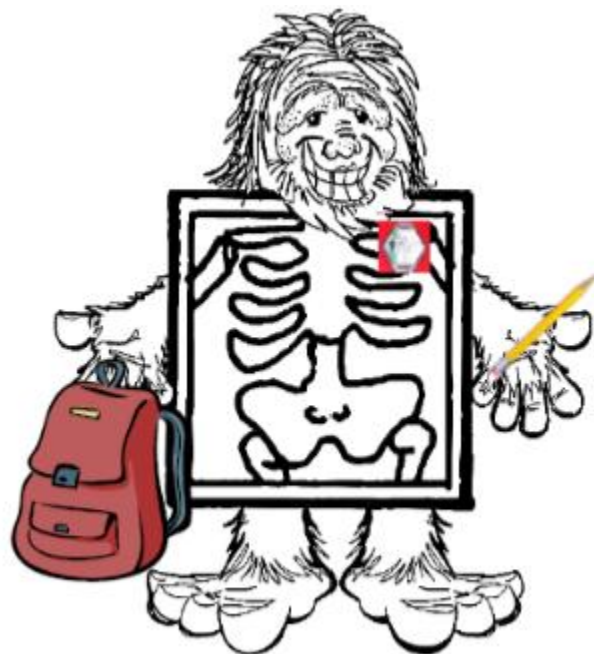


SPOKANE COMMUNITY COLLEGE

RADIOLOGY TECHNOLOGY

2025-2026

STUDENT HANDBOOK



**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
(This handbook is to be used in tandem with the current Student
Rights and Responsibilities Handbook)**

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**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SPOKANE COMMUNITY COLLEGE MISSION STATEMENT:

The mission of Spokane Community College aligns with the mission of the Community Colleges of Spokane: "To provide all students an excellent education that transforms their lives and expands their opportunities."

Goals

The college's goals are visionary and define what we do to accomplish our mission.

Academic Transfer

We prepare students for successful transfer to the next step of their educational journey.

Adult Basic Education

We prepare students for college-level courses by guiding, supporting, and providing the tools necessary to achieve their academic, personal, and professional goals.

Career and Technical Education

We prepare students to enter the workforce in a timely manner; supporting our community needs in available and sustainable careers with a focus on future industries.

Student Success

We provide the services and resources needed for our students to be successful.

HEALTH SCIENCES PHILOSOPHY/OBJECTIVES: (excerpt from SCC Health Sciences Student Handbook)

A. Philosophy

1. Health Sciences faculty believe and support the philosophy of Spokane Community College and Washington State Community College District #17 (as stated in the college catalog).
2. We believe that the health field is a vital part of the community; as a division of the community college, it is our responsibility to provide trained personnel to assist in meeting the needs of the community.
3. We believe that education is based on active participation of both the student and the instructor in selecting learning experiences appropriate to the students' professional goals. Upon completion of the program, the student will have the technical knowledge and skills required of a beginning practitioner in their chosen career, as well as communication and problem-solving skills.

4. We believe the student should be encouraged to develop integrity, responsibility, resourcefulness, global awareness and a humanistic approach toward meeting the needs of the client, family, peer group and community.
5. We believe education is an on-going process. Therefore, we believe that in addition to basic preparation, our role extends to providing continuing education of the health professional and consume.

B. **Objectives**

The faculty will:

1. Provide each student with the learning objectives for each course/program.
2. Offer learning activities designed to enhance the student's ability to meet the course/program objectives.
3. Confer with and advise students in appropriate areas of the learning process.
4. Function as professional role models in their respective fields.
5. Identify the interdependent professional roles of the various members of the health team as related to each respective practice area.

C. **College-wide Abilities**

The following college-wide abilities developed by the Student Learning Outcomes of Spokane Community College will be evaluated in each course and will be part of the course grade:

Responsibility

Students will develop the ability to recognize, understand and accept ownership for their learning by self-assessing, demonstrating, and evaluating behaviors that support the learning situation.

Students will be able to demonstrate the following measurable behaviors/skills:

- Set and recognize priorities
- Communicate needs and make decisions
- Make and follow through on commitments
- Demonstrate respect for self and others
- Understand work ethic
- Make ethical decisions
- Work independently as well as cooperatively to develop an awareness and sense of responsibility to the larger community
- Recognize academic and personal obstacles to learning and have strategies to overcome them

Communications (Oral and Written)

Students will demonstrate the ability to create meaning between themselves and their audience; learn to listen, read, speak, and write effectively using graphics, electronic media, computers and quantified data.

Students will be able to demonstrate the following measurable behaviors/skills:

- Read and listen analytically with understanding and openness toward another point of view

- Write and speak clearly, accurately, and fluently with a sense of continuity
- Organize information to develop and support a main idea
- Analyze information and persuade an audience
- Receive, analyze, and present information through visual media
- Demonstrate skill in gathering information from and within a specific field
- Collect and organize information about a topic through observation, library or applied laboratory research
- Evaluate information on the basis of its origin, viewpoint, currency, relevance, and completeness
- Analyze, interpret, and synthesize information

Problem Solving

Students will be able to access, evaluate, and apply information from a variety of sources and in a variety of contexts.

Students will be able to demonstrate the following measurable behaviors/skills:

- Formulate questions
- Recognize the need for both quantitative and qualitative information
- Recognize that accurate and complete information is the basis for effective decision-making
- Identify available technologies and analytical methods
- Analyze information, critically recognizing viable solutions
- Understand connections and apply knowledge among various disciplines
- Use one's own creativity to generate diverse possible solutions (recognizing that making errors is part of the process)
- Formulate reasoned solutions and interpret them to others
- Evaluate and test solutions for validity and appropriateness

Global Awareness

Students will demonstrate an awareness and appreciation of the world: its scientific complexity, its social diversity, and its artistic variety.

Students will be able to demonstrate the following measurable behaviors/skills:

- Demonstrate understanding and openness toward another point of view
- Use intercultural and/or international perspectives
- Observe, listen and respond appropriately
- Make justifiable inferences
- Recognize bias, stereotyping, and manipulation
- Analyze, interpret, and synthesize information
- Evaluate information on the basis of its origin, viewpoint, relevance and completeness

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ACADEMIC ACHIEVEMENT & REMEDIAL TRAINING IN THE CLINICAL SETTING

All clinical scores and quarterly grade computation will be converted into a numerical equivalent for recording purposes.

The student must achieve an 83% or 2.5 as a final grade in each quarter of clinical education to move on to the next quarter.

During the year end competency clearance, the junior student is allowed a total of four attempts to pass with a proficiency of at least 83% or 2.5. If the student fails their first two year-end assessments, they will perform remedial training with a clinical instructor and be scheduled for a third attempt.

If the student fails to achieve a passing grade of 83% or 2.5 at the end of the fourth attempt, they will be terminated from the program. Students who are terminated from the program for academic reasons may be allowed to re-enter the program one time only. The student must go through the application and interview process and start the program from the beginning.

The senior student must successfully complete the final clinical competency review with a minimum score of 83% or 2.5 to be eligible for graduation from the program. Students who do not demonstrate a competency level of 83% or 2.5 on the first attempt will be assigned remedial training assignments and will be rescheduled for a future evaluation.

Failure to achieve an 83% or 2.5 proficiency level on the second competency review attempt will require spending summer quarter, 8th quarter, performing remedial clinical education. The student will be responsible to pay for 8th quarter tuition.

At the end of the summer quarter, 8th quarter, the student will be granted the third attempt of the Final Clinical Competency. A minimum score of 83% or 2.5 must be obtained in order to graduate from the program. In the event the student does not achieve a passing grade of 83% or 2.5 at the end of the third attempt they will be terminated from the program.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ACADEMIC CALENDARS

The college has delineated academic calendars. The link for these calendars is:

<http://www.scc.spokane.edu/Resources/AcademicCalendar.aspx>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ACADEMIC STANDARDS IN THE CLASSROOM SETTING

The quality of course work will be measured with the standards listed below. All academic scores and quarterly grade computations will be converted into the numerical system equivalents for recording purposes.

An instructor may give a letter grade of incomplete (I) indicating that additional work by a student is still required before a final grade can be given. The student must complete all course work that receives an (I) incomplete within two weeks prior to the start of the next quarter or within two weeks following the last class of that course, whichever occurs first.

For example:

1. Summer break is four weeks; the student would have to complete the course work within the first two weeks.
2. Spring break is one week; the student would have to complete the course work within that one week, since the new quarter would begin in less than the two weeks.

Students must maintain a 2.0 (78%) in each academic radiography course. Any student who fails to achieve a 2.0 in an academic radiology course will be terminated from the program.

A student that has had to drop out of the program during any of the quarters due to academic grades, must RE-APPLY for the program and interview along with the new applicants applying for that fall's program start date. The Radiology Program will not guarantee placement within the new fall class. Any student that drops the program during the first three quarters and re-enters will have to complete the program under the student curriculum and policies in effect the year of re-admission.

The student may re-enter the program only once.

FINAL GRADE:

The total points earned, as a percentage of total points possible will determine the final grade for the course. A 2.0 GPA (78%) or better is required to pass each course.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ACADEMIC STANDARDS IN THE CLINICAL SETTING

The quality of clinical work will be measured with the standards listed below. All clinical scores and quarterly grade computations will be converted into the numerical system equivalents for recording purposes.

An instructor may give a letter grade of incomplete (I) indicating that additional work by a student is still required before a final grade can be given. The student must complete all clinical hours and/or work that receives an (I) incomplete within two weeks prior to the start of the next quarter or within two weeks following the last class of that course, whichever occurs first.

For example:

1. Summer break is four weeks, the student would have to complete the clinical hours and/or work within the first two weeks.
2. Spring break is one week, the student would have to complete the clinical hours and/or work within that one week since the new quarter would begin in less than the two weeks.

Students must maintain a 2.5 (83%) in each clinical radiography course. Any student who fails to achieve a 2.5 in a clinical radiology course will be terminated from the program.

A student that has had to drop out of the program during any of the quarters due to academic grades, must RE-APPLY for the program and interview along with the new applicants applying for that fall's program start date. The Radiology Program will not guarantee placement within the new fall class. Any student that drops the program during the first three quarters and re-enters will have to complete the program under the student curriculum and policies in effect the year of re-admission.

FINAL GRADE:

The total points earned, as a percentage of total points possible will determine the final grade for the course. A 2.5 GPA (83%) or better is required to pass each course.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ACCIDENTS AND INJURIES

ACCIDENTS:

If you meet with an accident, witness or discover an accident or injury in which another student, employee, patient or visitor is involved, report it immediately to your instructor or program director. An incident report will have to be filled out documenting the incident, the form can be found on Canvas.

PATIENT INJURY:

If a patient is injured or involved in an accident, report the matter to the supervisor of the area in which the accident occurred. A physician will check the patient, and an accident report must be initiated immediately. If the patient is seriously injured, no attempt should be made to move him/her unless approval has been given by a physician or the supervisor of the area in which the accident occurred.

INJURY TO A VISITOR:

If a visitor is injured, report the matter to the supervisor of the area in which the accident occurred. Any accident in which you are in any way involved must be reported to the program director immediately.

INJURY TO SELF:

If a student injures him or herself in any way while at school, it must be reported to an instructor or the program director. The injury may require the student to see a physician in the emergency room; a report of the incident and injury must be filled out; the form can be found on Canvas.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ADMISSION REQUIREMENTS & PROCEDURES

1. All applicants who meet or exceed the minimum qualifying admission standards will be considered for admission regardless of race, color, creed, sex, age, national origin, marital status, sensory, mental or physical challenges.
2. All applicants must be high school graduates or have passed the General Education Development Test (GED). All applicants must have completed the following college level courses and achieve at least a 2.5 grade on a 4.0 grading scale in each course (Human A & P 1, Human A & P 2, Introductory Physics, Essentials of Algebra & Medical Terminology). All other classes require at least a 2.0 grade on a 4.0 grading scale in each course (Computer Fundamentals, General Biology w/ Lab & English Composition I). All required courses must be completed by the end of spring term for placement consideration in the program beginning in September of each year. All the math & science courses requiring a minimum 2.5 grade must be completed within the last five years of the year the applicant is applying for. All other courses must be completed within 7 years of the year the applicant is applying.

Required courses are: *(all must be completed by June 25th for the year the student is applying for.)*

- 1 Computer Fundamentals 105 or 110 or equivalent
- 2 Biology 160 or equivalent (SCC only)
- 3 Human Anatomy 241 or equivalent
- 4 Human Physiology 242 or equivalent
- 5 Physics 100 or equivalent
- 6 Essentials of Algebra 2 or Algebra for math literacy II (88/72) or equivalent
- 7 English 101
- 8 Medical Terminology, HED 125 or equivalent
- 9 SURG 105 Blood borne Pathogens -Recommended before fall start of program.

Additional admission requirements: *(all must be completed by June 25th for the year the student is applying for.)*

1. Three reference recommendations.
2. All college transcripts.
3. Documentation of 80 hours as a volunteer or employee in a patient care setting and ten of those hours must be completed in radiology. The 80 hours must be completed by June 25 of the year the student is applying for.
4. Complete a vaccination appointment with the SCC Student Health Clinic: Submit the form from Student Health Clinic that you receive from your appointment.
5. Two-part interview with the selection panel.

Once selected into the program each student must have documentation of having completed the following prior to starting the program:

1. Medical insurance
2. Liability insurance – is part of the tuition payment for clinical education
3. Drug Screening

4. National Background Check (Criminal History/Disclosure/Authorization Form)
5. Immunizations (MMR, VARICELLA, Tdap, Hepatitis B, Influenza and COVID)
6. TB testing (two-step test initially required or *QuantiFERON* blood test)

3. INSURANCE:

1. Medical – All students must be protected by a health and accident insurance policy. If you are adequately covered by a private policy, you must have on file:
 - a. A copy of your current insurance card. (*and/or*)
 - b. A signature of a parent, legal guardian or principal carrier under a family plan in which you have coverage.

If you are not covered by a private policy, you may purchase an accident insurance policy through. Here is a link to the On-Line Enrollment: The link to the website is

<http://4studenthealth.com/>

2. Liability – All students are REQUIRED to carry liability insurance purchased through the college. When the students pay for the clinical course each quarter, the liability insurance will be included in the course fees.

IT IS THE STUDENT'S RESPONSIBILITY TO BE SURE THE ACCIDENT INSURANCE IS IN EFFECT. STUDENTS WILL NOT BE ALLOWED IN CLINICAL WITHOUT PROOF OF THESE COVERAGES ON FILE.

4. TB TESTING:

All assigned clinical students are required by law to have a two-step TB test (two separate TB tests) and an annual refresher test. **Students must show proof of two negative tests within a one-year prior and a negative test annually thereafter** or an annual negative *QuantiFERON*. Any student with a positive TB test must be under prophylactic treatment or cleared by his/her physician, and proof of a negative chest x-ray must be provided. Students working with patients with respiratory disorders may be required to repeat the TB test every 6 months. Clinical sites may vary regarding testing requirements; SPOKANE COMMUNITY COLLEGE students will follow the clinical site protocol if more frequent testing is needed.

5. **DRUG SCREENING:

All radiology students will be required to complete a 10-panel drug screening each year attending the program. This is a requirement the clinical sites have set, not Spokane Community College. Drug screening will be done at the student's expense.

Drug screening processed through Pathology Associates Medical Laboratories (PAML)/Lab Corp and will be the only one SCC will accept. PAML/Lab Corp will process the test for \$20.00 (debit or Credit card accepted). Student must bring an ID, preferably a driver's license and make an appointment. Please identify yourself as a Spokane Community College Health student to get this rate. Most Lab Corp's are closed from 12:00pm – 1:00pm. Screenings may be completed at the following PAML/Lab Corp locations:

Lab Corp at South Side (Downtown Spokane)
507 South Washington, Suite 180
Spokane, WA 99204
(509)755-8840
M-F 9:00-3:00pm

Lab Corp at Liberty Lake Commons
1334 B Whitman Lane #120
Liberty Lake, WA 99019
(509)755-8993
Hours of collection: M-F 9:00am - 3:00pm

Lap Corp at North Spokane
(North side of Holy Family Hospital)
5901 North Lidgerwood #124
Spokane, WA 99207
(509)755-8834
Hours of collection: M-F 9:00am - 3:00pm

Medicus Patient Services Spokane Valley /
Medicus Bldg./Lab Corp at Medicus Bldg. East
12615 East Mission #100
Spokane WA 99216
(509) 755-8838 M-F 9:00-3:00pm

Northpointe Patient Services Columbia
Medical Bldg.
9631 North Nevada #102
Spokane, WA 99218
(509)755-8832
Hours of collection: M-F 9:00am - 3:00pm

Lab Corp Drug Testing

Client SCC Health Sciences
Client ID 98331
Analysis EDS50
Matrix Urine

6. IMMUNIZATIONS:

You need to provide copy of Tetanus/Diphtheria/Pertussis (TDaP), Varacella, Measles / Mumps / Rubella (MMR) vaccinations or titer indicating immunity for each. The form must be initialed and dated by a healthcare provider.

All students are required to receive the Hepatitis B vaccination (all students must have a titer drawn for Hepatitis B status). All students are required to have a seasonal influenza vaccination each year and completed the COVID vaccination to be in clinical.

A medical review board, appointed by the Dean of Health Sciences, will review health records if there is any question regarding the safety of any student or patient.

Any student who becomes involved in a situation with body fluid exposure (such as a needle stick) is required to participate in follow up lab testing, as well as, filling out and signing a Medical Emergency Report form, describing the incident within 24-hours (obtained through your instructor). The student is responsible for the costs of follow up care and evaluations.

7. ****BACKGROUND INQUIRY: DISCLOSURE AND AUTHORIZATION:**

The CHILD AND ADULT ABUSE INFORMATION LAW became effective January 1, 1988. The law requires that organizations which care for children or developmentally disabled persons:

Must have prospective caregivers disclose to the organization whether the applicant has been convicted of certain crimes against persons². The disclosure must be made in writing and signed by the applicant. Radiology students must complete the online background check before attending the mandatory new student orientation. Students will not be allowed to enter the program without the background clearance.

As of January 1, 2022, all students accepted into the Radiology Program are required to have the COVID vaccination to rotate through all clinical sites. Students are involved in close personal contact during patient care with vulnerable patients. Although we realize this decision is a conscious choice, we believe that being vaccinated is a professional obligation. This assures that everyone associated with the student is protected, including the patients for whom they provide care.

****Applicants must be advised that if selected into the Radiography Technology program, they must successfully pass a criminal background check, drug screening and completed the COVID vaccination. The hospital clinical sites will not allow any student into clinical without successful completion these tests and vaccination. Students must be able to rotate through all clinical sites to complete the program. IF ANY CLINICAL SITE DENIES YOU ENTRANCE DUE TO BACKGROUND, DRUG TEST RESULTS OR VACCINATIONS, YOU WILL NOT BE ABLE TO SUCCESSFULLY COMPLETE THE PROGRAM.**

If you have any specific concerns or questions regarding the background check and eligibility for the registry, please contact the American Registry of Radiologic Technologists (ARRT) at 651-687-0048.

² “Crimes against persons” means a conviction for offenses such as murder, kidnapping, domestic violence, assault, rape, robbery, arson, burglary, manslaughter, extortion, incest, indecent liberties, vehicular homicide, prostitution, or criminal mistreatment.”

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ADVISORY BOARD MEETINGS

Program advisory board meetings will be held bi-annually with a time and date to be scheduled by the program director. The chair will conduct the advisory board meetings, the clinical coordinator will take the meeting minutes, and the program director will maintain meeting minutes and agenda.

This bi-annual meeting will be used for the following purpose:

1. Program systems evaluation (i.e. policies, procedures, etc.).
2. Curriculum review and development.
3. Review and discussion of current and potential program problems.
4. Dissemination of relevant information.
5. Continuing education development and presentation.
6. An opportunity for consultation and presentation of ideas.
7. Review of program and student goals, assessments and outcomes.

The advisory board is comprised of the following: Program director, program faculty, clinical technologists, various radiology department directors, staff technologists in the region, and community members.

Faculty members are also encouraged to attend the weekly Allied Health meetings.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: APPEAL OF GRADES, EVALUATIONS and/or GRIEVANCES

STUDENT PETITION PROCEDURE: (conflict resolution)
(SEE APPENDIX S)

If an enrolled student has a concern about a class, a faculty member, or a process within the college, the student is encouraged to discuss the issue and recommend alternatives for dealing with the concern. This is known as the informal process.

If the informal process doesn't satisfy the student, the student may go complete the formal process. The radiology technology program adheres to the college's policy regarding student concerns, which can be found at <http://www.scc.spokane.edu/Admissions/Policies.aspx?page=PV3>

This link provides the forms for the student to begin the Informal and Formal process and can be found at: <https://scc.spokane.edu/For-Our-Students/Student-Resources/Disability-Access-Services/Grievance-Procedure>

If a student has a concern or issue while they are in clinical with any individual, a particular occurrence, clearance or evaluation the program prefers the student to address that issue with the individual directly. However, a student may not be comfortable handling the concern issue in that way. If the student prefers to not handle the situation directly, they should contact the clinical preceptor, clinical coordinator, or program director (whomever the student feels most comfortable talking with) regarding the concern or issue. From there the clinical preceptor, clinical coordinator or program director will work with the student to resolve the concern issue. If the student isn't satisfied with the results, he/she may then follow the college's policy regarding student concerns. Information regarding this can be found at: APPENDIX S, page 179.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ASSOCIATION WITH RELIGIOUS PERSONNEL

The Spokane Community College Radiology Technology program has clinical rotations with facilities associated with the Sisters of Providence of Spokane, a Roman Catholic religious order. Students of any denomination may be admitted to the program and their religious convictions will be respected.

Priests, sisters, and other clergy merit respect because of their dedication to a life of service to God. The student's attitude should be that of courtesy, respectfulness, cooperation, and friendliness, regardless of the student's own spiritual beliefs.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ATTENDANCE & SCHEDULING

CLASSROOM ABSENTEEISM AND TARDINESS:

ATTENDANCE POLICY:

The radiology program faculty have agreed to adhere to the following classroom attendance policy in all classes; thus, making it consistent amongst the faculty and easier for the students to remember. However, be aware that some classes do utilize participation points that may be deducted for absences and/or tardiness. Please refer to each course's syllabi for more detailed information.

It is important for students to remember that attending classes is just as important as attending clinical while in the radiology program. We move very quickly in the classroom setting, therefore, missing a single class can be detrimental to the student's education.

During each of the first three quarters in the program, students are allowed to miss two classes. After the initial two absences, the student will receive a 0.40 deduction off their final class grade each time they miss that particular class during the remainder of the quarter. This will be deducted after the grade has been converted to the 4.0 GPA systems.

During each of the final four quarters in the program, students are allowed to miss one class. After the initial one absence, the student will receive a 0.40 deduction off their final class grade each time they miss that particular class during the remainder of the quarter. This will be deducted after the grade has been converted to the 4.0 GPA systems.

Tardiness is not tolerated in the classroom. The classroom door may be locked at the beginning of class and tardy students may not be allowed to enter once class has started. If a student is tardy for a class in which a test is being administered, the student will be required to take the test immediately after the last class of the day and the student will receive -10% off their test score. If the student is going to be tardy to class, it is the student responsibility to call the program director or clinical coordinator ASAP. The tardy will still be counted. The program does take in consideration unforeseen occurrences.

Unexcused absences. All students must text or call the program director or clinical coordinator one half hour prior to the first class of the day for an absence to be considered excused. A class missed form must be completed in Trajecsyst one half hour prior to first class of the day. Failure to call in or text will constitute an unexcused absence. Unexcused absences will result in "0" grade for any quiz or test's scores given on that particular day, even pop quizzes.

During actual class time, students should not have to leave to go to the bathroom, make/receive phone calls, etc. This should be completed during breaks & lunches. Cell phones are not allowed in the classroom.

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2025-2026 SCHOOL YEARS.

CLINICAL ABSENTEEISM AND TARDINESS:

Our radiology program is 7 quarters in length; therefore, the student is required to attend all 7 quarters before receiving their graduation diploma and becoming eligible for the examination by the American Registry of Radiologic Technologists (A.R.R.T.).

Students are expected to attend the program as a full-time student for the duration of the program. Part-time participation is not allowed for any part of the program. At no time are the students to replace qualified staff technologists at the clinical settings. Remember, student employment cannot conflict with scheduled school hours.

As a means of promoting professionalism in the workplace, the following rules concerning attendance will be adhered to:

1. **CLINICAL HOURS:** Clinical days are scheduled Monday through Friday throughout the program. Student's clinical and didactic hours combined may not exceed 40 hours per week. Students are suggested to take one- 15- minute break for every 2.5 hours of clinical and required one 30-minute lunch for every **4.5 hours** of clinical. Lunch and breaks cannot be combined. Student lunch breaks must be completed by 1:00pm for day shift and 6:00pm for night shift (otherwise considered a tardy).
2. **CINICAL TIME KEEPING AND TRAJECSYS:** Clinical time is tracked using Trajecsys Clinical Reporting website (\$150 charge the student must pay when registering to the site, by the 1st of September once at the beginning of the program). Students must clock in and out, for themselves, on their own account at the beginning and end of each clinical day, as well as at the beginning and end of each lunch break. Students do not clock out for breaks.
 - 2.1. If a student forgets to clock in or out at any given time throughout the day, they are to notify the designated faculty member immediately. If the student forgets to clock in or out more than twice in a quarter, it will be considered excessive tardiness.
 - 2.2. Students are required to clock in and out of Trajecsys using designated computers at their assigned clinical site. Clocking in and out from a cell phone or personal device is strictly prohibited unless directly instructed to do so by radiology program faculty or clinical preceptor. If a student uses a cell phone or personal device to time punch without prior authorization it will count as a tardy and the student will need to speak with faculty.
 - 2.3. Students are expected to be in assigned rotation and ready to work when they clock in for the day. Students must have all belongings put away, scrubs on, and be ready for assigned rotation prior to clocking in. Students may clock in earlier than the start of assigned shift, but must be ready to work, and this does not permit them to leave early at the end of the day. Students may clock out no sooner than 5 minutes prior to the end of shift (i.e., 4:55pm for a 5:00pm shift).
 - 2.4. **TARDINESS:** Students should allow adequate time so that they will be in their assigned area on time. A student is considered tardy if they clock in any time after the start of their shift (i.e. 7:31 is tardy for a 7:30 shift). If the student is going to be tardy to clinical, it is the student's responsibility to notify the designated faculty member ASAP. The tardy will still be counted, but program faculty do take unforeseen

occurrences into consideration. If a student is tardy (60 minutes or less) more than two times in one quarter or has forgotten to clock in or out more than twice in a given quarter, this constitutes ***excessive tardiness***.

3. **ABSENCES:** Absences from clinical assignments are to be used only when necessary. Notification of a sick day/absence from clinical, for any reason, must be brought to the immediate attention of the designated faculty member at least 30 minutes prior to the start of the students scheduled shift (see syllabus for designated contact). The student must also fill out a clinical sick day form, and a time exception for the absence in Trajecsyst. Any clinical absence not reported to the program at the beginning of the scheduled time will be considered an unauthorized absence.
- 3.1. **SICK TIME:** The student is allowed 2 clinical sick days (8-9 hours per absence) per quarter before it is considered excessive absenteeism. Every effort should be made to schedule appointments and personal affairs after scheduled classes and clinical time. However, the student is permitted to use their allowed absence time for appointments or personal needs in partial day increments. The student can request 4.5 hours minimum, and the total time missed may not exceed the 2 days allowed per quarter (i.e. 16/18 hours total), or it is considered excessive absenteeism.
 - 3.1.1. If a student gets ill or is injured while at clinical and must leave early or is requested to be sent home by clinical staff, the student will notify designated faculty immediately, clock out, fill out sick time form on Trajecsyst, and the hours missed will count towards their total sick time. Any hours over the 2 days will fall under excessive absenteeism.
 - 3.1.2. If a student has an illness/injury that will require the student to be off more than two consecutive days (on day three), the student must obtain a doctor's note stating when they are released to resume classroom and clinical activities. An acceptable occurrence for doctor's note will include serious injury or ongoing illness to self and/or immediate family members (regular appointments do not apply). Any time over the two days for the quarter will still need to be made up (*see make-up time*), but the student will not incur a written warning and will not receive a deduction in their clinical grade.
- 3.2. **EXCESSIVE ABSENTEEISM AND/OR TARDINESS:** If a student is absent over the 2 days (16/18 hours) in a quarter or is tardy more than 2 times in a quarter, this is considered excessive, and they will need to meet with the program director and clinical coordinator to discuss methods for preventing further occurrences. Any absences or tardies over the two allowed per quarter will result in a drop of 0.30 per occurrence on a 4.0 GPA scale to their final clinical grade. All absences over the two days (16/18hrs) allowed will be required for the student to make-up at the end of the quarter (*see make-up time*).
 - 3.2.1. The first time a student has excessive absenteeism and/or tardiness the student will be given an initial written warning. If a student has excessive absenteeism and/or tardiness in any two quarters while in the program, the student will receive a second and final written warning and the student will be placed on probation. If a student has excessive absenteeism and/or tardiness in any three quarters while in the program, the student will be terminated from the program.

