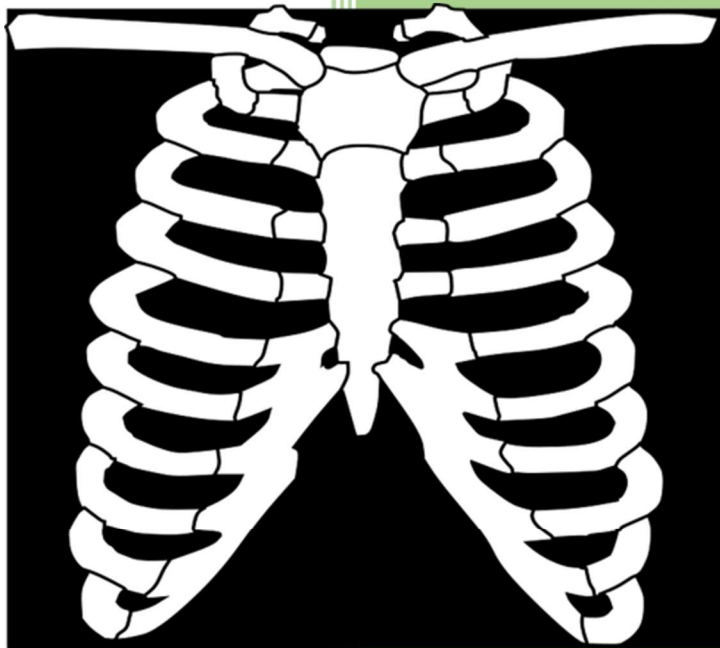


Wiregrass Radiologic Technology Student Handbook - Class of 2026



Handbook Belongs To: _____

Entry Date _____

Anticipated Graduation Date _____

Effective Fall 2025

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Wiregrass Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wiregrass Georgia Technical College.

Wiregrass Georgia Technical College is a Unit of the Technical College System of Georgia.

Accreditation Status

Wiregrass Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wiregrass Georgia Technical College.

The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard. Other inquiries, such as admission requirements, financial aid, educational programs, etc., should be addressed to Wiregrass Georgia Technical College, 4089 Val Tech Road, Valdosta, Georgia 31602, telephone 229-333-2100, and fax 229-333-2129.

The Radiologic Technology program is a Joint Review Committee on Education in Radiologic Technologic Technology (JRCERT) accredited program. Contact the JRCERT at 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 or call 312-704-5300 for questions about the accreditation of Wiregrass Georgia Technical College Radiologic Technology Program.

The American Registry of Radiologic Technologists (ARRT) recognizes the Radiologic Technology program because of the college's SACSCOC Accreditation and the program's JRCERT Accreditation. Graduates are eligible to apply for the ARRT primary certification in Radiography.

JRCERT Standards

The JRCERT Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. The standards require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; to provide assurance that it can continue to meet accreditation standards. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Included in this handbook is an abbreviated copy of the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. If at any time during enrollment in the Radiologic Technology program a student feels the program is not in compliance, these noncompliant issues must be in writing and first discussed with the Program Director. The Program Director has five business days to respond. If the student is not satisfied, discussion should be taken to the Dean of Health Sciences. The Dean of Health Sciences has five days to respond. If the student is not satisfied, he / she can then go to the Associate Vice President of Academic Affairs who has five business days to respond. At any time, the student can contact the JRCERT at the address provided above. The student's written allegation of noncompliance and resolution will be filed and held in strictest confidence.

Standard One: Accountability, Fair Practices and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Students may view the complete version of the Standards at the JRCERT website: www.jrcert.org.

Legal Limitations for Licensure and Employment

According to the American Registry of Radiologic Technologists, application for primary certification in Radiography may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law. Additionally, many healthcare facilities may not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits, including alcohol or drug abuse. Students are encouraged to contact the ARRT at 651-687-0048 to discuss any questionable past behavior.

The American Registry of Radiologic Technologists has an Ethic Review Pre-Application process for those who are not yet enrolled in an ARRT-recognized educational program or enrolled in an ARRT-recognized educational program and are at least **eight months away from graduation**. Please visit ARRT website for more information.

Upon submission of the ARRT primary certification in Radiography application, students will have to answer the following questions:

- ***Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial.)***

• ***Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?***

- *Denied, revoked, or suspended your professional license, permit, registration, or certification?*
- *Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order?*
- *Allowed voluntary surrender of your professional license, permit, registration, or certification?*
- *Subjected you to any conditions or disciplinary actions?*

• ***Have you ever voluntarily withdrawn—or been suspended, dismissed, or expelled—from an educational program you attended to meet ARRT certification and registration requirements?***

Students needing more information regarding these reporting requirements should contact the ARRT at 651-687-0048.

Student Signature for Legal Limitations for Licensure and Employment

Signature _____ Date _____

Radiologic Technology Program Mission Statement and Goals

Mission Statement

The mission of the Radiologic Technology program is to provide its students, through didactic and clinical experiences, the knowledge, skills, and attitudes to acquire and retain entry level positions in the medical imaging field.

Program Goals

1. Provide education that acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
2. Provide an environment that encourages the individual to benefit and contribute as a partner in the economic process, development, and stability of Georgia.
3. Provide education that develops the potential of each student to become a productive, responsible, and upwardly mobile member of society.
4. Provide quality radiologic technology education in an atmosphere that fosters interest in, and enthusiasm for, learning.
5. Prepare graduates to function as accountable and responsible members within their field of endeavor.
6. Prepare graduates to function as safe and competent practitioners in radiography.
7. Prepare program graduates with the highest level of competence possible given the constraints of the interest and ability levels of individuals.
8. Provide educational and related services without regard to race, color, national origin, religion, gender, age, handicapping condition, academic disadvantage, or economic disadvantage.
9. Foster employer participation, understanding, and confidence in the instructional process and the competence of Radiologic Technology program graduates.

10. Provide guidance to Radiologic Technology program students to assist them in pursuing educational opportunities that maximize their professional potential.
11. Encourage program graduates to recognize, and to act upon, individual needs for continuing education as a function of growth and maintenance of professional competence.

Student Learning Goals

Upon graduation from the WGTC Radiologic Technology Program:

1. Students will use critical thinking skills.
 - a. Students will properly evaluate abdomen radiographic images
 - b. Students will perform appropriate mechanical operations on radiographic equipment.
2. Students will communicate effectively.
 - a. Students will demonstrate proper communication skills during an oral presentation.
 - b. Students will successfully review a professional article.
3. Students will be clinically competent.
 - a. Students will demonstrate radiation safety and protection.
 - b. Students will demonstrate an understanding of proper patient positioning.

I understand the program and student goals for the Radiologic Technology Program.

Signature for Policy Acknowledgement

Student Signature _____ Date _____

Contact Information

Program Faculty Contact Information

Terri Trowell, M.Ed., RT(R)
Program Director
terri.trowell@wiregrass.edu
229-333-2100 ext. 6105
Mark Hall, Room 8105

Lynn Pittman, BSHM, RT(R)
Clinical Coordinator
lynn.pittman@wiregrass.edu
229-333-2100 ext. 3129
Mark Hall, Room 8107

Erin Whitesell, BSRS, RT(R)(M)
Clinical Instructor
erin.whitesell@wiregrass.edu
229-333-2100 ext. 3071
Mark Hall, Room 8132

Glenda Braswell, AAS, RT(R)
Adjunct Clinical Instructor
glenda.braswell@wiregrass.edu

Jodie Vickers, RT(R)
Adjunct Clinical Instructor
jodie.vickers@wiregrass.edu

Clinical Site and Clinical Preceptor Contact Information

Coffee Regional Medical Center

Kristen Veal, RT(R)
Jodie Vickers, RT(R)
Justin Merritt, RT(R)
912-384-1900, ext. 4136

Dorminy Medical Center

Montana Nicolelli, RT(R)(CT)
229-424-7391

Hughston Sports Clinic

Amanda Hartman, RT(R)
229-333-9746 ext 113

Valdosta Orthopedic Associates

Brianna Atkison, RT(R)
229-247-2290 or 229-253-9336

SGMC Health Berrien Campus

Shawn Lindsey, RT(R)
Kaitlyn Dillingham, RT(R)(M)
229-433-8750

SGMC Health – Smith Northview Campus

Ragan Duggan, RT(R)(MR)(CT)
Erin Moore, RT(R)
229-433-8280

Southwell Medical Adel Primary Care

Madison Storey, RT(R)
229-896-8500-Main line-leave voicemail
229-896-8175- X-ray room

SGMC Health Main

Shendra Roberson, RT(R)
Samantha Smith, RT(R)
229-259-4845

SGMC Health Imaging Center

Shanna Quinn, RT(R)
229-293-3650

SGMC Health Lanier Campus

Haley Moore, RT(R)
229-433-8525

WGTC EQUAL OPPORTUNITY STATEMENT

Statement of Equal Opportunity

Wiregrass Georgia Technical College (WGTC) abides by the [Technical College System of Georgia's Policy 2.1.1. Statement of Equal Opportunity](#). The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), religion, disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. To review in its entirety, please access the TCSG Policy Manual and reference the corresponding policy and subsequent procedures.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Innovation and Opportunity Act (WIOA) of 2014 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop procedures for implementing this policy and for addressing employee and student complaints of unlawful discrimination for all work units and colleges, as mandated by federal compliance guidelines.

Any violation or questions may be directed to any member of the [Campus Equity & Compliance](#) Team as listed below:

Campus Equity and Compliance Team Contact Information

Shalonda Sanders, Title IX Coordinator (all campuses) Vice President for Human Resources Valdosta Campus, Cox Hall, Human Resources Suite (229) 333-5356 or shalonda.sanders@wiregrass.edu	Katrina Royal, Student ADA & Section 504 Coordinator (all campuses) Executive Director of Student Engagement Valdosta Campus, Berrien Hall, Room 100 (229) 333-2100 or katrina.royal@wiregrass.edu *student ADA & student disability claims only
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David VanLandingham, Title IX Designee/Investigator Associate Vice President for Institutional Effectiveness Ben Hill-Irwin Campus, Dorminy-Mixon Hall, Room 8102 (229) 468-2100 x 3016 or david.vanlandingham@wiregrass.edu	Meredith Moon, Title IX Designees/Investigator Director for Human Resources and Employer Services Valdosta Campus, Cox Hall, Human Resources Suite (229) 333-5356 or meredith.moon@wiregrass.edu
Yolanda Woodall, Title IX Designee/Investigator Assistant Director for Human Resources & Career Services Ben Hill-Irwin Campus, Charles Harris Learning Ctr, Room 630C (229) 333-5356 or yolanda.woodall@wiregrass.edu	

Telephone numbers are accessible to persons who are deaf or hard of hearing through the [Georgia Relay](#) by dialing 711 or 800-255-0056 from a TTY/TDD. You may email the team at campusequityandcompliance@wiregrass.edu or visit our webpage at [Wiregrass Campus Equity and Compliance Web Page](#).

Student Signature for Statement of Equal Opportunity Signature _____ Date _____

Services to Students with Disabilities

Wiregrass Georgia Technical College is committed to assisting students with documented specific learning disabilities, attention deficit hyperactivity disorder, visual, hearing, mobility, psychiatric, and other health impairments. Students who have such impairments, as defined by the Americans with Disability Act, which substantially limit one or more major life activities, may be eligible for services. Any student in need of testing or classroom accommodations due to a documented disability should contact:

Katrina Royal

Executive Director for Student Engagement
Valdosta Campus, Berrien Hall, Room 100
(229) 333-2100 ext. 1236 or
katrina.royal@wiregrass.edu

Rebekah Harper

Special Populations Coordinator
Ben Hill-Irwin Campus, Room 617A
(229) 333-2100 ext.2249 or
rebekah.harper@wiregrass.edu

Shannon McConico

Vice President for Enrollment Management
Valdosta Campus, Berrien Hall, Room 316
(229) 333-2110 or
shannon.mcconico@wiregrass.edu

For more information visit the Office of Special Populations. Contact information is available at:
<https://www.wiregrass.edu/special-populations/services-to-students-with-disabilities>.

Student Signature for Services to Students with Disabilities

Signature _____ Date _____

Technical College System of Georgia Warranty of Graduates

As a demonstration of our confidence in the quality of our Technical College programs, the Technical College System of Georgia (TCSG) warrants every graduate of our Technical College programs to offer a technical certificate of credit, diploma, or associate degree as follows:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency identified in the industry-validated Standard or Program Guide. Any program graduate determined to lack such competence shall be retrained at no cost to the employer or the graduate for tuition or instructional fees. A Warranty claim may be filed by either an employer in conjunction with a graduate or just the graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass the

State of Georgia required licensing examination or national licensing examination. This warranty applies only to graduates of a technical certificate of credit, diploma, or degree program who entered the program after the mandated standards implementation date.

The warranty shall remain in effect for two years immediately following the graduation date and shall be honored by any Technical College that offers the program from which the individual graduated. This warranty shall be issued in writing to each graduate exiting a program on or after the mandated standards implementation date for the applicable program standard.

The Commissioner shall develop procedures for implementing this policy such that the Technical College conducting the retraining under warranty may recover the institutional costs of retraining from the Technical College that conducted the original program.

The Commissioner shall resolve any disputes pertaining to this warranty policy.

Student Signature for TCSG Graduate Warranty Statement

Signature _____ Date _____

WGTC MISSION STATEMENT

The mission of Wiregrass Georgia Technical College, a unit of the Technical College System of Georgia, is to promote community, educational, and economic development by providing a trained workforce in our [11-county service area](#) and throughout the State of Georgia. The college fulfills the mission by supporting student success and providing technical and academic instruction, through traditional and distance education delivery methods, leading to associate degrees, diplomas, and technical certificates of credit; customized training for new and existing industries; professional and personal development through continuing education programs; and adult education services to meet the needs of citizens, business, and industry in the service area.

Student Signature for WGTC Mission Statement

Signature _____ Date _____

Curriculum Outline

General Education Courses

Course Number	Course Name	Semester Hours
ENGL 1101	Composition and Rhetoric	3
PSYC 1101	Introductory Psychology	3
MATH 1111, 1100, 1101, 1113, 1131	College Algebra / Math Modeling	3
HUMN 1101 or ENGL 2130	Humanities Elective	3
Example-SPCH 1101	General Core Elective	3
BIOL 2113 / 2113L	Anatomy & Physiology I with Lab	4
BIOL 2114 / 2114L	Anatomy & Physiology II with Lab	4
		23 semester hours

Occupational Courses

Course Number	Course Name	Semester Hours	Contact Minutes
ALHS 1090	Medical Terminology	2	1500
RADT 1010	Introduction to Radiography	4	3750
RADT 1030	Radiographic Procedures I	3	3750
RADT 1060	Radiographic Procedures II	3	3750
RADT 1065	Radiologic Science	2	1500
RADT 1075	Radiographic Imaging	4	3750
RADT 1085	Radiographic Equipment	3	1500
RADT 1200	Radiation Protection & Biology	2	1500
RADT 1320	Clinical Radiography I	4	9000
RADT 1330	Clinical Radiography II	7	15750
RADT 2090	Radiographic Procedures III	2	3000
RADT 2260	Radiology Technology Review	3	2250
RADT 2340	Clinical Radiography III	6	13500
RADT 2360	Clinical Radiography IV	9	20250
		54 semester hours	

77 semester hour credits are required for graduation. A minimum grade of "C" is required in all courses for the RADT program. Students must maintain a 2.75 GPA throughout the program for the courses above in the prescribed sequence.

Radiologic Technology Program

Progression/Readmission Requirements

Progression Requirements

To progress through and graduate from the Radiologic Technology Program, the student must:

- Progress through the required radiology curriculum in the prescribed sequence.
- Attain a grade of 70% or higher in each required radiology course, and a grade of 70% or higher in all general education courses.
 - Maintain a minimum cumulative GPA of 2.75 in required Curriculum Outline for the Radiologic Technology Program. (See Curriculum Outline on page 14)
- Maintain ability to meet the Core Performance Standards for a Radiologic Technology program with or without reasonable accommodations.
- Abide by the policies, procedures, and rules of behavior of the clinical agencies, (which include drug screening and background checks at the student's expense) and by the prescribed dress code for clinical education.
- Abide by the policies, procedures, and rules of behavior of the Radiologic Technology program as published in the program and college student handbooks and as specified in other materials provided.

Students who do not meet progression requirements must withdraw from the Radiologic Technology program and may apply for readmission. *Adopted from the WGTC Policy manual V.H. Academic Standards, Evaluations, and Appeals. NOTE: Please see the student catalog and/or student handbook for more information. These may be found at www.wiregrass.edu.

Readmission

Students who interrupt the progression in the Radiologic Technology Program must follow the below requirements for the program. Possible interruption of program progression is academic failure, voluntary withdraw, violating policies and procedures, student misconduct and clinical facility dismissal. Failure to return dosimeter to the program within two weeks of dismissal or withdraw results in an academic hold placed on the students record.

1st or 2nd Semester:

- Dismissal or withdrawal from the program during these two semesters requires the student to:
 - Be responsible for a new application to the program including without the guarantee of program readmission. The student will be required to meet the current admission requirements for program application at the time of application.
 - Meet with advisor in the One Stop for reapplying as new student.
 - The student will be responsible for purchasing any new or updated supplies needed for the program if readmitted through the program admission process.

3rd or 4th Semester:

- Dismissal or withdrawal from the program during these two semesters requires the student to:
 - Students must submit a letter requesting readmission to the Program Director at least three months prior to the semester start date that includes the following:
 - Last semester attended; reason for withdrawal, dismissal or failure; reason why

he/she desires to be readmitted; and the circumstances which have changed to indicate the applicant would be successful in completing his/her radiologic technology education.

