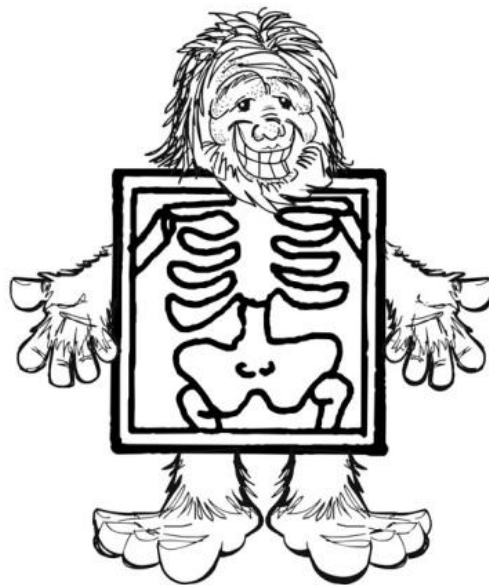


SPOKANE COMMUNITY COLLEGE

RADIOLOGY TECHNOLOGY

2018-2019

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:

Spokane Community College offers educational opportunities in college readiness, workforce training, and university transfer that meet the needs of the diverse communities we serve. We are committed to student success through active learning, dynamic relationships, and supportive environments.

Core Themes

- Workforce Development
- Academic Transfer
- College Readiness
- Student Success

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 consumer

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 in order 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 at the year-end assessment and again prior to the fourth attempt, if it is necessary.

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 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 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. The student may re-enter the program the following year, at the beginning of the quarter he/she failed to achieve a 2.0 in if the program has an available clinical spot. 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:

3. Summer break is four weeks, the student would have to complete the clinical hours and/or work within the first two weeks.
4. 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 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. The student may re-enter the program the following year, at the beginning of the quarter he/she failed to achieve a 2.5 in if the program has an available clinical spot. 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 2.5 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.

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 by approval of 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.

**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 (Human A & P 1, Human A & P 2, Introductory Physics, Intermediate Algebra & Medical Terminology). All other classes require at least a 2.0 grade on a 4.0 grading scale (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.

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
- 3 Human Anatomy 241 or equivalent
- 4 Human Physiology 242 or equivalent
- 5 Physics 100 or equivalent
- 6 Intermediate Algebra, Math 97, 98, 99 or equivalent
- 7 English 101
- 8 Medical Terminology, HED 125 or equivalent
- 9 SURG 105 Blood borne Pathogens -Suggested

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

1. Appropriate scores in of the following: ALEKS or Compass Test if required by SCC.
2. Three letters of recommendation.
3. All college transcripts.
4. 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.
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
6. TB testing K(two-step test initially required)
7. Status of Hepatitis B vaccination

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 principle 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 <https://scc.spokane.edu/For-Our-Students/Student-Resources/Student-Health-Clinic/Health-Insurance>

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 IN THE HEALTH SCIENCES BUILDING OFFICE, ROOM 133.

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) will be the only one SCC will accept. PAML will process the test for \$20.00 (exact change only). Student must bring an ID, preferably a driver’s license. Please identify yourself as a Spokane Community College Health student to get this rate. They are closed from 12:00pm – 1:00pm. Screenings may be completed at the following PAML locations:

Alpha Medical Lab – Coeur d’Alene, ID
700 Ironwood Dr #108
Coeur d’Alene, ID 83814
(208)664-8249
Hours of collection: M-F 9:00am - 3:00pm

Alpha Medical Lab – Post Falls, ID
1300 E Mullan
Post Falls, ID 83854
(208)777-1344
Hours of collection: M-F 9:00am - 3:00pm

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

5th and Browne Patient Services
(Downtown Spokane)
104 W Fifth #125 (East Wing)
Spokane WA 99204
(509)755-8840
Hours of collection: M-F 9:00am - 3:00pm

Medicus Patient Services Spokane Valley / Medicus
Building
12615 East Mission #100
Spokane WA 99216
(509) 755-8838
Hours of collection: M-F 9:00am - 3:00pm

Liberty Lake Patient Services
1334 B Whitman Lane #120
Liberty Lake WA 99019
(509)755-8993
Hours of collection: M-F 9:00am - 3:00pm

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

North Spokane Patient Services
(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

6. IMMUNIZATIONS:

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

If you have never had chicken pox and are, therefore, susceptible to getting the disease, please be advised that you are not to provide care to a patient with chicken pox or “shingles” (Herpes Zoster). It will be your responsibility to notify your instructor or supervisor that you cannot have contact with the patient or the patient’s environment.

For safety of patients, employees & visitors, you are responsible to advise your instructor immediately when you have had an exposure to an individual with chicken pox outside the hospital. Appropriate control measures must be taken to prevent transmission to others.

All students are strongly encouraged to receive the Hepatitis B vaccination early in their program. All students are required to have a seasonal influenza vaccination each year in order 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.

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.”