- 3.3. **UNAUTHORIZED ABSENCES:** Any time a student does not show up for clinical or leaves clinical and fails to notify faculty, it is considered an *unauthorized absence*. If an unauthorized absence occurs during any given quarter the student will be required to meet with the program director and clinical coordinator, be required to make up the time, regardless of absences used or PTO balance, and each time a student has an unauthorized absence it will result in a drop of 0.30 on a 4.0 GPA grade scale to their final clinical grade.
- 3.3.1. The first unauthorized absence the student will be given an initial written warning. If a second unauthorized absence occurs, the student will be issued a second and final written warning and be placed on probation. If a student has more than two unauthorized absences while in the program, they will be terminated immediately.
4. **Personal Time Off (PTO):** Students may earn additional hours of time-off by participating in school, club, clinical, or educational activities outside of normally scheduled clinical and class hours. PTO hours are given on a case-by-case/type of event basis and are at the discretion of the faculty (*see X-ray Vision Club*).
- 4.1. **USING PTO:** Students *must request to use PTO by 6pm the day before it is to be used* by contacting appropriate faculty. Students may use their earned PTO for time increments that they choose (30 mins minimum- 9 hours). However, approval of PTO is determined by faculty and may be denied and/or revoked for any reason including, but not limited to, competency clearance status, excessive absenteeism, unexcused absences, avoidance of specific rotations etc.
- 4.1.1. If a student has used their 2 allowed absences for the quarter and needs to take additional time off, they are required to exhaust all PTO hours they have accumulated for any remaining time off needed. It is strongly suggested to use PTO before sick time.
- 4.1.2. PTO cannot be given away or donated to another student for any reason.
- 4.1.3. PTO cannot be used for make-up time (*see make-up time*).
- 4.1.4. PTO cannot be used until posted by faculty.
- 4.1.5. It is the student's responsibility to keep track of PTO they have earned. If a student uses PTO they have not earned, it will count as an unexcused absence and the time will need to be made up.
5. **PANDEMIC/UNFORSEEN EMERGENT SITUATION:** If a student has excessive absences due to a "pandemic" or "Unforeseen emergent situation", the student will make up all time missed over the 2 days allowed each quarter, but they will not be docked on their final grade or put on written warning/probation unless this criterion is abused. Example of abuse would be continuing to call in sick (over the two days allowed each quarter) after being off for a "pandemic", situation. Falsifying reasons for absences and/or repeatedly using the pandemic as a reason for absences. A pandemic situation is only in effect when the state/nation has been declared. When the state/nation has lifted the pandemic situation then this option is not valid.

6. **SPECIAL CIRCUMSTANCES:** Special circumstances related to major illness/injury, pregnancy, family emergency, bereavement, or other unforeseen circumstances will be determined by the program director and clinical coordinator. This does not include vacations or trips. Special circumstances will not result in a written warning or a decrease in the quarter clinical grade. However, a contract between the student and program faculty will outline time to be made up and all criteria of absence. A release from the student's private physician must be obtained by the student and presented to the program director or clinical coordinator under any of the following circumstances:
 - 6.1. If illness or injury has caused the student to miss more than two consecutive days of school.
 - 6.2. If injury or illness at clinical causes the student to miss more than one day of clinical time.
 - 6.2.1. If illness or injury causes the student to have physical restrictions that prevents them from completing clinical objectives (braces/casts/slings, lifting restrictions, etc.). Physicians' note must be obtained to release the student without restrictions or limitations to return to clinical.
 - 6.3. Major or minor surgery.
 - 6.4. Post-partum.
 - 6.5. Family emergency causes the student to miss more than two consecutive days of school.
7. **AUTOMATIC DISMISSAL:** If any of the following infractions are committed, the faculty reserves the right to dismiss a student from the radiology program:
 - 7.1. A student asks another individual to clock them in/out (all individuals will be dismissed).
 - 7.2. A student clocks another student in/out (all individuals will be dismissed)
 - 7.3. A technologist clocks a student in/out (the student will be dismissed).
 - 7.4. A student attempts or tampers with their own or someone else's time stamp (all individuals involved will be dismissed).
 - 7.5. A student does not turn on location services if a cell phone must be used to time stamp and/or the stamp does not match the GPS for that site.
8. **EXCEPTIONAL ATTENDANCE:** If a student does not miss any clinical days the entire 22 months of the program, they will be given the last clinical rotation of the 7th quarter off.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: CAMPUS RESOURCES

<http://www.scc.spokane.edu/Resources/CampusResources.aspx> -

A. HEALTH SCIENCES COMPUTER CENTER:

The Health Sciences Computer Center in the Health Sciences building (building 9) has been provided as an area for hands-on instruction and the utilization of computers. There are dedicated classrooms (Rooms # 007 & #011) and a drop-in lab (Room #008) for student's access. Since the Health Sciences Computer Center is considered a "quiet study area", social discussions and children are not allowed. The center is usually open Monday through Friday (hours are posted). NO FOOD, BEVERAGES OR CHILDREN ARE ALLOWED. Other labs are available in Building #1 (Main) and Building #16 (Learning Resource Center). <http://www.scc.spokane.edu/Resources/LabHours.aspx>

B. LEARNING RESOURCE CENTER (LIBRARY AND MEDIA CENTER):

The SCC Library and Media Center contain valuable resources for health sciences students. The materials collection includes books, periodicals, videos, and CD-ROMs on a wide variety of medical topics. Extensive health sciences information can also be found on the Library web site (www.scc.spokane.edu/lrc/library) via databases such as Health Reference Center, CINAHL and ProQuest. Computers are available for accessing these databases and other Web-based information. Students are encouraged to take advantage of the research assistance provided by the helpful librarians. The Media Center contains a drop-in computer lab with a wide array of programs. The Library and Media Center are located in building 16 (Learning Resources Center). <https://scc.spokane.edu/About-Us/Teaching-and-Learning-Center/TLC-Resources>

C. COUNSELING:

Educational and vocational counseling services are available to students through the Counseling Center in the Jenkins Wellness Center, building #7. Students may schedule an appointment with the health sciences/allied health academic counselor, who can be found in building #15. If personal and school related problems arise which may affect you or your continuance and/or performance in the radiology program, the following are available to assist you:

1. Your instructors, clinical coordinator, and program director
2. Kimmy Eikum & Clarisa Shearer, Allied Health Department - Chairs
3. Dr. JL Henriksen, Dean for Health & Environmental Sciences
4. Counseling Center: <https://scc.spokane.edu/For-Our-Students/Getting-Help/Counseling-Academic-Advising>
5. Student Health Clinic: <http://www.scc.spokane.edu/Resources/HealthClinic.aspx>

D. FINANCIAL AID:

The Financial Aid program includes work scholarships, educational opportunity grants and part-time employment. Application forms for financial aid and part-time employment are available in the Financial Aid Office in Building #15. Their phone number is 533-7017. <http://www.scc.spokane.edu/admissions/financialaid/home.aspx>

E. SERVICE LEARNING/COMMUNITY SERVICE:

“Service learning combines service objectives with learning objectives with the intent of that the activity changes both the recipient and provider of the service. This is accomplished by combining service tasks with structured opportunities that link the tasks to self-reflection, self-discovery, and the acquisition and comprehension of values, skills, and knowledge content. This is not to say that volunteer activities without a learning component are less important than service learning, but that the two approaches are fundamentally different activities with different objectives. Both are valued components of a national effort to increase citizen involvement in community service, and at every age”. (Campus Compact, Defining Service-Learning)

F. CAMPUS ACTIVITIES:

Students are encouraged to participate in campus activities such as Skills USA, social activities, and student clubs. There are many opportunities to be involved.

The Associated Student Council also has an elected representative from the Health & Environmental Sciences student body. Contact student government, which meets weekly for more information.

G. COLLEGE SERVICES:

The SCC campus has a number of wonderful student services, The Student Center/the Lair (bldg. #6), is the center of student activities and services. The areas available include a cafeteria, auditorium, a lounge area, and the student bookstore. Some additional highlights are a student-operated restaurant, bakery, greenhouse, childcare and a hair/nail salon. In the Health Science building, students can make an appointment for dental X-rays, instructions on oral hygiene/polishing, heart evaluation through EKG and Echocardiography, lung evaluation through pulmonary function testing. (Some services performed during selected quarters only, check with department for dates and times).

(Please refer to the SCC home page and link to Student Life, also refer to the quarterly Community College Class Schedule for additional college services.)

H. TELEPHONES:

In the clinical area, your instructor or person so designated will identify the location of public phones. Clinical area phones are not for personal use. Please inform your family or employer not to call the college or the clinical facility except in an emergency.

I. CAREER CENTER/STUDENT EMPLOYMENT SERVICES:

The Career Center is located in the Lair (bldg. #6) and is available to all students and alumni for help in finding career opportunities and employment. All students interested in finding part/full-time work are encouraged to file an application. In addition, employment opportunities for Health Sciences students/graduates are posted in various areas of the Health Science building. <https://scc.spokane.edu/For-Our-Students/Getting-Help/Career-Services>

(Refer to the quarterly Community College Class Schedule for Student Employment Services.)

J. BOOKSTORE:

The students can obtain the required and optional textbooks at SCC's bookstore. The bookstore is located in the Lair (bldg. #6). The bookstore hosts a textbook buy-back during the last days of each quarter. Students may shop online and have their purchases delivered to their home or held as a reservation for pickup at <http://www.scc.spokane.edu/Resources/Bookstore.aspx> The bookstore does have some book rentals.

K. HOLIDAYS & BREAKS:

Students will observe all holidays and breaks recognized by Spokane Community College. <http://www.scc.spokane.edu/Resources/AcademicCalendar.aspx>

L. MULTICULTURAL SERVICES:

We have multicultural services available to students of various cultures. The services include but are not inclusive to counseling, career planning and financial aid. <http://www.scc.spokane.edu/Resources/Multicultural.aspx>

PERSONS WITH DISABILITIES STATEMENT:

In accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, accommodations for students with disabilities will be considered at the student's request. The student will be required to register with the Disability Support Services office and provide documentation of disability. Once the student is qualified by the DSS Manager as having a disability, requested accommodations will be considered. Accommodations for the classroom, laboratory, or clinical setting will be considered according to reasonableness. Accommodations that compromise patient care, or that fundamentally alter the nature of the program or activity, are not considered to be reasonable. A student denied accommodation may request an individualized determination to assure that the denial is not a result of disability discrimination by contacting the Manager of Disability Support Services and Testing at 533-7498. Procedures for appeal are outlined in the *SCC Center for Students with Disabilities Student Handbook*. Other than accommodation issues, procedures for student grievances including academic dismissal are outlined in the following SCC website: <https://scc.spokane.edu/For-Our-Students/Student-Resources/Disability-Access-Services/Grievance-Procedure>

VETERAN SERVICES:

SCC appreciates students who have served our country and understands that students with military experience may face unique challenges in completing their educational goals. The Veteran's One Stop can be found in the Lair Student Center (Building 6, Room 0112), or can be contacted at (509) 533-7027 or (509) 533-7274. Additionally, a list of faculty who are registered as "Veteran Friendly Contacts" are posted in all buildings on campus. More information, including a complete list of Veteran Friendly Contacts, can be found at:

<https://scc.spokane.edu/For-Our-Students/Student-Resources/Veterans-One-Stop>

STUDENT HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE (SSB 5173):

SCC/SFCC students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious organization. Students' grades will not be adversely impacted by authorized absences under this policy, although students in courses with required community clinical and /or practicum experiences must fulfill these requirements to meet the licensure requirements of the program. All absences under this policy must be submitted to the Chief Academic Officer in writing at least two weeks prior to the desired absence, containing a precise explanation of how the requested holiday is related to a reason of faith, conscience or an organized activity conducted by a religious organization. If deemed in alignment with the policy, the student will receive a document with date(s) of the approved absences (must be full days). The student is solely responsible for ensuring the documentation authorizing the absence is provided to each of the instructors whose classes or assignments are affected by the absence. The instructor(s) will determine, within two days after receiving the notification, what adjustments, if any, will need to be made for the student to make up assignments or tests missed during the absence(s), and the instructor may require that the student submit the assignment or take the test before or after the regularly scheduled date. If the student fails to notify the instructor of an authorized absence under this policy, the instructor is not obligated to make accommodations.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: COMMUNICABLE DISEASE EXPOSURE TOWARD STUDENTS

PURPOSE: To provide guidelines for post exposure intervention to certain communicable diseases.

GENERAL INSTRUCTIONS:

1. Investigation should include verification of:
 - a. Accuracy of diagnosis.
 - b. Mode of transmission.
 - c. Degree of exposure.
 - d. Student risk of acquiring the disease.
 - e. Community of hospital exposure.
2. The clinical restriction/exposure chart is the initial reference. Communicable Disease of Man handbook is an additional reference. Additional policies are available regarding prophylaxis on certain diseases.

PROCEDURE: Student Health/School Director

1. Determine diagnosis, degree of exposure, mode of transmission, immunity status of student and whether hospital or community exposure.
2. Use attached work sheet for documentation.
3. Refer to above references regarding prophylaxis incubation period and/or clinical restriction.
4. File completed instruction sheets in appropriate health file.
5. Complete a report for the Infection Control supervisor and notify them.
6. Complete reports as indicated for the Spokane County Health District.

HOSPITAL EXPOSURE:

1. Determine immunity by interviewing the student or checking student health records.
2. A serological test should be considered if immunity is uncertain. Follow appropriate standing orders and/or consult with the Infection Control Chairman or pathologist.
3. Follow established policy regarding prophylaxis on identified disease.
4. All testing and/or prophylaxis orders should be processed and charged through the hospital health office.
5. If immunity is not established and prophylaxis is not available, the student must remain out of school during the incubation period for that disease.

COMMUNITY EXPOSURE:

If the exposure is community acquired and the student cannot provide proof of immunity:

1. A serological test should be recommended to prove immunity if a test is available. The student's personal physician should be consulted.
2. Prophylaxis should be recommended if any is available.
3. The student should be advised of the clinical and school restrictions if (a) or (b) are not considered.
4. If proof of (a) or (b) are not presented to the Student Health/School Director, the student must remain out of school during the incubation period for that disease.

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY STUDENT HANDBOOK

SUBJECT: CURRICULUM

FIRST YEAR

First Quarter

RAD 111	Radiographic Positioning I
RAD 113	Patient Care & Ethics I
RAD 114	Radiographic Image Evaluation I
RAD 115	Radiographic Principles I
RAD 116	Clinical Education I

Second Quarter

RAD 121	Radiographic Positioning II
RAD 123	Patient Care & Ethics II
RAD 124	Radiographic Image Evaluation II
RAD 125	Radiographic Principles II
RAD 126	Clinical Education II
RAD 127	Mobile/Surgical Procedures

Third Quarter

RAD 131	Radiographic Positioning III
RAD 134	Radiographic Image Evaluation III
RAD 136	Clinical Education III
RAD 145	Radiographic Principles III

Fourth Quarter

RAD 141	Radiographic Positioning IV
RAD 144	Radiographic Image Evaluation IV
RAD 146	Clinical Education IV
RAD 235	Pharmacology/Venipuncture

SECOND YEAR

Fifth Quarter

RAD 212	Quality Management
RAD 213	Various Modalities
RAD 214	Radiographic Image Eval V
RAD 215	Radiation Biology & Protection
RAD 216	Clinical Education V

Sixth Quarter

RAD 211	Radiographic Positioning V
RAD 223	Radiation Pathology
RAD 224	Radiographic Image Evaluation VI
RAD 225	Skull and GI Review
RAD 226	Clinical Education VI

Seventh Quarter

RAD 236	Clinical Education VII
RAD 237	Review & Registration Preparation
RAD 238	Cat Scan
RAD 239	Advanced Image Evaluation

¹This related education requirement may be met by any course or combination of courses approved by the instructional dean.

The radiology program begins by providing the students with a three-week orientation. The orientation provides the students with the basic knowledge and skills to begin functioning effectively in a healthcare setting, and more specifically, within the radiology department. During the orientation students are given instruction in areas of radiation protection, patient care, ethics, time management, obtaining patient histories, cultural awareness, etc.

Following the completion of the orientation the students are assigned to radiographic areas on a three-week rotation at our clinical affiliates. Rotations to each area are supported with clinical objectives to be accomplished by the student. The initial rotation objectives reflect student accomplishment expectations in areas such as room maintenance, equipment manipulation, image review with the technologist and routine procedures under direct supervision of the technologist or clinical instructor. Beginning fourth quarter, the students will be assigned to two-week rotations at our clinical affiliates.

CURRICULUM (cont'd)

Each quarter the student is provided didactic education in a curriculum design that meets the content of the curriculum guide published by the ARRT/ASRT. Students are instructed in positioning, anatomy, radiographic techniques, etc. for a block of similar procedures in each quarter. They will begin with chest and abdomen x-rays and limb bone work and advance each succeeding quarter into more complex procedures. Students are also required to perform weekly image evaluations.

Radiographs that are representative of the assigned block of procedures in each quarter are used by the instructor for the student's image evaluations. This image evaluation method reinforces proper procedure acknowledgement, encourages student success and provides a mechanism in which the instructor can assist and direct student performance on a one-to-one basis.

By the end of the third quarter students have been introduced to and instructed in all routine radiographic examinations and have had complimenting beneficial rotations to develop clinical psychomotor skills; as is evidence by the competency clearance systems, image evaluations and clinical evaluation reports.

During the second year, the student has the opportunity to select two various sub-imaging areas for two-week clinical rotations. The sub-imaging areas include nuclear medicine, CT, MRI, ultrasound, vascular/interventional procedures, mammography, radiation therapy and additional Shriners rotations. The students are given introductory didactic instruction in these areas during a various modalities course. Students are also given didactic instruction in more specialized diagnostic radiography procedures. General radiography rotations are interlaced with the sub-imaging rotations in the second year to allow students to continue developing psychomotor skill proficiencies. If a student prefers to gain additional experience in a general radiography area (i.e. fluoroscopy, surgery) they may do so in place of a various imaging rotation.

All student rotations are directed by an accomplishment of outlined objectives that are specific to each area of clinical education. The students are provided a copy of the objectives to be accomplished at the beginning of the program. Clinical evaluation reports are designed to address the student's personal characteristics, cognitive & psychomotor skill development, and the degree of success in mastering the rotation objectives.

This plan for integration of didactic and clinical education can be readily monitored to be effective and flexible to meet individual student needs. Each student's clinical education plan can be tailored to correct individual areas of weakness and to accommodate areas of student interest.

Students must maintain a 2.0 GPA in each class within the academic portion and a 2.5 GPA in the clinical portion of the program to progress to the next quarter. Failure to obtain these GPAs will prevent the student from continuing with the current class. Students may repeat/re-enter the program one time, space permitting, but must complete the program within three years. Students choosing to return at the start of the program must interview at the same time as the new applicants for the students starting that fall for the possibility to re-enter the program.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: DESCRIPTION OF THE PROFESSION

At the direction of physicians qualified to request and/or perform radiologic procedures, a Radiologic Technologist performs imaging examinations and is responsible for related functions as assigned.

During the 7-quarter program, the student radiographer will learn to:

1. Apply knowledge of anatomy, physiology, positioning and radiographic techniques to demonstrate accurately anatomical structures on a radiographic image.
2. Determine exposure factors to achieve optimum radiographic techniques, with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection for the patient, self and others.
5. Provide quality patient care.
6. Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.
7. Evaluate the performance of radiologic systems, know the safe limits of equipment operation, and report malfunction to the proper authority.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in radiologic quality assurance programs.
10. Experience elective rotations for observation and learning in the special medical imaging departments to include nuclear medicine, medical sonography, computerized tomography (CT), magnetic resonance imaging (MRI), Dual Energy X-ray Absorptiometry (DXA), special procedures (to include digital angiography), mammography, and radiation therapy.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: DIGNITY STATEMENT

Spokane Community College is committed to providing all our students with an education of the highest quality and in a manner, which exhibits concern & sensitivity to our students, faculty and others who utilize our services and facilities. It is therefore essential that every person who is connected with the district exhibit appropriate and conscientious behavior in dealing with others.

Students & staff members have the right to be treated fairly and with sensitivity. They must be given the maximum opportunity to learn and work in an environment that is caring, friendly and free from harassment and discrimination.

Every student & employee of Spokane Community College is expected to treat every person with dignity and respect.

(Please refer to the Student Rights and Responsibilities Handbook, General Policy's section for additional information.)

<https://scc.spokane.edu/About-Us/Public-Disclosures>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: *EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974*

This statute is designed to protect the privacy of student's records and governs the access to those records maintained by the educational institution. It further requires that students be advised of their rights concerning "educational records" and of certain categories of public information, which the school designates as "directory information".

In accordance with this act, Spokane Community College Radiology Technology program has designated the following as "directory information": Name, address, telephone listing, dates of attendance, most recent educational agency or institution attended, participation in officially recognized activities, and certificates or awards received.

Students have the right to have this information withheld by so designating this preference in writing.

<http://catalog.spokane.edu/StudentRights.aspx?page=PV2>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: EVALUATIONS OF FACULTY & CLINICAL PRECEPTORS

The students will be asked to complete evaluations on their academic “tenured” faculty annually. The clinical preceptors will be evaluated by the students quarterly. All faculty members that are on the “tenure track” will be evaluated in one or more classes quarterly throughout the process. The clinical preceptors will be evaluated quarterly in order for each student to have the opportunity to evaluate each clinical preceptor due to the student’s rotation. The clinical sites will also be evaluated quarterly by the students.

The evaluations for that year, along with the job description, are shared with the faculty and preceptors once they have been completed and any concerns that are brought up are discussed with the program director, unless it is the program director’s evaluation, which will be reviewed with the dean.

Evaluations of the clinical sites will be reviewed by the clinical coordinator and program director and then presented to the clinical site manager for review.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: FORMER STUDENT RECORDS

RATIONALE:

To ensure that the appropriate records are maintained on each student.

POLICY:

1. The radiology school maintains student educational records for a minimum of seven years from the date of each student's enrollment for all students in the program while it was hospital based. The educational records include:
 - a. School name, address and telephone number.
 - b. Student name, address, telephone number and social security number.
 - c. Dates of attendance.
 - d. Course of instruction or subjects attempted.
 - e. Grade for each subject completed.
 - f. Date of completion or termination along with notation of the document issued signifying satisfactory completion.
 - g. If terminated, the reason(s) for termination.
 - h. Signature and title of the certifying officer.
 - i. Date that transcript was prepared.
 - j. Financial records will include the following and must be kept for a minimum of three years from the student's date of enrollment.
 - 1) Signed and completed enrollment agreements and other training related contracts.
 - 2) Student's payment record.
 - k. Financial records related to title IV student financial assistance will be kept for a minimum of 50 years from the date of each student's enrollment.
 - l. Student records for those who have terminated the program before the completion will be kept for a minimum of seven years unless they received financial assistance related to title IV, which will fall under letter k of this policy.
2. As of 2006, all Spokane Community College student records follow Spokane Community College guidelines.
3. Applications of students who were not chosen for the program will be kept for twelve months.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: FULL-TIME & PART-TIME ATTENDANCE

RATIONALE:

The Radiology Technology program is designed to be completed in 7 consecutive quarters of training, and students must complete a specific number of clinical hours each quarter to meet the clinical education credit requirements.

POLICY:

Students are expected to attend the program full-time (up to 40 hours per week), including both didactic and clinical hours. Part-time participation is not permitted unless a student experiences an unforeseen illness or injury preventing clinical attendance, and their physician approves continued class attendance (*see attendance and scheduling policy*). Advanced placement and extended vacation will not be allowed, and student employment cannot conflict with normally scheduled school hours.

Students will attend three clinical days per week throughout the program. Clinical hours are generally 7:30 AM–5:00 PM or 8:00 AM–5:30 PM, depending on the clinical site, with evening shifts from 11:30 AM–9:00 PM.

In the first three quarters, classes are on Mondays and Thursdays, with clinicals on Tuesday, Wednesday, and Friday.

In quarters four through seven, classes are on Tuesday, with clinicals on Monday and Thursday, and either Wednesday or Friday off depending on clinical rotation schedule. However, during holiday weeks, if a holiday falls on a clinical day, the day off for that week may change to maintain the three day per week clinical education credit requirement.

The program requires a total of approximately 1,800 hours, broken down as follows:

- Fall (1st quarter): 200 hours
- Winter (2nd quarter): 297 hours
- Spring (3rd quarter): 297 hours
- Summer (4th quarter): 189 hours
- Fall (5th quarter): 297 hours
- Winter (6th quarter): 297 hours
- Spring (7th quarter): 297 hours

Students will not be recommended to take the A.R.R.T examination, until the required hours of training and didactics are completed, including their exit interview.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: GOALS AND OBJECTIVES FOR RADIOLOGY TECHNOLOGY

STUDENT LEARNING GOALS:

Goal 1: Clinical Competency: The students will be clinically competent.

Student Learning Outcomes, students will:

- demonstrate appropriate positioning skills.
- successfully evaluate radiographic images for diagnostic quality.
- provide appropriate radiation protection skills for the patient, self and others.
- attain the technical knowledge appropriate for an entry level technologist on the ARRT examination.

Goal 2: Communication: The students will effectively communicate:

Student Learning Outcomes, students will:

- demonstrate effective oral communication skills with patients.
- demonstrate effective oral communication skills with healthcare professionals.

Goal 3: Critical Thinking: The students will be able to effectively apply critical thinking skills.

Student Learning Outcomes, students will:

- illustrate effective critical thinking skills.
- demonstrate effective critical thinking skills.

Goal 4: Students will display professionalism.

Student Learning Outcomes, students will:

- demonstrate professional conduct.
- demonstrate an understanding of the importance of credentialing, licensing & professional organizations.

PROGRAM EFFECTIVENESS GOALS:

Goal 1: Five-year average credentialing examination pass rate of not less than 85 percent at first attempt within six months of graduation.

Goal 2: For each of the last five years, job placement rate of not less than 75% within twelve months for those graduates actively seeking employment.

Goal 3: Annual program completion rates, 80 percent of the students will complete the program within 3 years of program start.

Goal 4: Graduate satisfaction: the graduates will express satisfaction with the program as a 3.5 on a 5-point scale, point scale for the employer graduate survey.

Goal 5: Employer satisfaction: the employers will rate the graduates as 3.5 on a 5-point scale for the employer survey.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

GRADING POLICY FOR RADIOLOGY TECHNOLOGY

Grading Scale	GPA	SCORE
Superior Achievement “A”	4.0	100 - 98
	3.9	97
	3.8	96
	3.7	95
	3.6	94
	3.5	93
Above Average Achievement “B”	3.4	92
	3.3	91
	3.2	90
	3.1	89
	3.0	88
	2.9	87
Lowest grade acceptable in clinical to progress	2.8	86
	2.7	85
	2.6	84
	2.5	83
Average Achievement “C”	2.4	82
	2.3	81
	2.2	80
	2.1	79
Lowest grade acceptable in classroom to progress	2.0	78
Minimum Achievement “C” & “D” These grades are <u>not</u> sufficient to continue into the next course sequence.	1.9	77
	1.8	76
	1.7	75
	1.6	74
	1.5	73
	1.4	72
	1.3	71
	1.2	70

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: GUEST SPEAKERS & FIELD TRIPS

Members of the hospital staff will give lectures and instruction concerning their respective fields of medicine. Technical representatives from various commercial companies may also present lectures and videos. These lectures and videos will be regarded as a regular scheduled class. Since these lectures are part of your training program, an examination may be required on the material presented. It is important to pay attention and be respectful to the guest speaker. They are taking time out of their busy schedule to give a presentation for the program.

During the course of your training, the school may make arrangements for field trips, which will broaden your knowledge and experience. These field trips will provide invaluable experience and attendance is strongly suggested. If you do not attend the field trip, you will be required to be in clinical. Guest speaker may require the class to come to a clinical site to attend the lecture.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: HOUSEKEEPING DUTIES

Each student is responsible for maintaining a neat workspace. Please return all equipment to its proper place and straighten the classroom and labs. There will be no food or drink on or near the computers. Classroom space must be shared with others; therefore, the rooms must be left in order. Pick up after yourself. Please do your share. Each month a different “Clinical Site Pod”, of students will be responsible to clean the classroom and labs. See the signage posted in the classroom for these assignments.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: “INCOMPLETE” CONTRACT

An instructor may give a letter grade of incomplete (I) indicating that additional course work and/or clinical requirements by a student is still required before a final grade can be given. When this occurs the student will be required to sign an “Incomplete Contract”, which will state what the student must complete before an incomplete can be changed to an actual grade and it will have a deadline upon which time the course work and/or clinical requirements must be completed by.

The student that receives an (I) incomplete must complete all course work and/or clinical requirements within two weeks prior to the start of the next quarter or within two weeks following the last class day of that quarter, whichever occurs first.

For example:

1. Summer break is four weeks; the student would have to complete the course work within the first two weeks.
2. Spring break is one week; the student would have to complete the course work within that one week since the new quarter would begin in less than the two weeks.

If a student is unable to complete the course work and/or clinical requirements prior to the contract deadline the student will receive a “0” for all the incomplete work/hours. Then their quarter grade will be tabulated and the “I” will be converted to a grade on the 4.0 GPA scale.

Students must maintain a 2.0 in each **academic** radiography course. Any student who fails to achieve a 2.0 in an academic radiology course will be terminated from the program.

Students must maintain a 2.5 in each **clinical** radiography course. Any student who fails to achieve a 2.5 in a clinical radiology course will be terminated from the program.