- The student will be responsible for all expenses incurred to cover the clinical preparation requirements and the fee will be paid in the bookstore. It is the student's responsibility to set up a meeting with the Director of Clinical Affiliations three months prior to the semester start date. The student must submit the required documents to verify proof of a current CPR certification, immunizations, criminal background check, and drug screen. If there has been a break in enrollment, students will be required to repeat criminal background check and drug screen.
- A 2.75 cumulative GPA is required on the Curriculum Outline for the Radiologic Technology Program. (See Curriculum Outline on page 14).
- Students seeking readmission must be readmitted to the program within 12 months of the last successfully completed semester.
- The student may be considered for readmission only once.
- Readmission to a program will be granted on a space-available basis within the appropriate course sequence.
- All students who are readmitted must prove competency in all previous courses in initial program enrollment.
 - Competency is proven by:
 - Student scoring an 80 or better on each didactic course challenge exam.
 - Student must score a 90 or better on each positioning lab exam.
 - Student will be required to repeat all completed ARRT clinical competencies in the WGTC lab with a 90 or better on each clinical competency.
 - Remediation of material will be the responsibility of the student.
- The student will be responsible for purchasing any new or updated supplies needed for the program.

ARRT Registry Failures:

- It is the student's responsibility to contact the program faculty after the first ARRT failure for remediation.
- If the student is unsuccessful after three attempts or three years for the ARRT Registry, the student must reapply as a new student to the program under the current admission process at the time of readmission application.

Please note:

Students who have been dismissed from a clinical facility shall be subject to disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure. For additional information on the entire Student Conduct Code, to include academic and non-academic misconduct, please reference the *WGTC Student Catalog* and/or *WGTC Student Handbook* which can be found at www.wiregrass.edu.

Transfer Policy

The WGTC Radiologic Technology Program does not accept program transfer students. Any student wishing to enroll in the WGTC Radiologic Technology program must complete the current program's admission process. Meet with your advisor in the One Stop to review and register for any classes needed to complete the current admission process.

Graduation Requirements

- The student must meet all graduation requirements for Wiregrass Georgia Technical College.
- The student must meet all Associate of Science in Radiologic Technology program requirements.
- The student must successfully complete each RADT course within the allotted time frame with a minimum grade of “C” or better.
- The student must submit the Application for Graduation to the Graduation Services office the semester before in which he/she plans to graduate.
- The student must pay the fee for commencement.
- Students who have completed required coursework and received his/her degree are eligible to apply for the ARRT primary certification in Radiography.

Student Signature for Program Progression/Readmission Requirements

Signature _____ Date _____

Technical Standards for Health Sciences

The Department of Health Sciences has specified the following technical standards which all applicants and enrolled students are expected to meet in order to participate in Health Science programs and professional practice.

1. Working in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
2. Frequent bending, reaching, stooping, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes, and inserting needles into an ampule and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting and transferring of patients from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices.
5. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.
6. Ability to communicate clearly, monitor and instruct patients before, during, and after procedures. Item 6 is documented by satisfactory completion of SPCH 1101 (Public Speaking) and ENGL 1101 (Composition & Rhetoric) for degree level students, and by satisfactory completion of ENGL 1010 (Fundamentals of English I) for diploma level students.
7. To have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion. Item 7 is documented by satisfactory Admissions Placement Exams.

Social Core Performance-The student must demonstrate responsibility and accountability for actions. Professional demeanor and behaviors are to be displayed at all times. Examples include controlling voice and laughter, not smoking while in Wiregrass Georgia Technical College uniform, wearing complete uniform when required to do so, maintaining client/patient confidentiality at all times, not drinking or eating in lobby and patient care areas, and not chewing gum while in the clinical setting.

Emotional-Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. Examples include establishment of therapeutic interpersonal boundaries, providing patients/clients with emotional support, adapting to changing conditions in the work environment and stress, dealing with unexpected or unpredictable events, maintaining focus on a task, performing multiple tasks concurrently, and being able to handle strong emotions.

Interpersonal-Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patients/clients, families, and colleagues, and respect of cultural diversity.

Student Signature for Technical Standards for Health Sciences Policy

Signature _____ Date _____

Clinical Preparations

During clinical orientation, students are oriented to blood borne pathogens, tuberculosis, fire safety, infection control, back safety, and CPR. If any clinical preparations are not completed by the date scheduled from the instructor, the student cannot attend clinical. If the student is unable to attend clinical rotations, he/she will be unable to complete the clinical competencies of the course and will not be eligible to continue in the program.

This includes but is not limited to:

- HIPAA Agreement
- CastleBranch requirements
- Students must also complete an orientation for their respective clinical sites.
- Clinical Site Tours
- Epic Training

Core Performance Standards

All candidates for the Associate of Applied Science in the Radiologic Technology program must meet intellectual, physical, and social core performance standards necessary to provide safe and competent patient care.

The following examples of criteria are not intended as a complete listing of practice behaviors, but are a sampling of the types of abilities needed by the student to meet program objectives and requirements. The program or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The program reserves the right to amend this listing based on the identification of additional standards or criteria for students.

Students are required to complete the *Core Performance Standards Verification Form*. Students must respond on the form if they fully meet the criteria (100%) or are unable to fully meet the criteria (less than 100%). If a student responds with less than 100% to any criterion, an explanation and/or additional information will be required. The student may ask for reasonable accommodations. The Dean of Health Sciences and the ADA coordinator will determine if the accommodations can be met. See page 60 for list of standards.

Immunizations

Each clinical site affiliated with the College requires validation of certain immunizations, vaccinations, and screening such as, but not limited to, Tuberculin Skin test, Measles/Mumps/Rubella, Varicella (Chicken Pox), Tdap, Hepatitis B Series, Seasonal Influenza Vaccination, HBV Vaccination, COVID-19 vaccination, and/or titers. The College has no control over a clinical agency's health standards for students in a clinical program. Students are required to provide proof of completion of all clinical requirements. Students unable to meet clinical requirements may not be able to graduate from the program. Alternate clinical locations may not be offered or available if a student is unable to meet clinical requirements.

*****Immunizations requirements are subject to change based on requirements of clinical sites*****

CPR Certification

Students must successfully complete a Cardiopulmonary Resuscitation course (CPR) (American Heart Association BLS) Healthcare Provider Level before attending the clinical portion of the Radiologic Technology program. Students must maintain a current certification throughout the duration of the program. If a student fails to maintain a current CPR certification, they will not be allowed to attend

clinical. Each day of absence will follow the clinical attendance absence policy.

Health Sciences Drug Screening and Background Check Policies

Wiregrass Georgia Technical College is committed to providing quality training and clinical experiences for students enrolled in the health sciences programs offered at the college. It is the goal of the college to provide trained and qualified students for clinical rotations who meet the needs and requirements of participating clinical affiliates. A vital part of this collaboration is to assure students have met the screening requirements to prepare them for clinical rotations at various clinical affiliates who serve our region.

A criminal background check and/or drug screening is required by clinical sites prior to attendance. The process for obtaining the background check and/or drug screening will be conveyed to students by the instructor after the 3rd day of class. The clinical affiliates will make the decision to approve or deny the student for clinical privileges and will be notified by the Director of Clinical Affiliations. An unsatisfactory national criminal background check or drug screen check **may** prohibit the student's participation in clinical rotations. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances such as marijuana and hashish in any form, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs. The student will be responsible for clearing any denials reported through the company providing the background check and/or drug screening. If the student is unable to attend clinical rotations, he/she will be unable to complete the clinical competencies of the course and will not be eligible to continue in the program. Each clinical site affiliated with the college has the right to refuse student clinical privileges at their facility based on the results of the criminal background check and/or drug screen. **Should the student's clinical rotation be denied by any assigned clinical site, WGTC recommends that the student withdraw from the program of study or the student will receive a grade of F for the course.**

If a student receives a violation of criminal activity **during** the course of the program, a representative of the clinical facility has the right to request an updated background check. Any additional fees incurred as a result of the requested background check will be the sole financial responsibility of the student. Each clinical facility has the right to suspend rotation privileges at any time during the duration of the student's assignment at the facility. **Again, if the student's clinical rotation is denied by any assigned clinical site, WGTC recommends that the student withdraw from the program of study or receive a grade of F for the course.**

***NOTE: Criminal background checks and/or drug screens will be received by the Director of Clinical Affiliations. This information is CONFIDENTIAL and will not be shared with other students, faculty, or staff members.** Students who receive an unsatisfactory criminal background check and / or drug screening will be notified by the Director of Clinical Affiliations.

Student Signature for Clinical Preparations

Signature _____ Date _____

Student Academic and Non-Academic Misconduct Policies and Procedures

Any Student found to have committed the misconduct as defined in this section shall be subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure of the WGTC Student Handbook.

Note: To access the most recent and complete Student Academic and Non-Academic Misconduct Policies and Procedures visit Wiregrass Georgia Technical College webpage. Reference the *WGTC Student Catalog* and/or *WGTC Student Handbook* which can be found at www.wiregrass.edu.

Academic Misconduct

Actions perceived as academic in nature may include but are not limited to:

1. Aiding and Abetting Academic Misconduct

Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.

2. Cheating

- a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- c. Furnishing assistance on an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade taken by another person.
- f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

3. Fabrication

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism

- a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
- b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators

NON-ACADEMIC (Behavioral) MISCONDUCT

Other actions determined in violation of this policy may include but are not limited to:

1. Behavior

- a. Indecent Conduct: The Technical College prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
- b. Violence: The Technical College prohibits mental or physical abuse of any person (including sex offenses) on Technical College Premises or at Technical College-sponsored or Technical College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the Technical College, its facilities, or persons engaged in the business of the Technical College.
- c. Harassment: The Technical College prohibits any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The Technical College also prohibits stalking, or behavior which in any way interferes with another Student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials.) If, in the opinion of Technical College Officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
- d. Disruption: The Technical College prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other Technical College activities, including public service functions, and other duly authorized activities on Technical College Premises or at Technical College-sponsored activity sites.
- e. Failure to Comply: Failure to comply with directions of Technical College Officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism

- a. Personal Appearance (refer to WGTC Policy V.D.3. Student Dress Code).

3. Use of Technical College Property

- a. Theft and Damage: The Technical College prohibits theft of, misuse of, or harm to Technical College Property, or theft of or damage to property of a Member of the Technical College Community or a campus visitor on Technical College Premises or at a Technical College function.
- b. Occupation or Seizure: The Technical College prohibits occupation or seizure in any manner of Technical College property, a Technical College Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. Presence on Technical College Premises: The Technical College prohibits unauthorized entry upon Technical College Premises; unauthorized entry into Technical College Premises or a portion thereof which has been restricted in use; unauthorized presence in Technical College Premises after closing hours; or furnishing false information to gain entry upon Technical College Premises.
- d. Assembly: The Technical College prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to Technical College facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the Technical College.
- e. Fire Alarms: The Technical College prohibits setting off a fire alarm or using or tampering with any fire safety equipment on Technical College Premises or at Technical College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding. Students must evacuate the building unless otherwise directed by a Technical College Official.
- f. Obstruction: The Technical College prohibits obstruction of the free flow of pedestrian or vehicular traffic on Technical College Premises or at Technical College sponsored or supervised functions. Refer to Wiregrass Georgia Technical College Parking Policy and Regulations.

4. Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

- a. Alcohol: Georgia Law and the Technical College prohibit possession or use of alcoholic beverages on Technical College Premises unless used for educational purposes or for a religious ceremony. Alcohol is also prohibited by the Technical College at Technical College-sponsored or supervised functions unless permitted by the Technical College President. College-sponsored or supervised functions will be permitted only if the event takes place at (1) a Technical College business conference center capable of accommodating more than two hundred persons or (2) at an off-campus facility and all provisions of the State Board Technical College System of Georgia (SBTCSG) Policy II.C.6. must be followed. The Technical College further prohibits students being in a state of intoxication on Technical College Premises or at Technical College-sponsored or supervised functions (including off-campus functions) or in a Technical College-owned vehicle.

- b. Controlled substances, illegal drugs and drug paraphernalia: The Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c. Food: The Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on Technical College premises, unless otherwise permitted by Technical College Officials.
- d. Tobacco: The Technical College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on Technical College Premises. Refer to the Wiregrass Georgia Technical College Tobacco Policy.

5. Use of Technology

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the Technical College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on Technical College computers, tampering with computer hardware or software configuration, improper access to the Technical College's network, and disconnection of Technical College computers or devices.
- b. Electronic Devices: Unless otherwise permitted by Technical College Officials, the Technical College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on Technical College premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The Technical College also prohibits attaching personal electronic devices to college computers under any circumstances.
- c. Harassment: The Technical College prohibits the use of computer technology to harass another Student or Technical College Official by sending obscene, harassing or intimidating messages, jokes, or material.
- d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password.
- e. Wiregrass Georgia Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

6. Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii)
O.C.G.A. § 16-7-80

O.C.G.A. § 16-7-81
O.C.G.A. § 16-7-85

O.C.G.A. § 16-11-121
O.C.G.A. § 16-11-125.1
O.C.G.A. § 16-11-126
O.C.G.A. § 16-11-127
O.C.G.A. § 16-11-127.1
O.C.G.A. § 16-11-129

O.C.G.A. § 16-11-130
O.C.G.A. § 16-11-133
O.C.G.A. § 16-11-135
O.C.G.A. § 16-11-137
O.C.G.A. § 43-38-10

7. Gambling

The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on Technical College premises or at Technical College sponsored or supervised activities.

8. Parking

The Technical College prohibits violation of Wiregrass Georgia Technical College regulations regarding the operation and parking of motor vehicles on or around Wiregrass Georgia Technical College Premises.

9. Financial Irresponsibility

The Technical College prohibits failure to meet any and all financial obligations to the Technical College. All tuition and fees must be paid prior to the first day of class.

10. Violation of Technical College Policy

Violation of published System or Technical College Policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program or students who reside in on-campus housing.

11. Aiding and Abetting

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

12. Falsification of Documentation

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

13. Violation of Law

- a. If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College's vital interests and stated mission and purpose.
- b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
- c. When a student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a student. The Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

14. Abuse of the Student Judicial Process, including but not limited to

- a. Failure to obey the notification of a Student Disciplinary Officer, Judicial Body, Appellate Board or Technical College Official.
- b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c. Disruption or interference with the orderly conduct of a judicial proceeding.
- d. Initiating a judicial proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
- f. Attempting to influence the impartiality of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, during, and/or after a judicial proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.

Signature for Academic Misconduct and Non-Academic Misconduct Policy

Student Signature _____ Date _____

WORK ETHICS TRAINING PROGRAM

The evaluation of students' work ethics is part of the teaching process. Evaluation is based on the identified set of ten work ethics traits that are continually evaluated by instructors in the assessment process. Instructors provide feedback to students with clear directions for remedial action. A separate work ethics grade for each course will appear on students' transcripts.

TRAIT	DEFINITION
Appearance	Displays appropriate dress, grooming, and hygiene.
Attendance	Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
Attitude	Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.
Character	Displays honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
Communication	Displays appropriate nonverbal, verbal, and written skills.
Cooperation	Handles constructive criticism, conflicts, and complaints appropriately; works well with others.
Organizational Skills	Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.
Productivity	Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.
Respect	Considers other points of view; acknowledges and appreciates rights of others; has regard for diversity.
Teamwork	Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

GRADING MECHANISM: Grade is determined by presence or absence of infraction points. The Work Ethics grade will be awarded in each course and recorded on the transcript based on the following scale:

- 3 Exceeds Expectations**
- 2 Meets Expectations**
- 1 Needs Improvement**
- 0 Unacceptable**

Signature for Work Ethics Policy and Grading Acknowledgement

Student Signature _____ Date _____

Radiologic Technology Student Policies and Procedures

Laboratory Safety Policy

Students will be required to participate in laboratory procedures throughout the course of study. Appointments must be made with the program faculty to use the lab outside of class time. To insure the safety of all students, the following laboratory rules must be followed. Failure to follow the Laboratory Safety Policy will result in the student having 10 points deducted from the student's overall course grade for each occurrence. While using the lab, the student must comply with the following rules and regulations:

1. No student is allowed in the lab at any time without permission and presence of the program faculty.
2. Students must get approval to use the lab for any time other than scheduled classes.
3. Laboratory use is restricted to only those students enrolled in the Radiology Program. Students will not allow non-medical imaging program individuals in the laboratory.
4. Laboratory use is restricted to educational assignments only.
5. No eating, drinking, smoking, or use of tobacco products is allowed in the lab.
6. The student's lead markers must be visible on all images taken in the lab.
7. Care must be taken in the handling of all laboratory equipment and supplies, especially phantoms. Phantoms are heavy and are very expensive, replacement costs range from \$10,000 to \$40,000. Students must report any damage to equipment or a phantom during the performance of a laboratory experiment to the program faculty immediately.
8. Students will not attempt to repair malfunctioning equipment.
9. Image receptors must only be handled by radiology program faculty.
10. Locks must always be released before moving the x-ray tube to prevent damage.
11. The laboratory must be kept neat and clean. Students are responsible for maintaining the laboratory when performing experiments or practicing procedures.
 - a. Trash shall be discarded in an appropriate trash container.
 - b. Lights shall be turned off when leaving the lab.
 - c. After use, the table, upright bucky, and image receptor must be cleaned with acceptable cleaning products.
 - d. All items must be returned to their designated place in the laboratory after use.
12. A radiation dosimeter must be worn during lab sessions. Students will not be allowed in the Radiology Lab without their dosimeter.
13. All doors to the lab must be closed during an exposure on a mannequin.
14. All students must go into the control area during a radiographic exposure.
15. Only phantoms or non-living objects may be used as subjects when actually performing a radiographic exposure. X-raying live subjects for laboratory experiments will result in disciplinary action.
16. General safety rules (use of electrical equipment, hazardous materials precautions, etc.) must be followed when utilizing the laboratory.
17. Warm-up procedures must be completed before any experiment or practice exposures are made. The door must be closed and students behind control panel during warm-up procedures.
18. All students and instructors must wash hands before and after each lab.
19. All students and instructors should wear gloves when handling phantoms.