****Applicants must be advised that if selected into the Radiography Technology program, they must successfully pass both a criminal background check and drug screening. The hospital clinical sites will not allow any student into clinical without successful completion of both tests. Students must be able to rotate through all the clinical sites. If you have any specific concerns or questions please contact the American Registry of Radiologic Technologists (ARRT) @ 651-687-0048.**

**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 technicians, 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 U)

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>

and

<http://www.ccs.spokane.edu/getdoc/d4b1df2b-3512-4ceb-9739-22bb84695846/3-40-01D-StudentConcerns.aspx>

This link provides the forms for the student to begin the formal process and can be found at: <http://www.ccs.spokane.edu/getdoc/d4b1df2b-3512-4ceb-9739-22bb84695846/3-40-01D-StudentConcerns.aspx>

and

<http://www.ccs.spokane.edu/Forms/District-Forms/Academic-services/Academic-Services/ccs-30-06.aspx>

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. But 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 CI, clinical coordinator or program director (whomever the student feels most comfortable talking with) in regards to the concern issue. From there the CI, 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 163.

**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 faculty (Kim Eikum, Helen Murphy, Debbie Miller and Jamie Tevis) have agreed to adhere to the following classroom attendance policy in all of their classes; thus, making it consistent amongst the faculty and easier for the students to remember.

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 of their final class grade each time he/she misses 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 of their final class grade each time he/she misses 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 of their test score. As per each class syllabi, if participation points are given out, any student tardy will receive half participation points for that given day. 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 in order for an absence to be considered excused. 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.

CLINICAL ABSENTEEISM AND TARDINESS: (continued)

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 work place, the following rules concerning attendance will be adhered to:

1. The normal school days are Monday through Friday. Student's clinical and didactic hours may not be in excess of 40 hours per week. Students are required to take 1 15-minute break for every 4.5 hours of clinical. Students are required to take a 30 minutes lunch for every 4.5 hours of clinical. Student lunch breaks must be completed by 1:00pm. This includes make-up time.
2. Time cards are provided for students to use in recording clinical education time. Students must clock in and out, for themselves, on time cards at the beginning and end of each clinical day, as well as at the beginning and end of each lunch break. If students forget to clock in or out, they must time punch their card as soon as possible and have the card initialed by the program faculty or supervising radiographer at the clinical site. You may not double stamp a timecard. In other words, you cannot stamp in the same spot twice. If you do double stamp, it does constitute a tardy as we cannot see the exact time you arrived. If the clinical instructor or faculty member cannot read the stamped time it is a tardy! Time stamps can not be written in (except for Cyber Knife). If the student forgets to clock in or out more than 2 times in a quarter it will be considered excessive tardies.
3. The student will use the same time card for the entire rotation and this timecard will be turned in with the signed clinical rotation evaluation. If the student loses the time card and is unable to turn in the time card with the evaluation, they will receive a 10% deduction to the final grade of this evaluation period.
4. Students who leave their clinical site for *any* reason (health appointments, meetings, etc), must obtain permission from a faculty member, clock out and indicate the reason on their time card. Students who leave their clinical site for lunch must clock out/clock in, and indicate the reason on their time card.
5. Students are expected to be ON TIME for clinical education. Students must clock in a *minimum* of 5 minutes PRIOR to the beginning of their schedule (Example: For the 7:30-5:00 schedule, students must clock in by 7:25 and are considered late as of 7:26). You may clock in earlier, but you must be ready to work. Students should allow adequate time so that they will be in their assigned area on time. If the student is going to be tardy to clinical it is the student's responsibility to call the program director or clinical coordinator ASAP so they can alert the clinical site. The tardy will still be counted. The program does take in consideration unforeseen occurrences. If a student has a tardy, it is the student's responsibility to have the time card initialed by program faculty or supervising radiographer at the clinical site. Students may clock out 5 minutes prior to end of shift.

If a student is on their OR rotation, they may clock out at 4:50pm, thus allowing them time to change their clothes as they were required to change into scrubs in the morning prior to clocking in at 7:25am.

6. Absences from clinical assignments, **INCLUDING PTO**, for any reason must be brought to the immediate attention of the clinical coordinator by the student. **PTO requests must be submitted by 6:00 pm the day before.** ALL PTO will be denied if requested after 6:00pm the day before. When the student is calling in absent, the clinical coordinator must be contacted **BY PHONE 30 MINUTES PRIOR TO THE BEGINNING OF THE STUDENTS' SCHEDULED SHIFT** (contact Helen at 509-991-1571). Any clinical absence not reported to the clinical coordinator at the beginning of the schedule time will be considered unauthorized absence.
7. Any unauthorized absence during any given quarter will require the student to meet with the program director and clinical coordinator. The student will be given a verbal warning and be required to make up the day(s) after finals and prior to the start of the next quarter. If a student has two unauthorized absences while in the program the student will need to meet with the program director and clinical coordinator. The student will be given a written warning and placed on probation, as well as, be required to make up the day(s) after finals and prior to the start of the next quarter. If a student has more than two unauthorized absences while in the program they will be terminated immediately.
8. If the student has excessive absenteeism and/or tardiness during one quarter they will need to meet with the program director and clinical coordinator to discuss methods for preventing further absences and given a verbal warning. If a student has excessive absenteeism and/or tardiness in any two quarters while in the program the student will meet with the program director and clinical coordinator. This will constitute a 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.
9. If a student is tardy more than two times in one quarter or has their time card signed more than twice in a given quarter for tardiness, this constitutes excessive tardiness and will constitute a drop of 0.30 on a 4.0 GPA grade scale. If a student has excessive tardiness in any given quarter they will be given a verbal warning. If a student has two quarters of excessive tardiness while in the program they will be given a written warning and placed on probation. If a student has excessive tardiness in any three quarters while in the program they will be terminated from the program.
10. For each absence that includes more than two consecutive days, the student must obtain a doctor's note stating when they are released to resume classroom and clinical activities. An acceptable doctor's note will include serious illness or injury to self and/or immediate family member. Standard doctors, dentists, counseling, appointments etc. will not be considered as an acceptable doctor's note.