If the student fails to achieve a passing grade in the academic and/or clinical course, they will be terminated from the program. They must then follow the guidelines for re-entry into the program. (See page 58)

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: JURY DUTY

A student called to serve on jury duty will be encouraged to request a postponement until the end of the program due to interfere with the student's progress. The program director will write a letter requesting a postponement until the end of the program. If the student chooses to serve or is unable to postpone jury duty the student will be strongly encouraged to make up the missed clinical time as each day missed in clinical can have an adverse effect on their technical abilities. Official documentation of jury duty, including days and times, is required and must be submitted to the program director.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: LINES OF AUTHORITY & STUDENT CONDUCT

In the classroom you are responsible to your instructor. During clinical, you are responsible to your instructor and personnel so designated. RESPONSIBILITY FOR PATIENT CARE RESTS WITH THE CLINICAL FACILITY. THE CLINICAL FACILITY HAS THE AUTHORITY TO GRANT OR REFUSE STUDENT ACCESS OF ANY STUDENT FOR JUST CAUSE.

Remember, you are a guest and represent Spokane Community College and your program.

(If an enrolled student has a concern, refer to the Student Petition Procedure from for Lines of Authority. See Appendix S) = <https://scc.spokane.edu/For-Our-Students/Student-Resources/Disability-Access-Services/Grievance-Procedure>

CONDUCT:

1. Students should conform in every way to the general policies of the Radiology Technology program for the clinical sites, which are applicable to all personnel.
2. Students should conscientiously observe the ethical directives specific for the Radiology Technology program.
3. Students will maintain a professional attitude at all times and conduct themselves as a mature adult.
4. The healthcare team handles a great deal of confidential information concerning the history and condition of patients. Safeguarding the privacy of the patient is the responsibility of all. A patient's condition or personal problems must never be discussed with anyone except as it relates to the care of the patient in the unit. Release of information to newspapers, radio stations, social media and TV stations is forbidden. Names must not be used in any written case studies or discussions. Release of any privileged information regarding a patient is cause for immediate suspension and recommendation for dismissal. Discussion of your clinical assignment and information gathered is NOT a topic for social conversation.
5. Respective consideration of all clinical areas and personnel is required. Students are there by invitation and this could be rescinded at any time, if undesirable conduct occurs. The clinical area was chosen for specific learning experiences and the value you receive will depend on you and your attitude. Any problems that might develop should be discussed privately with your instructor. Students will follow the policies and procedures of the clinical site.
6. Tactfully decline any gifts or tips for services from any patient. Gifts to faculty by students are discouraged as well.
7. Cooperate with other team members. Tactfully explain any limitations on your part because of student status.
8. You should know all legal implications, which affect you. DO NOT perform any procedures or operate any equipment without permission of the clinical instructor.

9. Time assigned to the various clinical areas is a valuable learning experience. Please do not interrupt this by outside interests, phone calls, etc.
10. Assignments are designed to accomplish specific learning objectives and are not to be changed without the instructor's permission.
11. Guest speakers deserve undivided attention and courtesy. They have been chosen because of their contribution to your education and they volunteer their time and expertise. Please make guest speakers feel welcome.
10. Please keep the college and instructor advised on any change of name, address, email or telephone number.
11. Do not talk to your neighbors and/or friends during class unless you are doing a group assignment. It is very rude, and you may be asked to leave the classroom.
12. Sleeping in class is very rude to your instructor and to your classmates. If you are sleeping, you will be asked to stand up or leave.
13. Don't be embarrassed to ask questions. Usually, we have heard the questions previously and perhaps someone else is uncertain as well.
14. Students will show respect and courtesy to the staff, faculty, patients and doctors. Specifically, the student should:
 - a. Always address the Doctor by his/her title.
 - b. Graciously accept his/her corrections/constructive criticism.
 - c. Treat the patient with a warm, friendly approach without being overly familiar.
 - d. Clothe the patient and perform the examination with due regard for modesty. The patient should always be covered.
 - e. Explain the procedure, answer the patient's questions and extend a feeling of personal interest.
 - f. Carefully supervise the aged, unconscious, mentally ill and children.
 - g. Anticipate the patient's needs and handle them in regard to their condition.
 - h. Address adult patients using the title Mr., Mrs., or Ms., and the patient's last name.
 - i. Portray an image of competent professionalism blended with concern for the patient's personal comfort and well-being.
 - j. Introduce himself or herself to the patient prior to starting the procedure.
 - k. Check for correct patient identification.
 - l. Wash hands before and after taking care of a patient.
15. Students are responsible for complying with all the rules and regulations of the college, as well as the clinical sites. Any new policies will be posted.
16. While in the clinical setting the students should conform to the procedure/protocol policies of the radiology department, as well as the general policies that are applicable to all the radiology personnel.
17. The clinical instructor or staff technologist will schedule a 30-minute lunch break for the student.

18. Students will not perform any x-ray examinations on themselves, fellow students, clinical employees, friends or relatives. Any requests for x-ray examinations other than through the usual and customary channels will be brought to the attention of the program director immediately.
19. Students do not have the option of skipping lunch or breaks in order to arrive late or leave early.
20. Confidential information that a student learns about a patient in the exercise of his/her duties must be regarded as a sacred trust and may never be divulged. During the performance of the student's work and professional relationships with the patient, he/she may learn things about the patient's illness, treatment and even their personal lives. This information should not be discussed with anyone either inside or outside the hospital including the student's own home.
21. UNPROFESSIONAL CONDUCT: The following are violations considered just cause for immediate suspension and recommendation for dismissal.
 - a. Stealing, willfully destroying, or damaging any property of patients, other employees or of the clinical site.
 - b. Disobedience or insubordination.
 - c. Disorderly at clinical.
 - d. Performance under the influence of alcohol or other drugs.
 - e. Use of drugs, dangerous or controlled substances.
 - f. Gross negligence in performance of duty.
 - g. Release of privileged information.
 - h. Unprofessional or irresponsible behavior.
 - i. Behavior adversely affecting smooth operation of the clinical or radiology department.
 - j. Potentially causing danger for patients, students, or staff.
 - k. Morally unacceptable behavior.
 - l. Obvious disregard for school and clinical policies.
 - m. Excessive absenteeism/tardiness.
 - n. Failure to follow the Code of Ethics for the profession.
 - o. Failure to follow the practice standards for the profession.
 - p. Revealing confidential information about any patient, employees of healthcare site, students, or employees of SCC.
 - q. Willingly using the Internet in unsuitable ways while engaged in school hours.
 - r. Irradiating self, patient, or anyone else without a written physician's order.
 - s. Purposely irradiation self, patient or anyone else unnecessarily, to obtain a practice or competency.
 - t. Electronics (i.e. smart phones, cell phones, itouch, iPad, etc.) are **NOT** allowed, at any time. You may check messages during breaks or lunches.
 - u. Failure to follow the time clock policy.
 - v. Out of dress code compliance.

The following action will be taken when unprofessional conduct occurs:

- 1) First Offense: Immediate (within seven school days) initial written warning with notation in the student's file and a drop of 0.30 on a 4.0 GPA grade scale taken off overall grade in the course or clinical that it pertains to.
 - 2) Second Offense: Second and final written warning with copies going to the Dean of Health & Environmental Sciences and in student's record within seven (7) school days and will result in a drop of 0.30 on a 4.0 GPA grade scale from overall grade in the course or clinical that it pertains to.
 - 3) Third Offense: Immediate dismissal from the program.
22. Denied access of clinical assignments/rotations from one or more clinical sites results in termination from the program. All radiology students must be able to rotate through every clinical site to start or remain in the program.
23. Remember, we want each and every one of you to be successful. Please know that our doors are always open, and you are always welcome. If you have a problem, question, or concern, please talk to us. We will do what we can to help and/or guide you if possible.

Remember You Are a Guest of the Clinical Site.

For additional information, see the Washington State Community College District #17, Students Rights and Responsibilities Handbook. The clinical sites have the authority to require immediate testing of a student, for example, urine or lie detector tests. These tests, if required would be at the student's own expense.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: MAKE-UP TIME

Students must complete a specific number of clinical hours each quarter to meet the clinical education credit requirement. Exceeding 2 absences/sick days results in insufficient hours to meet that clinical credit requirement. Therefore, students must make up any time over the two days prior to receiving a clinical grade for that quarter—NO EXCEPTIONS.

Make-up time may not occur until “Dead day” and must be completed by the time grades are due each quarter. Make-up time cannot be spread out during the quarter (unless under a special circumstance contract). The clinical coordinator determines the make-up days, schedule, site, and arrangements—students cannot arrange it themselves. Make-up time must be at a site the student has already rotated through, with approval from the lead tech, and cannot conflict with another student’s make-up time. For students in their final quarter, make-up time must occur after graduation.

If grades are due before clinical make-up hours are complete, faculty may assign an "Incomplete" (I) for the student’s clinical grade. Students must be aware this may impact their financial aid status. The student must finish all make-up hours before the "I" grade is converted to a final grade.

If a student can't make up time before the next quarter due to illness/injury, they must provide a doctor’s note and a release date to resume clinical activities. Make-up hours begin once cleared by the doctor. Special circumstance contracts may allow make-up during the quarter; otherwise, all make-up hours must be completed after dead day and before the next quarter starts.

Any PTO earned after exceeding two days cannot be used for make-up time and may be denied if the student is in make-up mode (*see PTO under absence policy*).

Students must be on time, stay for the full shift, and follow the same time clocking rules during make-up time. Any tardiness or absence that occurs during make-up time requires notifying faculty and will result in immediate probation.

Clearances will only be counted if students are below the required number of completed clearances at the end of the quarter during the make-up hours. Otherwise, clearances will not count while the student is making up time.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: MARKERS, STUDENT ID, PASSES FOR ENTRANCE TO PARKING AND
OTHER AREAS AT THE SITES & RADIATION BADGES

The student is given one set of markers at the beginning of the program. If the student loses the markers, they are required to purchase an additional set at their own cost. The student is to use their own “initialed” right and left markers to correctly identify the procedures they perform. Students may want to purchase an additional set in case one or both markers are lost; if the student does purchase their own markers, they must be Mitchell markers (BB’s). A student without markers is out of dress code and they will be sent home to retrieve them and will be required to make up the time at the end of the shift. If the student has lost their markers, he/she should ask the program director for a substitute set until their new markers have arrived. The markers must be purchased within one week of losing them and a copy of the online order must be given to the program director or clinical coordinator.

The student is given a Student ID badges from SCC, Providence and MultiCare sites. If the student loses their SCC or clinical site Student ID badge, they must obtain a new one immediately at their own cost. A student without a Student ID badge is out of dress code and they will be sent home to retrieve them and will be required to make up the time at the end of the shift. If the student has lost their Student ID badge, they will not be allowed to return to clinical until he/she has obtained a new badge. The time missed will count as absences.

The student is given a Radiation Monitoring Badge from SCC. If the student loses their Radiation Monitoring badge, they must obtain a new one immediately. A student without a Radiation Monitoring badge is out of dress code and they will be sent home to retrieve it or sent to the radiation safety officer to replace it and will be required to make up the time at the end of the shift. If the student has lost their Radiation Monitoring badge, they must notify the radiation safety officer, or the program director if the radiation safety officer is not available and will not be allowed to return to clinical until he/she has obtained a new radiation monitoring badge. The time missed will count as absences.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: MASK POLICY FOR SCC CAMPUS

As of March 12, 2022 and in accordance with [Gov. Jay Inslee's updated mask and face coverings guidance](#), masks at Spokane Community College are no longer required.

The updated guidance affects all SCC campuses and locations. Those who wish to continue wearing masks are encouraged to do so and masks will continue to be provided on campuses. Masks are still required at all Head Start/Early Head Start locations. Children aged two and up are encouraged to wear masks.

Note: While masks are no longer required universally in indoor or outdoor settings, there may be situations when the use of well-fitting masks may be temporarily recommended or required for individuals by DOH and/or local public health or the IHE (e.g., days 6-10 if returning from isolation after day 5, during an outbreak, when community levels are high, etc. Everyone, regardless of vaccination status, should consider wearing a well-fitting mask indoors when community levels are high.

CLASSROOM MASK POLICY

The radiology faculty (Kim Eikum, Helen Murphy, Jamie Tevis) have agreed to adhere to the following classroom mask policy in all classes; thus, making it consistent amongst the faculty and easier for the students to remember.

As of the start of the fall quarter 2023 the faculty has agreed to the following: All students are encouraged to wear a mask while in the classroom if they choose.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: MISSION STATEMENT FOR RADIOLOGY TECHNOLOGY

The philosophy of the Radiology Technology program at Spokane Community College is to provide the health care community with qualified and competent Radiologic Technologists.

For the program to obtain its mission, the Spokane Community College Radiologic Technology program has set the following goals and learning outcomes:

1. Students will have skills and knowledge for an entry-level radiographic technologist.
2. Students will have the skills to effectively utilize good communication skills.
3. Students will have the skills to effectively utilize critical thinking, and problem-solving skills.
4. The students will have the skills to become responsible for lifelong learning through continuing education and/or advancement in the field of radiology.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: *NON-DISCRIMINATION STATEMENT*

As a program within Spokane Community College, we adhere to the following guidelines:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-30-242>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: PANDEMIC CONTINGENCY PLAN

In the event of a pandemic the radiology program will follow the CCS guidelines and/or JCRERT accreditation guidelines set in place for courses and clinical. This will include courses that can be done online within the pandemic timeline. Courses or clinical that cannot be done online will occur in a manner that will be set up for these courses/clinical; labs will be done in smaller groups of students. Schedules will be altered, as needed to accommodate for the catastrophic event.

Communication is key during a pandemic, the program director and clinical coordinator will maintain updated contact information for all faculty (including administration), students, clinical preceptors, and clinical settings. The use of e-mail, phone calls, texts and Canvas will be utilized to communicate.

The physical resources that are needed for both faculty and students include computer access, Wi-Fi and Zoom capabilities. These are sources that are also used in a non-pandemic situation.

Faculty training for any resource provided by CCS can be accessed through Canvas, the TLC Modules and the IT department. FERPA is mandatory, training on how to maintain this in a virtual environment is provided by CCS.

Graduation guidelines must be met for the student to complete the program.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: PERFORMANCE CONTRACTS

RATIONALE:

Occasionally a faculty member or clinical instructor may hear that a student may be struggling in the clinical setting. When this occurs the program director and/or clinical coordinator are notified and discuss how to address the information they have been given. The program faculty like to work with a student in hopes of helping them to be brought “up to the technical level” of their classmates, if they are indeed behind technically.

POLICY:

If the program director and/or clinical coordinator determine that they must assess a student’s technical ability, a performance contract will be created for the individual student. The performance contract will consist of a timeframe for completion, what the performance will encompass, the expectations of the performance and what the ramification will be if the student doesn’t successfully complete the performance with an 83%. On occasion, the program director and clinical coordinator may feel that the student has improved significantly even without achieving the 83% and may extend the performance contract thus giving the student more time to come up to speed. This will only occur when the program director and clinical coordinator agree that significant progress occurred. If the program director and clinical coordinator do not agree that there has been a significant improvement and the student has not achieved an 83%, the student will be terminated from the program.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: PLAGIARISM AND ACADEMIC DISHONESTY

Academic dishonesty and plagiarism (the practice of taking someone else's work or ideas and passing them off as one's own) are unacceptable. Refer to the college plagiarism policy in the Student Handbook. This handbook is distributed annually to enrolled students and is available in the Office of the Dean of Student Development or the Dean of Student Services. The college follows the WA state technical and community college guidelines.

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-30-210>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: *POSITIONING LABS*

During the first three quarters of the program the students are learning the proper positioning of the body for the various exams that may be requested. As the student is learning the various positioning, they will be assigned days & times for their positioning labs. If needed they may trade lab times and/or days with a classmate, otherwise all positioning labs must be completed on the assigned day. It is the student's responsibility to be prepared to do lab in any of the three radiology rooms. Students must have their name tag, markers and radiation badges to be in lab.

If a student is absent on the day of their assigned lab, they are responsible for arranging for the lab to be made up. All labs must be completed by the last day of the regular quarter. (Prior to "dead day")

1. If not made up by the last day of the regular quarter the grade for each lab missed will be a "0".
2. If the lab sheet is lost and cannot be turned in at the end of the quarter the student will receive a "0" for each of the labs.
3. If the student comes to lab unprepared the instructor will dismiss the student and a "0" grade will be given for each lab for that day.

The student will be given a grade of 3, 2, 1 or 0 for how they perform during their lab.

- 3 - Good / Acceptable
- 2 - Average
- 1 - Below Average
- 0 - Unacceptable

These scores will be added to the student's clinical grade on Canvas for the first three quarters. All scores for the quarter will be averaged and a final grade for labs will be put into Canvas.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: PROGRAM COMPLETION

The last day of spring quarter of the second year is considered the last day of the program unless the student is required to make-up any missed days for the quarter or pay any fees for lost badges, etc. The program completion does not occur until all the clinical make-up days have been completed and/or any remaining fees have been paid.

DEGREE:

Once the student has successfully completed the radiology program, he/she will receive an Associate of Applied Science degree in Radiology Technology.

GRADUATION:

It is the student's responsibility to be sure that all courses required for their certificate/degree are satisfactorily completed. During fifth quarter, the program director will have the student's petition for graduation online. If a student wants to see if he/she is able to graduate with an AA or AS degree, it is strongly suggested that the student verify with a counselor that they have completed all the necessary courses. At which point, the student will need to petition to graduate with an AA or AS; in addition to the AAS the student would be receiving from the radiology technology program.

The college has one graduation ceremony at the end of spring quarter. All students are encouraged to participate in the program graduation.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: PROGRAM DESCRIPTION

Spokane Community College Radiology Technology program (formerly Holy Family Hospital School of Radiologic Technology & Sacred Heart Medical Center School of Radiologic Technology) has graduated qualified Radiologic Technologists since 1965. The Radiology Technology program is full time and runs for seven continuous quarters, with a new class beginning in September of each year. Upon successful completion of the program, the student receives an Associate of Applied Science degree and is then eligible to apply for admission to the National examination administered by the American Registry of Radiologic Technologists (ARRT). A scaled score of 75 or better allows the graduate to use the title “Radiologic Technologist” and its abbreviation “R.T.(R)” after his or her name. These are the official credentials recognized by the American Medical Association.

Radiologic Technologists are an integral part of a team of healthcare workers providing patient care. Their primary duties include producing radiographic examinations that aid the physicians in diagnosing diseases and/or injuries. The Radiologic Technologist performs examinations at the request of a physician.

The technologist's primary role is obtaining top quality radiographic images while providing patient care. Radiology Departments can be found in hospitals, freestanding clinics, and physician offices. While in the program, students become proficient at performing examinations in general radiography, fluoroscopy, surgery, trauma, and intensive care units.

The didactic training of this program is held at Spokane Community College, while the clinical training is held at local Radiology Departments, such as: Sacred Heart Medical Center, Inland Imaging Holy Family, Inland Imaging Valley, Inland Imaging South, MultiCare Clinic – Main, MultiCare Valley Sports Medicine & Orthopedics Center, Urgent Care North, Urgent Care South, Providence Medical Park, Deaconess Hospital, MultiCare Deaconess North Emergency Center, Kaiser Permanente, VA Hospital and Valley Hospital & Medical Center. The class and/or clinical times the students are required to be in attendance are primarily Monday through Friday from 7:30am – 5:30pm. However, the students will be required to complete a select amount of evening shifts which are from 11:30pm – 9:00pm.

Each didactic course required for graduation must be completed with a GPA of 2.0 (78%) or better before proceeding to the next quarter. All clinical courses must be completed with a GPA of 2.5 (83%) or better.

Upon completion and graduation of the program, students are able to take the National Registry examination given by the American Registry of Radiologic Technologists (ARRT).

The Radiology Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). A copy of the JRCERT Standards is posted in the x-ray lab. Any and all alleged areas of non-compliance can be addressed in writing to:

JRCERT
20 North Wacker Drive, Suite 2850
Chicago, IL 60606 (312) 704 5300

email: mail@jrcert.org

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: PROGRAM SELF-EVALUATION

The Spokane Community College of Radiology Technology program has an ongoing procedure for periodic and systematic review of program effectiveness through the following process:

1. Yearly Evaluations to include:
 - a. Graduate program evaluations.
 - b. Employer evaluations of graduates.
 - c. Faculty evaluations conducted by the student and by the College.
2. Advisory meetings to include:
 - a. Program policies and procedures.
 - b. Didactic and clinical rotations.
 - c. Annual review of registry results.
 - d. Review of the assessment plan every two years
3. Assessment Committee
 - a. Review and revise the assessment plan for the upcoming new class annually

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: RADIOLOGIC TECHNOLOGIST QUALIFICATIONS

The job performance of the Radiologic Technologist requires certain basic physical and mental abilities. Challenged persons who are capable of the following technical standards will be considered:

Code: F = frequently O = Occasionally NA = Not Applicable

Physical Demands	Code	Comments
Standing	F	Standing and walking for 4 hours at a time while actively engaged in radiographic procedures. Pushing and moving stretchers and wheelchairs with patients from patient areas to procedure rooms. Pulling and moving patients to and from radiographic table. Lifting/carrying and attaching extra radiographic table components for specific procedures. Utilize good body mechanics. Pushing heavy mobile radiographic equipment throughout the hospital.
Walking	F	
Sitting	O	
Lifting (up to 125 pounds)	F	
Carrying	O	
Pushing	F	
Pulling	F	
Balancing	N/A	Reaching up to 6' with the use of a step stool if needed to manipulate equipment. Gathering items needed for Intravenous injection. Drawing up contrast from vial for intravenous injection. Palpate external body landmarks to precisely line up radiographic tube.
Climbing	N/A	
Crouching	O	
Crawling	N/A	
Stooping	O	
Kneeling	O	
Reaching	F	
Manual Dexterity	F	Communicating in a clear and concise manner to people in various departments. Asking patients questions to obtain appropriate medical history. Listening to responses. Visually assessing patient. Hearing various background sounds during equipment operation. Hear or see well with corrective devices.
Tactile Sensitivity	F	
Talking	F	
Hearing	F	
Seeing	F	
Communicating	F	

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2025-2026 SCHOOL YEARS.

Radiologic Technologist Qualifications (cont'd)

Moral & Ethics	F	Must possess the ability to reason morally and practice radiologic technology in an ethical manner. He/she must possess the attributes that include compassion, empathy, integrity, honesty, responsibility and tolerance. Satisfactory intellect and emotional functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.
Emotional Stability	F	A candidate must have emotional stability in order to approach situations and apply critical thinking skills in a systematic and professional manner. He or she must be capable of exercising good judgment and promptly completing the responsibilities involved in the examination and care of patients.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: RE-ADMISSION

If the student must drop during any of the final four quarters due to pregnancy, family emergency or injury prohibiting them from completing didactic and/or clinical in that particular quarter. The student may re-enter the program at the beginning of the quarter they withdrew from if a spot is available, and they would like to re-enter the program having left with good academic standards. An available spot will occur only if the clinical sites are not at full capacity. The student will be re-admitted at the beginning of the quarter they left the program. If there is no available spot the student must RE-APPLY and interview along with the new applicants applying for that fall's program start date.

A student that has had to drop out of the program during any of the first three quarters for pregnancy, family emergency or injury prohibiting them from completing didactic and/or clinical in that particular quarter, or academic/clinical grades, must RE-APPLY for the program and interview along with the new applicants applying for that fall's program start date. The Radiology Program will not guarantee placement within the new fall class. Any student that drops the program during the first three quarters and re-enters will have to complete the program under the student curriculum and policies in effect the year of re-admission.

If a student must withdraw from the program due to active military duty, they will not have to re-apply. A position within the program will be guaranteed for a period of one year after being discharged from active duty.

If a student has been dropped for "disciplinary issues", the student will not be allowed to re-enter the program.

The student is only allowed one remittance into the program. The student must complete the program within three years of their original start date into the program.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: RECEIVING GRATUITIES

Students are not to accept gratuities of any kind from patients, visitors, etc. Patients and those that we serve may wish to express their thanks for your help and assistance in the form of gifts and/or money. It is our responsibility and our profession to help people. Therefore, students should graciously decline all gifts.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: SAFETY

Safety rules are valuable only when they are followed. Your cooperation in seeing that all safety precautions are observed will result in a happier life for you and will benefit all those with whom you come in contact. The following is a list of general safety rules to be observed:

1. Report or correct any unsafe condition you observe.
2. If someone sees a foreign material on the floor, they should determine what it is. If it is something such as paper the individual should pick it up. However, if it is some type of liquid, the individual should review the Material Safety Data Sheets (MSDS) manual for cleanup.
3. In case of a hazardous material spill (SICUM):
 - Secure the area to isolate the spill.
 - Identify the material (if possible).
 - Contact environmental services and department director.
 - Use personal protective equipment.
 - Material clean-up.
 - If it's not labeled do not use it.
 - Evacuate – if life or health is endangered.
4. It is always safer to walk than to run, especially in the halls and down the stairs. Keep to the right while using cautions at intersections. This is extremely important when transporting stretchers, wheelchairs, and portable x-ray equipment.
5. A hospital is no place for horseplay or practical jokes. Serious injury could result.
6. Broken or damaged equipment should be reported to the chief technologist, instructor, or program director immediately.
7. Report all injuries immediately to your instructor or program director and lead tech at your site,.

Please refer to the clinical site safety policies while in clinical.

For campus safety, please see the following link: <https://scc.spokane.edu/About-Us/Campus-security-Parking>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: SCHOOL CLOSURE DUE TO WEATHER

On rare occasions, SCC has had to close school due to harsh weather conditions. This is announced by public media and the students are not expected to attend school that day. If SCC doesn't close school but the student feels it isn't safe to drive to school, the student is required to call the program director and will be counted as absent for that day.

All students and staff in the Community Colleges database, have been automatically added to the Rave Alerts system. If the phone number we have on file is your mobile device, you should automatically receive SMS messages and a automated voice message when alerts are sent.

To manage or update your information on Rave Alerts, visit GetRave.com/login/ccs

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: SELECTION OF FACULTY

RATIONALE:

To provide the Radiology Technology program with qualified, knowledgeable individuals who show a desire to teach and have the aptitude and skills for clinical and didactic instruction.

FACULTY SELECTION PROCESS AND CRITERIA:

1. Instructors must be able to demonstrate an in-depth knowledge and expertise in the subject area.
2. Instructors must be willing to dedicate adequate time for class preparation, teaching and involvement in the faculty meetings.
3. Instructors must be able and willing to hold classes on a regularly scheduled basis as agreed upon by the instructor and program director.
4. Instructors must abide by the policies of the school that affect them (i.e. grading policies, reporting policies, etc.).
5. Instructor must have two years of experience as a licensed Radiologic Technologist and must have current Washington State Certification.

The program follows the guidelines set by the Community Colleges of Spokane and WA State Community & Technical Colleges. <http://agency.governmentjobs.com/ccspokane/default.cfm>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: SLEEPING DURING SCHOOL HOURS

Students may sleep during their breaks and/or lunch/dinner. However, sleeping during clinical and/or didactic hours is not allowed. During clinical and didactic hours, the student should be available for classes, procedures, positioning labs, etc.; this is not possible if the student is sleeping during this time. If a student feels it is necessary to lie down for a little while during school hours due to feeling poorly, they should utilize this time as a break or lunch. If they continue to feel so poorly that they cannot function properly the student should go home.

The first time a student is caught sleeping the individual will receive an initial written warning. The second incident constitutes a final written warning and a meeting with the program director. The third incident results in termination from the program.

If a student is having difficulty staying awake during didactics, they should stand in the back of the classroom. If a student continues to fall asleep during class, he/she may be asked to leave class for that day.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: SMOKING & VAPING

For students and employees there may be a designated smoking area at each of the clinical sites. Students must follow all clinical site policies.

See the following links pertaining to the campus:

<http://www.scc.spokane.edu/College/CampusSafety/Security.aspx?page=PV5>

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-30>

The students should **refer** to the clinical site policies for the times when they are in clinical.

** Students must be aware of the fact that MultiCare is a nicotine-free employer and if a student hopes to work as a radiologic technologist at a MultiCare facility they will have to test nicotine-free upon employment. **

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: SOCIAL MEDIA

The Radiology Program urges all students to be conscious and careful when using social media (examples are Facebook, Tik/Tok, YouTube, Twitter, Snapchat, etc.). Currently, there is no way to erase digital content. Inappropriate use can diminish your personal reputation as well as the reputation of the school, program, employers, and the community. False and defamatory comments spoken and heard are called slander, and when these comments are written and published it is libel. Together, slander and libel are referred to as defamation. Legal actions have been taken when inappropriate content has been published and confidentiality has been compromised.

Posting of information relative to clinical sites and activities, technologists, patients or their families, X-Ray images of any kind, even if personal identifiers are not visible, faculty and didactic course content is considered an ethical breach of confidentiality and is in direct violation of HIPAA and the Professional Code of Conduct to which you have agreed to adhere. Failure to comply will result in disciplinary action which may include dismissal from the program.

This statement is not meant to inhibit your freedom of expression or speech. However, extreme caution is urged when mixing professional and personal online information and communication. A good rule to follow is to remember that multiple individuals will be able to read and/or see your posts. **Rule of thumb: If you have any doubts, don't post!**

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: SOLICITATION & DISTRIBUTION

Students shall not engage in solicitation for any cause in patient care areas of the clinical settings open to the public or accessible to patients. Similarly, students shall not distribute literature of any kind in work areas of the hospital open to the public or accessible to patients.

There shall be no solicitation or distribution of literature in any patient care areas of the clinical setting during a student's working or school time. A student, not on school time, may not solicit or distribute literature to another employee or student who is on working or school time.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STAFF & FACULTY MEMBER RESPONSIBILITIES

Program Director: (Tenure faculty of Spokane Community College)

College staff member responsible for general policy, curriculum, overall design, function, and the effectiveness of the program.