Signature for Laboratory Safety Policy

Student Signature _____ Date _____

Pregnancy

It is the policy of Wiregrass Georgia Technical College to keep individual exposure to ionizing radiation to the absolute minimum, especially during pregnancy. All students are expected to meet the same standards with or without accommodations in order to meet the required clinical expectations and objectives. Students who believe they need accommodations to meet the clinical expectations and objectives, must contact the student ADA & Section 504 Coordinator. The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy. Each student may declare her pregnancy in writing to her program director. The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy. It is recommended that the unborn child does not receive more than 500 millirem (0.5 rem) during the term of the pregnancy, as determined by the dosimeter, which is worn at waist level under the apron. In the event that the student has received 450 or greater millirems from the date of conception to the date that the pregnancy is declared the regulations permit the unborn child to receive a maximum of 50 millirem (0.05 rem) during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of pregnancy. In all cases, the college requires that radiation doses to the student as well as the unborn child shall be maintained, "As Low As Reasonably Achievable (ALARA)".

Nuclear Regulatory Commission Position

NRC regulations and guidance are based on the conservative assumption that any amount of radiation, no matter how small, can have a harmful effect on an adult, child, or unborn child. This assumption is said to be conservative because there are no data showing ill effects from small doses; the National Academy of Sciences recently expressed "uncertainty as to whether a dose of 1 Rad would have any effect at all." Although it is known that the unborn child is more sensitive to radiation than adults, particularly during certain stages of development, the NRC has not established a special dose limit for specified for the unborn child. Such a limit could result in job discrimination for women of childbearing age and perhaps in the invasion of privacy (if pregnancy tests were required) if a separate regulatory dose limit were specified for the unborn child. Therefore, the NRC has taken the position that special protection of the unborn child should be voluntary and should be based on decisions made by workers and employers who are well informed about the risks involved. (Taken from Appendix B, Pregnant Worker's Guide, Nuclear Regulatory Commission)

The following procedures are provided to protect both the female student radiographer and WGTC. Questions or concerns about any policy or procedure regarding pregnancy should be addressed to the student's physician and/or the Program Director.

When a student confirms that she is pregnant, she has several choices. She may choose to NOT declare the pregnancy, in which case no changes will be made to the student's schedule and the embryo/fetus will be subject to the same radiation dose limits that apply to other occupational workers.

If the student decides to declare the pregnancy, she must do so in writing. Once the student completes a "Declaration of Pregnancy" (see form in the back of this handbook), she needs to meet with the Program Director to discuss her options. These include the following:

1. She may choose to withdraw from the program and re-enter after delivery to complete the program. The readmissions procedure will be followed if this option is selected.
2. She may choose to continue the program without interruption of the routine clinical rotations. However, the Program Director must assure that the radiation exposure to the embryo / fetus does not exceed .5 rem (5 mSv) during the entire pregnancy. This could necessitate a change in the schedule to avoid areas of clinical practice that may expose the student to higher radiation doses, i.e., mobile C-arm fluoroscopy, mobile radiographic exams and fluoroscopy. This option might result in a delay in graduation until those clinical hours could be completed.
3. She may choose to discontinue clinical rotations and remain in the academic classes until after delivery, and then complete clinical rotations. This option would delay completion of the program.

The student may revoke the Declaration of Pregnancy, in writing, at any time if she believes that it is in her best interest to do so, and the lower dose limit for the embryo/fetus would no longer apply.

Signature for Pregnancy Policy

Student Signature _____ Date _____

Work Policy

Students employed by one of the clinical sites:

- Students may work as an employee of any clinical site only during hours that do not conflict with the student's clinical assignment and/or class/lab schedule.
- If the student's employment conflicts with the educational process at any time during the student's enrollment, the student will have to make a choice of commitments between employment or continuation in the program. Both will not be possible if any interference occurs between the two.

Students employed in a non-healthcare environment:

- If the student's employment conflicts with the educational process at any time during the student's enrollment, the student will have to make a choice of commitments between employment or continuation in the program. Both will not be possible if any interference occurs between the two.

Signature for Work Policy

Student Signature _____ Date _____

Attendance

Students are responsible for information missed during an absence. It is the responsibility and the expectation that students will schedule a one-on-one meeting with the instructor to discuss any missed work. The instructor will not reteach the material, rather he/she will provide the student with the content topics missed and assignments assigned. See each course syllabus for the course policy on attendance and missed assignments or exams.

A student is considered tardy more than 10 minutes after the beginning of the classroom or laboratory session. Tardiness in excess of 30 minutes will be considered an absence. Three tardies count as a class session absence. If a student is consistently arriving within the 10-minute tardy window, this privilege will be taken away.

A student is also considered tardy if he/she leaves the classroom or laboratory (no matter the reason) more than 10 minutes early. Leaving early in excess of 30 minutes will be considered an absence. If more than three tardies are used, the student will be charged with an absence no matter the circumstances of the tardy. Three tardies count as a class session absence.

On the third absence in the classroom or laboratory, the student will have 10 points deducted from the student's overall course grade. For each subsequent absence an additional 10 points will be deducted from the overall course grade. Three tardies count as an absence for classroom and laboratory.

Extended illness or extenuating circumstances will be handled on a case-by-case basis with program faculty.

Refer to the Clinical Education Attendance Policy in this handbook for information relating to clinical courses.

Transportation to and from classroom, laboratory, and clinical experiences is the responsibility of the student. See attendance policy for classroom, laboratory, and clinical.

Signature for Class and Laboratory Attendance Policy

Student Signature _____ Date _____

Jury Duty

A student must notify the Program Director/Clinical Coordinator upon receipt of a jury summons or subpoena. Evidence of a jury duty summons/subpoena will be required. A student will be allowed to take leave for jury duty without attendance penalty. All class work missed during the length of the jury duty must be made up by the student. Tests, quizzes, and labs will follow policy outlined in the syllabus and handbook (See testing policy pg. 34). Clinical hours missed will have to be made up. In the event the student wishes to be excused from jury duty, they should refer to the specific instructions provided with your jury summons/subpoena.

Signature for Jury Duty Policy

Student Signature _____ Date _____

Communication/Social Media

A student may communicate with his/her instructor through Wiregrass email or Navigate. Each instructor's email address is located on the Contact Information page located in this handbook on page 9. Students are expected to check their Wiregrass email accounts on a regular basis.

Any announcements for class or clinical will be made via BlackBoard or Navigate. The student is responsible for checking announcements and emails.

Students may NOT text message, use any social media websites (ex. TikTok, Twitter, Facebook, Instagram, Snapchat, etc.) or e-mail while in clinical. Including e-mailing program faculty, staff or clinical sites/personnel. In emergency situations, the clinical coordinator should be contacted through the clinical preceptor or clinical staff.

Each student is responsible for his or her postings on the Internet and in all varieties of social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Inappropriate postings on the Internet or social media will be considered lapses in the standards of professionalism expected of Radiology Technology students. Students who do not follow these expectations will face disciplinary actions.

Radiology Technology Expectations are:

1. There is no such thing as an “anonymous” post. Furthermore, any posts or comments submitted for others to read should be posted with full identification of the writer.
2. Internet activities may be permanently linked to the author, such that all future employment may be hampered by inappropriate behavior on the Internet.
3. Making post “private” does not preclude others copying and pasting comments on public websites.

4. Do not share information in a way that may violate any laws or regulations (i.e. HIPAA or FERPA). Disclosing information about patients including photographs or potentially identifiable information is strictly prohibited. Please keep in mind the following information:
 - It often is possible to identify patients even if their names or other obvious identifying information are not included.
 - Details, such as names, places of work/study, and the date/time stamp can make it easy to identify patients described, particularly to the patients themselves and their families and friends.
 - Providing medical advice or information through social media is not permitted, even if it is at the patient's request.
5. Students should apply professional practice and ethical standards equally to live and online activities.
6. Students must refrain from posting images or information about clinical sites or clinical staff.
7. Students must refrain from posting images or information about clinical experiences/frustrations.
8. Students should avoid engaging with faculty, clinical staff or employees of any clinical setting on their private social media accounts until they have graduated from the program (i.e. "friending" on Facebook, "following" on Twitter, Snapchat, Instagram, TikTok etc.)

Extreme caution is urged when mixing professional and personal on-line information and communication. Radiology Technology students have chosen a profession which expects more of its members; an obligation to behave professionally both online and off.

*Adopted from the WGTC Policy manual II.C.4. Acceptable Computer and Internet Use.

NOTE: Please see the student catalog and / or student handbook for more information including WGTC Policy and Procedure II.D.6. Social Media. These may be found at www.wiregrass.edu.

Signature for Communication and Social Media Policy

Student Signature _____ Date _____

Testing Policies

1. Test and exams are timed to regiment students as the ARRT is a timed exam. Time will be posted at the beginning of each test.
2. Students can bring ear plugs to every test and exam as the instructors cannot assure total silence during the exam.
3. If the student misses an announced scheduled test, 10 points will be subtracted from the score of the make-up test. The student will make up the missed test on the next day upon returning to the classroom.
4. Students may make-up only one missed test per course.
5. Any missed Lab Procedure testing will result in a grade of zero.
6. Any missed tests, after the first, in a course will be assigned a grade of zero.
7. There will be no make-up exams given for Midterm and/or Final Exams.
8. Any form of communication is prohibited during test and exams.
9. Test reviews are optional at the discretion of the instructors.

Bring Your Own Device

Laptops are required for testing and class assignments. Laptops should be brought every day to class. This includes associated charging cables. The laptop has to have Wi-Fi capabilities, webcam and Respondus Lockdown Browser. If the student does not bring their laptop or electronic device for testing, the student will not be allowed to complete the test at the scheduled time. See make-up policy in the syllabus for further steps. It is the student's responsibility to ensure the computers software is up to date at all times.

Signature for Testing Policy

Student Signature _____ Date _____

Grading Policies

1. Students will receive a syllabus for each course that clearly outlines the course evaluation percentages.
2. All assignments are to be completed by the deadlines set. Assignments will not be accepted late. Assignments submitted late will result in a zero grade.
3. All work is to be done independently. Any collaboration or copying of computer assignments, clinical paperwork, unit test, or any other assignments that are a mandatory part of the courses will be considered academic dishonesty and may result in failure of the course or dismissal from the program.
4. Grading Scale (TCSG GRADING SCALE)
 - A (4) Excellent 90-100
 - B (3) Good 80-89
 - C (2) Average 70-79
 - D (1) Below Average 60-69
 - F (0) Failure Below 0-59

Signature for Grading Policy

Student Signature _____ Date _____

Procedure Lab Grading Policy

The student must demonstrate competency on every procedure lab. The skills for procedure labs must be practiced throughout each semester and the entire program. Practice is essential in acquiring and maintaining proficiency in these skills. The student is strongly encouraged to practice diligently as these skills will be used while in clinical performing procedures and are the cornerstone of quality patient care.

On lab practice days, a student is considered not prepared if they do not have their personal dosimeter and personal left and right left identification lead markers. They will not be allowed to practice in the radiology lab until they have their supplies. On a scheduled procedures lab day, if a student does not have their personal dosimeter and personal left and right left identification lead markers, their lab demonstration grade will be a zero.

The student will be provided a lab evaluation form for each procedure to be demonstrated. These forms are to be used to practice each procedure. The student is expected to be **present, prepared, and on time for every scheduled lab day**. If a student is absent on the scheduled procedure lab day (this includes online portion and/or demonstration), this will result in a grade of zero. A make-up lab will be scheduled only for the purpose of demonstrating competency of the given lab.

Procedure lab grading will consist of two parts. The first part is the lab skills demonstration and the student must score a 90% or better to prove competency. The second part will consist of competency questions in BlackBoard and the student must score a 75% or better to prove competency. These grades will be averaged together for the overall procedure lab grade.

If a student fails one or both parts of the procedure lab, the entire procedure lab must be repeated. The score on the first attempt is recorded as the grade for that procedure lab. It is the student's responsibility to meet with the clinical coordinator for remediation. Repeat demonstrations are scheduled throughout the semester. Students are not allowed to prove clinical competency until they have successfully passed both parts of the lab procedure. If the minimum score is not achieved on the 2nd attempt, the student has not demonstrated a minimum level of proficiency to ensure competency to work in a live environment and the course grade would be an F.

If the minimum score is not met:

- in more than three procedures lab during **RADT 1030**
- in more than one procedure lab during **RADT 1060**
- in any procedure lab during **RADT 2090**,

then the student has not demonstrated a minimum level of proficiency to ensure competency to work in a live environment and the course grade would be an F.

Signature for Procedure Lab Grading Policy

Student Signature _____ Date _____

MARKER POLICY

Students will use their own right and left personal identification lead markers to properly identify anatomical references on radiographs. Before entering the program, students will order at least TWO set of R & L markers with their 3 initials and the letter S below initials to signify student. The right marker must be SOLID RED and the left marker must be SOLID NAVY BLUE. No design or glitter markers. Students should always have a spare set available in case a marker is lost or misplaced. All exams done by the student must be marked correctly with student's own initialed markers. Students may not borrow markers from other students or technologists while in clinical or lab. If the exam is for a check-off or competency, it will not be accepted if the marker policy is not followed appropriately. If the student does not have their left and right own initialed markers in lab or clinical, the student will not be allowed to participate and the attendance policy will be followed. (See attendance policy, lab grading policy, clinical attire policy)

Marking of images-

- All lateral images must be marked appropriately for the side imaged.
- Markers on AP extremities should be placed laterally. (anatomically)
- Markers on PA extremities should be placed medially. (anatomically)
- All other projections should be marked on the correct side.
- Marker must be orientated correctly.

Signature for Marker Policy

Student Signature _____ Date _____

GRADE APPEAL/GRIEVANCE PROCESS AND FORM

Students wanting to make a complaint about a grade or grievance should first discuss the matter with their instructor. Students must file a written appeal with the instructor within ten business days from the date the student learned or reasonably should have learned of the grade or other action complained of. If the appeal is for a final grade, the student should complete the appeal within the first two weeks of the semester following the term in which the grade is questioned. The instructor will determine whether a grade change or other modifications are warranted. A student who is not satisfied with the instructor's decision may request a review through the chain of command within two weeks of the instructor's decision using the form located at:

<https://www.wiregrass.edu/uploads/files/57/7c/577cb13fa30300c6b21ba304d9a5193b.pdf>

Additional Grievance Process forms can be located at:

<https://www.wiregrass.edu/academics/code-of-conduct>

Signature for Grade Appeal/Grievance Policy

Student Signature _____ Date _____

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Introduction

HIPAA is federal law that requires special training for health occupations students on policies and procedures with respect to protected health information. It is important that students understand the concepts, especially as they apply to the students' position and responsibilities as a student.

The **Privacy Regulations** require clinical sites to create a fair set of practices that:

- Inform people about how their information is used and disclosed.
- Ensure that people have access to their own information.
- Maintain administrative and physical safeguards to Protected Health Information (PHI).

It is important that students are mindful of these regulations, even if they do not routinely encounter protected health information as part of their job responsibilities. **Protected Health Information (PHI)** is any information that relates to the past, present, or future physical or mental health, or the condition of an individual.

HIPAA is the first federal law establishing privacy standards that define and limit the circumstances in which an individual's PHI may be used or disclosed by others. The law provides patients with more control over how their personal health information is used and disclosed.

Policies have been developed on the use and access to information students need to carry out their job duties. The use of PHI should always be kept to what is relevant to the circumstances.

The Use of Protected Health Information

HIPAA requires reasonable efforts to limit use, disclosure of, and requests for PHI to **the minimum necessary** to accomplish the intended purpose. The rule requires clinical sites to assess PHI to what is reasonably necessary for a particular purpose and identify who needs access to that PHI.

For routine or recurring disclosures, departments should have policies and procedures that limit PHI to the minimum necessary for that particular type of disclosure or request. For non-routine disclosures, reasonable criteria should be used to limit disclosures to the minimum necessary PHI to accomplish the purpose. Non-routine disclosures should be referred to the department manager.

For disclosures not for treatment, payment, or operations, clinical sites must obtain a signed **authorization for release of information**. There are circumstances when an authorization is not required, for example, reporting child abuse. These exceptions are listed in the HIPAA Compliance Policy. The clinical sites must reasonably safeguard protected health information from any intentional or unintentional use or disclosure that is not allowed or authorized.

Remember:

- All forms of PHI are covered under the Privacy Rule.
- Clinical sites must assess what PHI is reasonably necessary for a particular purpose.
- For routine or recurring disclosures, the policies and procedures may be standard protocols.

- For non-routine disclosures, departments must develop reasonable criteria for determining the minimum necessary PHI to accomplish the purpose.
- Clinical sites must reasonably safeguard PHI from any intentional or unintentional use or disclosure that is not allowed or authorized.

Clinical sites have agreements that hold their business associates and their agents to the same conditions of privacy and security. If a business associate violates the agreement, reasonable steps must be taken to make sure a breach does not occur again.

Privacy and Confidentiality

Privacy is the right of an individual to be left alone, including freedom from intrusion into one's private affairs and includes the right to maintain control over certain personal information. Confidentiality means that information is not made available or disclosed to unauthorized individuals, entities, or processes.

In healthcare, confidentiality is maintained through the ethical behavior of healthcare workers so that an individual's health information is not disclosed unless called for by law, policy, or with the individual's consent or authorization.

With the growth of electronic systems to aid medical diagnostics, claims processing, and research, it is crucial to improve privacy and confidentiality.

The privacy rules set a national lower limit for the privacy and confidentiality of health information. State laws that provide additional privacy protections also apply. The privacy rule does not pre-empt state mandates for disclosures.

Patient Rights

Patient's rights have been expanded under HIPAA. In general, individuals now have the right to:

- Receive a written notice of information practices. The Notice of Privacy Practice will be given to every patient starting April 14, 2003. This document puts the patient on "notice" of their new rights and how the clinical site uses their health information.

The notice includes information on how to:

- Inspect or copy their PHI.
- Restrict the use and disclosure of PHI. Supervisors should be contacted.
- Request amendments or corrections.
- Receive an accounting of disclosure for purposes other than treatment, payment, or healthcare operations.