If a student is absent more than two days during any given quarter this constitutes excessive absenteeism. The student is required to make-up those days and/or hours before receiving a clinical grade for the quarter, **NO EXCEPTIONS**. The make-up time will be completed during their break between quarters only, it may not be spread out over

the next quarter. All make-up time must be completed at a clinical site where the student has already rotated through and the lead tech at that site has agreed to allow them to come in. It cannot interfere with another student making up time at a given facility. If a student is in the final quarter of the program, the make-up time must occur after graduation. All make up time will be set up by the clinical coordinator and a student must adhere to the time and place set.

If a student is supposed to be making up time prior to the start of next quarter and is unable to do so due to an illness, they must have a doctor's note stating their illness/injury and when they are released to resume clinical activities. The release to resume clinical must be submitted before 2:00pm the day prior to returning to clinical. Upon a doctor's release, the student will be allowed the same amount of time to make-up any absences over and above the two days allowed. Otherwise, ALL makeup time must be completed after finals and prior to the start of the next quarter, other than for special circumstances. (See #12 below). The student will receive a grade of an Incomplete until the makeup time has been completed (see Incomplete Contract Policy).

In addition, if a student is absent more than two days during any quarter, the student's clinical grade will drop 0.30 on a 4.0 GPA grading scale for each additional day missed unless they have a doctor's note stating their illness/injury and when they are released to resume clinical activities.

11. If a student comes in ill thinking they are going to be sent home, this will constitute an unexcused absence. If a student becomes ill or is injured while in clinical and is sent home, it will constitute an excused absence. The site must contact the clinical coordinator or program director before a student may be sent home.
12. Special circumstances related to major illness/injury, pregnancy or bereavement will be determined by the program director and clinical coordinator. This does not include vacation trips. 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:
 - a. If illness or injury has caused the student to miss more than three consecutive days of school.
 - b. If injury at school causes the student to miss more than one day of school time.
 - c. Major or minor surgery
 - d. Post-partum
13. Automatic dismissal from the program will occur if any of the following infractions are committed:
 - a. A student asks another individual to clock them in/out (all individuals will be dismissed).
 - b. A student clocks another student in/out (all individuals will be dismissed)
 - c. A technologist clocks a student in/out (the student will be dismissed).
 - d. A student unplugs, moves or tampers with the clock in anyway (all individuals will be dismissed).
 - e. A student attempts or actually tamper with their own or someone else's timecard (all individuals involved will be dismissed). For example: double punching.

**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 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).

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

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

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. Becky Scheid & Rachel Kendoll, Allied Health Department Co-Chairs
3. Dr. JL Henriksen, Dean for Health & Environmental Sciences
4. Counseling Center: <http://www.scc.spokane.edu/Admissions/counseling/Home.aspx>
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 including the Entertainment Center (GAME ROOM), 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, and some vision care services. (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:

Public phones are available in the Lair for the use of students. A telephone is also available in the Health Sciences building (near the southwest entrance), for free local phone calls.

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.

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

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

J. BOOK STORE:

The students can obtain the required and optional textbooks at SCC's bookstore. The book store is located in the Lair (bldg. #6). The book store 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>

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>

M. Additional services can be found at the following link:

<http://www.scc.spokane.edu/Admissions/A-ZIndex.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: <http://www.scc.spokane.edu/?concerns>.

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, lists 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:

<http://www.scc.spokane.edu/?vetaffairs>.

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 particular 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 particular 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 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 Radiographic Principles III

Fourth Quarter

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

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

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.

Each quarter the student is provided didactic education in a curriculum design that meets the content of the curriculum guide published by the 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 in order to progress to the next quarter. Failure to obtain these GPAs will prevent the student to 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 life-saving 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), 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.)