Organize, administer, review, and assure program effectiveness Evaluate and assure clinical education effectiveness

Develop and maintain the programs master plan of education.

Coordination development, and revision of course descriptions and objectives.

Develop, coordinate, and conduct ongoing program evaluation through outcome assessment education.

Actively coordinate procedures required to maintain programmatic accreditation.

Periodically meet with faculty, clinical preceptors, staff and administrators Facilitate the program Advisory Committee and Assessment Committee.

Provide student guidance and academic advising.

Establish appropriate communication and feedback for student concerns. Oversee fair and just enforcement of program policies.

Teach didactic courses.

Clinical Coordinator: (Tenure faculty of Spokane Community College)

College staff member responsible for function and effectiveness of the clinical education system of the program.

Develops student clinical schedules and monitors adequate breadth and depth of student clinical experience.

Interprets all clinical evaluations for students and determines the final clinical grades

Maintains master files on all student clinical records in a safe and confidential manner

Evaluate and assure clinical education effectiveness through regularly scheduled visits to all clinical sites.

Contribute to the development, implementation, and evaluation of the program goals and objectives.

Participate in accreditation and assessment process. Provide student guidance and academic advising.

Help establish and enforce clinical policies and procedures. Maintain the Trajecsys site.

Teach didactic courses.

Instructional Staff: (Tenure faculty of Spokane Community College)

College staff member responsible for organizing, leading and administering the students' clinical activities on a daily basis.

Prepare and present assigned course material to the student using teaching methodologies conducive to the learning process.

Assist in the selection of course material and the development of course objectives.

Staff & Faculty Member Responsibilities (cont'd)

Implement course objective evaluation systems to determine student comprehension and competency levels.

Report student progress and achievements to the program director using program- reporting procedures.

Maintain the Trajecsyst site.

Participate in continuing education programs, to enhance individual teaching methods.

Actively participate in quarterly faculty meetings.

Actively participate in semi-annual advisory board and Assessment meetings.

Assist in the supervision of the students' activities in the clinical setting

Perform student clinical evaluations and competency clearances.

Clinical Preceptors: (paid individual of Spokane Community College)

Clinical Preceptors are paid individuals of Spokane Community College that work with students in the clinical environment that are recognized by JRCERT as clinical preceptors.

Perform student clinical performance evaluations as requested by the program director. By demonstration, assistance and verbal communication, instruct the student in performing clinical objectives and improving clinical skills.

Performs or evaluates student clinical competencies. Instill all radiology program policies, including direct indirect supervision, repeat policy, etc.

Assist in the supervision of the student's activities in the clinical setting. Actively participate in faculty meetings.

Actively participate in semi-annual advisory board meetings.

Clinical Staff (non-paid individual)

These are working staff technologists at the clinical sites; they do not need to be recognized by JRCERT as clinical individuals.

They have agreed to act as a "go-to" person for the student(s) when the student(s) may need advice or assistance, and the clinical preceptor is not on site.

These individuals do not complete student evaluations and the final grading of the clearance.

Staff technologist will report student progress, concerns and achievements to the clinical preceptors completing the student's clinical evaluation or program faculty instill all radiology program policies, including direct indirect supervision, repeat policy, etc.

Staff technologists are allowed to do clinical competencies after they have been checked off by a clinical preceptor.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STANDARDS FOR STUDENT PERSONNEL RELATIONSHIPS

1. Administration – The student is expected to demonstrate loyalty and generous cooperation so that Spokane Community College may fulfill the obligation of providing excellent quality patient care.
2. Physicians – To the radiologists and/or physician, the student owes loyalty and obedience in all manners pertaining to the Department of Radiology. The student will show him/her respect and courtesy as a member of the medical profession. Specifically, the student should:
 - a. Willingly conform to his/her directives.
 - b. Graciously accept his/her corrections.
3. Physician Assistants – To the physician assistant, the student owes loyalty and obedience in all manners pertaining to the Department of Radiology. The student will show him/her respect and courtesy as a member of the medical profession. Specifically, the student should:
 - a. Willingly conform to his/her directives.
 - b. Graciously accept his/her corrections.
4. Faculty and staff – The radiology department faculty and staff are responsible for seeing that order and conformity prevails in the department. Therefore, the student will readily attend to their assignments and directions.
5. Patients – The student should endeavor to instill within themselves the highest ideals of charity and empathy towards the sick. Students are required to:
 - a. Treat the patient with a warm, friendly approach without being overly familiar.
 - b. Clothe the patient and perform the examination with due regard for modesty. Patients should always be covered.
 - c. Explain the procedure, answer the patient's questions and have the courtesy to extend a feeling of personal interest.
 - d. Carefully supervise the aged, unconscious, mentally ill and children.
 - e. Anticipate patient's needs and handle them with due regard to their condition.
 - f. Address adult patients using the title Mr., Mrs., or Ms., and the patient's last name. Patients deserve this courtesy and respect.
 - g. At all times portray an image of competent professionalism blended with a concern for a patient's personal comfort and well-being.
 - h. Introduce themselves to the patient prior to starting the procedure.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT AGREEMENT, CONFIDENTIALITY AGREEMENT, & RULES OF ETHICS

After reading the student handbook the student is required to complete and sign the student agreement, found on page 175. (APPENDIX O)

After reading the confidentiality agreement the student is required to complete and sign the confidentiality agreement, found on page 165. (APPENDIX E)

After reading the Rules of Ethics document the student is required to complete and sign the document, found on page 174. (APPENDIX N)

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT BEREAVEMENT LEAVE

Students may receive up to three days of leave from class and/or clinical in the event of a death occurring in their immediate family. Immediate family is defined to include only the following: Spouse, child, stepchild, brother, sister, parent, grandparent, grandchild, parent of spouse, brother or sister of spouse, aunt, uncle, domestic partner, or any dependent living in the household of the student.

Bereavement leave must be approved by the program director or clinical coordinator before it will be granted.

Students on bereavement leave who miss class will be required to make up all examinations (didactic) that are missed while on leave. Make up examinations will be scheduled by the program director or the class instructors.

Any bereavement leave taken from clinical that goes above and beyond the two days allowed to miss per quarter must be made up. All makeup time will be scheduled by the clinical coordinator (see make-up time).

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ALL ELECTRONICS IN CLINICAL & CLASS

All non-essential electronic devices (i.e., cell phones, iPads, laptops, iWatch, etc.) may not be allowed at the student's desk within classroom while classes are session unless the instructor has allowed for a particular class. All web surfing during class sessions is prohibited unless initiated by the instructor. All personal electronics are not allowed in clinical at any time.

Due to the high number of telephone calls received by the clinical sites daily, students are requested not to use department, cell, and/or smart phones in their work area for the purpose of making personal calls. The department telephones are for transacting hospital/outpatient business only and should not be used for personal business. Students may use their electronics in the radiology lounge/break room.

You will have opportunities during your breaks and lunch to check any messages and return calls. Personal cell phones are not to be visible while in the clinical site.

See "UNPROFESSIONAL CONDUCT" on page 42.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT COUNSELING

Spokane Community College has counseling available to the student at all times. This may be at the student's request or requested by an instructor or program director.

The student is encouraged to discuss any problems concerning their educational process; didactic, clinical or personal problems.

In addition to regular counseling and evaluations, the program director and the instructors may counsel a student when a corrective or disciplinary action is necessary.

<https://scc.spokane.edu/For-Our-Students/Getting-Help/Counseling-Academic-Advising>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT DISCIPLINARY PROCEDURE FOR CHEATING

The Radiology Technology program at Spokane Community College provides its community and students with education and services of the highest quality. We do this in a manner which exhibits concern and sensitivity to students, faculty, staff, and others who utilize our services and facilities. It is essential that members of the Radiology Technology program exhibit appropriate and conscientious behavior in dealing with others.

The Radiology Technology program expects all students to conduct themselves in a manner consistent with its high standards of scholarship and conduct. Student conduct, which distracts from or interferes with accomplishment of these purposes, is not acceptable. Students are expected to comply with these standards of conduct for students both on and off campus and acknowledge the college's authority to take disciplinary action.

Admission within the Radiology Technology program carries with it the presumption that students will conduct themselves as responsible members of the academic community. This includes an expectation that students will obey the law, comply with policies, procedures and rules of the district, the colleges and their departments, maintain a high standard of integrity and honesty and respect the rights, privileges and property of other members of the program.

It is assumed that students are and wish to be treated as adults. As such, students are responsible for their conduct. These standards of conduct for students promote SCC educational purposes and provide students a full understanding of their rights and responsibilities. Sanctions for violations of the standards of conduct for students will be administered under this chapter. When violations of laws of the state of Washington and/or the United States are also involved, the college may refer such matters to proper authorities and in the case of minors; this conduct may be referred to parents or legal guardians.

WAC 132Q-30-210

Academic dishonesty. (<http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-30-210>)

Acts of academic dishonesty include the following:

1. Cheating, which includes:
 - a. Use of unauthorized assistance in taking quizzes, tests, or examinations.
 - b. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
 - c. Fabrication, which is the intentional invention or counterfeiting of information in the course of an academic activity. Fabrication includes:
 - (i) Counterfeiting data, research results, information, or procedures with inadequate foundation in fact;

- c. *(cont'd)*
 - (ii) Counterfeiting a record of internship or practicum experiences.
 - (iii) Submitting a false excuse for absence or tardiness.
 - (iv) Unauthorized multiple submission of the same work; sabotage of others' work.
 - d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
 - e. Plagiarism which includes the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
 - f. Facilitation of dishonesty, including not challenging academic dishonesty.
2. Knowingly furnishing false information to any college official, faculty member, or office including submission of fraudulent transcripts from other institutions.
 3. Forgery, alteration or misuse of any college document, record or instrument of identification.
 4. Acts of academic dishonesty will be reported by the faculty member to the chief student services officer.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT DRESS CODE

RATIONALE:

Students are expected to present a professional appearance at all times. The student, in the perception of the patient is not distinguishable from other hospital employees and must therefore represent the hospital and the Radiology Department in a professional manner.

UNIFORMS:

The program director will have the uniform styles selected at “Uniforms & More”. Students must adhere to the dress code provided in this handbook and be in uniform beginning their first day of clinical. Clinical rotations will begin the fourth week into the program.

DRESS CODE:

All students are expected to be well-groomed and have a professional appearance in the clinical area as well as for classes on campus. Excessive makeup, hairdos, beards, and scents (fragrances) are inappropriate. Short shorts, midriff tops, miniskirts, tattered jeans, tight fitting clothing and other inappropriate articles of clothing are not acceptable for classroom wear. Students must have their ID badge, radiation badge and markers to be in class.

1. Clinical uniforms are to be worn in the clinical area ONLY, unless there is a special event at the college. When you are in uniform, we expect:
 - a. All uniforms to be clean, neat and the proper length. The uniform must be without wrinkles.
 - b. The school selects color coordinate uniforms including tops and bottoms. First year students wear Caribbean blue uniforms tops with black uniform bottoms only. Second year, fifth quarter, students wear pewter uniforms tops with black uniform bottoms only. These uniforms are solid in color.
 - c. During the summer between 1st & 2nd year, fourth quarter, the student may begin wearing the pewter uniform tops once they have successfully passed the year-end competency.
 - d. Once the second-year student has passed the final competency, they may wear professional clothes if approved by the program director, clinical coordinator, and clinical site.
 - e. Undergarments must be worn and of a color & style not to be seen through the clothing.
 - f. Socks must be worn. Socks must be black in color or color coordinated with the uniform.
 - g. Shoes must be black in color that can be polished/cleaned and kept in good repair.
 - h. A cover coat may be worn. It must be black in color & purchased through a uniform store. (No Hoodies or other logos besides SCC!).

- i. Only one ring is allowed per hand because the settings may harbor organisms. Only one set of earrings per ear, dangling and bar earrings are not allowed.
- j. Plain posts may be worn for pierced ears. No other visible body jewelry or facial piercings (i.e., eyebrow rings, tongue piercing, nose piercing, etc.) are acceptable.
- k. Personal hygiene is extremely important. Daily grooming is expected of each student. If a student smells of cigarette smoke or body odor the student will be required to go home to shower and change and return to clinical. The time absent from clinical will count at an absence.
- l. Facial hair must be clean and closely trimmed. Facial hair must be completely covered by “beard cover”, in surgery. Students working in clinical areas that require the use of N95 masks or other facial Personal Protective Equipment (PPE) requiring a seal on the face may be required to shave all facial hair.
- m. Hairstyles must be neat, clean, and present a well-groomed, professional appearance.
- n. Hair that is shoulder length or longer must be pulled back. All the hair must be neatly pulled back. Hair may not be hanging down around the face. Excessive hair accessories are not permitted. Hair must be of natural colors. Blue, red, pink, yellow, green, and any other unnatural hair colors are not permitted.
- o. Nail polish is not allowed. Nail length cannot be more than ¼” beyond the fingertip or long enough to cause patient injury. Absolutely no artificial or gel nails.
- p. Students may wear a short or long sleeve t-shirt under their uniform tops. Shirts must be solid in color. The color may be white, gray, or black. Shirts may not have any writing or pictures on them. The long or short sleeve t-shirt cannot show below the uniform top (at waist).
- q. Students must cover inappropriate tattoos (anything that may be offensive, derogatory or intimidating to patients). No facial tattoos are allowed. No other body art (such as surgically implanted ball bearings, spikes, etc.) is permitted in the clinical sites.
- r. Chewing gum is NOT permitted.

Upon completion of 7th quarter: The graduating student will be required to turn in their facility ID badge (Providence and MultiCare), and radiation film badge. Broken, damaged or failure to turn in any badges will result in a \$25.00 fine. In addition, failure to return any of the stated supplies will result in an incomplete (I) for a clinical grade in RAD 236 on the student’s final transcript and the student will not graduate nor be eligible for the A.R.R.T. examination until the student has paid any additional fees and/or completed all make up time.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT HEALTH SERVICES

POLICY:

Prior to starting the program, the student will meet the appropriate health admissions requirements.

Students receive orientation on and are governed by the same health care and infection control policies which are in effect for employees at the various clinical sites. These policies are on file in the radiology department at each site.

Said policies include, but are not limited to:

1. Any student who sustains an injury while performing clinical functions, no matter how slight, must report it to their clinical supervisor.
2. Depending on the severity of the injury, the student may be referred to the emergency room at the students cost.
3. Students are required to maintain accidental health insurance. This is available for purchase through the cashier's office at Spokane Community College.
4. Spokane Community College has a student health services clinic on campus. This service provides for minor injuries, and illnesses.

Information regarding the student health clinic is: <http://www.scc.spokane.edu/Resources/HealthClinic.aspx>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT LIABILITY

RATIONALE:

To define responsibility for Radiology Technology students while performing clinical assignments at Providence Holy Family Hospital, Providence Sacred Heart Medical Center, various Rockwood MultiCare Clinics sites, various Inland Imaging sites, Deaconess Medical Center, Kaiser, VA Hospital, Shriners, and Valley Medical Center. The Radiology Technology student may be required to spend 40 hours per week in didactic and clinical instruction. However, the student is NOT to spend more than 40 hours per week performing didactics and clinical unless it is mandated and/or approved by JCRERT.

POLICY:

While performing clinical functions at any clinical site, the students will be the sole responsibility of Spokane Community College. Students will purchase liability insurance at the time of paying their tuition for the next quarter. Liability insurance costs are included with the costs of the clinical education courses (i.e., 116, 126, 136, 146, 216, 226, & 236).

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT PICTURES

Pictures of the students will be taken when they start the Radiology Technology program. These pictures will be distributed to the clinical sites as a visual reference for the technologists.

The student will be asked to sign a permission slip to post their picture at the clinical site.

An example of the media form is found on page 169. (APPENDIX I)

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT SCHEDULES & CLASSES

Class schedules and clinical rotation schedules will be made available to students by e-mail, Canvas, or handouts. Any changes will be sent via email. It is the student's responsibility to check their email daily.

Clinical rotations are set by the clinical coordinator. Once posted only minor changes can be done. Entire rotations will not be changed for student's convenience.

Students who wish to trade shifts must give a "trade shift form" to the clinical coordinator before it will be approved. While it is acceptable for a student to ask to trade a Wednesday or Friday day off (or vice versa) or a day to night shift (or vice versa) with a fellow student, an entire rotation cannot be traded. Any trade that exceeds more than 2 in a quarter will be viewed as excessive. All schedule changes must be reviewed by the clinical coordinator before they become effective. Students cannot trade a rotation (room or designation) with another student.

RATIONALE:

Students are given rotations for the first 3 quarters, then next 2 quarters and finally the last 2 quarters at a time. The student is given the schedules with enough notice so they can plan their work/life around the rotations. When the student constantly changes their rotation day off or night's verses day shift, it does not look good to the potential employer. The clinical coordinator is responsible to make sure that each student has the same opportunities in clinical rotations throughout their 22 months in the program.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT SELECTION COMMITTEE

The student selection committee for the Radiology Technology Program is comprised of members of different radiology departments; to include members of the Advisory Board, program director, clinical coordinator, clinical instructors, and Radiology Administrative Directors. This committee will review applications, interview applicants, and determine the selection of students.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT TRANSFERS

The Spokane Community College Radiology Technology program does not allow for advanced placement or transfer from another radiology program.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENTS WORKING AS STUDENT STAFF TECHNOLOGISTS PRIOR TO GRADUATION

Until a student has graduated from an accredited program, the faculty feels that they are not fully qualified or fully competent to accept the responsibilities that are imposed on graduate/ARRT registered technologists. The practice of students working as student staff radiographers is not recommended by the program.

Anytime a student works as a student staff radiographer before fully completing their training there is the existence of a potential risk of legal liability, which may be imposed on the student, the employer as well as the radiology school.

While the program cannot deny students the right to work as student staff radiographers during their personal time, the program does not recommend and/or encourage it.

Student employment cannot conflict with scheduled school hours. If a student misses clinical due to employment the time must be made up as any other occurrence.

If a student chooses to work as a student staff radiographer after hours, the employer and student staff technologist will be held accountable for any wrong doings or actions the student staff technologist is involved in while working in the radiology field. The school will only be responsible for any legal liability imposed on the student and the Radiology Technology program while the student is attending normal school hours. The student staff technologist is not allowed to wear their student name badge, or radiation badge supplied by Spokane Community College while working as a student staff technologist.

Student employees are not permitted to complete clinical competencies while working, nor will they be permitted to complete clinical competency evaluations for other students. Lastly, student employees are not permitted to count employment time as school clinical time. Student technologists are not allowed to oversee a student in the program, as they do not have their ARRT nor WA state radiologic technologist license.

RATIONALE:

Students are expected to be present during their assigned days of clinical. During fifth through seventh quarters the students have Wednesdays or Fridays off depending on their clinical rotation assignment. In the past, when a student has been hired as a student x-ray technician the employees and/or employers have expected the clinical coordinator to accommodate different days off rather than the norm of Wednesdays or Fridays. The program tried to be accommodating; however, the students became very demanding and expected the clinical coordinator to accommodate their work schedule. In addition, the clinical sites and instructors have found it to be extremely difficult to follow which student is off on which day. In the best interest of the clinical sites the program will not be switching the days off to accommodate a student x-ray technician schedule. A student may trade days off with another classmate if they need the opposite day off (i.e. off on Wednesday but would like to be off on Friday).

Students Working as Student Staff Technologists Prior to Graduation (cont'd)

Wednesdays vs. Fridays Off During Fifth – Seventh quarters.

All students are expected to be at their clinical site on the days they have been assigned. During fifth through seventh quarters the students will have a Wednesday or Friday off from clinical. Hence, they will be in clinical Mondays, Wednesdays & Thursdays or Mondays, Thursdays & Fridays. A student may swap shifts, days for evenings & vice versa or Wednesdays for Fridays & vice versa. However, if a student chooses to accept a weekend graveyard job, they cannot expect the clinical coordinator to give them Mondays off each week.

While we do not want second year students to miss out on student technician jobs it is important to understand that the schedules cannot be changed to accommodate working outside of the program. Lastly, if a student accepts a job during their final weeks in the program; the student nor the new employer cannot expect the clinical coordinator to change their rotations to accommodate a new job. Students cannot be paid while doing their clinical hours; therefore, the student cannot ask to be reassigned so the new employer can begin training them for the job they have accepted upon graduation.

*This policy only pertains to student radiology technician jobs. *

**In addition, the student must adhere to all school policies and procedures while attending normal school hours, this will be strictly enforced. **

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: SUBSTANCE ABUSE, HARASSMENT, WEAPONS, & EMERGENCY
COMMUNICATION

SUBSTANCE ABUSE:

Refer to the Students Rights and Responsibilities Handbook, along with the following links:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-30>

HARASSMENT POLICY:

Refer to the Students Rights and Responsibilities Handbook along with the following link:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-30>

WEAPONS POLICY:

Refer to the Students Rights and Responsibilities Handbook along with the following link:

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-30>

EMERGENCY COMMUNICATION:

Refer to the Students Rights and Responsibilities Handbook along with the following link:

<https://scc.spokane.edu/About-Us/Public-Disclosures/Right-to-Know>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: TEXTBOOKS FOR THE PROGRAM

This list only includes the textbooks for the courses in the radiology program.

** These textbooks are used for more than one course and will only need to be purchased once for the duration of the program – must be the newest addition of the textbook.*

Fall Quarter – 1st Year

- *Merrill's Atlas of Radiographic Positions and Radiologic Procedures by Ballinger**
- *Basic Medical Techniques & Patient Care for the Radiologic Technologists by Torres & Moore**
- *Radiographic Image Analysis by McQuillen & Martensen**
- *Radiology in the Digital Age by Carroll**
- *SCC Radiology Technology Handbook**

Winter Quarter – 1st Year

- *Merrill's Atlas of Radiographic Positions and Radiologic Procedures by Ballinger**
- *Basic Medical Techniques & Patient Care for the Radiologic Technologists by Torres & Moore**
- *Medicolegal Issues for Radiographers by Parelli**
- *Radiographic Image Analysis by McQuillen & Martensen**
- *Radiology in the Digital Age by Carroll**
- *SCC Radiology Technology Handbook**

Spring Quarter – 1st Year

- *Merrill's Atlas of Radiographic Positions and Radiologic Procedures by Ballinger**
- *SCC Radiology Technology Handbook**
- *Radiology in the Digital Age by Carroll**

Summer Quarter – 1st Year

- *Merrill's Atlas of Radiographic Positions and Radiologic Procedures by Ballinger**
- *Pharmacology & Drug Administration for Imaging Technologists by Jensen & Peppers**
- *SCC Radiology Technology Handbook**

Textbooks for the Program (cont'd)

Fall Quarter – 2nd Year

- *Merrill's Atlas of Radiographic Positions and Radiologic Procedures by Ballinger**
- *Radiologic Science for Technologists by Bushong**
- *Quality Management in the Imaging Sciences by Papp**
- *SCC Radiology Technology Student Handbook**

Winter Quarter – 2nd Year

- *Merrill's Atlas of Radiographic Positions and Radiologic Procedures by Ballinger**
- *Comprehensive Radiographic Pathology by Eisenberg**
- *SCC Radiology Technology Handbook**

Spring Quarter – 2nd Year

- *Merrill's Atlas of Radiographic Positions and Radiologic Procedures by Ballinger**
- *Sectional Anatomy by Lorrie L. Kelley and Connie M. Petersen**
- *Appleton & Lange's Review for Radiography Examination (optional)**

The book list is subject to change prior to the beginning of a quarter. You may wish to consult the instructor prior to purchasing any of the books ahead of schedule.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: TRANSPORTATION

All programs within the Health Sciences division are dependent on utilization of community resources for your clinical experience and assignments, which may include varied shift work. It is the student's responsibility to arrange for transportation to the clinical area and for housing during out-of-town rotations. Clinical assignments are designed to carry out the objectives of the program and must be followed as to hours and duties performed.

Bus service is available daily throughout the year. Monthly student/VIP bus passes are available to SCC current students through your SCC student ID. Bus schedules are available by calling 328-RIDE or by visiting the Spokane Transit website at www.spokanetransit.com. Bus stops are located on the southeast side of the campus (by building 1).

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: TUITION FEES

Spokane Community College establishes tuition fees. Please refer to the quarterly course catalog for pricing. The following links take you to the tuition fees & tuition payment plans.

<http://catalog.spokane.edu/TuitionFees.aspx?page=PV1>

<http://www.scc.spokane.edu/Admissions/TIPP.aspx>

Additional fees (i.e. parking, etc.)

<https://scc.spokane.edu/About-Us/Campus-security-Parking/Parking-Services>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: VISITORS & GUESTS / CHILDREN IN THE WORKPLACE

PERSONAL VISITORS:

Students are discouraged from having personal visitors during class or clinical hours. If you wish to have anyone visit the department, permission should be obtained from the program director.

Visitors that come to the department must wait in the waiting area until the person they have come to visit is notified.

No visitors will be allowed in the classroom. It is the student's responsibility to make appropriate childcare arrangements for their children.

VISITORS & GUESTS OF PATIENTS:

Visitors and guests are frequently under great tension. Create an atmosphere of helpfulness and be courteous in answering questions. If they raise questions about the hospital policies or conditions of the patient, tactfully refer them to your instructor or the program director.

Do not direct visitors or guests to the nursery at clinical sites. If someone asks for directions to the nursery refer him/her to the security department for escort.

CHILDREN IN THE WORKPLACE POLICY:

As an institution of higher education, CCS provides educational and support services primarily to adult learners. Children without supervision or with supervision imposed upon CCS employees or students may disrupt the educational process or work setting and possibly create a safety hazard for the children themselves or for others within the district. This procedure seeks to create a safe environment which is conducive to and supports the effective conduct of the educational process. *[Updated to reflect recent legislative changes, see section 5.0.]*

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: WASHINGTON STATE LICENSURE

Washington State has two separate licenses for those working with radiation: A registered X-ray technician and a Radiologic Technologist.

For information and an application for the WA licensure you can go to licensure/certification at www.doh.wa.gov

For licensing as a student technologist look under: x-ray technician <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/x-ray-technician-limited-scope>

For licensing as a Radiologic Technologist look under: Radiologic Technologist <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/radiologic-technologist>

As the student gets ready to graduate, we encourage them to apply for their Radiologic Technologist license. An official transcript (after spring quarter grades have been posted) and/or a ARRT card must be sent to the DOH for the process to be complete.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: X-RAY VISION CLUB & PTO

Upon acceptance into the Radiography Technology Program at Spokane Community College, all students automatically become members of the X-ray Vision Club. A **one-time \$75 membership donation** is requested from each new student, due by December 1st each year. This donation helps fund the club's extracurricular activities.

The tentative plan each year, is to get as many students as possible to at least one annual conference. This will be paid through fund raising and x-ray vision club Student Activities budget. More students may attend if they are willing to pay their own expenses.

The X-Ray Vision club holds regular fund-raisers to help defray the costs of travel to educational conferences. Conferences may include the WSRT (Washington State Radiologic Technology), or ACERT (Association of Collegiate Educators in Radiologic Technology), or any other student supported conferences. These activities enrich students' experience by offering opportunities to compete in knowledge contests, submit research for awards and prizes, and network with potential employers locally and nationally.

Each class will elect 7 student officers who will serve during the 4th- 7th quarters of the program. The Officers will attend regular meetings held at SCC with the student government and they will hold regular meetings with all members of the club. The officers and members of the club will follow the constitution of the club which is approved by the student government of SCC.

All students who are in the Radiography Technology Program are expected to support the efforts of the student Officers and actively participate in all fund-raising or volunteer projects. It is understood that school, jobs, and family take a great deal of time; however, there are opportunities for everyone to participate no matter what their schedule entails. Those who do not engage in club efforts may be prohibited from attending conferences or other student-supported activities. If a student chooses not to participate in a scheduled conference or activity, they will be required to remain in their scheduled clinical rotation.

To attend conferences or participate in extracurricular activities organized by the club, students must have their grades in good standing and not be on any type of probationary status. Students on probation or in make-up mode due to absences, may be prohibited from participating in club activities or attending conferences. Additionally, those on an initial warning or probation may also be restricted from volunteering for PTO opportunities.

The SCC Radiology Program X-ray Vision Club allows us to participate in fundraising, community service, and educational events to enrich students' experience throughout the program. Many of these events are done outside of normal class and/or clinical time. Below is a list of events that the club may participate in and how much PTO may be earned.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

****NOTE: Some events may be assigned a flat rate of PTO hours and are always at the discretion of the faculty to designate.**

Event Type and PTO Hours assigned:

- **Club “after school” activities:** 4 hours of volunteer time to 1 hour PTO earned
 - **Club meetings:** Any time a club meeting requires staying after class while others are allowed to leave.
 - **Fundraiser Prep:** Any activities done to prepare for a fundraiser (e.g., making fliers, contacting businesses, requesting donations, etc.).
 - **Organizing for other events:** Any activities that require organization or preparation of supplies (e.g., graduation prep, SCC Family Fun Night, Rad Tech Week, etc.).
- **Non-Clinical related/volunteer work:** 2 hours of volunteer time to 1 hour PTO earned
 - **Club fundraiser events:** Participating in set-up, helping during the event, and clean-up.
 - **Career Fairs:** Actively participating in teaching others about radiology at local schools, SCC, or STEM events.
 - **Community Service:** Pancake feed, Relay for Life, or any community volunteer event non-radiology/medical related.
- **Radiology and/or medical related:** 1 hour of volunteer time to 1 hour PTO earned
 - **Educational or instructional events:** Conferences/lectures attended on days off that pertain directly to radiology or medical education requirements.
 - **Patient Interaction related events:** Hoopfest (taking x-rays, transporting patients, etc.), CPR at the mountain.

