	Competence Verified By
<b>Chest and Thorax</b>				
1. Chest	M			
2. Chest AP (Wheelchair or Stretcher )	M			
3. Ribs	M			
4. Chest Lateral Decubitus	E			
5. Sternum	E			
6. Upper Airway (Soft-Tissue Neck)	E			
<b>Upper Extremity</b>				
1. Thumb or Finger	M			
2. Hand	M			
3. Wrist	M			
4. Forearm	M			
5. Elbow	M			
6. Humerus	M			
7. Shoulder	M			
8. Trauma: Shoulder (Scapular Y, Transthoracic or Axillary)*	M			
9. Scapula	E			
* Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.				
Imaging Procedure	Mandatory or Elective	Date Completed	Patient or Simulated	Competence Verified By

10. Clavicle	M			
11. AC jts	E			
12. Trauma: Upper Extremity Non-shoulder	M			
<b>Lower Extremity</b>				
1. Toe	E			
2. Foot	M			
3. Ankle	M			
4. Knee	M			
5. Tibia-Fibula	M			
6. Femur	M			
7. Trauma: Lower Extremity*	M			
8. Patella	E			
9. Calcaneus (Os Calcis)	E			
<b>Head – Candidates must select at least one elective procedure from this section.</b>				
1. Skull	E			
2. Sinuses	E			
3. Mandible	E			
4. Facial bones	E			
5. Nasal bones	E			
6. Orbits	E			
7. Zygomatic Arches	E			
8. TMJs	E			
<b>Spine and Pelvis</b>				
1. Cervical Spine	M			
2. Cross-Table (Horizontal Beam) Lateral Spine	M			
3. Thoracic Spine	M			
4. Lumbar Spine	M			
5. Pelvis	M			
6. Hip	M			
7. Cross Table (Horizontal Beam) Lateral Hip	M			
8. Sacrum and/or Coccyx	E			
9. Scoliosis Series	E			
10. Sacroiliac Joints	E			
<b>Imaging Procedure</b>	<b>Mandatory or Elective</b>	<b>Date Completed</b>	<b>Patient or Simulated</b>	<b>Competence Verified By</b>



<b>Abdomen</b>				
1. Abdomen Supine (KUB)	M			
2. Abdomen Upright	M			
3. Abdomen Decubitus	E			
4. Intravenous Urography	E			
<b>Fluoroscopy Studies – Candidates must select either Upper GI or Barium Enema* plus one other elective procedure from this section.</b>				
1. Upper GI Series (Single or Double Contrast)	E			
2. Barium Enema (Single or Double Contrast)	E			
3. Small Bowel Series	E			
4. Esophagus	E			
5. Cystography/ Cystourethrography	E			
6. ERCP	E			
7. Myelography	E			
8. Arthrography	E			
9. Hysterosalpingography	E			
<b>Mobile C-arm Studies</b>				
1. C-Arm Procedure (requiring manipulation to obtain more than one projection)	M			
2. Surgical C-Arm Procedure (Requiring manipulation around a sterile field)	M			
<b>Mobile Radiographic Studies</b>				
1. Chest	M			
2. Abdomen	M			
3. Orthopedic	M			
<b>Pediatric (Age 6 or younger)</b>				
1. Chest Routine	M			
2. Upper Extremity	E			
3. Lower Extremity	E			
4. Abdomen	E			
<b>Imaging Procedure</b>	<b>Mandatory or Elective</b>	<b>Date Completed</b>	<b>Patient or Simulated</b>	<b>Competence Verified By</b>

5. Mobile Study	E			
<b>Geriatric Studies (At Least 65 Years Old &amp; Physically or Cognitively Impaired as a Result of Aging)</b>				
1. Chest	M			
2. Upper Extremity	M			
3. Lower Extremity	M			

\*Harper Radiologic Technology Program requirements differ from the ARRT requirements in that all students must perform both an Upper GI and Barium Enema. Simulations are not allowed for these exams.

### **Competency List:**

During clinical rotations, students are required to have a copy of their competency list available at all times, since this is the only means the supervising technologists, clinical instructors and/or Harper College Faculty have to determine if the student has achieved competency for a specific imaging procedure. The competency list will also assist in regulating which procedures are mandatory to fulfill semester and ARRT requirements. Failure to have the competency list on your person, will result in disciplinary action.