<http://www.ccs.spokane.edu/getdoc/5a3ab428-5e9a-4452-bd82-71f97d134061/3-30-01A-NonDiscrimination.aspx>

**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 INSTRUCTORS & CLINICAL PRECEPTOR 1

The students will be asked to complete evaluations on their academic “tenured” faculty and clinical instructors annually. All faculty members that are on the “tenure track” will be evaluated annually in one or more classes. The clinical instructors and or clinical preceptor 1 will be evaluated annually. The clinical instructor preceptor 1 evaluation schedule will be:

Summer (4 th) quarter:	Rockwood Valley, Rockwood North, Inland South & Rockwood, Sports Medicine, & Orthopedic Clinics
Fall (5 th) quarter:	Providence Sacred Heart and Rockwood Clinic Main
Winter (6 th) quarter:	Inland Imaging – Holy Family, Valley Medical Center Providence Urgent Care – Hawthorne and/or Division
Spring (7 th) quarter:	Deaconess Hospital, Inland Valley, Providence Medical Park SCC clinical instructors

The evaluations for that year, along with the job description, are shared with the faculty and instructors 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.

**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 on 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.

POLICY:

Students are expected to attend the program as a full-time student (Up to 40 hours per week) for the duration of the program. **Part-time participation is not allowed for any part of the program unless the student is recovering from an injury, surgery, or post-partum and the physician will allow the student to attend classes and unable to attend clinical.** The hours students will be in clinical are: 7:30am-5:00pm; 8:00am-5:30pm or 8:30am-6:00pm, depending on the clinical rotation site. All evening shifts are 11:30am-9:00pm.

The student will complete a total of 1980 hours while in the program. During each quarter the student is required to complete the following number of clinical hours in order to receive a grade for that clinical course:

Fall (1 st quarter):	264 hours
Winter (2 nd quarter):	297 hours
Spring (3 rd quarter):	297 hours
Summer (4 th quarter):	231 hours
Fall (5 th quarter):	297 hours
Winter (6 th quarter):	297 hours
Spring (7 th quarter):	297 hours

Students will not be recommended for writing the A.R.R.T examination, until the required hours of training and didactics are completed, along with their exit interview.

Advanced placement and terminal vacation will not be allowed.

Student employment cannot conflict with normally scheduled school hours.

**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 communication:

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.

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

**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
Average Achievement "C"	2.8	86
	2.7	85
	2.6	84
	2.5	83
	2.4	82
	2.3	81
Lowest grade acceptable to progress	2.2	80
	2.1	79
	2.0	78
	1.9	77
	1.8	76
	1.7	75
Minimum Achievement "C" & "D" These grades are <u>not</u> sufficient to continue into the next course sequence.	1.6	74
	1.5	73
	1.4	72
	1.3	71
	1.2	70

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

**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 lecturer. 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 lecturers may require the class to come to the clinical site to attend the presentation.

**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. 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.

**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. Then they must follow the guidelines for re-entry into the program. (See page 50)

**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 since it will interfere with the student's progress. 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 U) <http://www.ccs.spokane.edu/getdoc/d4b1df2b-3512-4ceb-9739-22bb84695846/3-40-01D-StudentConcerns.aspx>

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 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 with 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 polices 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 organization.
 - b. Disobedience or insubordination.
 - c. Disorderly conduct 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. Irradiation self, patient or anyone else unnecessarily, to obtain a practice or competency.
 - t. Electronics (i.e. smart phones, cell phones, smart watches, 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) verbal warning with notation in the student's file and -0.30 taken off overall grade in the course or clinical that it pertains to.
 - 2) Second Offense: Written warning with copies going to the Dean of Health & Environmental Sciences and in student's record within seven (7) school days, and 0.30 off 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 in order 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.

<http://www.ccs.spokane.edu/Future-Students/righttoknow.aspx>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: MAKE-UP TIME

Each student is required to complete a specific number of clinical hours in order to have meet the clinical education credits per given quarter. If a student misses more than two days in any given quarter they are required to make-up the time before receiving a clinical grade for the quarter, **NO EXCEPTIONS**. The make-up time will be completed during their break between quarters only, it may not be spread out over the quarter. All make-up time must be completed at a clinical site where the student has already rotated through and the lead tech at that site has agreed to allow them to come in. It cannot interfere with another student making up time at a given facility. If a student is in the final quarter of the program, the make-up time must occur after graduation.

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 make-up hours before an (I) incomplete is converted to a course grade. The make-up hours start on the date the doctor has signed off releasing the student back to clinical. The make-up hours must be completed 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.

If a student is supposed to be making up time prior to the start of next quarter and is unable to do so due to an illness, they must have a doctor's note stating their illness/injury and when they are released to resume clinical activities. Upon a doctor's release, the student will be allowed the same amount of time to make-up any absences over and above the two days allowed. Otherwise, **ALL** makeup time must be completed after finals and prior to the start of the next quarter, other than for special circumstances.

The clinical coordinator will be the individual determining the times, days and clinical site where the student will be making up the time. The student is not allowed to arrange the make-up time. The student is not allowed to be tardy and/or absent while making-up their time. If they are tardy or absent while making up their time they will be they will be placed on immediate probation.