**CLINICAL
EDUCATION
SECTION**

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: CLINICAL ENVIRONMENT

There are many differences between the academic environment and the clinical environment. Most of the differences will be exciting and stimulating while some will prove to be frustrating and/or aggravating. How successfully you function and learn in the clinical setting depends on how you approach and deal with these differences.

The reality of the situation is patient care is the top priority in any radiology department. This means the patient's welfare is considered first. Usually this is consistent with the goals and needs of clinical education. Occasionally, this reality dictates that scheduling and conducting of educational activities must be flexible.

Compared to the learning activities conducted in the classroom setting, the learning activities in the clinical setting may be less structured. You must take a more active and responsible role for integrating the academic preparation you had with the individual examinations you are observing or performing.

Generally, in the classroom setting you work independently as you pursue your academic goals. Teamwork and cooperation among the students are not a necessity in achieving academic goals. In the clinical setting, you must pursue your educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than function independently, you become part of a healthcare delivery team and must function cooperatively to achieve educational and departmental goals.

Another difference between the academic environment and that of the clinical has to do with how you interact with your patient. Classroom settings only provide students with interactions with other students who are already knowledgeable about the exam being simulated and who are experiencing none of the signs and symptoms common to patients in the radiology department. In the clinical setting, you must develop the ability to expand your attention so that it includes awareness of the patient as a person as well as the mechanics of producing radiographs of optimum quality.

Undoubtedly, you will be able to add many more differences to our list. The point is that you will make a transition that will require some reorientation and adaptation on your part. However, you are not the only one involved in this process.

Taken, "March 2005. Carl Albert State College, Radiologic Technology Program Handbook".

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: CLINICAL EXPERIENCE ROTATIONS

The student is scheduled to rotate through a variety of diagnostic departments. All SCC Radiology Technology Students will rotate through all of the following clinical sites: Providence SHMC & HFH, Valley Hospital, Deaconess Hospital, Shriners for Children Hospital, Rockwood Main, Urgent Care North, VA Hospital, PMP, IIV and IIS. Students are also required to rotate through evening shifts (11:30am – 9:00pm), although the bulk of the student’s clinical education will be accomplished Monday through Friday, 7:30am to 5:30pm. The students will follow the Spokane Community College calendar when referring to official days off (i.e. breaks, holidays etc.) This could be subject to change in the event of a Pandemic/natural disaster situation.

It is our firm belief that these rotations will not only broaden the student’s knowledge base in imaging modalities but will also provide valuable experience for the student by introducing and developing the skills essential in dealing with varying patient and procedure mixes. It appears that the true test of the cognitive domain is when it must be applied in situations that are not optimal and cannot be rehearsed such as emergency radiography. To this end, the experiences that the student gains from these rotations will enhance and round out the total clinical education and will build self-confidence and perception in accomplishing the routine as well as the emergency procedures.

As a student, you are a guest of the clinical site and you must abide by all site and school rules, protocols, and policies. If you are asked to leave a clinical site by the clinical instructor or site advisor, you will receive a zero for your present evaluation. If the site denies you entrance or removes you from their clinical site this constitutes a “clinical failure” and you will be terminated from the program, since students must be able to rotate through all the clinical sites.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: CLINICAL LOG MAINTENANCE

RATIONALE:

Clinical logs are intended to demonstrate the volume and mix of radiographic procedures performed by each student. In addition, the exam log is used to reference radiographic examinations accomplished by individual students for periodic image evaluation, trials and clearance competencies.

POLICY:

It is the student's responsibility to maintain and update their exam log on a daily basis. Each exam that the student participates in and/or observes should be documented in Trajecsyst under exam logs.

Each log entry will include the correct date, procedure exam, level of participation (assisted or unassisted) and any repeats.

Students are responsible for the upkeep of the exam log, which will remain a part of the student's records maintained by the school.

Exam logs will be evaluated at the end of each quarter on a specific designated day. Since exam logs are partial verification of clinical experiences of the student, failure to maintain an updated log will result in a reduction of the student's clinical grade for the quarter. The exam log constitutes for 10% of your clinical grade in that specific quarter. The reduction of the exam log grade for the quarter would be as follows:

1. 25% if the exams recorded are 75% the median (either over or under the median).
2. 50% if the exams recorded are 50% of the median.
3. 75% if the exams recorded are 25% of the median.

Students are required to sign a form acknowledging they understand this policy. (See page 164, APPENDIX D).

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: CLINICAL SITES

Deaconess Medical Center
800 W. 5th
Spokane, WA 99204

Grandstaff VA Medical Center
4815 N Assembly St
Spokane, WA 99205

Inland Imaging, – Holy Family Imaging
N. 5633 Lidgerwood
Spokane, WA 99208

MultiCare Clinic, Main
400 E. 5th
Spokane, WA 99202

Inland Imaging – Valley
E. 12420 E. Mission
Spokane, WA 99216

MultiCare Deaconess North
8202 N. Division
Spokane, WA 99206

Inland Imaging – South
525 S. Crowley
Spokane, WA 99202

MultiCare Rockwood Clinic
16201 E Indiana STE 5300
Spokane Valley, WA 99216

Inland Imaging Associates – Division Street
Providence Urgent Care -
421 S. Division St.
Spokane, WA 99202

Providence Medical Park
16528 E. Desmet Ct., Suite A1300
Spokane Valley, WA 99216

Inland Imaging Associates – Hawthorne
Providence Urgent Care
551 E. Hawthorne Road
Spokane, WA 99218

Sacred Heart Medical Center
101 W. 8th Ave.
Spokane, WA 99204

Valley Hospital and Medical Center
12606 E. Mission Avenue
Spokane, WA 99216

Kaiser Permanente
322 W. North River Ave
Spokane, WA 99201

Shriners Hospitals for Children – Spokane
911 W. 5th Ave.
Spokane, WA 99204

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: COMPETENCY CLEARANCE CRITERIA

1. **The student must be cleared with a minimum of 83% for each clearance.**
2. If the student is not successful in a clearance, he/she must complete an additional trial prior to asking for another clearance evaluation on the same procedure unless the clinical instructor feels the failure was not due to the student's own technical skills.
3. The student will be permitted two attempts for each clearance. If the student is unsuccessful in the two attempts this constitutes a failure of the clinical education for that clearance and remedial will be scheduled with the clinical instructor.
4. If a student fails two clearances during any two consecutive quarters, he/she will be placed on probation for the following quarter by the program director or clinical coordinator. If a student fails two competency clearances by the third consecutive quarter, it is grounds for termination from the program.
5. Failure to complete the Quarter Clearance Requirements in each quarter will result in a reduction of 0.30 on a GPA scale of 4.0 from the student's clinical education grade for EACH clearance not completed during the quarter. All delinquent clearances must be completed prior to the start of next quarter. All clearance grades will be averaged with the student's clinical evaluation grades, exam logs, positioning labs and/or year-end/final competency clearances for their quarter final grade in clinical education.
6. If a student fails to complete the delinquent clearances prior to the start of next quarter, they will be terminated from the program.
7. If a student fails to complete the required competency clearances during any two consecutive quarters, he/she will be placed on probation for the following quarter by the program director or clinical coordinator. A failure of the student to complete the required competency clearances by the third consecutive quarter is grounds for termination from the program, following termination and hearing review procedures.
8. During a competency clearance, the clinical instructor may abort the clearance at his/her discretion. The patient's condition and the department schedule are examples that may prompt the instructor to abort. No grade will be given, and the student may attempt another clearance without additional trials. However, if the instructor determines that the student is not sufficiently prepared to perform the clearance, the clearance will proceed, and the student will receive the appropriate clearance grade.
9. "AUTOMATIC FAILURES" – a student may receive an "automatic failure" on a clearance attempt for noncompliance of certain patient care/safety guidelines. Should this occur, the student radiographer will be counseled and instructed to review patient care/safety

Competency Clearance Criteria (cont'd)

guidelines for student radiographers and then will be allowed to attempt another clearance without additional trials. HOWEVER, an automatic failure counts as a score of “0”.

*** These patient care/safety guidelines are as follows*

Automatic Failures will include:

- a. Unlocking the stretcher without notifying the patient and/or technologist and/or not making sure the patient is safe and secure.
- b. Leaving an iodinated contrast medium patient alone.
- c. If a student gets a patient off the stretcher for any reason without a technologist approval (i.e. to walk them to the x-ray table or upright chest board).

Any of the following infractions will result in a “0” grade for the patient safety category, unless two or more of the following infractions occur, then the competency will result in an automatic failure.

- a. Leaving a patient alone on the x-ray table with an altered mental status or on mental altering medications/drugs.
- b. Leaving the x-ray tube over a patient.
- c. Leaving the side rails down on an unattended stretcher patient.
- d. Leaving a wheelchair patient unattended on a stool.
- e. Leaving a patient unattended while sitting on a stretcher with his/her feet “dangling” over the side.
- f. Failure to wear a lead apron during a mobile or c-arm clearance.

10. The student is not allowed to look at any books, including their “Clinical Reference Book” prior to or during the competency.

ALL 54 REQUIRED CLEARANCES MUST BE COMPLETED BY THE END OF THE 6TH QUARTER

SIMULATIONS (OF ENTIRE EXAMS) WILL BE DONE ONLY IF THE CLEARANCE IS NEEDED BY THE END OF THE 6TH QUARTER AND THE STUDENT HAS BEEN UP FOR THE CLEARANCE FOR MORE THAN 4 WEEKS. SIMULATIONS CAN ONLY BE DONE ON HEAD WORK CLEARANCES.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ENERGIZED LAB POLICY

The Radiography Program Laboratory (lab) consists of fully energized tubes in the Jenkins's Wellness Center, Bldg. 7, and Rooms 144, 183 & 185.

The unit meets all state and federal regulations for general radiography. The unit is utilized to obtain objectives in courses as stated in the curriculum. An overview of Radiation Safety is provided in mandatory radiography orientation Rad 115, Rad 125, Rad 215. In addition, it is continually discussed in other radiology courses but not listed as a course objective.

UNDER NO CIRCUMSTANCES shall students be allowed to operate ionizing equipment without the guidance of a faculty member. All students must abide by the lab policy. The purpose of the lab is to coordinate actual practice with didactic material. Students who blatantly refuse to adhere to these rules are subject to dismissal from the program.

Students are allowed to utilize the lab to practice and prepare for their lab testing. The students must wear their radiation badge, student ID and have their own markers at all times while in the lab.

The following signage is posted in the lab: **'RADIOGRAPHY FACULTY MUST BE AVAILABLE FOR ALL RADIATION EXPOSURES.'** Therefore, the student set up a time or must get permission from a faculty member to practice performing exams (without making actual exposures) and/or performing lab/experiments in the energized lab.

Students will not make any exposures in the lab without the approval of one of the radiography program faculty. Students are not allowed to move the live IR from the table to the wall or vice versa without a faculty member.

The students are required to sign a form acknowledging they understand and will abide by this policy. (See pg. 166, APPENDIX F)

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: FINAL COMPETENCY CLEARANCE

PLAN FOR CLEARANCE: (THIS PLAN IS SUBJECT TO CHANGE!)

During the 7th quarter of the program each student will be required to prove that they have achieved proficiency and critical thinking skills for an entry level technologist. The student will be able to complete the final competency once they have completed all of the programs required and pop clearances (must be completed by the end of 6th quarter). The final competency will be evaluated by demonstrating the students abilities to the clinical coordinator and program director on a sampling of all previously completed competency clearance procedures and exams that are done on a trauma patient. The competency will be divided into four phases: trauma, skull/bony thorax, GI & image evaluation. The student's final clearance score(s) will count for 20% of their final clinical grade for the quarter.

The competency clearance final assessments will begin approximately the 2nd week of spring quarter and will be completed no later than the 6th week of spring quarter. Phase 1, will be the trauma phase and will be evaluated by the clinical coordinator. This phase will be done on a phantom and exposures will be taken. The grade will be part of the overall grade for the final competency. Phases 2 through 4 will be performed under simulated conditions, on a volunteer. No exposures will be made, and the evaluation will be judged by the program director based on the student's abilities. All phases of the final competency review will include assessment of patient interaction, radiation protection, room preparedness, patient safety, organizational skills, psychomotor skills, positioning, procedure, image knowledge, and technique selection. The student will be allowed 1 hour to complete phase I, Trauma competency. The student will be given 30 minutes to complete Phase 2, 20 minutes to complete Phase 3 & 5 minutes to complete Phase 4. Each phase requires the student to communicate effectively with the patient, manipulate the equipment & position the patient as need be, select the proper technical factors, breath the patient appropriately & use proper radiation protection in a timely manner.

PHASE 1: TRAUMA

Phase 1 will take place on a phantom body and exposures will be taken. The student will draw their exams from multiple containers. The containers will be divided into Upper Limb, Lower Limb, Shoulder/Pelvic Girdle, and Vertebral Column. The student will draw 1 – Upper Limb, 1- Lower Limb, 1- Shoulder or Pelvic Girdle and 1- Vertebral Column exams. The student will be allowed 5 minutes to organize their exams, and an additional 5 minutes to add all exams to panel. The student will be given 1 hour to complete phase 1. There will be no extension of the organization time. The patient (phantom) will not have the ability to adapt to the standard positions during phase 1, the trauma phase. The student must adapt to the TRAUMA patient.

PHASE 2: SKULL/BONY THORAX

The student will draw 2 exams from the head exam container and 1 exam from the Bony Thorax container. The student will be allowed 5 minutes to organize their exams, etc. and 30 minutes to complete Phase 2. The patient will be a volunteer, one that the student does not know. The patient can assume the appropriate positions for Phases 2 depending on their own abilities and will be treated like an outpatient. They will change their clothes, get history, explain exam etc. No exposures will be taken.

PHASE 3: GI

Upon completion of Phase 2, the student will draw a fluoroscopy exam from the container with Esophogram, UGI, and BE. The student must explain the exam to the patient, set up supply's needed obtain a proper history, present to the "PA", and perform the after films indicated. These exams can be manually technique, or the use of AEC can be used if indicated. No exposures will be taken. The student will have 20 minutes to complete this phase.

PHASE 4: IMAGE EVALUATION

The patient will pull a image out of an envelope to critique. The student will answer the five questions (normal long critique quiz questions) about the image. In the process they will explain the image to the patient.

The student must successfully complete the Final Competency with a **minimum score of 83%** to be eligible for graduation from the program. Students, who do not achieve a demonstratable competency level of 83% will be assigned remedial training assignments and will be rescheduled for future evaluation. If a student must re-test for the final competency, they will complete the next attempt on a volunteer patient (all phases at once), no exposures will be obtained. Failure to achieve an 83% proficiency level on the second competency review attempt will result in the student receiving a failing quarterly clinical grade. The student will be required to attend the program during an 8th quarter, performing remedial clinical education.

At the end of 8th quarter, the student will attempt a third and final competency review. If the student doesn't achieve a passing grade on the final attempt the student will receive a failing quarter grade for clinical and will be terminated from the program.

CATEGORY DEFINITIONS:

Room Preparedness- The student satisfactorily prepares the room for the exam in advance by retrieving all necessary supplies to complete the exam, arranges necessary accessory equipment in advance, and has the mechanical equipment and control panel arranged in proper starting position and settings.

Patient Interaction- Instills confidence and addresses the patient's apprehensions and comfort by his/her actions and/or verbal communication.

Radiation Protection- The student shields the patient when appropriate. In addition, protects self and others by proper use of lead gloves, aprons and closes the room access door during exposure to prevent secondary radiation exposure to unrestricted areas. Proper field size and coning is utilized.

Equipment Manipulation- The student manipulates the x-ray tube, locks, image receptor and patient support equipment with confidence and ease.

Positioning- The student is confident and comfortable with instructing and directing the patient into required radiographic positions, and uses the correct angle of CR.

Technique- The student is able to select the appropriate SCC kVp and mAs settings to optimally visualize desired anatomy on the completed image.

Patient Safety- The student uses safety standards required for the exam (i.e., retention bands, patient not left unattended, tube over patients, life support equipment if necessary).

Organizational Skills- The student is able to organize the exams and his/her movements in a manner that is organized while completing the clearance in a timely fashion. The student will demonstrate effective critical thinking skills.

Artifacts: The student changed the patient to accommodate the exam. Any and all artifacts for successful images are removed.

Pregnancy: ALL female patients are asked if there is a possibility of pregnancy (between the ages of 10-60 years of age).

Explanation of Exam: The student is able to explain the procedure to the patient in lay terms.

History obtained: The student obtains a proper history from the patient and asked the appropriate questions.

Set up of exam: The student is able to set up for the exam ordered with all the necessary supplies needed.

*The radiology lab is available for the students to practice before and after classes on Tuesdays and Wednesdays and Fridays from 7:30am – 2:00pm if we are not conducting a terminal clearance. Sign-up sheets for the labs will be available 7th quarter. *

**If the night student wishes to practice prior to going to clinical they must contact the program director to assure the room will be available, as juniors may be using it for positioning class. **

Example of the form is found on pages 139-140.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: *MAGNETIC RESONANCE IMAGING (MRI) & FERROMAGNETIC SAFETY POLICY*

Students will view a MRI Safety video during orientation. They will fill out a Screening tool on themselves and this will be part of their personal file. Students are advised that although the majority of their clinical experience will be in general diagnostic radiology, they may be provided with the opportunity to observe, transport or complete a special rotation in the Magnetic Resonance Imaging (MRI) area. In order to ensure student safety, and the safety of others in the department, it is important that students respect the following rules at all times while in the MRI environment:

1. The MRI clinical and safety policies and screening requirements must be followed and/or completed.
2. Do not enter the MRI suite unless cleared and accompanied by an MRI technologist.
3. Assume the magnet is always “ON”.
4. Carrying ferromagnetic items or equipment into the MRI suite is strictly prohibited because these items can become projectiles, causing serious injury or death and/or equipment failure. These items include, but are not limited to, most metallic items such as: oxygen tanks, wheelchairs, carts, monitors, IV poles, laundry hampers, tools, and furniture. MRI-compliant medical equipment is available for use in the MRI department; do not borrow or use this equipment for general use in other areas of the medical imaging department.
5. Personal ferromagnetic items must be removed prior to entering the MRI room. These include the following: Purse, wallet, money clip, credit cards or other cards with magnetic strips, electronic devices such as beepers or cell phones, hearing aids, metallic jewelry (including all piercings) and watches, pens, paper clips, keys, nail clippers, coins, pocket knives, hair barrettes, hairpins, shoes, belt buckles, safety pins, and any article of clothing that has a metallic zipper, buttons, snaps, hooks, or under-wires.
6. If applicable, disclose or ask about all known indwelling metallic device(s) or fragment(s) to the supervising technologist or program faculty prior to entering an MRI scan room to prevent internal injury as described below.

In addition to the personal items listed, students are advised that any metallic implants, insulin pumps, bullets, shrapnel, or similar metallic fragment in the body pose a potential health risk in the MRI suite because they could change position in response to the magnetic field, possibly causing injury. In addition, the magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction.

Magnetic Resonance Imaging (MRI) & Ferromagnetic Safety Policy (cont'd)

Examples of items that may create a health hazard or other problems in the MRI examination room include:

- Cardiac pacemaker, wires, heart valve(s) or implanted cardioverter defibrillator (ICD)
- Neurostimulator system
- Aneurysm clip(s)
- Metallic implant(s) or prostheses
- Implanted drug infusion device
- History of welding, grinding or metal injuries of or near the eye
- Shrapnel, bullet(s), BB's, or pellets
- Permanent cosmetics or tattoos (if being scanned)
- Dentures/teeth with magnetic keepers
- Eye, ear/cochlear, or other implants
- Medication patches that contain metal foil (i.e., transdermal patch)

Items that are allowable in the MRI suite and that generally do not pose a hazard to the student or other persons include:

- Intrauterine devices (IUD's)
- Gastric bypass devices (lap bands)
- Most cerebrospinal fluid (CSF) shunts. The presence of in-dwelling or external ferromagnetic devices or objects does not disqualify a student from entering the radiography program.

All students will be required to complete an MRI Safety Screening Tool form as part of the pre-entrance verification to indicate it is:

- Safe for them to enter the scan room's magnetic field
- Ensure that a radiography student with any indwelling or external ferromagnetic devices or objects is not inadvertently placed at risk during their clinical rotations while in the program.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: OBSERVATION ROTATIONS

Beginning fourth quarter, the second-year students will spend one week observing in CT. This assists them in having a better understanding of CT before their didactic CT course begins seventh quarter and the students put in their request for various modality rotations at the end of fifth quarter.

During their fourth quarter, any students interested in mammography may be scheduled for a one-week observation if they are considering completing the 40-hour initial mammography course while in the program. This will allow the student to have a better understanding of what mammography entails before spending a large amount of money to attend the initial mammography course.

As a senior student the student will pick 2 modalities to go and observe. These rotations are done the sixth and seventh quarters.

On the first day of the rotation the student will give the observation evaluation form to the designated staff for that clinical site. The clinical preceptors will follow up and collect all evaluations. Observation evaluations are the students' responsibility.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: “POP” CLEARANCES

In order to assess the student’s ability to retain radiographic positioning skills, following successful clearances, “pop” clearances will be given during 4th – 6th quarters. Students will be tested on 10 “pop” clearance procedures.

The grades received on the “pop” clearances will be averaged with the student’s quarterly clinical education grade.

Pop Clearances are to be initiated and observed by dedicated SCC clinical preceptors only. It is the responsibility of the clinical preceptor to get the Pop Clearances done. If an SCC preceptor asks a staff tech to get a Pop Clearance done on a student, this will be allowed. Otherwise, staff technologists are not allowed to do Pop Clearances.

If the pop clearances are not completed by the end of the 6th quarter, they must be completed within the first 2 weeks of the 7th quarter.

CONSEQUENCES OF ‘POP’ CLEARANCE FAILURES:

If a student fails two or more “POP” clearances, his/her clinical grade for that quarter will be reduced by 0.30 GPA (on a 4.0 scale) for each failure after the first failure.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: QUARTERLY EVALUATIONS

Radiology Technology student quarterly evaluations will be performed by the clinical coordinator's, first through sixth quarters and will include assessment and evaluation of the following:

1. A review of the student's procedure book entries for adequacy of volume and procedure mix percentages.
2. A review and summarization of all rotation evaluation grades of student's clinical performance.
3. A review of all competency clearance evaluations assigned for each quarter.
4. A review of all academic grades received for each quarter.
5. A review of the student's attendance for the quarter.
6. The student must meet with the assigned program director or clinical coordinator to go over the quarter review within the first two weeks of the following quarter.

At the completion of 7th quarter, the second-year students will have an exit interview with the program director.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: RADIATION SAFETY & PROTECTION

Every student radiographer has an obligation to protect themselves and the patients from excessive radiation exposure. This is not to say that one should not take the necessary radiographs to obtain a diagnosis. It means that specific and well-known practices should be followed to decrease the amount of exposure to the region being studied and also to the surrounding area. The following general rules shall apply for this purpose:

1. It is necessary to use relatives or other paramedical personnel to hold the patient whenever possible. Students **should not hold patients** during any radiographic procedure when an immobilization method is the appropriate standard of care. Remember that you, as a student radiographer, are a professional person who will be exposed to small amounts of radiation throughout your career and the effects of radiation are accumulative.
2. **Under no circumstances** can a student radiographer **hold an image receptor** during an exposure.
3. Always collimate to the smallest area being studied. This cuts down scattered radiation and exposure to other body parts, which are not being studied. It also improves the quality of the radiograph.
4. All student radiographers and other people in the room at the time of the exposure/fluoroscopy must wear lead aprons. Also, if their hands are near the beam of the x-ray, lead gloves must be worn.
5. Use technique charts so that the number of repeat examinations will be kept to a minimum. School kVp should be used when allowed by the staff technologists with the appropriate mAs. The student should be checking the exposure index for each image.
6. All x-ray machines have a standard aluminum filter to cut out the ineffective poor-quality irradiation. This filter is not to be removed for any purpose.
7. Radiation badges are to be worn at all times while in clinical. These badges will be worn at the collar level outside the lead apron. If a student receives 400 mrem/4 mSv or higher during the three-month period a radiation badge is assigned and worn, the student will meet with the radiation safety officer to determine the cause and how to prevent in the future. Quarterly records are posted in the classroom.
8. If you suspect something is wrong with the equipment, notify the lead technologist, instructor or program director immediately.
9. In the event of any radioactive accident, i.e. radioactive materials; refer to the hazardous material manual for the correct procedure and contact the radiation safety officer immediately.

Students are given a basic comprehensive radiation safety and protection class during orientation week. Students are to adhere to the above requirements as well as those taught in the classroom. **The program emphasizes that when shielding of patients is done on anyone 60 years old and under it should be done in the matter not to obscure what needs to be imaged. Shielding is clinical site dependent. Students must follow site protocols.**

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: RADIOGRAPHIC COMPETENCY CLEARANCE EVALUATION SYSTEM

The clinical education aspect of the Radiology Technology curriculum requires the successful student to integrate cognitive, psychomotor, and effective skills into the performance of radiographic procedures. After the student has learned the technical requirements through didactic education and has had opportunity to observe the implementation of cognitive, psychomotor and affective skills in the clinical setting and simulated environment, the student is provided the opportunity to develop the necessary skills by performing a specific task repetitively to develop proficiency. At this point the student can be evaluated on the degree of accomplishment achieved in mastering these skills necessary in completing the radiographic procedure. The student will have to complete 54 clinical competencies, 10 “pop” competencies, a year-end assessment competency and a final (terminal) clinical competency while in the program.

Plan for Competency Clearance:

1. Cognitive and psychomotor skills are presented to the student during didactic and laboratory classes.
2. After the student has completed a minimum of one trial and is ready for a competency clearance exam, they will submit on Trajecsys a competency clearance request (trial). If they do not submit a trial prior to the clearance, the clearance will be thrown out.
3. When a student is up to clear on an exam, the student will do the first exam available of the day.
4. A trial exam and competency clearance exam on the same routine or procedure cannot be completed in the same day.
5. The student may request clearances of any or all the exams indicated for the current quarter or previous quarters.
6. The student **may not request clearances** on any exams until they have been presented during didactic and laboratory classes.
7. The student must clear on the specified number of clearances per quarter to insure successful completion of that quarter’s clinical education module.
8. The clearance forms must be completed and handed in to the appropriate personnel within two-week time period or the clearance will be considered invalid.
9. Mailboxes have been placed at Inland Imaging – Holy Family, Valley Hospital, Deaconess Hospital and Providence Sacred Heart. All evaluations and clearances need to be placed in the mailbox by the clinical instructor or the staff technologists. It is the clinical instructor’s responsibility to pick up these forms on a weekly basis and submit them to Trajecsys and to the clinical coordinator or program director.

Radiographic Competency Clearance Evaluation System (cont'd)

10. Students may only simulate three (3) clearances during their time in the program. In order to simulate the student must have put in for a clearance a minimum of 4 weeks prior to the simulation. All simulated clearances will receive a 5% reduction in their final clearance score if the entire exam must be done by simulation. If the simulation is done to complete a clearance that was imitated with an actual patient, then the 5% deduction will not apply. Simulations (of an entire exam) are done during the 6th quarter if needed and are done only on head work clearances.
11. Failure to complete the minimum required clearances in each quarter will result in a reduction of 0.3 on a GPA scale of 4.0 from the student's clinical education grade for EACH clearance not completed during the quarter. All delinquent clearances must be completed prior to the start of the next quarter. All clearance grades will be averaged with the student's clinical evaluation grades, exam logs, positioning labs and/or year-end/Final competency clearances for the quarter final grade in clinical education.
12. If a student fails to complete the delinquent clearances required for the quarter, prior to the start of the next quarter, they will be terminated from the program.
13. All 54 required clearances must be completed by last day of the 6th quarter. If clearances are not completed by the end of the 6th quarter the student will have to come in and complete the missing clearances while on their break in order to begin the 7th quarter.

It is the student's responsibility to assure the maintenance of an accurate and up-to-date clinical record of clearances and to request specific clearances to meet the quarterly clearance requirements. If the required number or specific clearances have not been completed by the assigned quarter, the student must complete them on their own time during the quarter break, before they can start the next quarter. *Examples of forms found on pgs.137-140.*

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: OTHER MODALITIES, MAMMOGRAPHY, and/or CT CLINICAL
OBSERVATION ROTATIONS

METHOD OF TEACHING:

Observation only.

GENERAL COMPETENCY:

By the end of the rotation the student will have observed the preparation of the room for diagnostic radiographic procedures. In addition, the student will be familiar with the basic daily routine of the department along with the location of supplies and operation of equipment.

OBJECTIVES:

While assigned to Various Modalities, Mammography, and/or CT clinical, the student will be able to observe the:

1. Operation of x-ray, CT, MRI, Nuclear Medicine and/or Sonography equipment.
2. Age related communication with pediatric patients and their families.
3. Positioning of radiographic procedures.
4. Technical factors for routine procedures.

THE STUDENT WILL:

1. Observe and assist the technologist in all diagnostic procedures.
2. Critique images with the technologist.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT CLINICAL EVALUATION

Plan for Evaluation:

The student will be evaluated on his/her professional ethics, personal characteristics, psycho-motor skills, and effective behavior at the end of each clinical rotation. The evaluation system is designed to assess the student's skills progression during each room assignment and clinical rotation as well as the student's overall progression.

The evaluation system is based on a quantifiable method that will minimize individual bias yet demonstrate student characteristics and their skill development over time.