### **ARRT General Patient Care Competencies**

Student must be CPR certified and demonstrate competence in the remaining nine patient care activities listed below. The activities should be performed on patients whenever possible, but simulation is acceptable.

<b>General Patient Care Procedures</b>	<b>Date Completed</b>	<b>Competence Verified by</b>
CPR Certified		
Vital Signs-Blood Pressure		
Vital Signs-Temperature		
Vital Signs-Pulse		
Vital Signs-Respiration		
Vital Signs-Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture		
Transfer of Patient		
Care of Patient Medical Equipment (e.g. Oxygen Tank, IV Tubing)		



**RADIOLOGIC TECHNOLOGY PROGRAM  
ORIENTATION CHECKLIST**

<b>The student is able to:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Locate emergency supplies			
Locate trauma cart (crash cart)			
Locate technique charts			
Locate consent forms			
Perform isolation and room cleaning procedures			
Take patient histories properly			
Know how to call a code			
Locate fire extinguishers			
Locate fire and disaster plans			
Know the procedures for a chemical spill			
Locate contrast media			
Locate general room supplies including linen			
Stock rooms			
Know closest exit routes from building			

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Institution: \_\_\_\_\_

Course: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_



**RADIOLOGIC TECHNOLOGY PROGRAM  
TRANSPORTATION OBJECTIVES\***

<b>The student is able to:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Show professional conduct with patients and co-workers			
Insure the patient's safety, comfort, privacy, and modesty at all times			
Log patients in and out of the nursing unit			
Log patients in and out of the imaging department			
Control the functions of the patient wheelchair and cart, including locks, raising and lowering side rails, etc.			
Identify various patient accessories including IV bags, tubes, cardiac monitors, oxygen devices, and urinary drainage catheters			
Practice standard precautions at all times			
Identify all patients per hospital policy			
Locate charts kept on floor and in radiology			

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Course: \_\_\_\_\_  
Evaluator Signature: \_\_\_\_\_  
Student Signature: \_\_\_\_\_

**\* Patient Transport and Transfer**

**Students may not transfer patients to or from the patient floors or to an area not immediately adjacent to the imaging area without being accompanied by a staff member. Students may not transfer patients from or to their beds unless they are assisted.**



## HARPER COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

## CLINICAL ATTENDANCE RECORD

Student\_\_\_\_\_

[illegible]



**RADIOLOGIC TECHNOLOGY PROGRAM  
X-RAY ROOM OBJECTIVES**

<b>The student is able to:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Change table position			
Demonstrate proper installation and removal of footboard			
Control movement of table top			
Manipulate bucky tray/DR Plate			
Determine grid type/ratio			
Activate rotor/exposure switches			
Locate Technique Chart/Protocol Book			
Set Technique			
Manipulate all tube locks			
Demonstrate proper use of detents/centering marks			
Activate light field switch			
Demonstrate use of collimator shutter controls			
Locate and demonstrate use of tape measure			
Locate all positioning aids			
Manipulate position of table bucky/chest board			
Locate on/off switch			
Locate radiation protection devices			
Locate calipers			

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Course: \_\_\_\_\_  
Evaluator Signature: \_\_\_\_\_  
Student Signature: \_\_\_\_\_



**RADIOLOGIC TECHNOLOGY PROGRAM  
FLUOROSCOPIC ROOM OBJECTIVES**

<b>The student is able to:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Change table position (vertical/horizontal)			
Demonstrate proper installation and removal of foot board			
Attach Shoulder/Hand supports			
Manipulate bucky tray			
Identify bucky slot cover			
Control movement of the table top			
Activate fluoro tube			
Reset fluoro timer			
Set technique			
Locate/activate TV monitor			
Locate foot pedal			
Locate prep/exposure button			
Move carriage			
Set safety locks			
Locate grid			
Locate shutters			
Locate cone			
Locate magnification button			
Locate image intensification tube (if applicable)			
Locate fluoro x-ray tube			
Locate on/off switch			
Locate radiation protection devices			

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Course: \_\_\_\_\_  
Evaluator Signature: \_\_\_\_\_  
Student Signature: \_\_\_\_\_