Clearances will only be counted if they 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. 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 and some of the clinical 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 PASS for entrance to some of the clinical sites. If the student loses their PASS, they must obtain a new one immediately and pay a \$55.00 fee for the cost to have it replaced. A student without a PASS 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 PASS they will not be allowed to return to clinical until he/she has obtained a new one and pay the replacement fee. 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 and pay a \$25.00 fee for the cost to have it replaced. A student without a Radiation Monitoring 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 Radiation Monitoring badge they must notify the clinical coordinator, who is the radiation safety officer, or the program director is the clinical coordinator 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: 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.

**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>

http://www.ccs.spokane.edu/eoc/CCS_EOS.pdf

**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 are unacceptable. Refer to the college plagiarism policy in the Student Handbook and Academic Planner. 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://www.ccs.spokane.edu/getdoc/347b58ee-bb36-41d0-89b1-17da7ed2e9e7/copyright2.aspx>

See the following link:

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

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: POSITONING 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 need be 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.

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 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 ceremony.

**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 student's clinical hours are primarily days, Monday through Friday; however, the students are required to complete a certain number of evening shifts as well.

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 Clinic – Valley, MultiCare Valley Sports Medicine & Orthopedics Center, Urgent Care North, Urgent Care South, Providence Park, Deaconess 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 or better before proceeding to the next quarter. All clinical courses must be completed with a GPA of 2.5 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	
Climbing	N/A	
Crouching	O	
Crawling	N/A	
Stooping	O	
Kneeling	O	
Reaching	F	
Manual Dexterity	F	
Tactile Sensitivity	F	
Talking	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.
Hearing	F	
Seeing	F	
Communicating	F	

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

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 the 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 has to 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 particular 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.

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

For campus safety please see the following link:

<http://www.ccs.spokane.edu/Future-Students/Safety.aspx>

**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 the 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 a verbal warning. The second incident constitutes a 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 is a designated smoking area at each of the clinical sites.

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 (Facebook, MySpace, YouTube, Twitter, Friendster, Unigo, etc.). At this time 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 of your area. 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 confidentially 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 MEMBER RESPONSIBILITIES

Clinical Instructors: (paid individual of Spokane Community College)

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.

Instructional Staff: (faculty of Spokane Community College)

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.

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.

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

Actively participate in quarterly faculty meetings.

Actively participate in semi-annual advisory board meetings.

Clinical Preceptors 1: (non-paid individual)

These are working staff technologists at the clinical sites that are recognized by JRCERT as clinical individuals. These individuals are required to:

Perform student clinical 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.

Clinical Preceptors 1: (non-paid individual) (cont'd)

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 Preceptors 2: (Non-paid individual)

These individuals are working staff technologists that do not need to be recognized by the JRCERT. 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 instructor is not on site.

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

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

**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 154. (APPENDIX Q)

After reading the confidentiality agreement the student is required to complete and sign the confidentiality agreement, found on page 142. (APPENDIX E)

After reading the Rules of Ethics document the student is required to complete and sign the document, found on page 152. (APPENDIX O)

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: STUDENT BEREAVEMENT LEAVE

Students may receive up to three days of leave from school in the event of death occurring in his/her immediate family. Immediate family is defined to include only the following: Spouse, child, step-child, 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. Any other bereavement leave must be made up.

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

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

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ALL ELECTRONICS IN CLINICAL AND CLASS

All personal electronic devices (i.e., smart phones, smart watches, cell phones, itouch, ipad, tablets, etc.) are not allowed at the student's table/computer within classroom while classes are session. 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 or the public telephones, which have been installed in the hospital/outpatient waiting areas and main lobbies.

You will have opportunities during your breaks and lunch to check any messages and return calls.

See "unprofessional conduct" on page 40.

**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.

| <http://www.scc.spokane.edu/Admissions/counseling/Home.aspx>

**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 with in 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 make-up, 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.

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 hunter green 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!!)
 - 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 as an absence.
- l. Facial hair must be clean and closely trimmed. Facial hair must be completely covered by "beard cover", in surgery.
- m. Hairstyles must be neat, clean and present a well-groomed 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. ALL body tattooing must be covered.
- r. Chewing gum is NOT permitted.

Upon completion of 7th quarter: The graduating student will be required to turn in their facility ID badge, parking pass (at SHMC, HFH), clinical log book, and radiation film badge. Failure to turn in the parking pass will result in a \$55.00 fine. Broken, damaged or failure to turn in the radiation badge will result in a \$25.00 fine. Failure to return the ED/Surgery Pass for Inland Imaging will result in a \$55.00 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 Holy Family Hospital, Sacred Heart Medical Center, various Rockwood Clinics sites, various Inland Imaging sites, Deaconess Medical Center, 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 in excess of 40 hours per week performing didactics and clinical.

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 153. (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.

Students who wish to trade shifts must give a "trade shift form" to the clinical coordinator before it will be approved. All schedule changes must be reviewed by the program director before they become effective.

**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 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 employers 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).