At the end of each rotation their clinical instructor will evaluate the student. The evaluation forms will be reviewed by the program director and/or clinical coordinator and compared to previous performance evaluations. Whenever possible the evaluation will be with a clinical instructor/preceptor and the end of the rotation to discuss any areas of concern and give recognition to that which the student is doing well.

The program director and/or clinical coordinator will investigate all areas of the evaluation that indicate an unacceptable performance level, (less than 83%) and the student will be counseled as necessary.

The student will be given a grade on clinical performance each rotation based on the quantifying method outlined on the evaluation forms. Scores will be applied to the grading policies of the program and converted into the point system.

Grading System:

Each category is constructed to evaluate a given aspect of the student's characteristics and/or skill development. Each category is assigned a numerical value appropriate to the degree of accomplishment by the student.

The student must turn in all their evaluations for a given quarter prior to the last week of the quarter. The student will receive a "0" grade for each evaluation that isn't turned in on time. The clinical evaluation grades are not recorded until they are turned in and a clinical preceptor enters it in Trajecsyst. If the evaluations are done on paper it must be placed in a mailbox at Inland Imaging – Holy Family, Valley Hospital, Deaconess Hospital and/or Providence Sacred Heart. The clinical preceptor will then enter it into Trajecsyst. The clinical preceptors will collect all evaluations from the clinical sites and enter them into Trajecsyst.

Evaluation Instructions:

Rating scores are to be made without prejudice or bias relating to the personalities.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: *EVENING CLINICAL ROTATION OBJECTIVES*

METHOD OF TEACHING:

Observation, demonstration, and participation.

GENERAL COMPETENCY:

The student will develop skills essential in dealing with trauma and emergency room patients and procedures. Their experience will be enhanced by working with the technologist on a one-to-one basis on routine procedures and especially the emergency and trauma patients that are more frequently encountered during the evening hours.

OBJECTIVES:

During the evening rotations, the student will follow all first- and second-year clinical rotation objectives as well as:

1. Perform routine radiographic procedures with direct/indirect supervision, which is dependent on the student's placement within the program and the clinical competencies they have completed.
2. Perform diagnostic radiographic procedures on the traumatized and critical emergency patients with direct supervision.
3. Interact with patients and staff in a professional manner.
4. Develop composure for interacting with emergencies and stressful situations.
5. Critique radiographs for quality and the need for repeat projections.
6. Perform all repeats with direct supervision regardless of their status as first and second year students.
7. Manually technique their radiographs while using optimum kVp.
8. Demonstrate increased speed at which they complete the procedures.

Trading evening shifts will not count unless an evening trade slip has been signed by both parties and submitted to the clinical coordinator. If the trade has not received prior approval by the clinical coordinator, it will be counted as an absence for both parties. Upon completion of the program, the student will be able to do all of the above with indirect supervision.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: FIRST YEAR GENERAL CLINICAL ROTATIONS

METHOD OF TEACHING:

Observation, exam participation and exam performance and demonstration.

GENERAL COMPETENCY:

By the end of each quarter the student will be able to perform diagnostic radiographic procedures with indirect supervision that they have successfully cleared on in the clinical setting. In addition, the student will have developed proficiency in accomplishing all aspects of the radiographic procedures. The student is responsible to complete the required clearances mandated for each quarter.

OBJECTIVES:

Upon completion of the first year of the program, the student will be able to:

- a. Identify and prepare the room and equipment for radiographic procedures.
- b. Identify and perform radiographic procedures and assist with fluoroscopy of the patient.
- c. Critique radiographs for quality and the need for repeat projections.
- d. Operate all routine diagnostic radiographic equipment.
- e. Use radiographic accessories to include the image receptor, immobilization devices, lead protector aprons, grids, CR Reader and gloves.
- f. Apply radiation protection practices as appropriate.
- g. Interact with patients and staff in a professional manner.
- h. Manually technique radiographs while using optimum kVp.
- i. Complete required number of clearances for each quarter.
- j. Perform image processing for DR equipment and for CR equipment if the site uses it.
- k. Perform proper sequencing of exams.
- l. Properly execute patient care assessment, obtain pertinent clinical history and record as required.
- m. Maintain logbook and mini book for positioning.
- n. Locate, identify and prepare the patient for individual exams.
- o. Instruct the patient regarding respiration and make exposures.
- p. Perform tube warm-up procedure when necessary.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: GENERAL DIAGNOSTICS ROTATION

METHOD OF TEACHING:

Observation and demonstration.

GENERAL COMPETENCY:

By the end of each of the rotations, the student will be able to prepare the room for diagnostic radiographic procedures. In addition, the student will know the location of supplies and operation of equipment.

OBJECTIVES:

While assigned to general diagnostic the student will be able to demonstrate all the first-year clinical rotation objectives as well as:

1. Identify location of supplies and perform the cleaning of the room and equipment.
2. Demonstrate the operation of x-ray equipment with ease. Operate the tube and/or table locks accurately.
3. Collimate properly to the appropriate exposure area.
4. Properly use markers
5. Operate control panel or computer accurately
6. Use appropriate gonadal shielding when needed.
7. Wear lead apron and/or gloves when appropriate.
8. Apply appropriate principles of radiation protection to both patient, staff and family members.
9. Manually technique radiographs while using optimum kVp.
10. Demonstrate how to position the patient for the general diagnostic exams as they are taught in Positioning I, Positioning II and Positioning III classes, for trials and for competency clearances.
11. Critique images with the technologist.
12. Demonstrate post processing, paperwork procedures and completion of exams.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: FLUOROSCOPY ROTATION

METHOD OF TEACHING:

Observation and demonstration.

GENERAL COMPETENCY:

By the end of the rotation the student will be able to prepare the room for the radiographic procedures performed in fluoroscopy. In addition, the student will know how to assist the radiologist/PA during fluoroscopic procedures. Students will know the location of supplies and will perform procedures with assistance.

OBJECTIVES:

While assigned to fluoroscopy rooms, the student will be able to demonstrate all the first-year clinical rotation objectives as well as:

1. Identify the type of contrast and prepare for use the designated contrast media, for GI studies, urology studies or general fluoroscopic procedures.
2. Identify room set up for all fluoroscopic procedures.
3. Identify protocols for digital procedures including processing and sending of images.
4. Demonstrate how to assist the doctor/PA during fluoroscopic procedures.
 - a. Assist and care for patient during fluoroscopic procedures.
5. Identify protocols for photo timing technique and manually technique with optimum kVp.
6. Demonstrate how to position abdomens with direct assistance.
7. Demonstrate how to do the preliminary and routine positions of barium work. (by second quarter)
8. Practice good radiation safety for patient, self and others.
9. Provide appropriate supportive patient care during the procedure.
10. Explain the procedure fully to the patient in such a way that the patient understands.
11. Give the patient correct dressing instructions.
12. Correctly set the control panel for fluoroscopy.
13. Place the table in the correct position with the Bucky tray in its appropriate position. Attach the footboard and check it for safety when it is needed for the procedure. Demonstrate how to reset the fluoro timer.
14. Assist the technologist in stocking supplies and cleaning the room.
15. Critique films with the technologist.
16. Demonstrate post processing, paperwork procedures and completion of exams.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: MOBILE & SURGERY ROTATION

METHOD OF TEACHING:

Observation & demonstration.

GENERAL COMPETENCY:

By the end of the rotation the student will know basic operation of the mobile machines and c-arm units and the basic care and cleaning of equipment. They will know how to assist the technologist with radiographic procedures. They will know safety considerations when using mobile equipment.

OBJECTIVES:

While assigned to these rotations, the student will be able to demonstrate an acceptable level of competency and all the first-year clinical rotation objectives as well as the following:

1. Cleaning and care of the mobile and c-arm machines.
2. Locate the mobile equipment and demonstrate the operation of the mobile and c-arm machines.
3. Demonstrate techniques for chest x-ray on an average size patient.
4. Identify safety measures that must be employed when using mobile equipment.
5. Demonstrate radiation protection of self and persons in exposure area.
6. Proper dress in required surgery attire.
7. Demonstrate how to prevent the contamination of the surgical field and equipment.
8. Manually technique radiographs while using optimum kVp.
9. Perform image processing for DR equipment and for CR equipment if the site uses it.
10. Demonstrate how to manipulate the locks carefully and with ease.
11. Set up the equipment efficiently (mobile and C-arm units patient information, reset timer)
12. Communicate effectively with nursing staff.
13. Follow appropriate infection control procedures.
14. Clearly explain the procedure to the patient.
15. Make adjustments in tube/part/receptor alignment to compensate for patient position.
16. Differentiate between sterile and non-sterile areas.
17. Move efficiently while maintaining a sterile field.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: SECOND YEAR CLINICAL ROTATIONS

METHOD OF TEACHING:

Observation and participation.

GENERAL COMPETENCY:

In addition to the first-year general clinical objectives, the student will be able to perform all diagnostic radiographic procedures including special procedures with indirect supervision. In addition, the student will have continued to develop proficiency in accomplishing all aspects of the radiographic and special procedures.

OBJECTIVES:

Upon completion of the second year of the program, the student will:

1. Perform the required mix of radiographic procedures.
2. Developed a proficiency in performing radiographic procedures.
3. Developed a proficiency in operating general diagnostic and fluoroscopic equipment.
4. Developed a proficiency in operating mobile radiographic and C-Arm equipment with indirect supervision.
5. Developed a proficiency in critiquing radiographs for quality and accuracy.
6. Maintain logbook and mini book for positioning.
7. Complete required number of clearances for each quarter.
8. Apply radiation protection practices as appropriate.
9. Interact with patients and staff in a professional manner.
10. Manually technique radiographs while using optimum kVp.
11. Perform image processing for DR equipment and for CR equipment if the site uses it.
12. Confident in offering to perform general diagnostic, fluoroscopic, mobile and surgical procedures with minimal supervision.

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT PREGNANCY POLICY

RATIONALE:

The Supreme Court has ruled that all fetal protection policies constitute illegal sex discrimination unless the pregnancy “actually interferes with the employee’s ability to perform the job”. As for your time in the radiology program, the Spokane Community College Radiology Technology will not discriminate against pregnant students. The purpose of the student pregnancy policy is to aid the student in taking reasonable measures to reduce prenatal radiation exposure of pregnant students.

The Nuclear Regulatory Commission (NRC) has established guidelines for females who are “voluntarily acknowledging their pregnancy”. A voluntarily acknowledging pregnant female is a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception. The NRC has recommended that the dose-equivalent limit to the embryo and fetus should not exceed 0.5 rem (5mSv) over the entire pregnancy and every effort should be made not to exceed a monthly exposure rate of 0.05 rem/month (0.5mSv/month). This dose equivalent applies specifically to the embryo-fetus, i.e. (to the entire development of the individual in utero during the gestation period rather than to the mother). The NRC Website: <http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/>

For the protection of the pregnant student and her unborn child from excessive irradiation exposure, and the school and hospital from legal liability, the following policy is created:

POLICY:

1. All students interviewing for the program will be given the above mentioned rational/policy and will be requested to document possession of the policy, reading it and understanding it.
2. All the radiology students will be required to review Regulatory Guide 8.13 and 8.29, view the general radiation protection video, and discuss with the Radiation Safety Officer any questions that are related to radiation safety during pregnancy. A form will be provided to sign indicating that the individual has been instructed and comprehends the information. In addition, the students will be given information throughout the program regarding radiation safety including the exposure dose limits for the fetus.

Student Pregnancy Policy (cont'd)

3. The female radiology student who becomes pregnant may elect to:
 - a. Voluntarily declare her pregnancy
 - b. Not declare her pregnancy
 - c. Withdrawal declaration of the pregnancy at any time.
4. If a female student chooses to voluntarily acknowledge her pregnancy, she will complete the Pregnant Student Form as accurately as possible and return the completed form to the program director. The form requires the student to indicate the expected date of delivery. The original form is kept in the student's file. The student will then give a copy of the completed form to the Radiation Safety Officer. At any time during the gestational term, the pregnant student may relinquish the statement of pregnancy through a written withdrawal of declaration.
5. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant and is expected to fulfill all of her clinical rotations. Once a pregnancy is declared, in accordance with state regulations
6. If a student voluntarily acknowledges she is pregnant she has the option of remaining in the program and performing her assigned clinical rotations just as a non-pregnant student or she may leave the program and re-enter at the beginning of the quarter in which she left the program. The student must sign a form designating whether she is going to remain in the program or withdraw with the option to re-enter the next year at the beginning of the same quarter in which she left.
7. The pregnant student, who voluntarily acknowledges her pregnancy, must wear a wrap-around lead apron, utilize all the radiation protection guidelines that are taught, and wear two monitors (one on the outside of the lead apron at the collar and one under the lead apron at the waist) to monitor both the student and the fetus radiation dosage during the pregnancy.
8. A pregnant student, who voluntarily acknowledges her pregnancy, will have a lower radiation dose limit applied to the embryo/fetus. If a student chooses to not voluntarily inform the school of her pregnancy, her embryo/fetus will continue to be subjected to the same radiation dose limits that apply to all the non-pregnant students.
9. A pregnant student needs to know they will still be expected to complete clinical rotations in fluoroscopy and c-arm procedures in the operating room, just as a pregnant employee at the facility would be expected to. Only at the written request of the pregnant student will any clinical rotations be modified.

Once the student has declared their pregnancy, the student will receive counseling regarding radiation protection methods of time, distance and shielding from the Program Director.

Following delivery of the child, a written statement from the physician must be submitted allowing the student to "return to program", identifying any restriction or limitations. The information must be presented to the Program Director upon return.

Student Pregnancy Policy (cont'd)

The loss of clinical time accrued by the pregnant student during the program must be made up prior to graduation or writing the A.R.R.T. examination. The student must arrange to make up the time with the program director. The student will make up the assigned clinical rotations that are missed during the time the student is out. (i.e. if the pregnant student was assigned to fluoroscopy, they will be assigned to fluoroscopy during their make-up time to assure the student has received similar training as the other students.) The student will need to arrange to make up any missed assignments and examinations with the classroom instructor.

Upon declaration of pregnancy the Program Director will provide the following program options:

1. Continuing the educational program without modification or interruption.
2. Modification in clinical assignment, which must be completed through written notification to the Program Director and initiated on behalf of the pregnant student.
3. Leave of absence from the program, in which the student would return at the beginning of the quarter they withdrew.

See the following forms available for the students to complete. (APPENDIX -P, Q & R)

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: SUPERVISION OF CLINICAL EDUCATION

After demonstrating competency in a particular procedure, the student may be permitted to perform the procedure with indirect supervision.

Direct supervision meaning the following:

1. A qualified radiographer reviews the request for examination in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's achievement.
3. A qualified radiographer will instruct and assist the student during the examination.
4. A qualified radiographer reviews and approves the radiographs.

Students must be directly supervised during surgical and mobile (including mobile fluoroscopy) procedures regardless of level of competency.

Indirect supervision meaning the following:

1. A qualified radiographer is readily available to assist, direct, and take the ultimate responsibility for the procedure but need not be physically present.
2. A qualified radiographer reviews and approves the radiographs

Students who have not demonstrated clinical competency in a particular procedure must be under the direct supervision of a qualified radiographer before attempting the procedure.

All images taken must be identified with the qualified radiographers or the student's initials.

Unsatisfactory images shall be repeated only in the presence of a qualified radiographer. When a student must repeat the image, the student is required to complete the repeat image form, which asks for the date of repeat, image exam, how it was corrected and the staff technologist's signature, which is the technologist observing the repeat(s).

All images taken by a student must be approved by a qualified technologist before dismissing the patient, regardless of the status of the student (first or second year) and regardless of the type of exam/procedure.

The student must have all unusual and special positions and procedures checked by a qualified radiographer before dismissing the patient.

NOTE: Without exception, a qualified technologist must be present with students when performing x-ray procedures in the following areas:

1. SURGERY/TRAUMA
2. ICU/CCU
3. NEONATAL NURSERY, NICU/PICU

Students are required to sign a form acknowledging that they understand the direct/indirect supervision policy (pg. 159, APPENDIX A) and the repeat policy (pg. 173, APPENDIX M).

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: VARIOUS MODALITY ROTATIONS

Prior to the date set by the clinical coordinator, each student is required to turn in a completed “modality rotation request form”. As senior students they will be given the opportunity to select two modalities in which to spend a two-week rotation in. They may choose from the following areas:

CT	Radiation Therapy
Mammography	Ultrasound
MRI	Vascular/Interventional
Nuclear Medicine	Heart Cath Lab
DXA	

Upon availability:
Veterinary Medicine

If a student prefers to spend additional time in a particular area of general diagnostic, they may choose to replace one of the modality rotations with an additional rotation through that particular area of general diagnostic at his/her normally assigned clinical site.

Failure to turn in a completed “modality rotation request form” prior to the date set by the clinical coordinator constitutes forfeiture of any rotations through the modalities.

After the set date all modality rotation requests are final.

An example of the form can be found on page 170. (APPENDIX J)

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: WARNING AND NOTIFICATION OF HAZARDS AND RISKS

All occupations have inherent risks that prospective students' (parents') should be aware of. The purpose of this Warning of Hazards and Risks is to bring students' (parents') attention to the existence of potential dangers in Radiology Technology and signing the Informed Acknowledgement of and Consent to Hazards and Risks Form.

Occupations hazards for the field of radiology include, but are not limited to:

- Exposure to infectious disease (examples include but are not limited to: TB, Flu, COVID-19, SARS, MRSA, EBOLA etc.), which may lead to side effects or death.
- Exposure to hazardous processing chemicals or substances.
- Accidental injury in the clinical setting or in route to or from a clinical site.
- Injury or illness that can affect one's personal health or the health of an unborn child.
- Exposure to radiation that may negatively affect one's health or the health of an unborn child.

Any injury or illness can impair one's general physical and/or mental health and may hinder one's future ability to earn a living, engage in business, social, or recreational activities, or generally impair one's ability to enjoy life. There may also be risk of injury, illness, or death resulting from causes not specified in the WARNING and NOTIFICATION of HAZARDS and RISKS.

In addition to acknowledging hazards and risks, the applicant must take responsibility regarding matters of safety involving self and others. After receiving instruction, students will be expected to demonstrate safety practices designed for radiology. Students must inform appropriate faculty or any relevant personal medical condition which might be hazardous or risky to self or others. A student may be required to submit permission from his/her personal physical to participate in radiology education activities.

Upon entering the Radiology Technology program, the student will be required to sign an Informed Acknowledgment of Consent to Hazards and Risks form on page 168. (APPENDIX H).

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: YEAR-END COMPETENCY CLEARANCE

PLAN FOR CLEARANCE:

Each student will be required to prove that they have achieved proficiency skills for student's having completed the first year of the program by demonstrating their abilities to the clinical instructor on a sampling of chest/abdomen, spines, shoulder girdle, pelvic girdle, upper and lower extremities.

The student will be given 60 minutes notification prior to starting the year-end assessment. The assessment clearance will be performed under simulated conditions. No exposure will be made and technique evaluation will be made by the clinical instructor based on the student's technique selection. The assessment clearance will include assessment of patient interaction and psychomotor skills, positioning, procedure knowledge and technique selection.

The student will draw their exams from multiple containers. The containers will be divided into Upper Limb, Lower Limb, Shoulder Girdle, Pelvic Girdle, Vertebral Column and Chest or Abdomen. The student will draw: 1 – Upper Limb, 1- Lower Limb, 1- Shoulder Girdle, 1- Pelvic Girdle, 2- Vertebral Column and 1- Chest or Abdomen exams. The student will be allowed 5 minutes to organize their exams, etc. and 1 hour to complete. There will be no extension of the organization time. The Year End Assessment will be done in "Helen's" Lab (an average knee in the bucky is 8 mAs at 70 kVp). The student will have a stranger as a patient and will need to adjust for technique according to the size of their patient. The student will set up the computer themselves. They will not need to put every exam in the computer since no exposures will be made, instead they will ring a bell to simulate taking the exposure. The student will need to set the panel appropriately for every exam.

The student must successfully complete the assessment clearance with a minimum score of 83%. Students that fail to achieve a demonstrable competency level of 83% will be rescheduled for a second year-end assessment. If the student fails the first two year-end assessments, they will perform remedial training with a clinical instructor and be scheduled for a third attempt at the year-end assessment. The student will be allowed to attempt the year-end assessment three times. If they fail to achieve a passing grade of 83% at the end of the third attempt they will be terminated from the program. All of the student's attempts will be placed in the gradebook and will constitute 20% of the overall clinical grade for Clinical IV.

CATEGORY DEFINITIONS:

Room Preparedness- The student satisfactorily prepared the room for the exam in advance by retrieving all necessary supplies to complete the exam, has arranged all necessary accessory equipment in advance, has the equipment and control panel arranged in proper starting position and settings.

Patient Interaction- Instills confidence and addresses patient's apprehensions and comfort by action and/or verbal communication. Student will obtain an accurate patient history.

Radiation Protection- the student shields the patient when appropriate. Protects self and others by proper use of lead gloves, aprons and lead blocks. Closes the room access door during exposure to prevent secondary radiation exposure to unrestricted area. Student will remove or address any artifacts on their patient.

Equipment Manipulation- The student manipulates the x-ray tube, locks, image receptor and patient support equipment with confidence and ease.

Positioning- the student is confident and comfortable with instructing and directing the patient into required radiographic positions; understands the criteria, angle of CR, structures to be demonstrated, anatomy and structure relationships.

Technique- The student is able to select appropriate kVp and mAs settings to optimally visualize desired anatomy on the completed radiograph.

Patient Safety- The student is able to manipulate the equipment and position the patient in a manner that is safe.

Organizational Skills- the student is able to organize the exams and his/her movements in a manner that is organized while completing the clearance in a timely fashion.

Artifacts: The student changed the patient to accommodate they exam. Any and all artifacts for successful images are removed.

Pregnancy: ALL female patients are asked if there is a possibility of pregnancy (between the ages of 10-60 years of age).

Explanation of Exam: The student is able to explain the procedure to the patient in lay terms.

History obtained: The student obtains a proper history from the patient and asked the appropriate questions.

Example of the form can be found on page 156.

FORMS

SECTION

SUBMITTED ON TRAJECSYS 

MR or Exam # _____

**SPOKANE COMMUNITY COLLEGE
SCHOOL OF RADIOLOGIC TECHNOLOGY
CLINICAL COMPETENCY EVALUATION SHEET**

STUDENT: _____ QUARTER: _____ DATE: _____ SCORE: _____

Trial MR or Exam # _____ Evaluator: _____

Name of Clearance: _____

The student will, with an 83% competency, be able to critique the completed radiographs with respect to positioning, technical factors, alignment of the tube, part and image, radiation protection and radiographs acceptability.

INSTRUCTOR'S RATING SCALE

- (2.1) - Exceeds requirements
- (2) - Meets requirements
- (1) - Struggles to meet requirements
- (0) - Does not meet requirements

PSYCHOMOTOR SKILLS AND PATIENT INTERACTION

Patient-Student Relationship: Instills confidence & addresses patient's apprehensions, comfort, and modesty by actions and/or verbal communication.

Comments: _____

Positioning Skills: The student is confident and comfortable with instructing and directing the patient into required radiographic positions.

Comments: _____

Equipment: The student manipulates the x-ray equipment, and patient support equipment (when the procedure requires it) with confidence and ease.

Comments: _____

Patient Safety: The student uses safety standards required for the exam (i.e., retention bands, patient not left unattended, tube not left over patient, life-support equipment if necessary).

Comments: _____

Radiation Protection: The student shields the patient when appropriate, protects self and others by proper use of lead gloves, apron, lead blocks and shields. Closes the room access door during exposure to prevent secondary radiation exposure to unrestricted areas.

Comments: _____

Radiographic Room Preparedness: The student has satisfactorily prepared the room for the exam, retrieving necessary equipment and supplies, and arranged the control panel in proper starting positions and settings for each projection.

Comments: _____

Organizational Skills: The student completes the exam in an organized and timely fashion.

Comments: _____

SUBMITTED ON TRAJECSYS 

MR or Exam # _____

RADIOGRAPHIC EVALUATION BY THE INSTRUCTOR**INSTRUCTOR'S RATING SCALE**Were any of the views repeated?Y or NWhich View(s)?Reason for repeat(s)?Tech's initials

(3) - Good/Acceptable

(2) - Average

(1) - Requires minor improvement

(0) - Unacceptable

OBJECTIVES:Prep of anatomical area (removal of artifacts for the area of interest.)Comments:Tube, part and image receptor alignment on all projections.Comments:Film identification is correct and present on all projections (I.E. patient ID, Rt. & Lt. Markers)Comments:Evidence of collimation is appropriate on all projections.Comments:Overall diagnostic value of the final radiographs.Comments:The student is able to correctly critique the radiographs. (I.E. positioning, centering, techniquing, etc)Comments:**Conventional Technique and Positioning Evaluation:**

REX/EI #: _____ Position #1: _____

mAs _____ kVp _____ Technique #1 _____ Comments: _____

REX/EI #: _____ Position #2: _____

mAs _____ kVp _____ Technique #2 _____ Comments: _____

REX/EI #: _____ Position #3: _____

mAs _____ kVp _____ Technique #3 _____ Comments: _____

REX/EI #: _____ Position #4: _____

mAs _____ kVp _____ Technique #4 _____ Comments: _____

REX/EI #: _____ Position #5: _____

mAs _____ kVp _____ Technique #5 _____ Comments: _____

REX/EI #: _____ Position #6: _____

mAs _____ kVp _____ Technique #6 _____ Comments: _____

REX/EI #: _____ Position #7: _____

mAs _____ kVp _____ Technique #7 _____ Comments: _____

REX/EI #: _____ Position #8: _____

mAs _____ kVp _____ Technique #8 _____ Comments: _____

REX/EI #: _____ Position #9: _____

mAs _____ kVp _____ Technique #9 _____ Comments: _____

SUBMITTED ON TRAJECSYS ☐

MR or Exam # _____

**SPOKANE COMMUNITY COLLEGE
SCHOOL OF RADIOLOGIC TECHNOLOGY
CLINICAL O.R. COMPETENCY EVALUATION SHEET**

STUDENT: _____ QUARTER: _____ DATE: _____ SCORE: _____

Trial MR or Exam # _____ Evaluation: _____

Name of Clearance: _____

The student will, with an 83% competency, be able to critique the completed radiographs with respect to positioning, technical factors, alignment of the tube, part and film, radiation protection and radiographs acceptability.

INSTRUCTOR'S RATING SCALE

(2.1) Exceeds requirements

(2) - Meets requirements

(1) - Struggles to meet requirements

(0) - Does not meet requirements

PSYCHOMOTOR SKILLS AND PATIENT INTERACTION

_____ **Student - OR Staff Relationship:** Communicates and responds to Dr. and OR staff instruction with confidence.

Comments: _____

_____ **Positioning Skills:** The student is confident and comfortable performing the required radiographic positions.

Comments: _____

_____ **Equipment:** The student manipulates the x-ray tube, locks, surgical table trays and etc. with ease.

Comments: _____

_____ **Sterile Technique:** Student dresses in required OR attire & maintains the sterile field in the OR room.

Comments: _____

_____ **Radiation Protection:** The student wears proper lead aprons, uses safety protection for self and notifies OR personnel before making radiographic exposures.

Comments: _____

_____ **Radiographic Room Preparedness:** The student has satisfactorily prepared the room for the exam by retrieving all necessary equipment and supplies; has arranged all necessary equipment in advance, and set up the mobile equipment in proper starting position.

Comments: _____

_____ **Organizational Skills:** The student completes the exam in an organized and timely fashion.

Comments: _____

Spokane Community College School of Radiologic Technology Competency Clearance Requirements/TRIAL REQUEST/CLEARANCE RECORD					
<u>Students Name:</u>					
ANATOMY	Today's Date	Trial #	Tech/inst. Verify ready	# of CLEARANCE	VERIFIED BY
THORAX:					
Ambulatory chest (adult)					
Chest – Stretcher or Wheelchair (adult AP)					
UPPER LIMB:					
Digit (finger or thumb)					
Hand					
Wrist					
Forearm					
Elbow					
Humerus					
LOWER LIMB:					
Foot					
Ankle					
Tibia / Fibula					
Knee (3 views)					
Patella					
Femur					
TRAUMA LIMB (ADULT)					
Upper Limb (Non-Shoulder)					
Lower Limb					
SHOULDER GIRDLE:					
Shoulder (3 views)					
Trauma Shoulder ("Y" or Transthoracic)					
Clavicle					
PELVIC GIRDLE					
Pelvis (1 view)					
Hip					
Trauma Hip (cross-table lateral)					
VERTEBRAL COLUMN					
C-Spine					
T-Spine					
L-Spine					
Cross table Lateral Spine (pt. recumbent)					
HEAD & NECK:					
*Facial Bones					
*Sinuses					
*Skull					
PEDIATRICS:					
Chest (6 yrs. Or younger)					
Limb (6 yrs. Or younger)					
BONY THORAX:					
Ribs					
ABDOMEN & GI TRACT:					
Abdomen (Supine & Upright)					
Upper GI (Single or Air Contrast)					

Revised 8-17-22

SPOKANE COMMUNITY COLLEGE SCHOOL OF RADIOLOGIC TECHNOLOGY Competency Clearance Requirements/TRIAL REQUEST/CLEARANCE RECORD Cont.....					
ANATOMY	Today's Date	Trial #	Tech/inst. Verify ready	# of Clearance	VERIFIED BY
MOBILE & SURGICAL:					
1 – Mobile Chest (supine or upright)					
1 – Mobile Abdomen					
1 – Mobile Orthopedic-Upper or Lower Ext.					
1 – Surgical C-arm (pinning, rodding or arthrodesis) Manipulation around surgical field and obtain more than one projection.					
1 – Non-Surgical C-arm (bronch, keo, nerve block)					
GERIATRIC PATIENT 65 OR OLDER PHYSICALLY OR COGNITIVELY IMPAIRED (MUST COMPLETE 3 EXAMS)					
Routine Chest					
Upper or Lower Extremity					
Hip or Spine					
ELECTIVES: (MUST COMPLETE 12 ELECTIVES)					
AC Joints					
ABD (decubitus)					
Barium Enema (single or air)					
Calcaneus					
Cysto or VCUG, HSG, ARTHRO					
Decub Chest					
Esophogram (NOT Swallowing Dysfunction)					
*Mandible					
Myelogram					
*Nasal Bones					
Operative Chole or ERCP					
*Orbit					
Peds ABD					
Peds Mobile					
Sacrum and/or Coccyx					
SC Joints					
Scapula					
Scoliosis Series					
SI Joints					
Small Bowel Series					
Soft Tissue Neck					
Sternum					
Surgical Ortho-Hip or Spine					
Toes					
*TMJ					
*Zygoma					
EXAMS FAILED:					

Revised 8-17-22

STUDENT'S NAME: _____ PATIENT: _____ DOB _____

ORGANIZATIONAL SKILLS: _____

COMMENTS:

Evaluator: _____

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
MRI SCREENING FOR STUDENTS**

Students are advised that although the majority of their clinical experience will be in general diagnostic radiology, they may be provided with the opportunity to observe, transport or complete a special rotation in the Magnetic Resonance Imaging (MRI) area.