## RADIOLOGIC TECHNOLOGY C-ARM OBJECTIVES

The student is able to:	YES	NO	N/A
Connect C-arm to monitor, connect to power, power unit on			
Manipulate all locks/C-Arm movements -move C from vertical to horizontal -wig/wag -orbit up and over/AP to Lateral - tilt caudal/cephalic			
Demonstrate different c-arm positions			
Activate exposure and fluoro switches			
Set techniques			
Identify the image intensifier			
Identify the x-ray tube			
Demonstrate use of collimator shutter controls			
Demonstrate forward motion control			
Demonstrate reverse motion control			
Demonstrate proper recharging procedure			
Demonstrate use of shielding			
Save and Swap images			
Raise and Lower Height of C-Arm			
Image Manipulation on Monitor (rotation/flipping for position of machine)			
Demonstrate use of 5-minute timer			
Turn unit off and store C-arm			

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Institution: \_\_\_\_\_ Course: \_\_\_\_\_  
 Evaluator Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_





**RADIOLOGIC TECHNOLOGY  
PORTABLE OBJECTIVES**

<b>The student is able to:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Release/Lock vertical control			
Release/Lock horizontal extension control			
Release/Lock tube rotation control			
Release/Lock swivel control			
Turn unit on and off			
Release safety brake			
Set technique			
Activate rotor/exposure control			
Activate field light switch			
Demonstrate use of collimator shutter controls			
Locate and demonstrate use of tape measure			
Demonstrate forward motion control			
Demonstrate reverse motion control			
Demonstrate proper recharging procedure			
Demonstrate use of shielding			

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Institution: \_\_\_\_\_

Course: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

HARPER COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
EXIT SURVEY

Name\_\_\_\_\_

Date of Graduation\_\_\_\_\_

Please answer the questions on the following page. Your feedback is important for the program to best meet the educational needs of future students. Your assistance is greatly appreciated. Thank you!

**INSTRUCTIONS: Consider each item separately and rate each item independently of all others. Circle the rating that indicates the extent to which you agree with each statement. Please do not skip any rating. If you do not know about a particular area, please circle N/A.**

**5 = Strongly Agree   4 = Generally Agree   3 = Neutral (acceptable)   2 = Generally Disagree   1 = Strongly Disagree   N/A = Not Applicable**

1. How would you rate your overall satisfaction with the Harper College Radiologic Technology Program?

5      4      3      2      1      N/A

Comments:

2. Did the program adequately prepare you to begin professional practice?

5      4      3      2      1      N/A

Comments:

3. Do you feel all of your clinical rotations were good learning experiences?

5      4      3      2      1      N/A

Comments:

4. Do you think the sequence of classes and clinical rotations were beneficial to learning?

5      4      3      2      1      N/A

Comments:

5. Do you feel that the program has adequately prepared you to take the ARRT Board Exam?

5      4      3      2      1      N/A

Comments:

6. Would you choose the Harper College Radiologic Technology Program again?

5      4      3      2      1      N/A

Comments:

7. Clinical/Didactic

Please evaluate how well the Harper College Radiography Program prepared you in the following:

• RAD 101 Introduction to Radiologic Technology	5	4	3	2	1	N/A
• RAD 102 Procedures I	5	4	3	2	1	N/A
• RAD 103 Principles I	5	4	3	2	1	N/A
• RAD 105 Procedures II	5	4	3	2	1	N/A
• RAD 106 Principles II	5	4	3	2	1	N/A
• RAD 107 Clinical Education I	5	4	3	2	1	N/A
• RAD 201 Clinical Education II	5	4	3	2	1	N/A
• RAD 202 Procedures III	5	4	3	2	1	N/A
• RAD 222 Procedures IV	5	4	3	2	1	N/A
• RAD 223 Advanced Radiographic Principles	5	4	3	2	1	N/A
• RAD 224 Radiobiology	5	4	3	2	1	N/A
• RAD 225 Clinical Education III	5	4	3	2	1	N/A
• RAD 228 Digital Imaging	5	4	3	2	1	N/A
• RAD 236 Pathology	5	4	3	2	1	N/A
• RAD 238 Sectional Anatomy	5	4	3	2	1	N/A
• RAD 258 Radiologic Seminar	5	4	3	2	1	N/A
• RAD 239 Special Procedures	5	4	3	2	1	N/A
• RAD 240 Clinical Education IV	5	4	3	2	1	N/A
• RAD 251 Clinical Education V	5	4	3	2	1	N/A
• HSC 112 Medical Terminology	5	4	3	2	1	N/A
• HSC 165 Basic Pharmacology	5	4	3	2	1	N/A
• HSC 213 Medical ethics	5	4	3	2	1	N/A