Disclosures, such as reporting a disease, a child abuse case, or when necessary, alerting a law enforcement agency is required and may be documented in the patient's medical record. Instructions can be found on the HIPAA Compliance Policy.

- Register complaints.
- "Opt"- out. Patients can choose to be included in the hospital registry, the clergy registry, both or neither.
- Request confidential/alternative communications. (Example: individuals may wish to receive appointment reminders by e-mail.)

There are conditions and exceptions to these rights. The intent of the regulation is to make it easier for patients to understand and take responsibility for their healthcare. For more information, please review the HIPAA Compliance Policy in the clinical sites policies and procedures manual.

Breaches and Sanctions

HIPAA is a federal law and individuals are personally accountable for compliance. Violators will be subjected to sanctions and penalties including:

- Violations of these standards will be subject to civil liability.
- Civil money penalties are \$100 per violation, up to \$25,000 per year.
- Criminal penalties for certain actions could include up to ten years in jail.

Civil penalties are imposed for unintentional violations, which can be just sloppy private practices. *For example, a hospital employee noticed the name of an acquaintance on a discharge list. She saw him a week later at a game and asked him if he was feeling better. While this would probably not generate a formal complaint, she should have known better than to inquire about his medical condition, especially in a public place.*

Role of the Office of Civil Rights

The Health and Human Service's Office for Civil Rights is charged with investigating and reviewing HIPAA compliance. For further information, visit their website at www.hhs.gov/ocr/hipaa.

Signature for HIPAA Policy

Student Signature _____ Date _____

Infection Control Policy

To ensure that all students and clients remain free of infectious diseases, all students shall adhere to all WGTC policies regarding direct patient care. **NOTE: Please see the WGTC Exposure Control Plan for more information at www.wiregrass.edu.** More specifically, all students shall abide by all agency policies regarding isolation techniques and the handling of blood or any other bodily fluids. While providing direct patient care to non-isolated patients, medical asepsis and other appropriate measures for the prevention of AIDS, Hepatitis-B, and other transmittable diseases shall be utilized by the student.

The following guidelines shall apply to all Radiologic Technology students:

1. The student shall handle sharp objects in manners that prevent accidental cuts or punctures. Used needles and sharps shall not be bent, broken, or reinserted into their original sheaths. They shall be discarded immediately after use and placed into a puncture-resistant container which shall be disposed of through the biohazard pick-up service.
2. The student shall promptly clean up blood spills with a disinfectant solution such as a 1:10 dilution of bleach using appropriate Personal Protective Equipment (PPE).
3. The student shall wash his or her hands before and after contact with patients. The student shall also wash hands and skin surfaces that are affected by blood or other bodily fluids. The student shall wash his or her hands even when gloves have been worn.

- a. The student shall wear gloves when practicing procedures which involve contact with blood or body fluids.
4. The student shall wear a gown when practicing procedures that are likely to generate splashes of blood or other body fluids.
5. Blood and body fluid isolation as well as universal precautions have been taught by the program instructors according to the Centers of Disease Control Universal Blood and Body Fluid Isolation Guidelines; therefore, students must use universal precautions and blood and body fluid isolation in the lab and practicum setting.

Failure to comply with the infection control policy will be treated as an unprofessional act and may result in immediate disciplinary action such as a failing class grade or termination from the program. *Adopted from the WGTC Policy manual V.H. Academic Standards, Evaluations, and Appeals. **NOTE: Please see the student catalog and/or student handbook for more information. These may be found at www.wiregrass.edu.**

Universal Precautions

All students are required to participate in and complete the Occupational and Safety and Health Administration (OSHA) training for blood borne pathogens and tuberculosis. The training will be provided by Wiregrass Georgia Technical College. In addition, the clinical sites may require the student to participate in the training classes at the clinical sites. Any questions regarding communicable diseases will be directed to the appropriate clinical affiliate's infection control department. Students may be exposed to communicable diseases and it is the student's responsibility to use the necessary precautions. Students unsure about a situation must seek assistance.

Injury During Clinical

If a student is exposed to blood or other potentially infectious material during clinical the student must:

- Notify his/her clinical site's Clinical Preceptor and the Wiregrass Georgia Technical College Clinical Coordinator **immediately**, some testing must occur within 2 hours.
- Students exposed to blood and other potentially infectious materials must comply with the procedures and work practices outlined in the College's Exposure Control Plan

If a student is injured during clinical experiences (fall, back injury, etc.), the following steps must be completed within 24 hours:

- Notify his/her clinical site's Clinical Preceptor and the Wiregrass Georgia Technical College Clinical Coordinator immediately.
- Faculty will fill out an accident/incident form and gather any supporting documentation.
- The student will be referred to the hospital's Emergency Room or Urgent Care to be examined by a physician.

Current students are covered under an accident insurance plan provided through the college for accidental injuries that occur in conjunction with clinical rotations or other college sponsored activities. Copies of the accident insurance form are available on the college intranet and can be accessed by the Clinical Coordinator or approved personnel for the student to present at the time of medical treatment. During clinical rotations, students are not employees of the clinical agency or the college.

Signature for Infection Control, Universal Precautions and Injury at Clinical Policy

Student Signature _____ Date _____

Clinical Education

During the duration in the Radiologic Technology Program at Wiregrass Georgia Technical College, students will participate in laboratory and clinical experiences to:

- Acquire expertise and proficiency in a wide variety of diagnostic radiographic procedures by applying classroom theory to the actual practice of technical skills on specified levels of competence.
- Develop and practice professional work habits and appropriate interpersonal relationships with patients and other members of the healthcare team.

Students will gain competence through an integrated system of classroom, laboratory, and clinical experiences. The structure of this curriculum is designed such that the student will have the opportunity to acquire the necessary cognitive, affective, and psychomotor skills to become a qualified radiographer. Through accomplishment of the behavioral objectives, the student will move from the passive mode of observation of the registered technologist [R.T. (R)] to the more active mode of clinical performer. The radiography student will gradually become more independent in the performance of radiographic procedures. Specific category competency requirements are listed in the respective clinical education course syllabus provided by the instructor as required by ARRT.

Each clinical site affiliated for education of radiologic technology students has a Clinical Preceptor responsible for supervision. The Clinical Preceptor, or a designated technologist, supervises the student in the clinical education center. Supervision may be direct or indirect, depending on the progress of the student in the program.

Simulation is utilized for infrequent or limited volume examinations and will comprise a minor component of clinical education. Simulation is allowed as needed with a maximum of three simulations for the student's entire cumulative clinical experience. Exams eligible for simulation will have an asterisk (*) denoted beside the exam on the Verification Form- Imaging Procedures on page 69.

Opportunities are provided for observation in computed tomography, surgery (required), special procedures, radiation therapy, GI lab, cardiovascular interventional, magnetic resonance imaging, nuclear medicine, mammography, ultrasonography, and floor assistant.

Supervision Policy

Students are ultimately responsible for making sure that they are performing exams under the appropriate type of supervision. Prior to demonstrating competence, students may only perform examinations under **direct supervision** (a registered technologist must be present in the room during the entire examination).

Direct supervision assures patient safety and proper educational practices. The JRCERT Standard 5.4 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.

After demonstrating competence, students may be permitted to perform procedures with **indirect supervision** (a registered technologist must be immediately available for assistance regardless of the level of student achievement).

Indirect supervision promotes patient safety and proper educational practices. The JRCERT Standard 5.4 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 availability applies to all areas where ionizing radiation equipment is in use on patients.

Repeat Radiographs

All repeats of radiographs must be completed under **direct supervision** and be properly documented. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. If it is determined that a radiograph needs to be repeated, the radiographic procedure will be reviewed with the student by a registered technologist.

All repeat radiographs, the reason for the repeat, and the technologist present for the repeat examination must be properly documented on the student's monthly records.

Surgical and Mobile Radiographs

All surgical and mobile radiographs, including mobile fluoroscopy, must be performed under **direct supervision regardless of the level of competency** and all properly documented in the student's monthly records.

All surgical and mobile radiographs are to be documented with the name of the technologist present during the exam. This will become part of the student's monthly records.

Supervision Policy Agreement form must be signed by each student prior to attending clinical. The form is located in the Radiologic Technology Program Forms section of this handbook.

Signature for Supervision Policy

Student Signature _____ Date _____

Mammography Policy

The radiography program sponsored by Wiregrass Georgia Technical College has revised its policy, effective August 2017, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

Signature for Mammography Policy

Student Signature _____ Date _____

Clinical Education Practices and Policies

Students will participate in various clinical environments and are expected to maintain professional behavior at all times. Students are held accountable for his/her actions and the consequences of those actions. Below is a list of criteria that, if violated, will result in a disciplinary action ranging from a minimum written warning and/or work ethics deduction (per violation) in the clinical course grade, points deducted from the clinical course grade and the possibility of dismissal for the clinical site.

Each violation is considered on a case by case basis depending on the severity. Dismissal from a clinical site could prevent the student from participating in clinical rotations and a grade of W (Withdrawal) or F will be assigned to the course. If the student is unable to attend clinical rotations, they will be unable to complete the clinical competencies of the course and will not be eligible to continue in the program. Examples of violations include, but are not limited to:

- Failure to use appropriate radiation safety protocol.
- Failure to follow supervision policy.
- Unprofessional conduct requiring written and verbal notification of the specific unprofessional behavior or conduct.
- Neglecting routine responsibilities at clinical sites (ex: avoiding procedures that are a part of assignment, little or no effort to assist other students or clinical staff, ignoring patient needs).
- Any act of carelessness regarding patient care or equipment use.
- Insubordination (defined in Webster's Dictionary as "unwilling to submit to authority, disobedient; rebellious") or refusal of a student to follow instructions or perform designated duties where such instructions or duties normally and properly may be required of a student for educational experience and purpose. Students may not refuse to do exams simply because they have already competency tested on them.
- Falsifying, omitting, or altering patient records.
- Falsifying, omitting or altering student clinical education forms.
- HIPAA violation.
 - The student must maintain patient confidentiality at all times. Students are not to discuss patient information with anyone other than their instructor and hospital staff during care of a patient or during post-conferences. Students are not to reveal the identity of a patient in any way. The student radiographer will act as a patient advocate and promote the well-being and rights of every patient.
- Any unprofessional conduct which violates the standards of radiography profession.
- The student must follow the policies of each clinical site.
- Students must notify the Clinical Preceptor or Department Supervisor when leaving the Radiology Department for any extended amount of time (i.e.- lunch, grading, etc.).
- The student must work cooperatively and respect all hospital staff, administration, physicians and peers.
- The student must provide timely, truthful, and accurate treatment for all patients.
- The student must report to their Clinical Preceptor, Supervising Technologist, or Department Supervisor immediate changes in patient status.
- The student must follow the chain of command as well as the facility policies and procedures.
- The student must perform all skills and procedures safely.

- If a student is unsure of any procedure, it is the student's responsibility to ask their instructor or technologist for assistance.
- Students must be aware of and avoid kinking of connective tubing (i.e., catheters, IVs, drainage, and suction) during patient transfer and the radiologic procedure.
- The student must perform all patient skills safely.
 - All patient transfer devices must be properly secured and locked before beginning the transfer process.
 - Bedrails and other patient safety devices (i.e. lowering the bed to the lowest level) must be secured when returning patients to their originating location.
- The student must observe Universal Precaution at all times.
- The student must be aware of the clinical facility's disaster, fire, and CPR codes.
- Clinical attire policy infractions. Student must be in complete clinical attire according to page 50 to not be in violation. If the infraction cannot be remediated at the time of occurrence, the student will be sent home for the day and the clinical attendance policy will be followed.
- The student must **never**:
 - Work or perform any duty in any capacity other than student radiographer regardless of their employment status with that facility. During a clinical rotation, the student is a student radiographer and cannot utilize any other position entitlements they may use during their employment. (See Work Policy)
 - Give the patient any food or drink unless instructed to do so by a physician, nurse, or radiographer.
 - Give the patient medication.
 - Leave or abandon patient without proper safety precautions in place.
 - Hold a patient for an exam.
 - Put his or her hands under the fluoroscopy tower during a fluoroscopic procedure.
 - Stand at the head or foot of the fluoroscopy table during fluoroscopy exams.
 - Receive personal telephone calls during any clinical rotation (except for emergencies).
 - Engage in or overlook any unprofessional conversations or behaviors.
 - Have a cell phone or other electronic device visible during the clinical shift.
 - Smoke in the clinical setting while in uniform.
 - Perform any skill or procedure without proper direct or indirect supervision.
 - Be in an unauthorized area without proper supervision.
 - Translate medical history between patient and hospital staff.

Signature for Clinical Education Practices and Policies

Student Signature _____ Date _____

Clinical Attendance

Students must clock in and out of the clinical shift. Students must clock in and out for lunch. Students must only clock in and out for themselves. Clocking in and out for other students or having another student clock in and out for the student constitutes falsifying own or other's academic or clinical records. If violated, disciplinary action ranging from a minimum 10-point deduction in the clinical course grade to the possibility of dismissal for the clinical site. Dismissal from a clinical site could prevent the student from participating in clinical rotations and a grade of W (Withdrawal) or F will be assigned to the course. Each violation is considered on a case by case basis. If the student is unable to attend clinical rotations, they will be unable to complete the clinical competencies of the course and will not be eligible to continue in the program.

Students can only stay at the clinical site during assigned hours unless time is approved by the Clinical Coordinator. If a student is absent more than 2 days of the assigned clinical days, 10 points will be deducted from the student's clinical course grade and an additional 10 points for each subsequent absence. Absences **MUST** be reported to the Clinical Site **AND** the Clinical Coordinator **PRIOR** to their occurrence. Clinical site must be contacted first by the departmental numbers located on page 10. Students must then notify the Clinical Coordinator by email (lynn.pittman@wiregrass.edu and see sample email below). Students are responsible for maintaining their attendance record and notification data. **Failure to comply with the call-in procedures will result in a 10-point deduction from the student's clinical course grade for each occurrence.**

A student is considered tardy if they clock in or out more than 10 minutes of their assigned clinical shift. Three tardies count as a clinical absence. Tardiness of more than 30 minutes will be considered an absence. If a student arrives or leaves more than 3 times within the 10-minute tardy window, this privilege will be taken away.

Sample email to lynn.pittman@wiregrass.edu

Subject: **Clinical Absence**

Good morning Ms. Pittman. I will be absent from my clinical shift today at SGMC 8a-6p. I called in at 7:30 am and spoke with Shendra.

Thank you, Student

If a student does not have their dosimeter, they cannot attend clinical. See Uniform Guideline Policy on page 55.

Signature for Clinical Attendance Policy

Student Signature _____ Date _____

Time Clock Policy

The student must use the time clock at each clinical site for clocking in and out for their clinical shift. There is a time clock at every clinical facility. The location of the time clock is shown during clinical orientation to the clinical site. The following items must be followed:

- The student will receive their timecards for the semester with the clinical schedule. Failure to use given timecards at clinical sites, will result in absence at clinical and the clinical attendance policy will be followed.
- The student's name, rotation assignment, and time of rotation must be on the time card for each rotation.
- A new time card out of your allotment must be used for each rotation.
- Handwritten time is **NOT** an acceptable practice as a clock in or clock out. If this should occur, the occurrence will be counted as an absence.
- If a double punch (time punched on top of another time) occurs, this will count as a tardy.
- Time on the time clock must be followed and will be the time used for attendance. For example, if the time clock is fast or slow according to your watch, the time on the time clock will be used for your tardy and absence.
- Failure to clock in or out of clinical shift will result in a clinical absence for the occurrence.
- Failure to clock in or out for lunch will result in a clinical tardy for the occurrence. The time allotted for lunch is 45 minutes. There is no grace period for tardiness returning from lunch.

Signature for Time Clock Policy

Student Signature _____ Date _____

Clinical Shifts

Each clinical site will have a Clinical Preceptor and/or a Registered Technologist to properly supervise the student for each clinical shift rotation. All clinical site rotations will have a 1:1 student to radiography clinical staff ratio. If the student has a concern regarding supervision, they must contact the Clinical Coordinator immediately.

Clinical Rotation schedules are subject to change at the discretion of the Clinical Coordinator.

Day (A) Shifts

During day shifts, radiology exams are being performed and the department and clinics are operating at full capacity. Portable exams are often performed in the early morning before physicians make rounds; therefore, early shifts are utilized. Outpatient and clinics are scheduled during the times that are optimal to the facility.

A variety of day shifts are utilized to accommodate the clinical sites and to offer the student a variety of exams and insight into the day shift hours utilized in the radiology department. All clinical shifts are limited to no more than 10 hours per day to satisfy JRCERT, Standard 4.4.

Evening and/or Weekend (B) Shifts

The Wiregrass Georgia Technical College Radiologic Technology Advisory Committee and Radiologic Technology faculty believe there is a definite value for students to participate in evening shift rotations.

The purpose of the evening and/or weekend shift is to provide students with opportunities that are uncommon during the day shift:

- Procedure distribution
- Observance of the hospital's evening atmosphere
- Observance of the department's evening atmosphere

Becoming Sick During Clinical

If a student should become sick during clinical and cannot perform 100%, the student must go home and will receive a clinical absence for the day. Prior to leaving the student must contact the technologist in charge at the clinical site **AND** the Clinical Coordinator via email (lynn.pittman@wiregrass.edu). Failure to comply with the policy, will result in a 10-point deduction from the student's clinical course grade for each occurrence.

Students are expected to assume responsibility for their own health in the event of an illness, accident, or exposure to a communicable disease. Health insurance is strongly recommended prior to entry into the program. **While professional liability insurance is included in tuition each semester; health insurance is not provided.**

Signature for Becoming Sick During Clinical Policy

Student Signature _____ Date _____

Clinical Facilities and Mileage

Students enrolled in the Wiregrass Georgia Technical College Radiologic Technology program will be scheduled to rotate through the various rooms and/or departments within the clinical affiliates of the program. Clinical assignments are assigned on a rotational basis to ensure the assignments are equitable. Clinical assignments will begin the 1st semester of the program. Clinical sites may change at any point in the program. Transportation to and from clinical experiences is the responsibility of the student.