I _____ have been given the MAGNETIC RESONANCE IMAGING (MRI) AND FERROMAGNETIC SAFETY POLICY and I am aware of its content.

Yes: _____ No: _____

I have watched the MRI Safety video.

Yes: _____ No: _____

Warning: Certain implants, devices, or objects may be hazardous while in the MRI suite. **Do not enter** the MRI suite/environment if you have any questions or concerns regarding an implant, device, or object. Consult the MRI technologists or Radiologist BEFORE entering the MRI suite. The MRI system magnet is ALWAYS ON.

Please indicate if you have any of the following items:

Item	Yes	No
Cardiac pacemaker, wires, heart valve(s) or implanted cardioverter defibrillator (ICD)		
Aneurysm clip(s)		
Metallic implant(s) or prostheses		
Implanted drug infusion device (diabetic pump)		
History of welding, grinding or metal injuries of or near the eye		
Shrapnel, bullet(s), BB's, or pellets		
Permanent cosmetics or tattoos (if being scanned)		
Dentures/teeth with magnetic keepers		
Eye, ear/cochlear, or other implants		
Medication patches that contain metal foil (i.e., transdermal patch)		
Neurostimulator system		
Hair extensions		

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form and the school policy.

Student Signature

Date

SCC Radiology School Student Clinical Evaluation
Observation/Various Modalities Evaluations

Student Name: _____ Dates of rotation: _____

Clinical Site: _____ Rotation: _____ Score: _____

Professional components – This Student:

1. Dress in uniform, meets dress code requirements-uniform is neat, shoes are clean and appropriate, grooming is appropriate.	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
2. Maintains positive and pleasant attitude.	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
3. Maintains a professional dialog when speaking about patients-avoids using terms which are demeaning and unprofessional.	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance

Dependability – This Student:

4. Follows assigned schedule – does not leave early or change shifts frequently	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
5. Arrives at the clinical site on time and is in assigned rotation ready to work	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
6. Takes breaks/lunches at appropriate times	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance

Initiative – This Student:

7. Looks for things to be done without being told.	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Always Exceptional Performance
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Aptitude – This Student:

8. Retains information w/o the need for multiple repeated explanations	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
9. Demonstrates ability to apply previously gained knowledge	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
10. Asks appropriate questions at appropriate times	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance

Communication – This Student:

11. Communicates effectively with department and hospital staff and or patients	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
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Patient Care & Safety – This Student:

12. Adheres to HIPAA and proper patient confidentiality standards	Seldom meets expectations	Struggles to meet expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
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Comments:

Student Signature – My signature signifies I have discussed this evaluation with my clinical instructor	Date
Clinical Instructor Signature	Date

Include comments for all Meets Expectations or lower

revised 4-29-25

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: PANDEMIC VIRAL RESPIRATORY PATHOGEN INFECTION CONTROL
POLICY: EXPECTATIONS FOR STUDENTS

PURPOSE:

This Policy outlines Spokane Community College Radiology Program expectations regarding COVID-19 infection control for all students. The policies summarized in this form are subject to change. It is the responsibility of the student to understand and follow SCC Radiology Program COVID-19-related policies while at any clinical site. If you cannot follow one or more of the requirements outlined herein due to religious objection, disability, or medical condition, the radiology program will work with you to make all reasonable accommodations.

INSTRUCTIONS:

1. Read and fill out the form when prompted.
2. Sign and date the form.

If you have questions or concerns regarding this form or the requirements outlined in this form, you can also contact the program director, Kim Eikum at (509) 533-8613.

PRINT YOUR NAME: _____

SIGN YOUR NAME: _____

COVID-19 Infection Control Summary

Universal Masking:

In order to see more patients safely, we ask that everyone at all our centers cover their faces. We require that you cover your nose and mouth with either a personal item of your choosing (a sewn face covering in a non-offensive print, another surgical or procedural mask, or an N95 or higher rated respirator). If you do not have a personal face covering, a Clinical site-supplied surgical mask must be worn. You are required to wear some form of face covering at all times, while interacting with patients, employees, and healthcare providers. During breaks, separate yourself from others before doffing your face covering. You are also allowed to doff your face covering while alone in a room. If you have a medical condition that precludes you from safely wearing a face covering or mask, SCC Radiology Program will work with you to make all reasonable accommodations.

Check the box that applies to you:

- ☐ I agree to wear some form of face covering as outlined above.
- ☐ I will not wear a face covering as outlined above.
- ☐ I cannot wear a face covering as outlined above.

Hygiene:

Infection prevention requires healthcare personnel to practice good hygiene. Accordingly, you will be required to do the following on the days where you will be at an clinical site:

- Frequently wash your hands with soap and water for at least 20 seconds (roughly the equivalent of singing Happy Birthday twice) or use alcohol-based hand sanitizer (60-80% ethanol or isopropanol). Hand washing or sanitization is required after every patient interaction, after every time you touch a shared surface or someone else, after using the restroom, after eating, and after touching your face (should you touch your face inadvertently or reflexively).
- Do not touch your face or the front of your face covering or mask.
- Refrain from touching shared surfaces and items whenever possible.
- Each time you spend the day interacting with staff and patients in Inland Imaging centers, shower promptly when you return home using soap and water.
- Pull long hair back away from your face.
- Any facial hair must be shaved or neatly trimmed so that a surgical mask fits well over your face.
- You will change out of your scrubs before leaving the clinical building.
- Please launder clothes worn while at the clinical sites accordingly:
- Do not shake your dirty laundry.
- Wash your dirty scrubs and/or lab coat on hot and dry all items completely.
- Do not leave dirty laundry or the shoes you wear in the centers in a location accessible to pets and/or children.
- Wash your hands or use alcohol-based hand sanitizer after handling dirty clothes that were worn at a clinical site location.

Check the box that applies to you:

- ☐ I agree to abide by the hygiene requirements as outlined above.
- ☐ I will not abide by the hygiene requirements as outlined above.
- ☐ I cannot abide by the hygiene requirements as outlined above.

Disinfection:

You are required to disinfect the areas that you touch and use.

- 1) For non-sensitive items such as hard surfaces and equipment, don gloves and then sanitize the surfaces and/or items with purple top wipes. Allow at least a 2-minute contact time to dry.
- 2) For sensitive equipment, such as electronic equipment, sanitize with 60-80% ethanol or isopropanol by thoroughly wetting the surface and allowing time to fully dry.

Sanitize the following items using the above methods:

- Patient contact surfaces, items, and equipment (blood pressure cuffs, tables, wedges, chairs, pulse ox monitors, etc...) must be sanitized between patients. Change out any bedding or other porous materials that contacted a patient before another patient is brought into the exam or procedure room.
- Sanitize the items you touch before someone else must touch those same items: computer keyboards, pens, pencils, countertops, sink handles, door handles, telephone receivers, etc...
- Sanitize items that you touch in the centers' restrooms before and after you use them.

Check the box that applies to you:

- ☐ I agree to disinfect items and surfaces as outlined above.
- ☐ I will not disinfect items and surfaces as outlined above.
- ☐ I cannot disinfect surfaces as outlined above.

Social Distancing:

Whenever feasible at clinical sites, you are required to remain at a distance of 6 feet or greater from other individuals. Do not touch others unless required to do so during a procedure or for an exam.

Check the box that applies to you:

- ☐ I agree to social distancing as outlined above.
- ☐ I will not physically distance myself from others as outlined above.
- ☐ I cannot physically distance myself from others as outlined above.

Contact Tracing:

You are required to cooperate with all contact tracing and infection control efforts should you be contacted by the program director, the Inland Imaging Quality Department, or any local, state, or federal public health authority. You must self-quarantine if deemed appropriate by those entities and follow all of their other instructions.

Check the box that applies to you:

- ☐ I agree to cooperate with any contact tracing and/or infection control efforts.
- ☐ I will not cooperate with any contact tracing and/or infection control efforts.
- ☐ I cannot cooperate with any contact tracing and/or infection control efforts.

Government Orders:

In alignment with SCC Radiology program expectations for students, you are required to follow the Governor's orders regarding limits on social gatherings, commerce, and non-essential travel for the entire length of the program. Keep in mind that the more people you interact with and the more places you visit, the more likely you are to be exposed to SARS-CoV-2. Limit any non-essential travel outside your residence. You are required to remain compliant with the phased approach to reopening Washington.

Washington State Phased Reopening:

- During Phase I, gatherings outside your household are not permitted. Additionally, many stores remain closed and all restaurants remain only open for pick-up.
- During Phase II, gatherings no more than once weekly of no more than 5 people outside your household will be permitted. Some retail and restaurants will be allowed to reopen, but only after social distancing measures are in place.

Check the box that applies to you:

- ☐ I will follow all state and federal orders including those outlined above.
- ☐ I will not follow certain state and federal orders.
- ☐ I cannot follow certain state and federal orders.

Personal Protective Equipment:

In addition to these masking requirements, please read the attached table regarding Personal Protective Equipment for clinical personnel. The table on the following page outlines the PPE required for various exams and procedures. You will be required to understand and don the appropriate PPE given the scenarios listed in the table.

Certain exams and procedures have been determined to be at high-risk for aerosolizing small respiratory or fecal particulates, and therefore require donning a N95 respirator. Due to national shortages on N95s, you will not be fitted for an N95 respirator before or during your time at the clinical sites. For your safety, you will be asked to step out of the room. See the following table.

Check the box that applies to you:

- ☐ I understand and agree to step outside during high risk procedures and exams.
- ☐ I will not step outside during high risk exams or procedures.

In order to avoid contaminating yourself after coming into contact with respiratory secretions or other infectious agents, we ask that you review and practice proper doffing techniques. Please review the CDC guidelines for doffing PPE at the site listed below.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

Check the box that applies to you:

- ☐ I know how to properly doff all required PPE.
- ☐ I will learn how to properly doff all required PPE prior to visiting.
- ☐ I cannot properly doff the required PPE.

Reporting Symptoms and Staying Home when Ill:

The Clinical sites screens patients and staff for the following symptoms prior to allowing them into their centers. If you are screened and turned away from a center, please return home immediately. In the time frame where you will be visiting our centers, you are required to stay home when ill and report any symptoms of illness to Helen Murphy at (509) 202-7810 or helen.murphy@scc.spokane.edu.

Two or more symptoms below bar entry into clinical sites:

- Fever greater than 100 degrees Fahrenheit
- Chills
- Dyspnea (shortness of breath)
- Cough
- Myalgia
- Sore throat
- Anosmia and/or ageusia (loss of smell and/or taste)

Check the box that applies to you:

- ☐ I will stay at home when ill and report symptoms as outlined above.
- ☐ I will not follow the guidelines on symptom reporting and staying at home when ill.

PATIENT EXAM SCENARIOS	PPE AND PROFESSIONAL PRACTICES
Masked Patient without symptoms receiving an exam outside ultrasound and mammography.	PPE includes <input type="checkbox"/> Clinical surgical mask or your own supply of a mask or respirator <input type="checkbox"/> Gloves if staff needs to touch the patient
Masked Patient without symptoms receiving an ultrasound or mammography exam.	Droplet and Contact Precautions PPE includes <input type="checkbox"/> Clinical Site surgical mask (not N95) <input type="checkbox"/> Eye Protection (safety glasses, eye glasses, goggles, or face shield) <input type="checkbox"/> Gloves Conservation includes <input type="checkbox"/> Please wear surgical masks after exam until mask becomes damp, soiled or it is the end of the shift. <input type="checkbox"/> Please reuse face shields. Once used, a face shield is dedicated to you for your entire shift. It should be disinfected between uses. (See below.) Doffing <input type="checkbox"/> Doff gown and gloves, use hand sanitizer, don new gloves, doff face shield taking care not to touch the front. Wet face shield with purple tops. Allow face shield to dry for three minutes. Doff gloves, use hand sanitizer.
High-Risk Procedures, Exams, and Patients You will be asked to step outside the exam or procedure room in these instances.	Procedures and Exams <input type="checkbox"/> Intubations and extubations <input type="checkbox"/> Exams where a patient will undergo active airway suctioning (e.g. tracheostomy) <input type="checkbox"/> CPR <input type="checkbox"/> Lung biopsies and ablations <input type="checkbox"/> Thoracenteses <input type="checkbox"/> Surgeries that require using saws or drills <input type="checkbox"/> Chest tube and pleural drain placements and removals (e.g. for pneumothorax) <input type="checkbox"/> Bronchial artery embolizations <input type="checkbox"/> Orogastric tube placement <input type="checkbox"/> Nasogastric tube placement: o Gastrostomy o Gastrojejunostomy o Jejunostomy <input type="checkbox"/> Esophograms <input type="checkbox"/> Upper Gastrointestinal Series (UGIs) <input type="checkbox"/> Defecography Patient Interactions <input type="checkbox"/> Involving the care for known or suspected COVID-19 patients. <input type="checkbox"/> Involving entering a known or suspected COVID-19 patient's room to perform a portable X-ray or Ultrasound.

Check the box that applies to you:

☐

I understand and agree to abide by the PPE guidelines outlined in the Pandemic Viral Respiratory Pathogen Infection Control Expectations for Radiology students Policy.

Sign Name _____

Date _____

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2025-2026 SCHOOL YEARS.

POP CLEARANCE RECORD

Student: _____

	<u>EXAM</u>	<u>GRADE</u>	<u>DATE COMPLETED</u>
UPPER or LOWER LIMB			
CHEST			
SHOULDER or PELVIC GIRDLE			
SPINE			
ABDOMEN			
MOBILE			
C-ARM			
FLUORO			
WILD CARD			
WILD CARD			

FAILED POP CLEARANCES:

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY PROGRAM <i>QUARTERLY CLEARANCE REQUIREMENTS</i>							
TOTAL OF "54" CLEARANCES REQUIRED	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	5TH QTR.	6TH QTR.	7TH QTR.
PER QTR. MINIMUM REQUIREMENTS	5	10	10	10	10	9	
2 - THORAX (CHEST)	XX	XX					
1 - ABDOMEN (SUPINE/UPRIGHT)	XX	XX	XX				
6 - UPPER LIMB	XX	XX	XX	XX			
6 - LOWER LIMB	XX	XX	XX	XX			
3 - SHOULDER	XX	XX	XX	XX			
3 - PELVIC GIRDLE	XX	XX	XX	XX			
4 - VERTEBRAL COLUMN	XX	XX	XX	XX			
2 - TRAUMA LIMBS (UPPER AND LOWER)ADULT	XX	XX	XX	XX	XX	XX	
1 - BONY THORAX		XX	XX	XX	XX	XX	
1 - GI SYSTEM		XX	XX	XX	XX	XX	
3 - SKULL/FACIAL			XX	XX	XX	XX	
2 - PEDIATRIC (CHEST & LIMB)	XX	XX	XX	XX	XX	XX	
3 - MOBILES (NON-SURGICAL)	XX	XX	XX	XX	XX	XX	
2 - C-ARM'S (1 SURGICAL & 1 NON-SURGICAL)	XX	XX	XX	XX	XX	XX	
3 GERIATRICS		XX	XX	XX	XX	XX	
12 ELECTIVES	XX	XX	XX	XX	XX	XX	
ALL CLEARANCES MUST BE COMPLETED BY LAST DAY OF THE 6TH QUARTER							

SPOKANE COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY SENIOR FINAL COMPETENCY EXAM	
STUDENT'S NAME: _____	PATIENT: _____
PATIENT HISTORY: _____	
DOB OF PATIENT: _____	SEX OF PATIENT: _____
PATIENT	
EXAMS:	
1	
2	
3	
4	
5	

PHASE #2 SKULL & BONY THORAX	
Exams:	1 2 3
PHASE #3 GI	
Exams:	1 2 3

SPOKANE COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY YEAR-END ORGANIZATIONAL FORM	
STUDENT'S NAME: _____	PATIENT: _____
PATIENT HISTORY: _____	
AGE OF PATIENT: _____	SEX OF PATIENT: M F DOB: _____
PATIENT	
1	
2	
3	
4	
5	
6	
7	

SCC Radiology School Student Clinical Evaluation

Student Name: _____ Dates of rotation: _____

Clinical Site: _____ Rotation: _____ Score: _____

Professional components – This Student:

1. Maintains composure in difficult situations	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
2. Accepts and responds well to constructive critique of performance with a positive attitude.	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
3. Dress in uniform, meets dress code requirements-uniform is neat, shoes are clean and appropriate, grooming is appropriate.	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
4. Maintains positive and pleasant attitude.	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
5. Maintains a professional dialog when speaking about patients-avoids using terms which are demeaning and unprofessional.	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance

Dependability – This Student:

6. Good time punch management.	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
7. Arrives at the clinical site on time and in assigned rotation and well prepared for duties.	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
8. Is punctual and reliable in scheduled rotation. Takes breaks/lunches at appropriate times	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance

Initiative – This Student:

9. Starts the day by preparing rooms (stocking). Keeps work area clean and organized	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
10. Completes exams in a timely manner is able to collect appropriate clinical information in a timely fashion.	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
11. Demonstrates ability to trust personal judgement by being aware of own strengths and weaknesses	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
12. Attempts new and challenging tasks	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
13. Watches for exams, initiates exams without having to be told – self-starter. Uses spare time wisely	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance

Aptitude – This Student:

14. Retains information w/o the need for multiple repeated explanations	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
15. Demonstrates ability to apply previously gained knowledge	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
16. Student asks for feedback from the staff technologists.	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
17. Adapts to various technologist and physician's styles and methods	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
18. Asks appropriate questions at appropriate times	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance

Communication – This Student:

19. Communicates with patients in a respectful, considerate manner	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
20. Communicates effectively with peers and/or fellow students.	Seldom	Struggle to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance

SCC Radiology School Student Clinical Evaluation

21. Communicates effectively with department and hospital staff	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
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Procedure Competency – This Student:

22. Performs exams with direct supervision if not YET competent or repeating images.	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
23. Performs exams with indirect supervision if competency has been acquired and student is able to perform exam safely based on patient condition.	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
24. Demonstrates knowledge of radiographic equipment	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
25. Appropriately evaluates patients for potential artifacts	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
26. Demonstrates critical thinking skills for adjusting exam to patient's ability and body habitus	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
27. Is able to identify anatomy on x-ray images	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
28. Able to make necessary correction prior to taking repeat exposure	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
29. Follows appropriate protocols for site and rotation	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
30. Demonstrates appropriate collimation by allowing 1-1/2 inch margin	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
31. Demonstrates appropriate placement and usage of own markers	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
32. Utilizes appropriate kVp and mAs for site and rotation. Attempts to technique.	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
33. Demonstrates correct landmarks, angles and centering.	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance

Patient Care & Safety – This Student:

34. Appropriately identifies patients	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
35. Adheres to HIPAA and proper patient confidentiality standards	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
36. Appropriately shields patients of child-bearing age and children	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
37. Utilizes good body mechanics and assures patient safety	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
38. Demonstrates appropriate infection control practices	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance
39. Performed the specific room rotation objectives and responsibilities	Seldom	Struggles to meet Expectations	Meets Expectations	Exceeds Expectations	Exceptional Performance

Comments:

Student Signature (My signature signifies I have discussed this evaluation with my clinical instructor)

Date

Clinical Instructor Signature

Date

Include comments for all MEETS EXPECTATIONS or lower

Revised 4/03/2024: JT

PATIENT INTERACTION:	_____	(4) – ACCEPTABLE
RADIATION PROTECTION:	_____	(2) – REQUIRES MINOR IMPROVEMENT
ROOM PREPAREDNESS:	_____	(0) – UNACCEPTABLE
EQUIPMENT MANIPULATION:	_____	
PATIENT SAFETY:	_____	PATIENT HISTORY: _____
ORGANIZATIONAL SKILLS:	_____	PATIENT ARTIFACT: _____
SCORE:	_____	

[illegible]

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2025-2026 SCHOOL YEARS.

APPENDICES

SECTION

APPENDIX A

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

ACKNOWLEDGEMENT FOR UNDERSTANDING DIRECT / INDIRECT SUPERVISION

I have read and understand the difference between direct and indirect supervision. I will not perform examinations in areas upon which I have not successfully completed a competency clearance without the direct supervision of a qualified technologist. Once I have demonstrated competency, I understand that I may perform examinations with indirect supervision.

I understand that **all repeats** of images must be done with a radiology technologist present in the room.

I understand that a qualified radiographer reviews and approves all radiographs before the patient is dismissed, regardless of my skill level.

Student's name (please print)

Student's signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

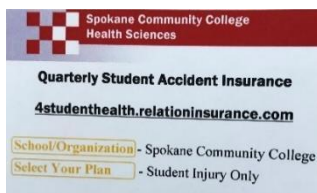
APPENDIX B (Example only)

**RADIOLOGY TECHNOLOGY STUDENT
CLINICAL CHECKLIST**
(Check box when documentation is submitted)

Clinical documentation is required to attend clinical. **The documentation is required prior to August 8th.** Keep copies for your personal files; they will not be provided to you at the completion of the program. (It is the student's responsibility to provide copies of documentation). All forms must be turned in and/or uploaded to Castle Branch **no later than AUGUST 8, 2024** in order to start the program on September 18, 2024. **WATCH ALL DUE DATES!**

- ☐ Student Picture-SCC ID Card-done at beginning of new student orientation!
- ☐ Password form (**Pink or Blue**)
- ☒ Pictures for Clinical - Have pictures taken for clinical (**Senior to do during lunch**)
- ☒ Uniforms - Fitted for uniforms during new student orientation. (**Uniforms & More**)
- ☒ Drug Screening - Mandatory drug screening Completed through Lab Corp.
- ☒ Background Check - Completed **prior** to new student orientation!!
- ☐ Criminal History Disclosure Form - Completed at new student orientation!! (**White form**)
- ☐ Media Release Form - Completed at new student orientation!! (**White form**)
- ☐ FERPA Form - Completed at student orientation! (**White form**)
- ☐ Release of Liability - Completed at student orientation!! (**Gray form**)
- ☐ Emergency Contact - Completed at student orientation! (**Green form**)
- ☐ Clinical Agreement - Completed at student orientation! (**Blue form**)
- ☐ Castle Branch Agreement - Completed at student orientation! (**White form**)
- ☐ Health & Commitment Form - Completed at student orientation! (**Purple form**)
- ☐ Medical Insurance - Provide a **copy** of Medical/Health Insurance Card with student's name indicated on card. Or a letter or copy of registration form will be accepted until you have received your card. If you need to purchase health insurance you may purchase it at the student Health Insurance Exchange: <http://4studenthealth.relationinsurance.com>

****this must be purchased each quarter and submit receipt of purchase****

☐

Register for classes--Completed at new student orientation!!

☐

SURG 105--7 hours HIV/AIDS education is required. If you haven't taken this before, you will be registering for SURG 105, which is 1 credit course and only adds about \$25 to your overall registration fee. Otherwise, you could be paying \$50-100 for the course elsewhere. Turn in a copy of certificate of completion by October 2, 2024.

☐

Receive copies of Orientation Schedule

Textbook Schedule

Class/Clinical Schedule

Policy Book Assignment —(first day of school we will assign)

Resources form

SCC Parking Permits/Uniforms N More

CPR CARD retrieval and upload by August 8th!—Should get this from Jamie during CPR

2 interesting or uninteresting Facts about ME

School Supply List (Highlighters, notebooks, Composition book)

☐

Health Record forms. **Complete, scan & Upload to Castle Branch site. When completed--e-mail helen.murphy@scc.spokane.edu**

Each of the following must be initialed and dated by a healthcare provider: **(white form)**

1. 2-Step TB Test (*If your healthcare provider uses the QuantiFERON or "QFT" blood test, documentation including date and results of test, plus healthcare provider's initials will be required. Check with your physician or healthcare provider for information on QFT tests.*) **Note: You cannot be tested for TB for 6 weeks following the MMR vaccine (or any other live vaccine). Get your TB testing done first!! Your first (1st) TB test must be dated between, February 1 – July 31, 2024. Your last (2nd) TB test must be dated prior to August 8, 2024. NO EXCEPTIONS.**
2. MMR (Measles/Mumps/Rubella) Vaccination
3. TDAP (Tetanus/Diphtheria/Pertussis) Vaccination **Less than 10 years old.**
4. Varicella (Chicken Pox) Vaccination
5. Hepatitis B Vaccination – **All must have a Titer!!** COVID Vaccination(s) -Copy of Card(front and back).

****All immunizations/titers/ to be paid by student. This is not included in the tuition and lab fees***** **UPLOAD ALL DIGITAL FILES**

- ☐ Influenza for-- Upload in documentation of receiving the Influenza Shot **by Sept. 18th !**
- ☐ CPNW eLearning—Pay Fee \$75 and Complete all the eLearning modules in CPNW (www.cpnw.org) **on or before Sept. 17, 2024. You must retake each module until you receive a “PASS” status for that module. AT HOME**
- ☐ Log into Trajecsyst.com-\$150 fee Due by September 1st. **AT HOME**
- ☐ Inland Imaging-Completed at new student orientation!! **(White form)**
- ☐ Providence-Completed at new student orientation!! **(Tan form)**
- ☐ Log in for Castle Branch-\$43 fee due July 31st, All documents uploaded by Aug. 8th 2024.
- ☐ MyClinical—Log in and pay fee July 31st

COPY MACHINE AVAILABLE FOR STUDENT USE IN LIBRARY, BLDG. 16

KEEP COPIES OF ALL RECORDS FOR YOUR FILES
YOU MAY NEED THEM UPON EMPLOYMENT
(We cannot make copies for you)

CLINICAL DOCUMENTS REMAIN THE PROPERTY OF
SPOKANE COMMUNITY COLLEGE AND **WILL NOT BE RETURNED.**

APPENDIX C

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

CLINICAL COMPLIANCE FORM

Grading is based on the written and verbal observations, clinical competencies and evaluations done by the clinical instructor and/or staff technologists at the clinical site where you are located.

*** Non-compliance with any of these rules may result in the dismissal of the student from the clinical site and Radiology Technology program. If you encounter major problems which you cannot solve, it is your responsibility to make your instructor aware of them in a timely manner – BEFORE they become disasters. You can make your clinical a successful and positive experience. It is the student's responsibility to maintain their own compliance in the Castle Branch Onboarding system. If the student is out of compliance, they will not be allowed to attend clinical until the matter is resolved, and the student will use their sick time and/or make up the time if they have gone over their allowed 2 days off for the quarter.

By signing below, I, _____ am confirming that I have read and understand the rules of clinical. I understand that:

1. Should I be denied entrance to a clinical site which may be, but not limited to, academic performance, professionalism, or self-presentation during your time in the program,
2. Should I be asked to leave a clinical site by my instructor (on the advice of the site supervisor) or the site supervisor directly,
3. I fail the mandatory Spokane Community College and/or Clinical Site required drug screening or additional background screenings as required by the college or clinical site,
4. I violate any of the "unprofessional conduct" areas in the "Lines of Authority" policy,
5. I have failed to maintain compliant in the Castle Branch Onboarding system.

Any of the above will be considered a failed clinical, and I may be dismissed from the Radiology Technology program at that time. This means I will not graduate. Upon review by the SCC advisory committee, dean and/or program director I may, but am not guaranteed, be allowed to re-enroll. Any potential re-enrollment is dependent on clinical availability.

I have read and understand the rules as they have been presented to me. I have been given the opportunity to ask any questions regarding this contract that I wish to ask. I understand that I am a guest of any and all the clinical sites I rotate through.

Student Signature

Date

Program Director or Clinical Instructor Signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2025-2026 SCHOOL YEARS.

APPENDIX D

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

CLINICAL LOG MAINTENANCE SIGN-OFF

It is the student's responsibility to maintain and update their exam log on a daily basis. Each exam that the student participates in and/or observes should be documented in Trajecsyst under exam logs.

Each log entry will include the correct date, procedure exam, level of participation (assisted or unassisted) and any repeats.

Students are responsible for the upkeep of the exam log, which will remain a part of the student's records maintained by the school.