Comments:

8. How well did the program help develop the following skills?

• Critical thinking	5	4	3	2	1	N/A
• Problem solving skills	5	4	3	2	1	N/A
• Film Evaluation	5	4	3	2	1	N/A
• Communication skills	5	4	3	2	1	N/A
• Interpersonal Relationship Skills	5	4	3	2	1	N/A
• Ethical Judgment	5	4	3	2	1	N/A

Comments:

9. PERSONNEL RESOURCES (PROGRAM FACULTY)

A. Effectiveness of Faculty:

1. In the classroom	5	4	3	2	1	N/A
2. In the laboratory	5	4	3	2	1	N/A
3. In the clinical area	5	4	3	2	1	N/A

B. Faculty number is adequate:

1. In the classroom	5	4	3	2	1	N/A
2. In the laboratory	5	4	3	2	1	N/A
3. In the clinical area	5	4	3	2	1	N/A

C. Faculty members have good rapport with students.

5	4	3	2	1	N/A
---	---	---	---	---	-----

D. Faculty members are willing to help students with academic needs.

5	4	3	2	1	N/A
---	---	---	---	---	-----

E. Faculty ensures student representation on the advisory committee.

5	4	3	2	1	N/A
---	---	---	---	---	-----

F. RAD Tech Tutors provide assistance to the students when needed.

5	4	3	2	1	N/A
---	---	---	---	---	-----

Comments:

G. RAD Tech Tutors were available adequate amount of time throughout the week.

5	4	3	2	1	N/A
---	---	---	---	---	-----

H. The required monthly tutoring hours helped prepare students for clinical rotations.

5	4	3	2	1	N/A
---	---	---	---	---	-----

Comments:

10. PHYSICAL RESOURCES

A. Instructional Resources: Classrooms

5	4	3	2	1	N/A
---	---	---	---	---	-----

B. Instructional Resources: Laboratory

5	4	3	2	1	N/A
---	---	---	---	---	-----

Comments:

11. LIBRARY'S RESOURCES

A. The program faculty and/or the library personnel, offer orientation and demonstration of the library services.

5	4	3	2	1	N/A
---	---	---	---	---	-----

B.	The institutional library personnel provide assistance to the students when needed.	5	4	3	2	1	N/A
C.	The libraries provide sufficient materials to support classroom assignments.	5	4	3	2	1	N/A
D.	The library hours	5	4	3	2	1	N/A
E.	Program assignments require the use of library resources.	5	4	3	2	1	N/A

Comments:

12. STUDENT INSTRUCTIONAL SUPPORT SERVICES (TUTORS, COMPUTER LAB, ETC.)

A.	Tutors provide assistance to the students when needed.	5	4	3	2	1	N/A
B.	Audiovisual and computer equipment are available to students for class assignments and activities.	5	4	3	2	1	N/A
C.	Computer resources are adequate to support the curriculum.	5	4	3	2	1	N/A
D.	Student Instructional Support Services are readily accessible to all students.	5	4	3	2	1	N/A

Comments:

13. What improvements would you recommend for the Program?

FUTURE PLANS

\_\_\_ I have accepted a non-degree related position. What made you choose this position and not a degree-related position? \_\_\_\_\_

\_\_\_ I am attending further schooling instead of pursuing employment.  
College/Degree? \_\_\_\_\_

\_\_\_ I am employed but have plans to continue my education in the future.  
Please explain. \_\_\_\_\_

\_\_\_ Other plans? \_\_\_\_\_

Please provide a permanent address and phone number.

## RADIOLOGIC TECHNOLOGY GRADUATE SURVEY

As part of the accreditation process, Harper College's Radiologic Technology Program is seeking feedback from the recent graduates. This survey is designed to assist in identifying the strengths and areas needing improvement for the program. All the results will be kept confidential and are used for program assessment purposes only.