Clinical Site	City, State	Approximate mileage from Valdosta Campus
Coffee Regional Medical Center	Douglas, GA	70
Dorminy Medical Center	Fitzgerald, GA	70
Hughston Sports Clinic	Valdosta, GA	3
SGMC Health-Lanier Campus	Lakeland, GA	26
SGMC Heath– Main Campus	Valdosta, GA	7
SGMC Health– Imaging Center	Valdosta, GA	7
SGMC Health- Smith Northview	Valdosta, GA	3
SGMC Health-Berrien Campus	Nashville, GA	28
Valdosta Orthopedic Associates	Valdosta, GA	5
Southwell- Adel Primary Care	Adel, GA	16

Clinical Performance and Responsibilities

Clinical rotations will be broken down into two-week rotations for first three clinical courses and one-week rotations during the final semester. All students will travel to the ten different clinical sites. The following responsibilities must be performed and are the responsibility of the student.

All Exams

For each radiographic examination, the student will demonstrate an acceptable level of competence. The student will perform the following duties.

1. Maintain radiographic room cleanliness:
 - a. Change linens.
 - b. Maintain aseptic conditions for radiographic equipment and instruments.
2. Prepare the room and equipment and obtain necessary supplies for the radiographic examination.
3. For contrast studies:
 - a. Prepare contrast for patient exams using aseptic technique under technologist supervision.
 - b. Administer contrast media appropriately, under technologist supervision, with concern for patient comfort.
 - c. Recognize a contrast media reaction or other patient emergency.
 - d. Assist and anticipate physician needs during exam.
4. Perform tube warm-up procedure when necessary.
5. Check requisition to physician's order.
6. Discuss and demonstrate the proper communication skills when receiving a patient to include:
 - a. Informal introduction - address the patient in the proper manner by use of surname, title, or complete name.
 - b. Introduce yourself to the patient.
 - c. General courtesy to patient.
 - d. An explanation of the examination.
7. Check two forms of the patient's identification from the requisition using the patient's armband. If the clinical site does not provide an armband the facilities protocol for identification must be followed.
8. If female of child bearing age check and document last menstrual period. Have appropriate form signed by patient.
9. Discuss the importance of maintaining confidentiality of patient's charts and request forms.
10. Discuss medical-legal and personal consequences when confidentiality is breached.
11. Assist the patient to the radiographic area.
 - a. Demonstrate proper handling of wheelchairs or stretchers.
 - b. Demonstrate proper body mechanics for lifting.
12. Remove all unnecessary or interfering clothing and/or accessories (e.g. dentures, jewelry, hairpins, wigs, elastic waistbands, etc.). Appropriately gowned if necessary for exam.
13. Maintain the modesty of the patient by keeping the patient covered at all times.
14. Manipulate the patient for proper projections required for the examination being evaluated.
15. Proper aseptic technique on all patients.
16. Communicate proper instructions to the patient clearly and audibly.
17. Use immobilization techniques properly.
18. Provide support which may alleviate patient discomfort and/or provide needed modifications for projections desired.

19. Align the central ray properly to the image receptor and body part.
20. Use the proper Source to Image Distance (SID) according to the image receptor and projection taken.
21. Operate the tube and/or table locks accurately.
22. Collimate properly to the appropriate exposure area.
23. Select the proper image receptor or field size according to the projection taken.
24. Place the image receptor properly in the Bucky tray.
25. Use image markers accurately.
26. Operate control panel accurately.
27. Use appropriate gonadal shielding when needed.
28. Close the radiographic door during the exposure.
29. Wear lead apron and/or gloves when appropriate.
30. Apply appropriate principles of radiation protection to both patient and co-workers.
31. Turn radiographic equipment off when appropriate.
32. Perform appropriate image receptor handling techniques for processing.
33. Evaluate the resulting radiograph for technique and positioning.
34. Maintain and use Bontrager's Handbook (pocket size).
35. Practice correct trauma patient care which will include patient analysis, observation, and verification of exam correctness.
36. Observe the proper manner in which to respond to medical emergencies.
37. Identify common injuries from different types of trauma.
38. Observe and practice methods of radiographing trauma patients. This will include radiographing cervical spines, thoracic spines, lumbar spines, ribs, sternum, shoulders, hips, decubitus abdomen, and decubitus chest.
39. Observe and perform portable radiographic methods.
40. Demonstrate organizational skills, planning skills, verbal, and nonverbal communication skills.
41. Perform radiographic procedures.
42. Take pertinent and complete history.
43. Show concern for patient care and comfort.

Fluoroscopic Exams

The student will perform the following duties.

1. Correctly mix the appropriate contrast media.
2. Gather and organize the appropriate supplies for easy access during the process.
3. Attach the footboard and check it for safety when it is needed for the procedure.
4. Place the table in the correct position with the Bucky tray at the end of the table.
5. Prepare pillow and additional clean linens as appropriate for the procedure.
6. Make sure that all radiation safety devices are in place and aprons and gloves are available for all personnel.
7. Correctly set the control panel for fluoroscopy.
8. Correctly and carefully insert enema tip for Barium Enema exams.
9. Properly introduce the patient to the doctor.
10. Correctly assist with barium administration and patient positioning during fluoroscopy.
11. Provide appropriate supportive patient care during the procedure.
12. Maintain aseptic condition of equipment and general fluoroscopy suite environment.
13. Set up exam trays maintaining sterile technique.
14. Verify appropriate lab work and patient prep.

Portables

The student will perform the following duties.

1. Locate the mobile equipment and operate it safely and appropriately.
2. Manipulate the locks carefully and easily.
3. Set up the equipment efficiently.
4. Maintain cleanliness of the mobile equipment.
5. Communicate effectively with nursing staff before beginning all mobile procedures.
6. Follow appropriate infection control procedures.
7. Make adjustments in tube/part/image receptor alignment to compensate for patient position.
8. Select an appropriate technique to compensate for atypical situations; i.e., grid, patient pathology, casts, patient variations.

Surgery

The student will perform the following duties.

1. Differentiate between sterile and non-sterile areas.
2. Move efficiently while maintaining a sterile field.
3. Manipulate equipment efficiently while maintaining a sterile field.
4. Make correct placement of the image receptor in sterile conditions.
5. Operate the c-arm effectively.
6. Maintain cleanliness of the c-arm equipment.

Signature for Clinical Performance and Responsibilities Policy

Student Signature _____ Date _____

Clinical Grade

Clinical education is a vital part of training. In this area of education, students are transferring what they have learned in the classroom and laboratory setting into the clinical setting. It will take time, dedication, and hard work to accomplish this difficult task. Yet it is very rewarding!

Students will be evaluated in the following areas: exam competency, weekly clinical records, weekly rotation evaluations, clinical final, clinical semester evaluation form, portfolio and elective rotation. Each semester there is a number of exams that the student must meet so that the mandatory and elective exams necessary to complete the program guidelines set forth by the ARRT are achieved in the proper time frame.

The student's clinical notebook with appropriate clinical forms for the semester can be checked at any time for accuracy and completion. It is the student's responsibility to have the correct Clinical Education Form from this handbook, 2025-2026

Explanations of Clinical Grade Criteria

Exam Competency – Each semester students must complete a specified number of exams to perform for a grade, also known as a competency. Before grading can occur, students must complete the specified number of check-offs of that exam. This is identified on the Verification Form-Imaging Procedures and will also be verified at exam competency and/or periodically throughout each semester. Students must notify a registered technologist prior to beginning exam that they would like to perform this exam as a competency grade, and present the technologist with an Exam Competency form prior to beginning the exam. Once the student has committed to the competency, they can assess the patient and this will be the only point in which they can decline to grade prior to the first image taken. If the student decides to decline grading on the given patient, they must perform the exam under direct supervision of a registered technologist and this will not count in the grading process.

Once the student is competent to grade on the Image Evaluation portion of the competency (back side of grade sheet), they will have one month from the date of performance to complete this portion. If the student does not grade on the Image Evaluation portion within the one month, 5 points per clinical day will be deducted from the overall grade of the Exam Competency. Wiregrass Georgia Technical College Radiology Faculty are the only individuals that can grade the Image Evaluation portion. Maximum number of exam competencies to be graded by Faculty is three (3) per day. If the Exam Competency form indicates the student had a repeat image, fifteen points will be deducted from the overall grade.

The following exams will not be accepted for competency:

1. Any exam competency that does not follow the marker policy.
2. Any exam competency that faculty deems repeatable.
3. If a student receives a poor evaluation (0), they will not be allowed to grade on the exam competency.

In order to pass the Exam Competency, the student must score a minimum of 80. If the student does not score a minimum of 80, they fail the competency. The student must prove competency on the failing exam in order to progress in the program. The student must then start over obtaining the required check-offs before attempting to re-comp on the Exam Competency. The 2nd attempt on the Exam

Competency is only for the purpose of demonstrating competency of the exam in order to meet ARRT guidelines. The original grade will go into the gradebook in the semester of proving competency. The student will have one full semester to complete the assigned check-offs and 2nd attempt on the Exam Competency in the clinical setting or it will be simulated at the WGTC lab. The Clinical Coordinator will assign the simulation date. If a minimum score of 80 is not achieved on the 2nd performance evaluation competency, the student **will not** be able to progress in the program. Should they prove competency and a simulation had to be performed, this will count towards the maximum of three simulations for the entire duration in the program.

If a student fails more than four Exam Competencies during their time in the Radiologic Technology Program, they will not be allowed to progress in the program. If a fifth failure occurs, the student will automatically receive a clinical course grade of an “F” for that semester. If the student would like to be readmitted, refer to the Readmission Policy in this handbook.

All exam competencies and corresponding check-offs, pages 69-76, must be completed by the date listed in the clinical course syllabus. This includes the number of exam competencies needed for the given semester and image evaluation side graded. If the number of exams for that semester has not been completed or check-offs verified by this date, the student will receive a grade of zero for each exam competencies not completed. If the check-offs have not been verified by faculty for any exam competency submitted, the exam competency will not count and will be entered as a zero. It is the student’s responsibility to make sure check-offs are verified and exam competencies are graded by the date listed in the syllabus. Each missing exam competency must be completed within thirty days from the start of the following semester and will be graded for competency only for ARRT.

Weekly Clinical Records – Students are required to keep a record of their daily attendance and exams performed. These records are to be recorded on the Weekly Record form and kept in the student’s clinical notebook. These records will be checked for accuracy and completion as they are submitted the Monday after you finish the clinical rotation. The clinical rotation weekly records and timecards will be submitted together.

Weekly Rotation Evaluations – As the student rotates through each setting in the clinical sites, a set of objectives must be completed. The registered technologist, whom the student worked with the most, must complete the Weekly Rotation Evaluation form. At the end of each week in clinical, students are evaluated using a Weekly Rotation Evaluation form. The Weekly Rotation Evaluation forms for the rotation are averaged together.

The Weekly Rotation Evaluation form must be completed by a registered radiologic technologist.

Clinical Final Exam – Each semester the student will be given a clinical final exam. This exam will cover all coursework the student has had to the present point of learning in the program. This process will help students retain information they have learned throughout the length of the program and help prepare them for the ARRT primary certification in Radiography.

Clinical Semester Evaluation – This portion of the Clinical Grade Sheet is used to evaluate the affective and cognitive domain of the student in the clinical area. This Clinical Semester Evaluation form must only be completed by WGTC Radiology Faculty at the end of each semester. During the Semester Conference, the student and the WGTC Radiology Faculty will review the evaluation. This evaluation is a good indicator

of the student's progress in the clinical setting.

Portfolio- Students will maintain a portfolio during the third and fourth clinical semesters. The guidelines and rubric will be outlined in the given semesters clinical syllabus.

Exit Comp- Exit comp will be completed during RADT 2360. Exit comp will consist of a lab portion and HESI testing. Further explanations and rubrics will be given out in RADT 2360.

Elective Rotations – During the last semester of the program, the student can choose one to two elective(s) using the Senior Elective Rotation form. The Clinical Coordinator will review the forms and assign the rotations. It is the student's responsibility to ensure they are on track to meet all ARRT requirements before going to an elective. At the end of each rotation, the supervising technologist must complete the appropriate Elective Rotation Evaluation form weekly.

Signature for Clinical Grade Policy

Student Signature _____ Date _____

Clinical Attire Policy

It is expected that student's appearance be professional and kept. Clinical attire policy infractions. Student must be in complete clinical attire according the below policy to not be in violation. If a student is found to be in violation will result in a disciplinary action ranging from a minimum written warning and/or work ethics deduction (per violation) in the clinical course grade, points deducted from the clinical course grade and the possibility of dismissal for the clinical site. If the infraction cannot be remediated at the time of occurrence, the student will be sent home for the day and the clinical attendance policy will be followed.

Uniform:

- Students will wear professional fitting, solid Hunter Green uniform at all times.
- Uniform should fit properly- neither tight enough to define the body or loose enough to seem sloppy.
- Crew neck clean white, black or gray (non-faded and non-thermal) short or long sleeve shirt **must** be worn under the scrub top.
- Dirty uniforms, wrinkled uniforms or a uniform with offensive odor will not be tolerated. Wash it! Iron it! Present yourself as neat and professional EVERY DAY!
- All appropriate undergarments are to be worn in the clinical setting.
- Lab coats are optional and must be **Hunter Green**.
- All scrub tops and lab coats must have a WGTC patch sewn on the left sleeve of the uniform; 2 inches from the bottom on the scrub top sleeve and approximately same place on lab coat sleeve. The patches can be purchased in the bookstore.
- **No "scrubleggings", scrub jumpsuits, or yoga scrub styles**

Hair:

- Hair must be clean and confined so that it does not interfere with patient care.
- Students should consider the clinical hair requirements BEFORE selecting a hairstyle and color. Colors must be naturally occurring in order to conform to professional industry standards. (black, brunette, blonde, auburn)
- Sideburns, beards, and/or mustaches should be clean neatly trimmed and not extend beyond the periphery of the face mask.
- Hair must be worn in a neat and professional manner. Hair must be pulled back in a low (ear level or below) ponytail or bun. While in ponytail if it falls below the clavicle, it must be put in a bun. No messy buns allowed.
- Women and men's hair should be styled so it does not fall into their face.
- Conservative hair accessories. No headbands allowed.
- Scrub caps are only in OR cases.

Nails:

- Nail polish, acrylic, gel nails or press on nails are not allowed. Nails must be natural.
- Nails should be kept clean, short and well-manicured.
- Nails must not extend past the end of your finger tip.

Personal Hygiene:

- Functional deodorant is required.
- No noticeable perfume, cologne, scented lotions or hand gels are to be worn in the clinical area.
- Students should wear conservative make-up.
- No artificial eyelash extensions are to be worn at clinical.
- Oral hygiene is essential.
- Chewing gum will not be allowed lab or clinical area.

Jewelry:

- WGTC is not responsible for damaged or lost jewelry.
- Wedding and engagement rings may be worn.
- One set of small stud earrings can be worn. One earring on each ear.
- No other visible body piercing will be allowed.
- Necklaces, bracelets, rings, etc. are not permitted for clinical.

Tattoos:

- All visible body tattoos must be covered while in uniform. The material must represent a natural skin tone and must look professional.

Shoes:

- Must be neutral and must be kept clean. No open toe shoes. Crocs in either all white, all gray or all black may be worn, but only the Crocs with solid tops. No loud colors or designs.

Cell Phones/Laptops:

- Are strictly prohibited from use in any clinical site.

Personal Lead Markers:

- Red Right and Blue Left personal lead markers are mandatory uniform attire each day.
- See Marker Policy

Radiation Dosimeter:

- A radiation dosimeter will be issued prior to the beginning of laboratory and clinical experiences. The radiation dosimeter must be worn at all times in clinical and laboratory areas. They serve to

monitor radiation exposure and are for the students' safety and protection. The radiation dosimeter must be worn at collar level.

Name Tag:

- Official Wiregrass Georgia Technical College picture ID must be worn at collar level, on the uniform top or the lab coat and must be worn on the upper right side of the chest at all times while in clinical and class. ID badge must be worn face forward and have no object obscuring the photograph or name. No lanyards.

Miscellaneous:

- Bontrager's Pocket Handbook, pen, and clinical papers are required each clinical day.
- Smoking, vaping, or other tobacco products are prohibited while in uniform.
- Alcoholic drinking is prohibited while in uniform.

NOTE: IN ORDER TO BE CONSIDERED IN COMPLETE UNIFORM, ALL OF THE ABOVE CRITERIA MUST BE MET. FAILURE TO COMPLY WITH THE ABOVE DRESS CODE WILL RESULT IN PENALTIES. WITH THE EXCEPTION OF DOSIMETERS WHICH WILL RESULT IN THE STUDENT BEING SENT HOME FOR THE DAY. (See Radiation Dosimeter explanation)

Signature for Clinical Attire Policy

Student Signature _____ Date _____

Radiation Monitoring Policy

Method of Payment

The cost for monitoring is covered in tuition and fees.