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:

<http://www.ccs.spokane.edu/About-CCS/admin-procedures/HR/2-30-05-Workplace-Safety/2-30-05R-EmergencyComm.aspx>

**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
- *Merrill's Pocket Guide to Radiography by Frank
- *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
- *Merrill's Pocket Guide to Radiography by Frank
- *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
- *
- *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 only at the Cashiers' Office located in Building 15. 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 north side of the clock tower. Bus stops are located on the north side of the SCC clock tower

**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.)

[http://www.ccs.spokane.edu/Forms/District-Forms/Business-Office/Tuition/Tuition---fees/1617_ParkingFeeSchedule-\(1\).aspx](http://www.ccs.spokane.edu/Forms/District-Forms/Business-Office/Tuition/Tuition---fees/1617_ParkingFeeSchedule-(1).aspx)

**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 technician and a certified 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

<http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/XRayTechnician.aspx>

For licensing as a Radiologic Technologist look under: Radiologic Technologist

<http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/RadiologicTechnologist.aspx>

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: X-Ray Vision Club

Upon acceptance into the Radiography Technology Program at Spokane Community College, all students automatically become members of the X-ray Vision Club. Each new student is required to pay a **\$75.00 membership fee** and is required to help support the club's activities. The membership fee is due by December 1st of each year.

The X-Ray Vision club holds regular fund-raisers to help defray the costs of travel to the yearly WSRT (Washington State Radiologic Technology) conference and for other student supported activities. If a student does not support or actively participate in the club efforts the said student will not be allowed to participate in the WSRT convention or other student supported activities. If the student does not participate in a scheduled WSRT conference or student supported activity the student will be required to remain in their scheduled clinical rotation.

Each class will elect 7 student officers who will serve during the 2nd year 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.

The tentative plan each year is for all the second year students and first year officers to attend the annual WSRT conference. This will be paid through fund raising and x-ray vision club budget. Other students may attend if he/she is willing to pay their own expenses. Otherwise, students that are not attending the annual conference will be required to be in class and/or clinical in place of not attending the daily conference lectures.

The student will obtain PTO for any volunteer time they put in outside of normal school hours. The student will obtain 1 hour of PTO per 4 hours worked. Students must ask for PTO by 6:00pm the day before they are going to use it (they will be denied at 6:01pm) Students can not "give away", or "donate", PTO to any other student. When volunteering a student can bring 1 extra person with them to work, as long as they are productive, the student will acquire their PTO time also.

**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 is 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. 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.)

It is our firm beliefs 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 LOGBOOK MAINTENANCE

RATIONALE:

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

POLICY:

It is the student's responsibility to maintain and update their logbooks on a daily basis. Each exam that the student participates in and/or observes should be written in the logbook under the appropriate heading.

Each logbook entry will include the correct date, x-ray file number, level of participation (assisted or unassisted) and the examination.

Students are responsible for the care and safety of the logbooks, which will remain a part of the student's records maintained by the school.

Logbooks will be collected at the end of each quarter on a specific designated day. Since logbooks are partial verification of clinical experiences of the student, failure to maintain an updated logbook, loss of a logbook or failure to turn in to the instructor as designated will result in a reduction of the student's clinical grade for the quarter. The logbook constitutes 10% of your clinical grade in that specific quarter. The reduction of the logbook grade for the quarter would be as follows:

1. 50% if turned in late.
2. 25% if the exams recorded are 75% the median.
3. 50% if the exams recorded are 50% of the median.
4. 75% if the exams recorded are 25% of the median.
5. 25% if the logbook is lost during the quarter, in which a new logbook will be given to the student.

Students are required to sign a form acknowledging they understand this policy. (See page 141, APPENDIX D).

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: CLINICAL SITES

Deaconess Medical Center
800 W. 5th
Spokane, WA 99204
Lindsey Darling – Core Supervisor

Valley Hospital and Medical Center
12606 E. Mission Avenue
Spokane, WA 99216
Joannie Carlson – CI 1 / Chief Tech

Inland Imaging, – Holy Family Imaging
N. 5633 Lidgerwood
Spokane, WA 99208
Marianne Baker – CI 1 / Team Leader

MultiCare Clinic, Valley
14408 E. Sprague
Spokane Valley, WA 99037
Colleen Littleton – CI 1 / staff technologist
Jenny Hicks – CI 1 / staff technologist

Inland Imaging – Valley
E. 12420 E. Mission
Spokane, WA 99216
Denise Chesher – CI 1 / team leader

MultiCare Clinic, Main
400 E. 5th
Spokane, WA 99202
Tony Lopez - Chief Technologist

Inland Imaging – South
525 S. Crowley
Spokane, WA 99202
Steve Reed – CI 1 / team leader

MultiCare Sports & Orthopedic Clinic
1414 N. Houk Suite 208
Spokane Valley, WA 99216
Taylor Yonago – Staff technologist

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
Micah Lundburg – Staff technologist
Amy Baumgardner – Staff technologist

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
Karen Field – Chief Technologist

OBSERVATION SITE:

Shriners Hospitals for Children – Spokane
911 W. 5th Ave.
Spokane, WA 99204
Lucy Weidert – Chief Technologist

WSU Veterinary Hospital (when available)
Pullman, WA

**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. Failure to complete the minimum required clearances 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, blue books, positioning labs and/or year-end/terminal clearances for their quarter final grade in clinical education.
5. If a student fails to complete the delinquent clearances prior to the start of next quarter they will be terminated from the program.
6. 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.
7. 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.
8. "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 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***