### EMPLOYMENT INFORMATION

1. Are you currently practicing in the radiography field?
  - a. Yes
  - b. No
  
2. What is your current employment status? MARK ALL THAT APPLY
  - a. 30 or more hours per week as a radiographer
  - b. 20-29 hours per week
  - c. Less than 20 hours per week
  - d. Employed as part-time radiographer by choice
  - e. Employed as part-time radiographer but would prefer full-time employment
  - f. Employed in two or more part-time jobs as radiographer equaling full-time employment
  - g. Employed outside the radiography field by choice
    - i. Job title:\_\_\_\_\_
    - ii. Why did you prefer this?\_\_\_\_\_
  - h. Employed outside the radiography field but would prefer working as radiographer
  - i. Unemployed, but searching for employment
  - j. Unemployed, but enrolled in college
  - k. Unemployed for other reason, specify:\_\_\_\_\_

If you are unemployed, then please skip to **EDUCATION** section.

3. Is this the work schedule you desire?
  - a. Yes
  - b. No
  
4. Did you have to relocate to find employment?
  - a. Yes
  - b. No
  - c. Willing to relocate but have not found work
  - d. Not willing to relocate and have not found work

If you are NOT employed as a radiographer, then please skip to **EDUCATION** section.

5. Describe the location of your PRIMARY practice (where you spend the majority of your time).
  - a. Urban
  - b. Suburban
  - c. Rural, specify location (city/state/zip):\_\_\_\_\_
  
6. Describe the setting of your PRIMARY practice.
  - a. Clinic
  - b. Physician's Office, type of physician:\_\_\_\_\_
  - c. Hospital
  - d. Treatment Center
  
7. Please provide your hourly pay/salary information.

(Insert standard salary ovals here)

8. Do you feel prepared to provide radiographic technology to a culturally diverse population?
  - a. Yes
  - b. No
9. How long did it take you to secure a position as a radiographer after graduation?
  - a. 0-4 months
  - b. 5-8 months
  - c. 9-12 months
  - d. Over one year

## EDUCATION

1. Are you currently working toward an additional college degree?
  - a. Yes
    - i. Main area of study: \_\_\_\_\_
    - ii. College: \_\_\_\_\_
  - b. No
2. What are your plans for further education?
  - a. No plans
  - b. Currently enrolled in Bachelor's program
  - c. Currently enrolled in Master's program
  - d. Plan to enroll in Bachelor's or Master's program in next 1-2 years
  - e. Plan to pursue a degree in another field
  - f. Undecided
3. What was your greatest challenge(s) in transitioning from the educational setting to employment?  
(Open-ended box)

## PROFESSIONAL GROWTH CONTRIBUTIONS

1. What is your current ARRT registry status?
  - a. Passed registry on first attempt
  - b. Passed registry on second attempt
  - c. Passed registry on third attempt
  - d. Have not passed registry
  - e. Have not taken registry exam
2. What is your current IEMA status (division of Nuclear Safety License)?
  - a. Have Illinois license
  - b. Have license in other state, specify: \_\_\_\_\_
  - c. Not applicable
3. Do you belong to professional organization in radiologic technology?
  - a. Yes, specify: \_\_\_\_\_
  - b. No
4. What time of continuing education have you participated?
  - a. Conferences
  - b. Online
  - c. Other, specify: \_\_\_\_\_

## COMPETENCIES

(Rating 1-5 on right-side columns for each question)

## **KNOWLEDGE BASE**

1. The program helped me acquire the:
  - a. Knowledge necessary to function as radiographer in healthcare setting:
  - b. Radiologic technology didactic theory necessary to function as radiographer in healthcare setting:
  - c. General medical knowledge (anatomy, physiology, pharmacology, etc.) necessary to function as radiographer in healthcare setting:
  - d. Clinical knowledge necessary to function as radiographer in healthcare setting:

## **PROFESSIONAL SKILLS**

1. The program prepared me to perform an appropriate range of radiographic examinations:
2. The program prepared me to perform basic patient assessment and care:
3. The program introduced me to an appropriate level of technological advancements (CR, DR, PACS, etc.) when applicable:
4. The program provided me with sufficient clinical skills to function as entry level radiologic technologist:
5. The program prepared me to communicate effectively, utilizing both written and verbal skills with patients and all healthcare professionals:
6. The program prepared me to conduct myself in an ethical and professional manner:
7. The program prepared me to function effectively as a member of a healthcare team:
8. The program prepared me to function with the guidelines of the medical imaging laboratory:
  
9. Overall, how satisfied were you with the Radiologic Technology program at Harper?

Program Strengths Open-Ended Box

Program Improvements Open-Ended Box



## **Clinical Affiliate Evaluation**

It is vital to the success of the Radiologic Technology Program that we evaluate the quality of the clinical education component. We would appreciate your input regarding the clinical education experience you received at this clinical affiliate. The information you provide will be used in an attempt to improve future clinical affiliations.