Exam logs will be evaluated at the end of each quarter on a specific designated day. Since exam logs are partial verification of clinical experiences of the student, failure to maintain an updated log will result in a reduction of the student's clinical grade for the quarter. The exam log constitutes for 10% of your clinical grade in that specific quarter. The reduction of the exam log grade for the quarter would be as follows:

1. 25% if the exams recorded are 75% the median (either over or under the median).
2. 50% if the exams recorded are 50% of the median.
3. 75% if the exams recorded are 25% of the median.

I have read and understand the "Clinical Logbook Maintenance" policy, as it pertains to students enrolled in the Radiology Technology program at Spokane Community College.

Student's name (please print)

Student's signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX E

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

CONFIDENTIALITY AGREEMENT

Patient confidentiality is a vital part of patient care these days. It is imperative that radiology students understand and follow the same confidentiality rules that apply to employees, physicians, and volunteers. There are federal and state laws in place to protect patient information.

A few types of actions that may be considered as breaches of confidentiality are:

1. Disclosing patient information to a third party.
2. Discussing patient information with the patient's family without proper consent from the patient.
3. Discussing patients to family and friends.
4. Discussing patient information with other medical workers that aren't involved in the procedure or exam.
5. Reading a patient's chart for the sake of curiosity.

I agree that I will not discuss, with anyone, any medical information about the patients that I may come in contact with while in the radiology department without specific authorization from the patient or allowed by law. In addition, I will not seek out information about patients that I am not directly involved in. I agree that I will not divulge copy, release, sell, loan, alter or destroy any patient or clinical site information/data.

Furthermore, I will keep my assigned password(s) confidential and not access the computer systems using another user's password, only use approved licensed software and not utilize the internet for non-school usage.

I understand that breaching any of these policies will be grounds for disciplinary action, including termination from the radiology program.

Student's name (please print)

Student's signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX F

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

ENERGIZED LAB ACKNOWLEDGEMENT FORM

The Radiography Program Laboratory (lab) consists of a fully energized tube in the Jenkins's Wellness Center, Bldg. 7, Rooms 144, 183 & 185.

The unit's meet all state and federal regulations for general radiography. The unit's are utilized to obtain objectives in courses as stated in the curriculum. An overview of Radiation Safety is provided in mandatory radiography orientation Rad 115, Rad 125, Rad 215. In addition, it is continually discussed in other radiology courses but not listed as a course objective.

UNDER NO CIRCUMSTANCES shall students be allowed to operate ionizing equipment without the guidance of a faculty member. All students must abide by the lab policy. The purpose of the lab is to coordinate actual practice with didactic material. Students who blatantly refuse to adhere to these rules are subject to dismissal from the program.

Students are allowed to utilize the lab to practice and prepare for their lab testing. The students must wear their radiation badge, ID badge and have their markers at all times while in the lab.

The following signage is posted in the lab: **'RADIOGRAPHY FACULTY MUST BE AVAILABLE FOR ALL RADIATION EXPOSURES.'**

Students will not make any exposures in the lab without the approval of one of the radiography program faculty.

Students are responsible for all actions in the lab including the use of all phantoms and radiographic equipment. The student will be held responsible for any damage to any phantom or radiographic room.

I have read and understand the "Energized Lab" policy, as it pertains to students enrolled in the Radiology Technology Program at Spokane Community College.

Student's name (please print)

Student's signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR



APPENDIX G

SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY

Allied Health Programs
Spokane Community College
1810 N Greene Street, MS 2090
Spokane, WA 99217-5399

FERPA DISCLOSURE

Authorization to Disclose Information in Education Records Pursuant to FERPA

I understand that my education records are protected by the *Family Educational Rights and Privacy Act of 1974*, and they may not be disclosed without my prior written consent. I hereby consent to the disclosure of the following education records pertaining to me to college officials, authorized representatives of Health Organizations requesting college educational records for certification and auditing compliance including the purposes stated below:

I hereby authorize the following:

1. The Spokane Community College Radiology Technology Program Director.

to disclose and release of the following records:

1. Written evidence of negative TB skin tests, QuantIFERON serum tests, or proof of chest x-ray and negative symptoms check.
2. Written proof of vaccinations or proof of immunity by titer for:
 - a. Measles, mumps, rubella (MMR)
 - b. Varicella (Chicken Pox)
 - c. Tetanus, Diphtheria, and Pertussis (Tdap)
3. Written proof of immunity by vaccination or titer to Hepatitis B or a signed waiver if I decline the Hepatitis B vaccination.
4. Written proof of annual vaccination for influenza or a copy of the signed waiver declining vaccination.
5. Copy of any health care licenses.
6. Written copy of results of any Background Check completed after my acceptance into the SCC Nursing Program.
7. Copy of my current health provider level CPR card.
8. Written copy of current drug screen report.
9. Written proof of medical and liability insurance.
10. Copy of any records related to completion of any training related to facility policies, procedures and orientation (i.e. computer training, HIPPA and Privacy Training, Fire Safety Training, Blood-Borne Pathogens Training).

to the following persons:

1. Human Resources Department of Clinical Agencies I am currently participating in clinical experiences.

for the following purposes: Designated personnel for Clinical Access of Information Resource Management.

1. To meet contractual agreements with student affiliation agreements.

I understand further: (1) that such records may be disclosed only on the condition that the party to whom the information is disclosed will not re-disclose the information to any other party without my prior written consent unless specifically allowed by law; (2) that I have the right not to consent to this release of my education records by completing (CCS Form _____) or by filing a written notice to the SCC Registrar; (3) that I recognize that a copy of such records must be provided to me within 45 days - of my written request; and 4) that this Authorization remains in effect unless an expiration date is listed below by me in writing or revoked by me in writing to the SCC Registrar Office.

By signing this form, I certify that I agree to the disclosure and release of the college educational records referenced above.

A copy of this authorization shall be considered as effective and valid as the original.

PRINT NAME

SID #

SIGNATURE

DATE

☐ I am opting out of signing this form and understand that I will not be eligible to participate in clinical activity at agencies requiring disclosure of this information. This may prevent me from successfully meeting the requirements for completion of the Nursing Program.

SIGNATURE

DATE
FORM ID##

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2025-2026 SCHOOL YEARS.

APPENDIX H

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

INFORMED ACKNOWLEDGEMENT OF AND CONSENT TO HAZARDS and RISKS

I have read and understand that there are inherent risks and potential dangers for myself as a student in the radiology program. The occupational hazards for the field of radiology include, but are not limited to:

- Exposure to infectious disease (examples include but are not limited to: TB, Flu, COVID-19, SARS, MRSA, EBOLA etc.), which may lead to side effects or death.
- Exposure to hazardous processing chemicals or substances.
- Accidental injury in the clinical setting or in route to or from a clinical site.
- Injury or illness that can affect one's personal health or the health of an unborn child.
- Exposure to radiation that may negatively affect one's health or the health of an unborn child.

I will take responsibility regarding matters of safety involving myself and others.

Student's name (please print)

Student's signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX I**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY**

LAST NAME: _____

MEDIA RELEASE FORM**PROJECT TITLE:** Photos for the clinical sites**PROJECT COORDINATOR:** Kim Eikum

To Whom It May Concern:

I hereby consent to and authorize the use and reproduction by Spokane Community College any and all photographs, visual records, sound recordings, musical compositions performed, composed, arranged, or conducted by me of any medium, and information obtained of and from me by written or verbal means to use, as you may desire, for educational, promotional or other Spokane Community College purposes without compensation.

Furthermore, I release Spokane Community College of any and all liability. I understand that all photographic prints, recordings or other audio/visual record of me, and any information gathered from me will be the sole property of Spokane Community College.

Signature:

Name (please print):

Date:

Home Address:

Telephone:

E-mail:

APPENDIX J

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY**

MODALITY ROTATION REQUEST FORM

Student's name

The following are my two choices for modality rotations:

1. _____
2. _____

I understand that once I've chosen my selections and the schedule has been made, I am obligated to complete the chosen modality rotations.

Student's signature

Date

PLEASE SIGN & RETURN TO THE CLINICAL COORDINATOR

APPENDIX K

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

PREVIOUS RADIATION WORK EXPERIENCE

Prior to entering Spokane Community College's Radiology Technology program:

_____ I have not had any previous work experience around radiation that required me to wear a radiation badge.

_____ I have had previous work experience around radiation
(Give dates & previous employers that can provide radiation monitoring)

You are responsible for obtaining your previous radiation exposure records

Student's name (please print)

Student's signature

Date

PLEASE SIGN & RETURN TO THE CLINICAL COORDINATOR

APPENDIX L

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

RADIATION BADGE REPORT

Documentation of Radiation monitoring badge readings over 400mrem/4mSv for whole body

STUDENT _____ **DATE** _____

CLINICAL SITE _____

RADIATION BADGE READING _____ **mR for the months of** _____

If a student's radiation badge reading is over 400mrem/4mSv for whole body for any 3-month report span, the following procedure will be followed and documented.

DATE

1. Discussion between student, Program Director and Program Radiation Safety Officer concerning reason for over exposure _____
2. Discussion with the clinical instructor concerning possible reasons for overexposure. _____
3. Recommendations made by the Radiation Safety Officer to prevent future overexposure. _____

POSSIBLE REASON AND RECOMMENDATIONS:

Signature of Student **Date**

Signature of Clinical Instructor **Date**

Signature of Radiation Safety Officer **Date**

Signature of Program Director **Date**

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX M

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

REPEAT POLICY / IMAGE APPROVAL POLICY

All student repeat images must be performed under the DIRECT supervision of a qualified technologist, regardless of the status of the student (first or second year) and regardless of the type of procedure. When a student must repeat the image, the student is required to complete the repeat image form, which asks for the date of repeat, image exam, how it was corrected and the staff technologist's signature, which is the technologist observing the repeat(s).

These policies supersede all other policies regarding supervision.

Violation of either of these policies will result in disciplinary action for the student and may be grounds for termination from the program.

I have read and understand the "Repeat & Image Approval Policies", as they pertain to students enrolled in the Radiology Technology program at Spokane Community College.

Student's name (please print)

Student's signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX N

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

RULES OF ETHICS ACKNOWLEDGEMENT FORM

In the ARRT 2013 Radiography Certification Handbook and Application Materials it states on page 6, last paragraph under Ethics heading the following:

“The certification application also asks you to respond to a question about violations or sanctions related to the honor code. All candidates must sign a written consent under the Family Educational Rights and Privacy Act (FERPA). This consent allows ARRT to communicate freely and openly with program directors and to obtain specific parts of your educational records concerning violations of an honor code.”

This can also be found on the ARRT website at [Ethics Information - ARRT](#)

This statement means that if a student is in violation of any ARRT Rules of Ethics, which includes academic dishonesty, you may be prevented from taking the National Examination. While Spokane Community College's policy on academic dishonesty only allows a faculty member to give a student "0" grade on a test, quiz, or assignment if caught cheating; the program director will not in good faith be able to sign off that the student has successfully completed the Radiology Technology program. Hence, the student will be unable to take the National Examination.

I, _____ hereby understand that if I am caught violating the ARRT Rules of Ethics, which includes academic cheating, I may be able to complete the program if I fulfill all the other Radiology Technology program requirements, but the program director will not sign off that I am able to take the ARRT examination. The program director would be in direct violation of the Rules of Ethics if he/she did sign off stating that you graduated in good standing and are now eligible to take the examination.

Student Signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX O

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

STUDENT AGREEMENT

I, _____ have received a copy of the current SCC Radiology Technology Student Handbook & SCC Health Sciences – Allied Health – Student Handbook, which includes the Administrative & Operational Policies. I have read and understand the policies within the Radiology Technology Student Handbook.

I agree to adhere to the rules and regulations of the clinical sites, Spokane Community College, and the Radiology Technology program.

I understand it is my responsibility to monitor my progress while in Spokane Community College's Radiology Technology program.

Student's name (please print)

Student's signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX P

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY**

STUDENT PREGNANCY FORM

To: _____

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am voluntarily acknowledging that I am pregnant. I believe I became pregnant in _____ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter).

I agree the missed time or uncompleted objective(s) will be made-up before I am allowed to graduate.

If I find out that I am not pregnant, or if my pregnancy is concluded prior to the previous date indicted, I will promptly inform the Program Director and Clinical Coordinator in writing.

Student's Signature

Date

Student's Name (Printed)

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX Q

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

STUDENT PREGNANCY INSTRUCTIONAL FORM

On _____ I reviewed the general radiation protection video, Regulatory Guides 8.13 and 8.29 and had the opportunity to discuss with the Radiation Safety Officer any questions that I have related to radiation safety during my pregnancy.

I understand and comprehend the information supplied in the general radiation protection video, regulatory guides 8.13 and 8.29, and through my discussion with the Radiation Safety Officer.

Student's Signature

Date

Student's Name (print)

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX R

SPOKANE COMMUNITY COLLEGE RADIOLOGY TECHNOLOGY

STUDENT PREGNANCY RELEASE FORM

On _____, after reviewing the general radiation protection video, Regulatory Guides 8.13 & 8.29, and my discussion with the Radiation Safety Officer, I had an opportunity to review my options with the program director. I understand that I must determine whether I am going to withdraw or remain in the program.

_____ I have decided to withdraw from the program with the option to re-enter at the beginning of _____ quarter of next year, which is the quarter I am currently enrolled in.

_____ I have decided to remain in the program. I understand that my clinical rotations will remain the same and at no time will I ask to have these rotations modified in order to accommodate my pregnancy. However, I realize that I have the option to withdraw from the program at any time with the opportunity to re-enter at the beginning of the quarter I am currently enrolled in next year. I will follow all the guidelines set forth in the information given to me through the general radiation protection video, Regulatory Guide 8.13, Radiation Safety Officer and student "declared" pregnancy policy.

Student's signature

Date

Student's name (Printed)

***Student
Copy***

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX S

SPOKANE COMMUNITY COLLEGE

STUDENT PETITION PROCEDURES

STUDENT CONCERNS PROCEDURE

Informal Guidelines

For Addressing Student Concerns for Non-Faculty Employees

The following steps are to be followed by the student when seeking review of an informal concern involving a non-faculty employee of Community Colleges of Spokane. The student is asked to remember:

1. This is an informal process, requiring no paperwork or forms. The intent is to establish a dialogue between the student and the employee's supervisor that results in resolution of the concern.
2. Concern(s) must be initiated within ten (10) instructional days of the start of the quarter following the quarter during which the alleged action(s) occurred.
3. The review of concern(s) must proceed from the lowest level of review to higher levels of review.
4. The student will make reasonable effort to complete the informal concern process within twenty (20) instructional days. The student has a right, with advance notice, to a supporter* during any meeting.
5. At any point during the informal process, the supervisor or appropriate administrator may call an informal meeting between the student and non-faculty employee to attempt resolution.
6. Group concerns will not be considered.

Step 1: The student communicates with the supervisor of the employee with whom they have the concern and describes the concern. The supervisor will attempt to facilitate an acceptable resolution between the employee and student. The supervisor has five (5) instructional days to respond after hearing the student's concern. There is no need for further action if the concern is resolved at Step 1.

Step 2: If the informal concern is not resolved at Step 1 or is determined by the employee's dean or appropriate administrator/supervisor to be appropriately advanced to this step, the student next speaks with the appropriate administrator or supervisor. Upon the administrator or supervisor determining that appropriate steps were followed, the administrator or supervisor will attempt to informally resolve the concern. The administrator or supervisor will respond to the student within ten (10) instructional days of receiving the concern and they will inform the employee and supervisor of the response. If the concern cannot be resolved at this informal level and the issue warrants formal action, the student may proceed to the Formal Process for Addressing Student Complaints.

Student Concerns Procedure (cont'd)

Special Circumstances: If at any point during the concern process it is determined the concern may involve violation of federal/state law or Board policy, the concern may be forwarded to the appropriate office.

*Supporter is a non-employee who provides support to the student complainant but otherwise does not speak or provide legal counsel on the student's behalf.

Formal Student Complaint Process: If a student concern has not been resolved to the student's satisfaction following the informal resolution process, the student may file a formal complaint utilizing the *Formal Student Complaint Form for Non-Faculty Employees*. The form must be submitted to the appropriate administrator or supervisor's office within ten (10) instructional days of the administrator or supervisor's Step Two response. Failure to do so causes the complaint to be denied as untimely.



FORMAL STUDENT COMPLAINT FORM FOR FACULTY

Community Colleges of Spokane (CCS) has established procedures to assist students who feel they have a complaint or concern relating to an action by a member of the CCS faculty community. The formal student complaint process is intended to provide a means for investigating and resolving student complaints and should be followed if, *and only* if the informal resolution process has not been resolved to a student's satisfaction. Please carefully review the informal process guidelines below to ensure that all steps have been exhausted before continuing to submit the *Formal Student Complaint Form for Faculty*.

INFORMAL PROCEDURE FOR ADDRESSING STUDENT CONCERNS FOR FACULTY

The following steps are to be followed by the student when seeking review of an **informal** concern involving a faculty member of Community Colleges of Spokane. The student is asked to remember:

- ✓ **This is an informal process, requiring no paperwork or forms.** The intent is to establish a dialogue between the student and the faculty member that results in resolution of the concern.
- ✓ Concern(s) must be initiated within ten (10) instructional days of the start of the quarter following the quarter during which the alleged action(s) occurred. An informal concern may be initiated in summer quarter if the faculty member and student mutually agree.
- ✓ The review of concern(s) must proceed from the lowest level of review to higher levels of review.
- ✓ The student will make reasonable effort to complete the informal concern process within twenty (20) instructional days. The student has a right, with advance notice, to a supporter* during any meeting.
- ✓ At any point during the informal process the department chair and/or dean may call an informal meeting between the student and faculty to attempt resolution.
- ✓ Group concerns will not be considered.

Step 1: The student communicates to the faculty member with whom they have the concern and describes the concern. The faculty member has five (5) instructional days to respond after hearing the student's informal concern. There is no need for further action if the concern is resolved at Step 1.

Step 2: If the informal concern is not resolved at Step 1, the student next speaks with the faculty member's department chair. The department chair will first ascertain if the student made attempts to contact the faculty member for step one resolution. If so, then the chair will attempt to facilitate an acceptable resolution between faculty member and student. The chair will have 5 instructional days to respond after hearing the student's informal concern. There is no need for further action if the concern is resolved at Step 2.

Step 3: If the informal concern is not resolved at Step 2 and or is determined by the faculty member's dean to be appropriately advanced to this step** the student next speaks with the dean. Upon the dean determining that appropriate steps were followed, the dean will attempt to informally resolve the concern. The dean will respond to the student within ten (10) instructional days of receiving the concern; the dean will inform the faculty member and department chair of the response. If the concern cannot be resolved at this informal level and the issue warrants formal action, the student may proceed to the ***Formal Process for Addressing Student Complaints*** [below](#).

Special Circumstances: If at any point during the concern process it's determined the concern may involve violation of federal/state law or Board policy, the concern may be forwarded to the appropriate office.

**Supporter is a non-employee who provides support to the complaining student but otherwise does not speak or provide legal counsel on the student's behalf.*

***The student may initiate the informal concern directly at Step 3 provided the cause for the student not proceeding through Step 1 and Step 2 is ascertained and found credible by the dean.*

STUDENT COMPLAINT (PLEASE COMPLETE THE INFORMAL COMPLAINT PROCESS BEFORE PROCEEDING.)

Date of Dean's Step Three Response to Informal Student Concern: _____

Date of Student's Formal Complaint: _____

Student Statement/Complaint: _____

(attach additional pages as necessary)

DEAN INTAKE AND ASSESSMENT

The dean assesses the formal complaint and makes a determination of whether the complaint is appropriate for further consideration.

Date the Dean Received the Student's Formal Complaint: _____

☐ The student's complaint *is not* appropriate for further consideration.

- Notify the student in writing no later than ten (10) instructional days after receipt of the formal complaint. Attach response to this form. Complaint is terminated and may only be considered further by appeal to Vice President (see below).

Date of Dean's Determination Notification: _____

☐ The student's complaint *is* appropriate for further consideration.

- Within ten (10) instructional days of receiving the formal complaint send a copy to the faculty member and AHE.

Date Dean Forwarded Copy of Complaint to Faculty Member: _____

FACULTY RESPONSE

The faculty submits to dean a written response to the formal complaint within ten (10) instructional days of being notified by the dean. Attach written response to form. The faculty can either:

- ☐ assert the informal process was not followed, or
☐ provide the dean a written response to the complaint.

Date Faculty Member Received Dean's Notification: _____

Date of AHE Notification: _____

Date of Faculty Member's Response to Complaint: _____

DIVISION RESPONSE

A meeting to discuss the complaint and draft the division's official response is scheduled by dean within ten (10) instructional days of receiving the faculty's written response. Meeting includes the dean, faculty and AHE representative. Others may participate at the mutual agreement of the dean and faculty.

Date Dean Received Faculty Member's Written Response: _____

Date of AHE Notification: _____

Date of Division Response Meeting: _____

The dean will provide the division's formal response to the student within five (5) instructional days after the above meeting. Attach the response to this form. This serves as the official division response to the complaint.

VICE PRESIDENT APPEAL

If the complaint is not resolved to the student's satisfaction, she or he may appeal to the Vice President within ten (10) instructional days after the division's response. The Vice President's response will be attached to this form and serves as the college's final official response to the complaint.

Date Student Filed Appeal to the VP: _____

Date of Vice President Response: _____

Date of AHE Notification: _____

APPENDIX T**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY****STUDENT EVALUATION – CLINICAL RESOURCES**

Clinical Instructor/Clinical Preceptor 1: _____/ _____

Clinical Site: _____/ _____

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

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

A. CLINICAL ROTATIONS/FACILITIES

1. Facilities

a. The clinical facilities offer a sufficient number of procedures for students to meet clinical objectives.	5	4	3	2	1	N/A
b. The clinical facilities offer a sufficient variety of procedures for students to meet clinical objectives.	5	4	3	2	1	N/A
c. The clinical facilities provide adequate exposure to current equipment.	5	4	3	2	1	N/A

2. Experiences

a. Each clinical rotation is of sufficient length to enable students to complete clinical objectives.	5	4	3	2	1	N/A
b. Clinical rotations provide equivalent experience for all students.	5	4	3	2	1	N/A

COMMENTS: _____

B. CLINICAL INSTRUCTOR/CLINICAL PRECEPTOR 1

1. Clinical instructor/Clinical Preceptor 1 is adequately oriented assigned clinical areas, and procedures.	5	4	3	2	1	N/A
2. Clinical instructor/Clinical Preceptor 1 is sufficiently knowledgeable to provide student instruction.	5	4	3	2	1	N/A
3. Clinical instructor/Clinical Preceptor 1 provides appropriate supervision of students during performance of assigned activities	5	4	3	2	1	N/A

4. Clinical instructor/Clinical Preceptor 1 is consistent In his/her evaluation of student performances.	5	4	3	2	1	N/A
5. Clinical instructor/Clinical Preceptor 1 is readily available to assist students when scheduled at the site.	5	4	3	2	1	N/A
6. Clinical instructor/Clinical Preceptor 1 is effective role model for students.	5	4	3	2	1	N/A
7. Clinical instructor/Clinical Preceptor 1 encourages students to think and solve clinical problems.	5	4	3	2	1	N/A
8. Clinical instructor/Clinical Preceptor 1 treat all students fairly and impartially.	5	4	3	2	1	N/A
9. Clinical instructor/Clinical Preceptor 1 supports the radiology program and clinical setting policies.	5	4	3	2	1	N/A
10. Clinical instructor/Clinical Preceptor 1 is approachable when the students have questions/concerns.	5	4	3	2	1	N/A

COMMENTS: _____

Student's signature (optional)

Date (required)

Overall comments & scores will be tabulated and presented to the clinical instructor in type-written form in order to keep your response anonymous.

August 4, 2017

APPENDIX U**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY****STUDENT C-ARM CHECK OFFS****(Siemens Variac)**

Before a student will be allowed to operate the C-Arm equipment they must demonstrate the ability to:

1. Start Up the C-Arm (know the proper sequence for connecting cables and applying power)
☐
☐
☐
☐

- a. Connect C-Arm Workstation to C-Arm
- b. Connect C-Arm Workstation into red wall outlet if available may need to know where adapter is
- c. Press the Circle with the Dot Button at the front of the Workstation (turns the machine on)
- d. Laser pointer on and off.

2. Lock and Maneuver C-Arm
☐
☐
☐

- a. Can Lock and Unlock C-Arm and Workstation Wheels
- b. Can Lock and Unlock Transverse Axis, Tilt, Swivel (Wig Wag), and Oblique Rotation
- c. Can Raise and Lower C-Arm (Vertical Axis)

3. Enter and Verify Patient Information
☐
☐
☐
☐

- a. Patient browser
- b. Refresh Patient List
- c. Create a new patient (for Add-On Cases that have not been scheduled).
- d. Set the appropriate Exam Profile

4. Set, Verify and Configure Controls
☐
☐
☐
☐
☐
☐

- a. Identify Exposure Button (Eye) on C-Arm, hand control, and foot control
- b. Identify Mode Button on C-arm, hand control, and foot control
- c. View and modify exposure controls using Workstation
- d. Capture a single image (Scout) or a movie (Cine) in normal mode.
- e. Configure system for a Chole.
- f. Turn Low Dose On and Off
- g. Reset 5 Minute Timer

5. Manipulate Displayed Image
☐
☐
☐
☐

- a. Rotate image clockwise and counterclockwise
- b. Orient Image for Right to Left Inversion
- c. Orient Image for Top to Bottom Inversion
- d. Magnify Image

6. Collimate
☐
☐
☐

- a. Increase and Decrease Circular (Iris) Collimation
- b. Increase and Decrease Leaf Collimation
- c. Rotate Leaf Collimation clockwise and counterclockwise

7. Save and Send Images
☐
☐

- a. Identify Save Button on C-Arm, hand control and Workstation
- b. Select a group of images and Dose Report and send to PACS

8. Properly Shut Down the C-Arm
☐
☐
☐
☐

- a. Lower C-Arm to lowest Vertical Position and TV screen on monitor.
- b. Turn Power Off (Circle with dot outside of circle on workstation)
- c. Unplug power from the wall and disconnect C-Arm from Workstation
- d. Wipe and clean C-Arm after each use

Additional Comments:

Student _____ Date: _____
 Technologist _____

Effective date 2/8/2017

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY**

OEC 9800 / 9900 C-Arm

Before a student will be allowed to operate the C-Arm equipment they must demonstrate the ability to:

I Start Up the C-Arm (know the proper sequence for connecting cables and applying power)

- 1st - Connect C-Arm Workstation to C-Arm (Red Dot to Red Dot)
- 2nd - Connect C-Arm Workstation into the wall outlet (Red outlet)
- 3rd - Connect Workstation to RIS(port13)
- 4th - Press Green Power On Button at the front of the Workstation
- Attach and Remove Laser Pointer
- Center Laser Pointer

II Lock and Maneuver C-Arm

- Can Lock and Unlock C-Arm and Workstation Wheels
- Can Lock and Unlock Transverse Axis, Tilt, Swivel (Wig Wag), and Oblique Rotation
- Can Raise and Lower C-Arm (Vertical Axis)

III Enter and Verify Patient Information

- View Patient Information
- Refresh Patient List
- Edit Patient Information
- Create a new patient (for Add-On Cases that have not been scheduled)
- Set the appropriate Exam Profile

IV Set, Verify and Configure Controls

- Identify Exposure Button (Eye) on C-Arm, hand control, and foot control
- Identify High Level Fluoro (Eye+) Button on hand control, and foot control
- Identify Mode Button on C-arm, hand control, and foot control
- View and modify exposure controls using Mode Menu on Workstation
- Capture a single image (Scout) or a movie (Cine) in normal mode and in boost mode
- Configure system for Angiography work by setting Eye button in Mode 2 to Roadmap
- Configure system for a Chole by setting HLF Acquire to On under Cine - Cine Set Up
- Turn Low Dose On and Off
- Turn Pulse On and Off and able to set Pulse Rate
- Reset 5 Minute Timer

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY**

OEC 9800 / 9900 C-Arm (page 2)

V Manipulate Displayed Image

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Rotate image clockwise and counterclockwise |
| <input type="checkbox"/> | Orient Image for Right to Left Inversion |
| <input type="checkbox"/> | Orient Image for Top to Bottom Inversion |
| <input type="checkbox"/> | Magnify Image |

VI Collimate

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Increase and Decrease Circular (Iris) Collimation |
| <input type="checkbox"/> | Increase and Decrease Leaf Collimation |
| <input type="checkbox"/> | Rotate Leaf Collimation clockwise and counterclockwise |

VII Save and Send Images

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Turn AutoSave on or off |
| <input type="checkbox"/> | Turn AutoSwap on or off |
| <input type="checkbox"/> | Identify Save Button on C-Arm, hand control and Workstation |
| <input type="checkbox"/> | Identify Workstation Button on C-Arm and on Workstation |
| <input type="checkbox"/> | Select a group of images and Dose Report and send to PACS |

VIII Properly Shut Down the C-Arm

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 1st - Lower C-Arm to lowest Vertical Position |
| <input type="checkbox"/> | 2nd - Turn Power Off (Green button on the front of the Workstation) |
| <input type="checkbox"/> | Unplug power from the wall and disconnect C-Arm from Workstation |
| <input type="checkbox"/> | Wipe and clean C-Arm after each use |

Additional Comments:

Student _____ Date: _____

Technologist

Approved By: SCC School of Radiology Technology

Effective Date: Feb,8 2017

Reviewed | Annually