Competency Clearance Criteria (cont'd)

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

ALL CLEARNCES MUST BE COMPLETED BY THE FIRST WEEK OF 7TH QUARTER

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: ENERGIZED LAB POLICY

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

The students are required to sign a form acknowledging they understand and will abide by this policy. (See pg. 150, APPENDIX F)

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: FINAL COMPETENCY CLEARANCE

PLAN FOR CLEARANCE:

During the 7th quarter of the program each student will be required to prove that they have achieved proficiency skills of an entry level technologist. The student will be able to complete the terminal competency once they have achieved a 75% on a simulated mock exam. The terminal competency will be done by demonstrating their abilities to the clinical coordinator or program director on a sampling of all previously completed competency clearance procedures that may be performed on a trauma patient. The student will be given up to 60 minutes notification prior to starting the final competency. The competency will be divided into three phases: trauma, skull/bony thorax & GI. The patient will not have the ability to adapt to the standard positions. The student must adapt to the TRAUMA patient.

The competency clearance final assessment will be performed under simulated conditions. No exposures will be made and the evaluation will be judged by the clinical coordinator or program director based on the student's ability. The final competency review will include assessment of patient interaction, psychomotor skills, positioning, procedure knowledge and technique selection. The student will be allowed two hours to complete the competency. The student will be given one hour to complete Phase I, 30 minutes to complete Phase II and 15 minutes to complete Phase III.

PHASE I: TRAUMA

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 2- Vertebral Column exams. The student will be allowed 5 minutes to organize their exams, etc. and 1 hour to complete Phase I. There will be no extension of the organization time.

PHASE II: SKULL/BONY THORAX

Upon completion of Phase I 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 II. At this point the patient is no longer a trauma patient. The patient can assume the appropriate positions for Phases II & III.

PHASE III: GI

Upon completion of Phase II, the student will draw 1 view from UGI and 2 views from BE containers. The student will have 15 minutes to complete this phase.

The student must successfully complete the clinical competency review with a minimum score of 83% to be eligible for graduation from the program. Students, who do not achieve a demonstrable competency level of 83% will be assigned remedial training assignments and will be rescheduled for future evaluation. 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, 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 & lead strips and closes the room access door during exposure to prevent secondary radiation exposure to unrestricted areas.

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 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 radiology lab is available for the students to practice on before and after classes on Tuesdays, Wednesdays and Fridays from 7:30am – 2:00pm. (By appointment)

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 130.

**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.

In addition, the second year students will rotate through Shriners Children's Hospital for a one-week observation. This an observation only site. It gives the students a better understanding of the various types of exams that may be ordered and performed at a Children's Hospital.

During their fourth quarter, any students interested in mammography may be scheduled for a one week observation if they 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.

When available, students also have the option to rotate through WSU Veterinary Hospital in Pullman, WA. This observation may be chosen as one of their various modality sites.

**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 3rd – 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.

It is preferred to have designated clinical instructor/staff to perform pop clearances.

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 0.25GPA (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 program director or clinical coordinator, 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 time of 7th quarter completion, 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, 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.
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 mR 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.
8. If you suspect something is wrong with the equipment, notify the chief 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 outlined in the classroom.

**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 52 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 OneDrive (www.onedrive.com) a competency clearance request.
3. The clinical instructors will assign the first of that exam as a competency clearance to the students based on the student and patient availability.
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 of 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 the clinical coordinator or program director.
10. Students may only simulate 3 clearances during their time in the program. In order to simulate the student must have put in for a clearance a minimum of 30 days prior to the

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

simulation. All simulated clearances will receive a 5% reduction in their final clearance score.

11. All clearances must be completed by as of the first day of the 7th quarter, except UGI, Facial bones, Sinus and Sterile C-arm which must be completed by the last Friday of April of 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.124-126.*

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: VETERINARY HOSPITAL, MAMMOGRAPHY, SHRINERS CHILDREN'S HOSPITAL and/or CT CLINICAL OBSERVATION ROTATION

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 WSU Veterinary Hospital, Mammography, Shriners Children's Hospital and/& 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 films 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, psychomotor 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 students 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. The evaluations must be placed in a mailbox if they are at Inland Imaging – Holy Family, Valley Hospital, Deaconess Hospital and/or Providence Sacred Heart. The evaluations at the small sites can be hand delivered to the program director or clinical coordinator.

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 both CR and DR equipment.
- k. Perform proper sequencing of exams.
- l. Properly execute patient care assessment, obtain pertinent clinical history and record as required.
- m. Maintain log book 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 class's, 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 both CR and DR equipment.
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 log book 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 imaging processing for both CR and DR equipment.
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 abovementioned 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.

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.

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 the student available for the students 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.

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.

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 and 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). Students, during their first 6 quarters in the program, may never check a film and dismiss the patient without first consulting with a qualified radiographer.