Clinical Affiliate Name \_\_\_\_\_ Semester \_\_\_\_\_ 20\_\_

Check one : RAD 107\_\_\_\_ RAD 201\_\_\_\_ RAD 225\_\_\_\_ RAD 240\_\_\_\_

**1. The volume of patient exams was sufficient for me to obtain the required objectives of the rotation.**

5 – Strongly Agree   4 – Agree   3 – Undecided   2- Disagree   1 – Strongly Disagree

**Comments:**

**2. The variety of patient exams was sufficient for me to obtain the required objectives of the rotation.**

5 – Strongly Agree   4 – Agree   3 – Undecided   2- Disagree   1 – Strongly Disagree

**Comments:**

**3. I feel that I had the resources required to meet the objectives of the clinical rotation.**

5 – Strongly Agree   4 – Agree   3 – Undecided   2- Disagree   1 – Strongly Disagree

**Comments:**

**4. Hospital personnel were cooperative during the rotation.**

5 – Strongly Agree   4 – Agree   3 – Undecided   2- Disagree   1 – Strongly Disagree

**Comments:**

**5. I received an adequate orientation to the area or institution to which I was assigned.**

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

**Comments:**

**6. Radiographers and other staff were willing and prepared to work with students assigned to the area or institution.**

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

**Comments:**

**7. The clinical instructor or a registered technologist was available for practice/class time and competency evaluations.**

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

**Comments:**

**8. This clinical affiliate met my expectations.**

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

**Comments:**

In the space provided, please comment upon any item in which you responded either Disagree or Strongly Disagree. We would appreciate any suggestions which might improve the experience you had at this clinical affiliate.

**CLINICAL INSTRUCTOR EVALUATION**  
**HARPER COLLEGE**  
**RADIOLOGIC TECHNOLOGY PROGRAM**

Instructor: \_\_\_\_\_

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

Course #: \_\_\_\_\_

SA – Strongly Agree      You strongly agree with the statement as it applies to the instructor

A – Agree                      You agree more than you disagree with the statement as it applies to the instructor

D – Disagree                      You disagree more than you agree with the statement as it applies to the instructor

SD –Strongly Disagree      You strongly disagree with the statement as it applies to the instructor

		SA	A	D	SD
1.	This instructor is a good role model for professional skills, attitudes and values.				
2.	The clinical instructor demonstrated knowledge of Harper College's programmatic policies and procedures.				
3.	The clinical instructor demonstrated knowledge of the semester's objectives/requirements.				
4.	This instructor gives constructive feedback regarding student performance on radiographic examinations.				
5.	This instructor shows genuine concern for students.				
6.	I feel that I can come to this instructor with questions or problems regarding my clinical experience.				
7.	This instructor stimulates and motivates students to think critically and problem solve.				
8.	The clinical instructor was accessible when needed.				
9.	This instructor's overall attitude toward teaching and clinical supervision is good.				
10.	Overall, the clinical instructor related effectively and positively with students.				
11.	This instructor demonstrates a high degree of clinical competence in both radiographic and patient care duties.				
12.	This instructor exhibits proper conduct and attitude toward patients, students and coworkers when participating in exams.				

Additional comments may be placed here or on the back of the sheet:

**Harper College  
Radiologic Technology Program**

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**Social Networking and Privacy Policy**

**PERSONAL EXPRESSION**

Personal Blogs and social networking (i.e Facebook, Twitter, LinkedIn, etc.) contain the personal viewpoint and/or opinions of a particular student, and in no way express the policies or viewpoints of the college and/or clinical education setting (hospital or clinic). However, this may not be readily apparent to the reader of said media, and the student author may be held liable as representing the views of the college (program) and/or clinical education setting. Therefore, it is highly recommended that students do not document experiences in the clinical setting in social media or blogs.