Use, Wear, and Storage of Your Radiation Monitor

A radiation monitor is a precision instrument that must be used, worn, and stored properly for you to receive maximum benefits. Its purpose is to measure how much ionizing radiation you are exposed to over a specified period of time. Each quarter the dosimeters are collected and sent off for a reading and analysis which tells the amount of radiation exposure. This dosimeter report of exposure is circulated each quarter. Any exposure that exceeds the 10 mRem per quarter is investigated promptly by the Radiation Safety Officer / Clinical Coordinator (RSO). The RSO will notify the student or faculty member if they exceed ALARA (As Low As Reasonably Achievable) notification level. **Students are not allowed to perform radiologic technology examinations without their dosimeter.**

Radiation Exposure Can Be Reduced By (ALARA):

- | | |
|--------------|---|
| 1. Time | Reduce the time you spend at or near a radiation source. |
| 2. Distance | Increase the distance between yourself and the source of radiation. |
| 3. Shielding | Use appropriate shielding (lead aprons, gloves, etc.). |

Methods to Assure Accuracy of Your Radiation Dosimeter Reports

1. Wear the dosimeter when performing duties which involve x-ray exposure or radioactive sealed or unsealed sources.
2. Wear only the dosimeter which is assigned. Do not wear anyone else's or allow anyone else to wear yours.
3. Wear the dosimeter clipped to the collar near the throat. Do not wear the dosimeter under the lead apron.
4. Great care should be taken not to lose the assigned dosimeter. If lost or misplaced, report this immediately to the RSO. A replacement dosimeter will be ordered and must be obtained prior to working with any radiation source.
5. Do not wear the dosimeter during your own routine medical or dental x-ray examination.
6. Dosimeters should not be exposed to extreme heat, (i.e., in an automobile during the heat of summer or in clothes dryer).

The last quarter dose report is not available to the student until after graduation. If the student wishes to receive a lifetime occupational radiation dose report for exposure during the program, it is the student's responsibility to contact the Clinical Coordinator. Contact the Clinical Coordinator by email for the report.

Dosimeters must be turned in at the end of each quarter (wear period), as directed, to the Clinical Coordinator. Students must also acknowledge review of each radiation dosimeter report by initialing in the appropriate area on the report.

If the student loses their dosimeter, the student will not be allowed to attend clinical until the student receives the replacement dosimeter. The clinical attendance policy will also apply.

Signature for Radiation Monitoring Policy

Student Signature _____ Date _____

Radiologic Technology Program Forms

Please note that program faculty are continually reviewing and updating the forms and handbook. Students will be notified of any changes.

Core Performance Standards Verification Form

Student Name: _____

Student ID: _____

Semester: ☐ First Fall ☐ Second Fall

Mobility/Flexibility/ Strength	Stand and walk for extended periods of time in a clinical setting.
	Operate both mobile and surgical imaging equipment and perform related radiological procedures.
	Ambulate and position patients on imaging tables and to / from radiologic facility.
	Operate wheelchairs and patient stretchers alone or with assistance as available.
Fine Motor Skills, Hand / Eye Coordination	Possess manual dexterity, mobility, and stamina to perform CPR.
	Operate a variety of radiographic and computer equipment and adjunct instrumentation using fine motor functions.
Auditory / Visual Ability and Acuity	Observe a patient accurately for patient assessment using the skills of listening, seeing, touching, and smelling.
	Possess the visual acuity to read, write, and assess the patient and the environment. (Please comment if corrective devices are required.)
	Visually evaluate radiographic images for technical accuracy and procedural determinations.
	Perceive attributes of patients and objects such as when positioning patients for procedures.
Communication / Interpersonal Skills	Communicate effectively with patients / clients and other members of the health care team using all types of communication methods including verbal, nonverbal, and written techniques.
	Demonstrate emotional stability and psychological health in day-to-day interaction with clients / patients, staff, family and others, in routine and non-routine decision making processes, and on the daily execution of didactic and clinical assignments.
	Oriented to reality and not mentally impaired by mind-altering substances.
	Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.

Read the declarations below. Initial and date only one option. If you are unable to fully meet any criterion, you will need to direct your request to the College ADA Coordinator.

_____ I have reviewed the Core Performance Standards for this program and I certify to the best of my knowledge I currently have the ability to perform these functions.

_____ I have reviewed the Core Performance Standards for this program and I currently am unable to fully meet the indicated functions without accommodations. I am requesting the following reasonable accommodations.

Attach document.



CLINICAL REQUIREMENTS CHECKLIST FOR WGTC HEALTHCARE PROGRAMS

NAME: _____ Deadline: _____

This checklist is for your records only and should not be used as proof of any of the below requirements.

Screenings, Exams and Documentation	Date Completed	Documentation Uploaded to CP
Criminal Background Check * DO NOT COMPLETE ON YOUR OWN * Instructions will be provided after 4 th day of class		
Drug Screen (10 Panel with Oxycodone and Ethanol) *DO NOT COMPLETE ON YOUR OWN Instructions will be provided after 4 th day of class		
American Heart BLS for Health Care Providers CPR Card or Certificate. (NO HEARTSAVER!)		
Proof of Current Physical Examination (Within 12 months of clinical start date)		
Driver's License (Current, unexpired)		
Blood and Skin Tests (Lab Report Required)	Test Date	Lab Report Uploaded to CP
PPD (TB Skin Test) OR QuantiFeron TB Blood Test (within 4 months of clinical start date)		
Vaccinations or Titers (Current Shot Record Required. Note that Lab results can take up to 2 weeks.)	Date Administered	Record or Lab Report Uploaded to CP
Tdap-Tetanus/Diphtheria/Pertussis- (Must have been administered within the past 10 years. If the Tdap is over 10 years old, a Td booster vaccine is required. You will need proof of both the Tdap and Td Booster if the Tdap is over 10 years old.)		
Current Seasonal Influenza Vaccine (Annually beginning August 1 st of each flu season)		
Three Hep B Vaccines AND a Positive HepB Titer Lab Report		
If your HepB Titer is Negative, start the Vaccine series over again. You will need proof of both. (** This is a Coffee Regional Medical Center requirement**)		
Two Varicella Vaccines (History of the disease does not meet requirement)		
OR Positive Varicella Titer		
Two MMR Vaccines		
OR a Positive MMR Titer		
COVID 19 Vaccine(s) 2 doses of Monovalent-prior to 5/2023 OR one dose of Bivalent-after 5/2023 or a combination of both. In lieu of vaccines, you may be able to apply for a medical or religious exemption.		
Email april.lamon@wiregrass.edu for information and exemption forms for each clinical site.		
Other Requirement (As assigned by instructor)	Date Assigned	Date Completed
Orientation (Assigned by instructor when applicable) If the clinical site requires orientation, it will be assigned by your instructor once all the above requirements are met and we have received approval from the clinical site. Must be completed prior to clinicals.		

*Checklist is subject to change at any time and are based on the requirements of the clinical sites.

Revised 6/21/2023

HIPAA Agreement

I have received a copy of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and I understand:

HIPAA is a federal law that requires special training for healthcare personnel on policies and procedures regarding protected health information. Protected health information (PHI) is any information that relates to the past, present, or future physical or mental health, or the condition of an individual. HIPAA is the first federal law establishing privacy standards that define and limit the circumstances in which an individual's PHI may be used or disclosed by others. The law provides patients with more control over how their personal health information is used and disclosed.

I understand that I cannot disclose any patient information relating to my clinical experiences in any facility for any reason. My clinical information is private and will not be shared in any manner. My clinical information can only be discussed with my clinical instructor or clinical staff members directly related to my patients' care. I understand that if I share information in any way, I may not be allowed to return to the clinical site and will be held legally accountable. I understand that individuals, including students, may be held personally accountable for any violation which may include:

- Violation of standards may be subject to civil liability.
- Civil monetary penalties may be incurred.
- Criminal penalties for certain actions may include up to ten years in jail.

Each violation of the HIPPA Agreement will result in a disciplinary action ranging from a minimum 10-point deduction in the clinical course grade to the possibility of dismissal from the clinical site. Dismissal from a clinical site could prevent the student from participating in clinical rotations and a grade of W (Withdrawal) or F will be assigned to the course. Each violation is considered on a case by case basis. If the student is unable to attend clinical rotations, he/she will be unable to complete the clinical competencies of the course and will not be eligible to continue in the program.

I have read, understand, and will comply with the terms of this agreement.

Student Name: _____

Student ID: _____

Student Signature

Date

Criminal Background for Clinical Rotation Statement

The facilities associated with our clinical education program require criminal background checks on all students to ensure the safety of patients treated by students in the clinical rotation. All students are required to order a criminal background check prior to the beginning of the clinical experience. The clinical facility will determine if a student is eligible or ineligible to attend clinical at their facility.

The Radiologic Technology program will provide the student with instructions. The student is responsible for the fee associated with the background check.

Upon submission of the ARRT primary certification in Radiography application, the ARRT will review each individual application and conduct its own background check.

I understand:

- Any student with a criminal background, including a felony or misdemeanor, may be denied privileges to perform clinical rotations in any of the Wiregrass Georgia Technical College's clinical rotation sites.
- Any student denied privileges to perform clinical rotations in any of the Wiregrass Georgia Technical College's clinical sites may not be able to continue in the program.
- Any student with a criminal background, including a felony or misdemeanor, may be delayed or denied taking their ARRT primary certification in Radiography exam.
- Any student with a criminal background, who is granted the privileges to perform clinical rotations, completes the Radiologic Technology program, and successfully passes the ARRT primary certification in Radiography may not be able to gain employment at a healthcare facility. Employment is at the discretion of the hiring facility.

I have read, understand, and will comply with the terms of this agreement.

Student Name: _____

Student ID: _____

Student Signature

Date

Pregnancy Declaration Form

Student Name: _____

Student ID: _____

In accordance with current NRC regulations, I wish to declare that I am pregnant. My estimated date of delivery is _____ (provide month and year).

In making this declaration, I wish to be afforded the protection which is specified under this regulation, specifically that the unborn child shall not receive an excess of 500 millirems (0.5 rem) during the term of the pregnancy. I understand that if records show that the unborn child has received 450 or greater millirems at the time of this declaration, the unborn child is permitted to receive an additional dose of no more than 50 millirems (0.05 rem) during the term of the pregnancy.

I also understand that meeting the lower dose limit may require a change in my clinical rotation schedule during my pregnancy, which could result in a delay in graduation.

Student Signature

Date

Receipt of Declaration Acknowledged:

Signature of Clinical Coordinator

Date

The student has been counseled and has selected the following option:

- ☐ The student chose to withdraw from the program and re-enter after delivery to complete the program. The readmissions procedure will be followed if this option is selected.
- ☐ The student chose to continue the program without interruption of the routine clinical rotations. However, the Clinical Coordinator must assure that the radiation exposure to the embryo / fetus does not exceed .5 rem (5 mSv) during the entire pregnancy. This could necessitate a change in the schedule to avoid areas of clinical practice that may expose the student to higher radiation doses, i.e., mobile C-arm fluoroscopy, mobile radiographic exams and fluoroscopy. This option might result in a delay in graduation until those clinical hours could be completed.
- ☐ The student chose to discontinue clinical rotations and remain in the academic classes until after delivery, and then complete clinical rotations. This option would delay completion of the program.

Signature of Program Director

Date

Supervision Policy Agreement

Prior to demonstrating competence, students may only perform examinations under **direct supervision** (a registered technologist must be present in the room during the entire examination).

Direct supervision assures patient safety and proper educational practices. The JRCERT Standard 5.4 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.
- Reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved.

After demonstrating competence, students may be permitted to perform procedures with **indirect supervision** (a registered technologist must be immediately available for assistance regardless of the level of student achievement). All repeat examinations must be performed under **direct supervision**. Students are ultimately responsible for making sure that they are performing exams under the appropriate type of supervision.

Indirect supervision promotes patient safety and proper educational practices. The JRCERT Standard 5.4 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 availability applies to all areas where ionizing radiation equipment is in use on patients.

Repeat Radiographs

All repeats of radiographs must be completed under **direct supervision** and be properly documented. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. If it is determined that a radiograph needs to be repeated, the radiographic procedure will be reviewed with the student by a registered technologist.

All repeat radiographs, the reason for the repeat, and the technologist present for the repeat examination must be properly documented on the student's monthly records.

Surgical and Mobile Radiographs

All surgical and mobile radiographs, including mobile fluoroscopy, must be performed under **direct supervision** and all properly documented in the student's monthly records. This will become part of the student's monthly records.

Each supervision policy violation will result in a disciplinary action ranging from a minimum 10-point deduction in the clinical course grade to the possibility of dismissal from the clinical site. Dismissal from a clinical site could prevent the student from participating in clinical rotations and a grade of W (Withdrawal) or F will be assigned to the course. Each violation is considered on a case by case basis. If the student is unable to attend clinical rotations, he/she will be unable to complete the clinical competencies of the course and will not be eligible to continue in the program.

Student Name: _____

Student ID: _____

Student Signature

Date

MRI SAFETY SCREENING STUDENT INFORMATION

Students that are rotating clinical or planning to pursue a future career in MRI must be fully aware of the magnetic fields that are used and understand the consequences of not following safety guidelines. MRI Safety Screening must be reviewed and students/patients must remain safe when working around or entering an MRI environment.

In MRI, the magnetic field is **ALWAYS** on. The student must comply with each clinical site's policies and procedures pertaining to metallic objects being introduced into the MRI scanning suite. Carrying ferromagnetic articles or introducing them to the MRI scanning area is **STRICTLY PROHIBITED**. These objects can act as projectiles within the scanning room causing **SERIOUS** injury, death, or equipment failure.

Students and or patients must not enter the MRI scanning area if the body contains any metallic fragments such as a bullet or shrapnel. There is potential risk the fragment could change position, possibly causing injury or death. The magnetic field can also damage an external hearing aid or cause a heart pacemaker to malfunction.

If you answer "yes" to any of the screening questions listed below, consult your CI or MRI tech before entering the MRI environment, including transporting patients or lifting/moving help.

MRI SAFETY SCREENING STUDENT CHECKLIST	Yes	No
Do you have any kind of implants in or on your body?		
Pacemaker or Pacemaker wires		
Aneurysm clips		
Implantable cardioverter defibrillator (ICD)		
Neurostimulator system		
Metallic implant or implanted drug infusion device or insulin pump		
Foreign metallic objects such as bullets or shrapnel, staples, BB, tissue expanders, or prosthetic device, especially objects near the eye or eye implant		
Permanent cosmetics or tattoos or body piercings (if being scanned)		
Dentures or teeth with magnetic keepers or implants involving magnets		
Medication patches with metal foil (i.e. Nitroglycerine, Nicotine, Fentanyl, or any type of transdermal patch)		
History of welding or metal worker		
Any type of shunts		

Items that need to be removed before entering the restricted MRI scanning area include, but are not limited to:

REMOVE any of the following items before entering the MRI scanning area	Yes	No
Purse, wallet, money clip, credit cards or cards with magnetic strips		
Electronic devices such as cell phones or pagers		
Hearing aids, safety pins, hairpins, hair piece, wig, or barrettes		
Metallic jewelry or watch		
Cigarette lighters, pens, belt buckle, paper clips, keys, coins, or pocket knife		
Any clothing with a metallic zipper, snaps, hooks, or underwire		

I attest that the information on this form is correct to the best of my knowledge. I have watched the MRI safety video ([MRI safety video](#)) and have had the opportunity to ask questions regarding the information on this form.

Student Signature: _____ Date: _____

The students are aware that at any time, while enrolled in the Radiologic Technology Program should there be any change (i.e. medical issues, health concerns, etc.) related to items on the MRI Safety Screening Student Information form, notification about this to the Program's Clinical Coordinator is MANDATORY!

Clinical Education Forms

Verification Form-General Patient Care

Student Name _____

Student ID Number _____

General Patient Care Procedures	Date Completed	Competence Verified By
CPR/BLS Certified		
Vital Signs-Blood Pressure		
Vital Signs-Temperature		
Vital Signs-Pulse		
Vital Signs-Respiration		
Vital Signs-Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

Verification Form-Imaging Procedures

Student Name _____ Student ID Number _____

All 36 mandatory (M) procedures must be completed. Student must demonstrate competence in 15 of the 34 elective (E) procedures. Only exams marked with an asterisk can simulated.

In each of the appropriate check-off boxes (1-4) the documentation should include, supervising RT(R) initials, exam date, accession # and clinical site for the corresponding performance. Students are responsible for maintaining the semester record for graded competencies.

****Views listed in the () are the minimum views that can be obtained in order to prove competency. ****

All check-offs must have the student's personal identification marker on the images in order to be considered a check-off. The WGTC faculty will evaluate the student's check off images during the time of grading the exam competency and periodically throughout each semester.