Discussion of personalities or interactions involving college faculty, clinical instructors, other students, physicians, hospital personnel or patients is not permitted. Students may also not discuss problems, issues or negative experiences encountered either on campus or during their clinical experiences in any online forum. Any concerns experienced in these areas should be discussed with the appropriate college personnel.

**PRIVACY/CONFIDENTIALITY/PROPRIETARY INFORMATION**

When posting to blogs or other social media networks, students may not disclose any private medical information, proprietary or trade secrets (intellectual property rights), sensitive information from the clinical education sites or other third parties.

**LIMITATIONS**

Any posts to blogs or other social networks must comply with Harper College and Harper College Radiologic Technology program policies and procedures, including but not limited to: the Code of Conduct and HIPAA compliance. Photographs of any Harper College Faculty including adjunct instructors and clinical instructors may not be posted on any social networking site without their express permission. In order to maintain an appropriate level of respect between any current students and all faculty, any contact via social networking sites must be considered carefully and is generally discouraged by the Harper College Radiologic Technology Program. Current students shall not “friend” (on Facebook) any member of the Harper College Radiologic Technology program faculty including adjuncts and clinical instructors. The Harper College Rad Tech Facebook page may be used for contact between students, former students and faculty, but this site is not administered by Harper College or its employees. Posts to this site must follow all of the above guidelines regarding privacy, confidentiality and respect. When posting to a blog or other social networking site, assume faculty, other students, co-workers, clients/patients, hospital personnel and potential future employers may have access to this information, now, or in the future.

The Harper College Radiologic Technology program will determine, in its sole discretion, whether a particular internet posting violates professional (ARRT/ASRT) and/or program, and/or Harper College policies. As with all other program policies, violation of this policy is subject to progressive disciplinary action, up to and including suspension or dismissal from the program, depending on the severity of the violation.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read and agree to comply with the terms of this policy outlining understanding of my responsibility to Harper College and the Harper College Radiologic Technology program with regards to social networking. I understand that violation of this policy may result in disciplinary action up to and including dismissal from the program.

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

Printed Name: \_\_\_\_\_

**Appendix 1**  
**Acknowledgement of Receipt of the Harper College Radiologic Technology Handbook and Clinical Lab Manual**

By signing this page, I acknowledge that I have received the Radiologic Technology Program Student Handbook that I am responsible for knowledge of its contents, and I agree to adhere to the rules and procedures it contains.

SIGNATURE \_\_\_\_\_DATE\_\_\_\_\_

NAME (PRINT) \_\_\_\_\_

## Health Careers Student Signature Sheet

## Program/Course: Radiologic Technology

I realize that I am responsible for complying with the policies, procedures and guidelines of the College, HC Division and health program/courses including but not limited to the following:

Catalogues/Guidelines books

- Harper College Catalogue and Student Handbook
- Division guidelines, policies and procedures
- Program Guidelines and lab/clinical manuals

Required program clinical participation policies including but not limited to:

- **Maintaining required CPR credentials\***
- **Completing of initial and ongoing health requirements\***
- **Participating in required criminal background investigations\***
- **Verifying health insurance\***
- Completing and annually reviewing required clinical educational programs (i.e. Medcoms)
- Complying with college and clinical agency specific policies, procedures and practices, including TJC, IEMA and OSHA standards.
- Acknowledging the pregnancy policy.
- Maintaining HIPAA and confidentiality standards and universal standards precautions at all times, including the campus lab as well as in the clinical setting.
- Performs the essential functions for health career program students independently or with reasonable accommodations.

**\* The deadline to complete these requirements is Dec 1 ,2019.**

Student behavior and conduct: I realize I must

- Demonstrate principles of professional behavior as defined by the program in the guidelines book or course syllabus.
- Comply with characteristics of academic honesty as defined by the Harper College Code of Conduct, program guidelines book and course syllabus.
- Assume active role for learning process through engagement and compliance with program and course requirements.
- Be respectful of campus classroom, lab and locker spaces, and adhere to rules of use for them, with attention to safety.

***Furthermore, I also realize that:***

- *The college, division and/or program reserve the right to change policies, procedures and guidelines without prior notification, and that the College, Division or Program will inform me of those changes.*
- *This signed document will be placed in my student folder in the Health Career Programs Division.*
- *Failure to comply with the policies, procedures or guidelines of college, the HC division, the program and the clinical agencies assigned to may result in grade reduction, course failure or dismissal from the program. Note that if behaviors result in a clinical agency refusing to allow me to return, the program/college is not obligated to find me an alternate clinical site, which in turn will affect my participation in the program.*

Name (print): \_\_\_\_\_

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

## Appendix 3



### EMPLOYER SURVEY CONSENT FORM

**Purpose:** The JRCERT requires the Harper College Radiologic Technology Program to conduct follow-up employer surveys on recent graduates. After reviewing the Employer Survey, please indicate your approval by signing the statement below. This consent form and survey will be sent to your employer approximately six months after graduation.

I \_\_\_\_\_, give permission to my present employer to complete the employer survey and return it to the Harper College Radiologic Technology Program Coordinator.

\_\_\_\_\_  
Signature of Graduate

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date



## Appendix 4

### Last Chance Clinical Education Agreement

It is understood and agreed that \_\_\_\_\_ behavior at \_\_\_\_\_ (clinical affiliate of the Harper College Radiologic Technology Program) has been unprofessional in terms of following guidelines of the Harper College Radiologic Technology Program Student Handbook in regards to clinical behavior.

\_\_\_\_\_ has been given written warnings/suspensions on the dates and for the reasons listed below:

	Date	Infraction
1)		
2)		
3)		

\_\_\_\_\_ is hereby placed on probation status which is effective from the current date until \_\_\_\_\_. In the event \_\_\_\_\_ violates any rule that is set forth in the Harper College Radiologic Technology Program Student Handbook regarding clinical behavior, he/she will be dismissed from \_\_\_\_\_ clinical site.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Clinical Instructor \_\_\_\_\_

*Copy: Clinical Instructor*

*Program Director*

*Student*

## Appendix 5

### Harper College Radiologic Technology Program Biweekly Clinical Conference Report

Student Name \_\_\_\_\_ Observation Dates \_\_\_\_\_

The evaluator may simply check the selected column, or, write out a specific area of concern in the appropriate column. For example: If the student doesn't show initiative, they may write 1.1.c. in the "Needs Improvement" column. Additional comments may be added in Section II if desired.

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
<b>1.1 Professionalism:</b> a. Follows college and Clinical Affiliate Codes and policies b. Accepts constructive criticism c. Shows initiative to perform procedures and a desire to learn d. Is reliable, dependable and punctual e. Works as a team player				
<b>1.2 Critical Thinking:</b> a. Reacts effectively and professionally to stressful work situations b. Makes appropriate independent decisions c. Demonstrates control under pressure d. Reports issues/concerns to the appropriate supervisor				
<b>1.3 Clinical Competence:</b> Performs procedures safely, independently, consistently, and effectively				
<b>1.4 Communication Skills:</b> Demonstrates effective communication skills with co-workers and patients				
<b>1.5 Overall Clinical Performance:</b> Student's overall performance for the specified period.				

Clinical Instructor's Additional Comments:

Student comments:

\_\_\_\_\_  
Clinical Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Faculty

\_\_\_\_\_  
Date

**APPENDIX 6  
HARPER COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
CLINICAL EXAM LOG**

Name\_\_\_\_\_

Clinical Site\_\_\_\_\_

Indicate level of participation O – Observed, A – Assisted, P – Performed. If the student *performed* the exam, was a repeat necessary? If yes, put down the initials of the tech that supervised the performance of the repeat. Please put multiple exams on the same patient in separate rows.

Date	Exam	MR #	O/A/P	Repeat required Y/N	Supervising Tech
1.				Y/N	
2.				Y/N	
3.				Y/N	
4.				Y/N	
5.				Y/N	
6.				Y/N	
7.				Y/N	
8.				Y/N	
9.				Y/N	
10.				Y/N	
11.				Y/N	
12.				Y/N	
13.				Y/N	
14.				Y/N	
15.				Y/N	
16.				Y/N	
17.				Y/N	
18.				Y/N	
19.				Y/N	
20.				Y/N	
21.				Y/N	
22.				Y/N	
23.				Y/N	
24.				Y/N	
25.				Y/N	
26.				Y/N	
27.				Y/N	
28.				Y/N	
29.				Y/N	
30.				Y/N	