	Chest / Thorax	1	2	3	4	Competency
M	Chest: Routine (PA/AP and Lateral)					
M	Chest: Wheelchair or Stretcher (AP required, Lateral optional) (Cannot be performed with Mobile)					
M	Ribs* (AP/PA, PA Chest, Oblique of interest)				XXXXX	
E	Chest: Lateral decubitus* (Right and Left Lateral)		XXXX	XXXXX	XXXXX	
E	Sternum* (RAO and Lateral)		XXXX	XXXX	XXXX	
E	Upper Airway / Soft Tissue Neck* (Minimum- Lateral)			XXXXX	XXXXX	
E	Sternoclavicular Joints* (PA, RAO, LAO)		XXXX	XXXX	XXXX	

	Upper Extremity	1	2	3	4	Competency
M	Finger or Thumb* (PA/AP, Oblique and Lateral)			XXXXX	XXXXX	
M	Hand (PA, Oblique and Lateral)			XXXXX	XXXXX	
M	Wrist (PA, Oblique and Lateral)			XXXXX	XXXXX	
M	Forearm (AP and Lateral)			XXXXX	XXXXX	
M	Elbow (AP and Lateral)			XXXXX	XXXXX	
M	Humerus* (AP, Lateral and Spot Lateral Elbow)			XXXXX	XXXXX	
M	Shoulder* (AP External, AP Internal and Y)					
M	Clavicle* (AP and AP Axial)		XXXX	XXXXX	XXXXX	
E	Scapula* (AP and Lateral)		XXXX	XXXXX	XXXXX	
E	AC Joints * (W/ and W/O Weights)		XXXX	XXXXX	XXXXX	
M	Trauma: Shoulder or Humerus (Scapular Y, Transthoracic, or Axial) Trauma occurrence must have been within 24 hours and must have a form of modification				XXXXX	
M	Trauma: Upper Extremity (Non- shoulder) (AP/PA and Lateral) Trauma occurrence must have been within 24 hours and must have a form of modification					

	Lower Extremity	1	2	3	4	Competency
E	Toes* (AP, Oblique and Lateral)			XXXXX	XXXXX	
M	Foot (AP, Oblique and Lateral)			XXXXX	XXXXX	
M	Ankle (AP, Oblique and Lateral)			XXXXX	XXXXX	
M	Knee (AP and Lateral)			XXXXX	XXXXX	
M	Tibia/Fibula* (AP and Lateral)			XXXXX	XXXXX	
M	Femur* (AP and Lateral)			XXXXX	XXXXX	
E	Patella* (PA/AP, Tangential and Lateral)			XXXXX	XXXXX	
E	Calcaneus* (AP Axial and Lateral)			XXXXX	XXXXX	
M	Trauma: Lower Extremity (AP and Lateral) Trauma occurrence must have been within 24 hours and must have a form of modification					

	Spine / Pelvis	1	2	3	4	Competency
M	Cervical Spine (AP, Both Obliques, Lateral and Odontoid)				XXXX	
M	Thoracic Spine* (AP, Lateral and Swimmer's)			XXXXX	XXXXX	
M	Lumbar Spine (AP, Both Obliques, Lateral and Spot L5-S1)				XXXX	
M	Cross-Table (Horizontal Beam) * Lateral Spine (Patient Recumbent)			XXXXX	XXXXX	
M	Pelvis (AP)			XXXXX	XXXXX	
M	Hip (AP and Lateral)			XXXXX	XXXXX	
M	Cross-Table (Horizontal Beam) * Lateral Hip (Patient Recumbent)		XXXX	XXXXX	XXXXX	
E	Sacrum/Coccyx* (AP Sacrum, AP Coccyx and Lateral)		XXXX	XXXXX	XXXXX	
E	Scoliosis Series* (AP/PA, Lateral optional)			XXXXX	XXXXX	
E	Sacroiliac Joints* (AP Axial and Obliques)		XXXX	XXXXX	XXXXX	

	Head / Neck: (Must select at least one procedure from this section)	1	2	3	4	Competency
E	Skull* (AP/PA and Lateral)		XXXXX	XXXXX	XXXXX	
E	Paranasal Sinuses* (Caldwell, Waters and Lateral)		XXXXX	XXXXX	XXXXX	
E	Facial Bones* (Lateral and Waters)		XXXXX	XXXXX	XXXXX	
E	Orbits* (Waters and Rhese)		XXXXX	XXXXX	XXXXX	
E	Nasal Bones* (Waters and Both Laterals)		XXXXX	XXXXX	XXXXX	
E	Mandible* (Panorex or Department protocol)		XXXXX	XXXXX	XXXXX	
E	Temporomandibular Joints* (Open and Closed Views)		XXXXX	XXXXX	XXXXX	
	Abdomen	1	2	3	4	Competency
M	Abdomen: Supine (KUB)					
M	Abdomen: Upright*		XXXX	XXXX	XXXXX	
E	Abdomen: Decubitus* (Left Lateral)		XXXXX	XXXXX	XXXXX	
E	Intravenous Urography (Scout, AP's, Obliques, Post Void)		XXXXX	XXXXX	XXXXX	

	Fluoroscopic (Must select <u>TWO</u> procedures from this section and perform per site protocol)	1	2	3	4	Competency
E	Upper GI Series, Single or Double Contrast (Follow Site Protocol)			XXXXX	XXXXX	
E	Contrast Enema, Single or Double Contrast (Follow Site Protocol)			XXXXX	XXXXX	
E	Small Bowel Series (Follow Site Protocol)			XXXXX	XXXXX	
E	Esophagus (Follow Site Protocol)			XXXXX	XXXXX	
E	Cystography / Cystourethrography (Follow Site Protocol and done in the department)			XXXXX	XXXXX	
E	ERCP (Follow Site Protocol)		XXXXX	XXXXX	XXXXX	
E	Myelography (Follow Site Protocol)			XXXXX	XXXXX	
E	Arthrography (Follow Site Protocol)			XXXXX	XXXXX	
E	Hysterosalpingography (Follow Site Protocol)			XXXX	XXXX	

	Mobile C-Arm Studies	1	2	3	4	Competency
M	C-Arm Procedure (Requiring manipulation to obtain more than one projection)			XXXXX	XXXXX	
M	Surgical C-arm Procedure (Requiring manipulation around a sterile field)			XXXXX	XXXXX	
	Mobile	1	2	3	4	Competency
M	Chest (Portable AP)					
M	Abdomen (Portable AP)			XXXXX	XXXXX	
M	Upper or Lower Extremity (Reference Extremity Sections-page 64-66)				XXXXX	
	Pediatrics (age <u>6</u> or younger)	1	2	3	4	Competency
M	Chest* (AP/PA and Lateral)				XXXX	
E	Upper or Lower Extremity* (Reference Extremity Sections-page 64-66)					
E	Abdomen* (AP)			XXXXX	XXXXX	
E	Mobile Study* (Extremity- AP/PA and Lateral) (Chest or Abdomen- AP)			XXXXX	XXXXX	

	Geriatric Patient (At least <u>65</u> years old and Physically or Cognitively Impaired as a Result of Aging)	1	2	3	4	Competency
M	Chest (AP/PA and Lateral)					
M	Upper or Lower Extremity (Reference Extremity Sections-page 64-66)					
E	Hip or Spine (Reference Spine/Pelvis-page 66 & 67)			XXXXX	XXXXX	

Clinical Coordinator Signature and Date

Program Director Signature and Date

☐ ARRT Application ☐ ARRT Verification

Exam Competency

Student Name: _____

Date: _____

ARRT Procedure: _____ PT #: _____ Accession #: _____

The following information is to be completed by the ARRT Registered Technologist who supervised the student during the above stated exam. If a student receives a poor evaluation(0), they will not be allowed to grade on the exam competency.

Evaluation Criteria	Yes 1 pt.	Poor-0 pt. (Must leave comment)
Effective Communication and Requisition Evaluation Interprets exam requisition and checks patient's identification (ID). Dresses patient, gives explanation of procedures, identified no contraindications. Projects a professional attitude, uses good communication skills, respects patient, and is efficient.		
Room Set-up and Preparation Cleans room, obtains supplies, sets up for procedures prior to arrival of patient, and uses proper IR. Sets correct technique, AEC, and focal spot size. Properly dresses the patient. Removes all obscuring objects.		
Equipment Operation and Clean Up Use proper SID and tube angulation. Easily manipulates equipment. Proper alignment. Can perform image acquisition and transmission. Student cleans room, equipment and/or portable. Student puts all supplies back to the appropriate place.		
Patient Positioning and Radiation Safety Correct central ray. Uses the appropriate anatomical marker and provides proper placement of marker. Gives proper breathing instructions and positions patient correctly for all projections. Uses shielding, collimation, and documents LMP. Provides radiation protection to patient and personnel.		
Time Management Student effectively uses their time from start to finish. Completes the exam within a reasonable amount time. Student is organized with their thoughts and actions and that the exam was a smooth process.		

I verify that the student has successfully completed the above competency without error and has demonstrated competency according to the above form.

Evaluating Technologist _____ Date: _____

Did the student have a repeat? ☐ No ☐ Yes _____ Technologist Initials _____

The following chart is to be accurately completed by the student. (5 pts.)

kVp/mAs/EI #	Patient History

Image Evaluation

The following information is to be completed by Wiregrass Georgia Technical College Radiology Faculty.

Patient's Age _____

Date Performed _____

Date Graded _____

Late Point Deduction _____

1. Student Procedural Knowledge: (ALL OR NOTHING PER VERTICAL COLUMN)

Projection (5 pts)	Technical Factors (5 pts)	Patient/Part Positioning (5 pts)	Central Ray (5 pts)

2. Image Evaluation- WGTC Faculty evaluate radiographs in exam

	Unacceptable- 0 pts	Suboptimal- 5 pts	Optimal- 10 pts
Marker			
Positioning			
Alignment			
Collimation/Radiation Protection			

Questions (5 pts. each)

1. Image Identification (Anatomical Structures- all or nothing)

--	--	--	--	--

2.

3.

4.

5.

6.

Student Signature _____

Wiregrass Radiology Faculty Signature _____

Point Deductions

Front Side _____

Back Side _____

Final Score: _____

(Passing = 80)

Date Exam Graded

Check-Off Verification ☐
Form- Imaging Procedures

Marking of images-

- All lateral images must be marked appropriately for the side imaged.
- Markers on AP extremities should be placed laterally. (anatomically)
- Markers on PA extremities should be placed medially. (anatomically)
- All other projections shall be marked on the correct side.
- Marker must be orientated correctly

**Any exam competency that does not show the students personal identification markers on all images and marked appropriately will not be accepted for competency.

Exam Competency- C-Arm

Student Name: _____

Student ID: _____

PT #: _____

Date: _____

C-Arm Procedure- more than one view: Exam Performed _____

Surgical Procedure- sterile field: Exam Performed _____

The following information is to be completed by the ARRT Registered Technologist who supervised the student during the above stated exam.

Evaluation Criteria	Always 10 pts	Frequently 8 pts	Occasionally 6 pts	Rarely 4 pts
The student is accessible and waiting for the case to begin.				
The student works to become part of the OR team				
The student can identify the devices on the control panel.				
The student can successfully enter the patient's information.				
The student can manipulate the locks appropriately.				
The student can correctly set up the unit and be ready for use.				
The student knows how to store and retrieve images.				
Enters patient information into computer system. Properly uses PACS system for image acquisition and transmission.				
The student understands sterile procedures while in the OR.				
The student can successfully perform a c-arm case in OR.				
TOTAL POINTS				

Comments (all forms **MUST** include a comment regarding student performance either positively or a form of constructive criticism): _____

I verify that the student has successfully completed the above competency without error and has demonstrated competency according to the above form.

R.T. (R) Signature

Date

Student Signature

Date

Weekly Rotation Evaluation

Student Name: _____

Score: _____

Clinical Site and Rotation: _____

Date: _____

Category	10- Above Average	8-Average	6-Below Average	0-Unacceptable
Use of time and energy(i.e. stocking & cleaning)	Consistently makes effective use of time.	Usually makes effective use of time and energy.	Student needs reminders to stay on task.	Makes no apparent attempt to utilize time wisely.
Initiative and Self-Image	Student always demonstrates initiative and high confidence.	Student shows initiative and confidence but needs reassurance.	Inconsistent initiative and confidence and needs constant reassurance.	Student lacks initiative and confidence and is hesitant in many clinical situations.
Professionalism and Communication	Student demonstrates professionalism at all times and excellent communication skills.	Student demonstrates professionalism and communication skills most of the time.	Inconsistent professionalism and communication skills.	Student does not demonstrate professionalism or communication skills.
Radiation Safety- (ALARA and time, distance and shielding with collimation)	Student provides radiation safety for patient, self, and others at all times. Student applies proper collimation.	Student often provides radiation safety with few reminders.	Student requires constant reminders to provide radiation safety principles.	Student fails to provide radiation safety for patient, self and others. Student fails to apply proper collimation on exams.
Acceptance of Instructions and Critique	Student always follows instructions properly & follows through until all duties are completed. Student always accepts critique in an adult & professional manner.	Student often follows instructions properly & follows through most duties until completed. Student often accepts critique in an adult & professional manner.	Student inconsistently follows instructions & does not complete duties. Student is indifferent to criticism.	Student does not follow directions and does not accept criticism.
Patient Care	Student demonstrates empathy and excellent patient care.	Student shows concern for patient care.	Student needs guidance and constant reminders regarding all patient care.	Student makes no apparent attempt regarding patient care.
Positioning Skills and Quality of Work	Proper and consistent positioning skills with minimal repeats.	Proper and consistent positioning skills with assistance and few repeats.	Average positioning skills with constant assistance and several repeats.	Constantly makes errors in positioning skills and needs redirection.
Equipment Use and Care	Student always manipulates equipment properly for given exam.	Student often manipulates equipment properly for given exam.	Student needs constant assistance with manipulating equipment properly.	Student cannot manipulate equipment properly.
Critical Thinking	The student can adjust routine procedures to new/unusual situations with excellent critical thinking skills.	The student can adjust routine procedures to new/unusual situations with minimal assistance.	The student can adjust routine procedures to new/unusual situations with prompting and guidance.	The student is unable to adjust and lacks critical thinking skills.
Progress in Clinical Education	Progress at this stage is above average.	Progress at this stage is average.	Progress at this stage needs improvement.	Progress at this stage is unacceptable.

Comments (all forms **MUST** include a comment regarding student performance either positively or a form of constructive criticism): _____

R.T. (R) Signature

Date

Student Signature

Date

Weekly Record

Student Name _____

[illegible]

Clinical Grade Sheet: RADT 1320

Name and ID: _____

Exam Competency (70%)				Pts. Earned
	Date	Accession/Pt Number	Exam Competency	
Exam 1				
Exam 2				
Exam 3				
Exam 4				
Daily Grade (10%)				
Weekly Records				
Rotation Evaluations		Week 1	Week 2	
Rotation 1				
Rotation 2				
Rotation 3				
Rotation 4				
Semester Evaluation				
Clinical Final (20%)				
				Penalties
Final Grade				

Clinical Grade Sheet: RADT 1330

Name and ID: _____

Exam Competency (80%)				Pts. Earned
	Date	Accession/Pt Number	Exam Competency	
Exam 1				
Exam 2				
Exam 3				
Exam 4				
Exam 5				
Exam 6				
Exam 7				
Exam 8				
Exam 9				
Exam 10				
Exam 11				
Exam 12				
Exam 13				
Exam 14				
Exam 15				
Exam 16				
Exam 17				
Exam 18				
Exam 19				
Exam 20				
Exam 21				
Daily Grade (5%)				
Weekly Records				
Rotation Evaluations	Week 1		Week 2	
Rotation 1				
Rotation 2				
Rotation 3				
Rotation 4				
Rotation 5				
Rotation 6				
Rotation 7				
Rotation 8				
Semester Evaluation				
Clinical Final (15%)				
			Penalties	
Final Grade				

Clinical Grade Sheet: RADT 2340
Name and ID: _____

Exam Competency (60%)				Pts. Earned
	Date	Accession/Pt Number	Exam Competency	
Exam 1				
Exam 2				
Exam 3				
Exam 4				
Exam 5				
Exam 6				
Exam 7				
Exam 8				
Exam 9				
Exam 10				
Exam 11				
Daily Grade (5%)				
Weekly Records				
Rotation Evaluations		Week 1	Week 2	
Rotation 1				
Rotation 2				
Rotation 3				
Rotation 4				
Rotation 5				
Semester Evaluation				
Portfolio (10%) (SLO 2.2.a)				
		Penalties		
Clinical Final (25%)				
Final Grade				

Clinical Grade Sheet: RADT 2360 **Name and ID:**

Name and ID: _____

Exam Competency (70%)				Pts. Earned
	Date	Accession/Pt Number	Exam Competency	
Exam 1				
Exam 2				
Exam 3				
Exam 4				
Exam 5				
Exam 6				
Exam 7				
Exam 8				
Exam 9				
Exam 10				
Exam 11				
Exam 12				
Exam 13				
Exam 14				
Exam 15				
Daily Grade (5%)				
Weekly Records				
Rotation Evaluations		Week 1	Week 2	
Rotation 1				
Rotation 2				
Rotation 3				
Rotation 4				
Rotation 5				
Rotation 6				
Rotation 7				
Semester Evaluation				
Portfolio (10%) (SLO 2.2.b)				
Exit Competency (15%)				
		Penalties		
Final Grade				

Clinical Semester Evaluation

Student Name: _____

Student ID: _____

Clinical Site: _____

Score: _____

From each question choose the letter that is appropriate for the student's performance and provide a comment at the conclusion. The following information is to be completed by WGTC Radiology Faculty.

Evaluation Criteria	Above Average 10	Average 8 pts	Below Average 6 pts	Unacceptable 0 pts
Appearance: Dress code met, markers, name badge and dosimeter.				
Time Management: Student in assigned area, on time, willing to help. Maintain clean work atmosphere and stocks rooms.				
Professionalism: Student's conduct demonstrates professionalism. Attitude is positive and student accepts constructive Criticism. Eager to learn, asks questions, follows directions.				
Communication: Communicates effectively with patients, technologists, doctors, and other health care personnel.				
Patient Care: Aware of patient needs, and stays with patient. Observes HIPAA and patient confidentiality.				
Positioning Skills and Quality of Work: Displays positioning skills. Knowledgeable of technique.				
Anatomy and Theory: Identifies and is knowledgeable of anatomy. Has proper understanding of radiography principles.				
Radiation Safety: Understands and enforces radiation protection skills.				
Equipment Manipulation: Properly manipulates radiography equipment. Demonstrates appropriate use with radiologic equipment. Has proper understanding of PACS system.				
Confidence and Initiative: Confidence in ability. Does not stand back, eager to work.				
TOTAL POINTS				

Comments: _____

WGTC Radiology Faculty Signature _____

Date _____

Student Signature _____

Date _____

Senior Elective Rotation

Student Name: _____

Student ID: _____

First Choice

- ☐ Surgery
- ☐ Special Procedures
- ☐ Computed Tomography
- ☐ Ultrasound
- ☐ Magnetic Resonance Imaging
- ☐ Cath Lab
- ☐ Radiation Therapy
- ☐ Mammography
- ☐ GI Lab
- ☐ Nuclear Medicine
- ☐ Floor Assistant
- ☐ Other: _____

AT

Clinical Site

Second Choice

- ☐ Surgery
- ☐ Special Procedures
- ☐ Computed Tomography
- ☐ Ultrasound
- ☐ Magnetic Resonance Imaging
- ☐ Cath Lab
- ☐ Radiation Therapy
- ☐ Mammography
- ☐ GI Lab
- ☐ Nuclear Medicine
- ☐ Floor Assistant
- ☐ Other: _____

AT

Clinical Site

Elective Rotation Evaluation: Surgery

Student Name: _____ Student ID: _____

Clinical Site: _____ Date: _____

Evaluation Criteria	Always 10 pts	Frequently 8 pts	Occasionally 6 pts	Rarely 4 pts
Punctuality and Attendance. Student arrives on time and never leaves early. Student is available when exams are ordered.				
Communication. Student communicates well with the surgeon regarding fluoro and the views needed for each procedure.				
Professional and Ethical Behavior. Student shows initiative and is a solid team member. Student always demonstrates professionalism.				
Radiation Safety. Student provides radiation safety for patient, self, and others.				
Acceptance of Instructions and Critique. Student follows instructions properly and follows through until all duties are completed. Student accepts critique in an adult and professional manner.				
Patient Care. Student demonstrates good patient care. Student checks for proper patient identification, and obtains adequate patient history by viewing the patient's chart and checking with the circulating nurse.				
Computer Skills and Paperwork. Student uses computer system from start to finish. Student is able to verify and complete exams. Student participates in all protocols, including "time out".				
Infection Control. Student demonstrates solid medical asepsis practices by being aware of the sterile field and wearing proper PPE.				
Equipment Manipulation and set-up. Student can set the C-Arm up for the procedure with no assistance. Student can easily maneuver the C-Arm without assistance. Student can properly position the C-Arm for each view.				
Recovery. Student has excellent recovery room positioning skills. The student's ability is consistent and continually strives to improve.				
TOTAL POINTS				

Comments (all forms **MUST** include a comment regarding student performance either positively or a form of constructive criticism):

R.T. (R) Signature

Date

Student Signature

Date

Elective Rotation Evaluation: Special Procedures

Student Name: _____ Student ID: _____

Clinical Site: _____ Date: _____

*EACH YES WILL BE WORTH 6.25 POINTS. EACH NO WILL BE MINUS 6.25 POINTS.
TOTAL POSSIBLE POINT VALUE- 100 POINTS

Evaluation Criteria	YES	NO
Does the Student arrive and depart on time?		
Does the student follow instructions and maintain a professional attitude?		
Is the student familiar with the different positions used during the special procedures?		
Can the student load the injector with assistance?		
Can the student practice sterile technique?		
Can the student assist in preparing the room for the procedure?		
Does the student know how to defibrillate?		
Does the student demonstrate knowledge of the emergency cart?		
Has the student listened to the Radiologist dictate at least one arteriogram procedure?		
Does the student demonstrate knowledge of the procedure being performed?		
Does the student practice radiation protection during the procedure (including patient pregnancy waiver)?		
Does the student understand the different catheters and guide wires used for different exams?		
Can the student assist with the procedure with supervision of a radiographer?		
Does the student participate in the patient evaluation systems, including signed consents and lab work?		
Can the student assist in connecting the patient to monitoring equipment?		
Does the student demonstrate knowledge in the Code Blue Procedure?		
TOTAL POINTS		

Comments (all forms **MUST** include a comment regarding student performance either positively or a form of constructive criticism): _____

R.T. (R) Signature

Date

Student Signature

Date

Elective Rotation Evaluation: CT

Student Name: _____ Student ID: _____

Clinical Site: _____ Date: _____

Evaluation Criteria	Always 10 pts	Frequently 8 pts	Occasionally 6 pts	Rarely 4 pts
Punctuality and Attendance. Student arrives on time and never leaves early. Student is available when exams are ordered.				
Positioning Abilities. Student is able to properly position the patient and select protocols and parameters (with supervision).				
Professional and Ethical Behavior. Student shows initiative and is a solid team member. Student always demonstrates professionalism.				
Radiation Safety. Student provides radiation safety for patient, self, and others.				
Acceptance of Instructions and Critique. Student follows instructions properly and follows through until all duties are completed. Student accepts critique in an adult and professional manner.				
Patient Care. Student demonstrates good patient care. Student checks for proper patient identification, reviews patient's chart and obtains adequate patient history (reviewing lab values)				
Computer Skills and Paperwork. Student uses computer system from start to finish. Student is able to verify and complete exams. Student can accurately obtain history, consents, medication verification forms, and other paperwork.				
Contrast. Student can identify the correct type and amount of contrast to use for different exams.				
Equipment Manipulation. Student can identify the emergency off switch, manipulate controls in the room. Student can properly set up the high pressure injector. Student understands the basic operations of the CT scanner.				
Knowledge. Student understands lab values for CT exams, including special procedures (Biopsies, drainages, etc.)				
TOTAL POINTS				

Comments (all forms **MUST** include a comment regarding student performance either positively or a form of constructive criticism): _____

R.T. (R) Signature

Date

Student Signature

Date

Elective Rotation Evaluation: Ultrasound

Student Name: _____ Student ID: _____

Clinical Site: _____ Date: _____

Evaluation Criteria	Always 10 pts	Frequently 8 pts	Occasionally 6 pts	Rarely 4 pts
Punctuality and Attendance. Student arrives on time and never leaves early. Student is available when exams are ordered.				
Professional and Ethical Behavior. Student shows excellent initiative and is a solid team member. Student demonstrates professionalism at all times, while demonstrating interest and enthusiasm.				
Patient Care. Student demonstrates good patient care techniques. Student follows universal precautions and HIPPA Protocol. Student checks for proper patient identification, reviews patient orders and obtains adequate patient history.				
Acceptance of Instructions and Critique. Student follows instructions properly and follows through until all duties are completed. Student accepts critique in an adult and professional manner.				
Equipment Manipulation. Student is able to turn on equipment and enter patient information.				
Probe Selection. Student is able to select the correct probe for each exam.				
Exam Prep and Lab Work. Student knows and understands the importance of each exam's prep and which exams require lab work.				
Patient Prep. Student is able to drape and prepare the patient for each exam.				
Anatomy. Student is able to identify basic anatomy during exams.				
Knowledge. Student understands the basic principles of US.				
TOTAL POINTS				

Comments (all forms **MUST** include a comment regarding student performance either positively or a form of constructive criticism): _____

 R.T. (R) Signature

 Date

 Student Signature

 Date

Elective Rotation Evaluation: MRI

Student Name: _____ Student ID: _____

Clinical Site: _____ Date: _____

Evaluation Criteria	Always 10 pts	Frequently 8 pts	Occasionally 6 pts	Rarely 4 pts
Punctuality and Attendance. Student arrives on time and never leaves early. Student is available when exams are ordered.				
Professional and Ethical Behavior. Student shows initiative and is a solid team member. Student demonstrates professionalism at all times.				
Patient Safety. Student utilizes proper body mechanics when lifting/moving patient, which provides safety to self and patient.				
Acceptance of Instructions and Critique. Student follows instructions properly and follows through until all duties are completed. Student accepts critique in an adult and professional manner.				
Patient Care. Student demonstrates good patient care. Student checks for proper patient identification, possible pregnancy, and obtains adequate patient history. Student practices medical asepsis.				
MR Magnet Safety. Student understands that the MR magnet is always on and can be hazardous. Student practices safety precautions by going over the Metallic screening form. Student does not allow any person or object with metal to enter any MR environment.				
Room Set-Up. Student keeps the room furnishings and accessories properly placed and safely positioned. Student correctly sets up the room before each exam. Student breaks down and cleans the room				
Contrast media. Student can identify contrast media used in MRI, how it is dosed, and which exam utilizes contrast.				
Equipment Manipulation. Student can operate and place the table in the gantry. Student can identify the controls in the room.				
Knowledge. Student can identify specific coils for each exam. Student has a basic understanding of the variance in slice thickness in various areas of the body. Student can identify the contrast media used in MRI. Student understands what letters represent the orientation of the slice. Student knows the correct CR for exams.				
TOTAL POINTS				

Comments (all forms **MUST** include a comment regarding student performance either positively or a form of constructive criticism): _____

R.T. (R) Signature

Date

Student Signature

Date

Elective Rotation Evaluation: Cardiac Cath Lab

Student Name: _____ Student ID: _____

Clinical Site: _____ Date: _____

***EACH YES WILL BE WORTH 6.25 POINTS. EACH NO WILL BE MINUS 6.25 POINTS.
TOTAL POSSIBLE POINT VALUE- 100 POINTS**

Evaluation Criteria	YES	NO
Does the Student arrive and depart on time?		
Does the student follow instructions and maintain a professional attitude?		
Can the student manipulate the table?		
Can the student load the injector with assistance?		
Can the student practice sterile technique?		
Can the student assist in preparing the room for the procedure?		
Does the student demonstrate knowledge of contrast media?		
Does the student demonstrate knowledge of the emergency cart?		
Does the student demonstrate knowledge of the various linen packs and their use?		
Does the student demonstrate knowledge of the procedure being performed?		
Does the student practice radiation protection during the procedure (including patient pregnancy waiver, if necessary)?		
Can the student select the appropriate catheter and guide wire for exams?		
Can the student assist with the procedure with supervision of a radiographer?		
Can the student properly set the machine for digital imaging?		
Can the student assist in connecting the patient to monitoring equipment?		
Does the student demonstrate knowledge in the Code Blue Procedure?		
TOTAL POINTS		

Comments (all forms **MUST** include a comment regarding student performance either positively or a form of constructive criticism):

R.T. (R) Signature

Date

Student Signature

Date

Elective Rotation Evaluation: Radiation Therapy

Student Name: _____ Student ID: _____

Clinical Site: _____ Room Assignment: _____

***EACH YES WILL BE WORTH 3.45 POINTS. EACH NO WILL BE MINUS 3.45 POINTS.
TOTAL NUMBER OF YES/NO QUESTIONS=29 TOTAL POINTS VALUE=100**

Evaluation Criteria	YES	NO
Does the Student arrive and depart on time?		
Does the student follow instructions?		
Does the student maintain a professional attitude?		
Can the student distinguish between the 3 types of machines?		
Can the student Identify the emergency off switch?		
Can the student define and state the difference between photons and electron beams?		
Can the student state the beam energy of each machine?		
Can the student define and identify D-max depths?		
Does the student review patient charts to determine palliative cases?		
Does the student review patient charts to determine curative cases?		
Does the student review patient charts to determine the types of tumors treated on each machine?		
Can the student identify treatment fields in charts and photos?		
Does the student prepare the room before/after treatment?		
Can the student use custom blocks correctly?		
Can the student identify the following different imaging methods:		
• XVI CBCT		
• iView MV		
• VisionRT		
• IGRT		
Does the student take appropriate photos?		
Can the student manipulate the controls in the room?		
Has the student observed at least 2 computer plans?		
Can the student define the following:		
• Wedge		
• Bolus		
• Radiation Protection Measures		

Can the student make electron blocks?		
Does the student observe contours?		
Can the student define immobilization device?		
Has the student assisted in making a head cast?		
Has the student assisted in making a body mold?		
TOTAL POINTS		

Comments (all forms MUST include a comment regarding student performance either positively or a form of constructive criticism): _____

R.T. (R) Signature

Date

Student Signature

Date

Elective Rotation Evaluation: Mammography

Student Name: _____ Student ID: _____

Clinical Site: _____ Date: _____

Evaluation Criteria	Always 10 pts	Frequently 8 pts	Occasionally 6 pts	Rarely 4 pts
Punctuality and Attendance. Student arrives on time and never leaves early. Student is available when exams are ordered.				
Professional and Ethical Behavior. Student shows initiative, exemplifies a solid team member, and demonstrates professionalism.				
Acceptance of Instructions and Critique. Student follows instructions properly and follows through until all duties are completed. Student accepts critique in an adult and professional manner.				
Patient Care and Radiation Safety. Student checks for 2 patient identifiers and possible pregnancy. Student reviews questionnaire with patient, including patient history. Student understands the importance of retrieving prior mammograms for comparison. Student provides radiation safety for patient, self, and others.				
Communication. Student can professionally communicate with radiologist regarding their patient.				
Positioning Abilities. Student can properly place nipple markers on patient. Student can properly position patient for routine views in screening and diagnostic mammograms. Student can select the correct image (Rt. or Lt. CC and Rt. or Lt. MLO) before beginning to position the breast.				
Room Set-Up. Student gathers all necessary items for procedure before receiving the patient. (reviews patient's prior mammograms before receiving the patient.				
Equipment Manipulation. Student can manipulate equipment for each routine view. Student can select the compression paddle needed for each exam. Student can determine adequate compression.				
Quality Control (QC). Student understands the importance of daily/weekly/monthly QC and can assist with QC.				
Image Critique. Student can distinguish between fatty and dense breast tissue. Student can identify masses and calcifications on the mammogram by reviewing the radiologist's report.				
TOTAL POINTS				

Comments (all forms **MUST** include a comment regarding student performance either positively or a form of constructive criticism): _____

R.T. (R) Signature

Date

Student Signature

Date

Elective Rotation Evaluation: GI Lab

Student Name: _____ Student ID: _____
 Clinical Site: _____ Date: _____

*EACH YES WILL BE WORTH 5.0 POINTS. EACH NO WILL BE MINUS 5.0 POINTS.
 TOTAL POSSIBLE POINT VALUE- 100 POINTS

Evaluation Criteria	YES	NO
Does the Student arrive and depart on time?		
Does the student follow instructions and maintain a professional attitude?		
Does the student know code blue and CPR standards?		
Does the student review the procedure book at the beginning of the rotation?		
Does the student utilize the rules of body mechanics for safety of the patient and self?		
Does the student provide the necessary radiation protection for the patient, him/herself, and other personnel?		
Does the student practice aseptic technique/OSHA standards?		
Does the student follow the tube warm up procedure for the radiographic and fluoro tubes?		
Does the student properly manipulate the fluoro equipment?		
Does the student assist in the operation and adjustment of:		
• Room preparation		
• Image Intensifier		
• Control Panel		
Can the student assist in the following:		
• ERCP		
• Bronchoscopy		
• Savory Dilations		
• PH Placement Procedure		
• Maintaining the processor		
• Set up for PEG		
• Set up for various exams including Scopes		
• Preparing instruments for disinfection		
TOTAL POINTS		

Comments (all forms MUST include a comment regarding student performance either positively or a form of constructive criticism): _____

 R.T. (R) Signature

 Date

 Student Signature

 Date

Elective Rotation Evaluation: Nuclear Medicine

Student Name: _____ Student ID: _____

Clinical Site: _____ Date: _____

*EACH YES WILL BE WORTH 6.25 POINTS. EACH NO WILL BE MINUS 6.25 POINTS.
TOTAL POSSIBLE POINT VALUE- 100 POINTS

Evaluation Criteria	YES	NO
Does the Student arrive and depart on time?		
Does the student follow instructions?		
Does the student maintain a professional attitude?		
Does the student know the difference between imaging with X-ray or with isotopes?		
Does the student know the best radiation protection practices in Nuclear Medicine (including patient pregnancy waiver, if necessary)?		
Does the student know why ring badges are worn?		
Does the student know the procedure for storing/disposing of radioactive waste?		
Does the student understand the procedure used in Thyroid Therapy?		
Is the student able to identify the different collimators used?		
Is the student able to explain how the Thyroid Probe works?		
Is the student able to explain how radiation contamination is detected in the department?		
Does the student understand why the following studies are performed:		
• Bone Scan		
• Ventilation and Perfusion Lung Scan		
• Cardiac Rest and Stress Scan		
• Thyroid Uptake and Scan		
• Hepatobiliary Scan		
TOTAL POINTS		

Comments (all forms MUST include a comment regarding student performance either positively or a form of constructive criticism): _____

R.T. (R) Signature

Date

Student Signature

Date

Elective Rotation Evaluation: Floor Assistant

Student Name: _____ Student ID: _____

Clinical Site: _____ Date: _____

*EACH YES WILL BE WORTH 10 POINTS. EACH NO WILL BE MINUS 10 POINTS.
TOTAL POSSIBLE POINT VALUE- 100 POINTS

Evaluation Criteria	YES	NO
Does the Student arrive and depart on time?		
Does the student follow instructions from the floor supervisor, maintain a professional attitude, and use appropriate phone etiquette?		
Does the student understand scheduling exams for various rooms as well as the importance of portable and OR work?		
Does the student understand the work flow throughout the day, including how outpatient and ER patients should fit into the schedule, as well as STAT exams and delayed exams?		
Does the student understand the importance the job of floor supervisor over many patients and their care?		
Does the student realize the anatomy and positioning of the various areas being radiographed well enough to determine repeats?		
Does the student communicate well with the transport staff and understand the purpose of the transport systems?		
Does the student communicate well with the technologists and the radiologists and attend meetings when necessary?		
Does the student use appropriate phone etiquette?		
Is the student aware of the staff schedule each day?		
TOTAL POINTS		

Comments (all forms MUST include a comment regarding student performance either positively or a form of constructive criticism):

R.T. (R) Signature

Date

Student Signature

Date

Unusual Event Form

Name_____ Date of Event_____

Clinical Site_____ Clinical Preceptor_____

Patient Name_____

Medical Record Number_____

Was the student supervised and who was present?_____

Describe the events as they took place:_____

Was the patient injured?_____

If so, was he / she checked by a nurse and / or a physician?_____

Describe the injury / fall:_____

Was the patient treated as a result of the event?_____

If so, what was the treatment and by whom was it administered?_____

Was any form filled out by you or did you sign anything?_____

Was your picture taken by anyone?_____

Was your statement taken by anyone?_____

Have you notified your instructor or director?_____ When?_____

Were you injured in the incident?_____

Do not give an interview, talk with anyone or sign anything before first notifying your instructor or director.



Radiologic Technology Program Acknowledgement of Student/Clinical Handbook

I have received a copy of the Wiregrass Georgia Technical College Radiologic Technology Program Student/Clinical Handbook and it has been explained to me. I have had the opportunity to ask questions. I affirm that I will be responsible for the content contained herein. I understand what the program requires of me. I agree to abide by the rules and procedures set forth by the program.

I am aware that in order to remain in good standing in the program, I must maintain satisfactory progress and maintain a 2.75 grade point average along with satisfactory attendance/work ethics in each radiographic course.

The handbook is intended as a guide and the procedures described herein may change during my tenure within the program. I will be notified immediately when procedures are changed or updated.

Student Signature

Student Name Printed

Student ID#

Date