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
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. 142, APPENDIX A) and the repeat policy (pg. 157, 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
Shriners Children’s Hospital	

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 154. (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 & 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, 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 152. (APPENDIX H).

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK**

SUBJECT: YEAR-END ASSESSMENT COMPETENCY CLEARANCE

PLAN FOR CLEARANCE:

Each student will be required to prove that they have achieved proficiency skills at the entry level 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 no more than 60 minutes notification as to the time of their 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 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 four times. If they fail to achieve a passing grade of 83% at the end of the fourth attempt they will be terminated from the program. All the student's attempts will be placed in the gradebook and will constitute 20% of the overall clinical grade for the clinical quarter.

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.

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.

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

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

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.

Example of the form can be found on page 140.

FORMS

SECTION

SPOKANE COMMUNITY COLLEGE
SCHOOL OF RADIOLOGIC TECHNOLOGY
CLINICAL COMPETENCY EVALUATION SHEET

MR or Exam #

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 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

_____ **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, lifesupport 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: _____

RADIOGRAPHIC EVALUATION BY THE INSTRUCTOR

INSTRUCTOR'S RATING SCALE

Were any of the views repeated? Y or N
Which 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: _____

revised 8/12/15

 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: _____

RADIOGRAPHIC EVALUATION BY THE INSTRUCTOR

INSTRUCTOR'S RATING SCALE

Were any of the views repeated? Y or N
Which 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: _____

revised 8/12/15

revised 6/19/18		SPOKANE COMMUNITY COLLEGE SCHOOL OF RADIOLOGIC TECHNOLOGY COMPEIENCY CLEARANCE REQUIREMENTS			page 1	
ANATOMY	GRADE	QUARTER	DATE COMPLETED	MR #	VERIFIED BY	
(* may be simulated)						
THORAX:						
Ambulatory Chest (adult)						
Chest - stretcher (adult AP)						
UPPER LIMB:						
Digit (finger or thumb)						
Hand						
Wrist						
Forearm						
Elbow						
* Humerus						
LOWER LIMB:						
Foot						
Ankle						
* Tibia / Fibula						
Knee (3 view)						
Patella						
* Femur						
TRAUMA LIMB (adult)						
UPPER LIMB:						
LOWER LIMB:						
SHOULDER GIRDLE						
Shoulder (min. 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						
HEAD & NECK						
* Facial Bones						
* Sinuses						
* Skull						
PEDIATRICS:						
Chest (6 yrs. or younger)						
Limb (6 yrs. or youger)						
BONY THORAX						
Ribs						

SCHOOL OF RADIOLOGIC TECHNOLOGY COMPETENCY CLEARANCE REQUIREMENTS					
ANATOMY	GRADE	QUARTER	DATE COMPLETED	MR#	VERIFIED BY
(* may be simulated)					
ABDOMEN & GI TRACT:					
Abdomen (supine & upright)					
Upper GI (single or air contrast)					
MOBILE & SURGICAL:					
1 - Mobile Chest (supine or upright)					
1 - Mobile Abdomen					
1 - Mobile Orthopedic					
1 - Surgical C-arm (pinning, rodding or arthrodesis)					
1 - Non-surgical C-arm (bronch, keo, nerve block)					
Geriatric PT 65 or older Physically or Cognitively Impaired			(Must Complete 3 exams)		
Routine Chest					
Upper Extremity					
Lower Extremity					
ELECTIVES:			(must complete 13 electives)		
Abdomen (decubitus)					
Esophagram (w/ overheads)					
Small Bowel Series					
Barium Enema (single or air contrast)					
Myelogram					
Cystogram or VCUG, HSG, ARTHRO					
1 - Operative Chole (c-arm or cut film)					
Surgical Ortho (cut film lami, etc.)					
Toes					
Calcaneus					
Cross-Table Lateral Spine					
Sacrum/ Coccyx					
SI Joints					
AC Joints					
Scapula					
Sternum					
Decubitus Chest					
*SC Joints					
* Orbits					
* Zygomatic Arches					
Nasal Bones					
*TMJ's					
Mandible					
Peds Mobile					
Peds Abdomen					

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY

FINAL COMPETENCY CLEARANCE

STUDENT'S NAME: _____ Junior Student: _____
EVALUATOR: _____ DATE: _____ BEGIN: _____
END: _____

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

PHASE I – TRAUMA PATIENT

EXAM / ROUTINE	POSITION	TECHNIQUE	

Comments:

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	Never	Seldom	Not consistently	Most of the time	Always
2. Maintains positive and pleasant attitude.	Never	Seldom	Not consistently	Most of the time	Always
3. Maintains a professional dialog when speaking about patients-avoids using terms which are demeaning and	Never	Seldom	Not consistently	Most of the time	Always

Dependability – This Student:

4. Follows assigned schedule – does not leave early or change shifts frequently	Never	Seldom	Not consistently	Most of the time	Always
5. Arrives at the clinical site on time and is in assigned rotation ready to work	Never	Seldom	Not consistently	Most of the time	Always
6. Takes breaks/lunches at appropriate times	Never	Seldom	Not consistently	Most of the time	Always

Initiative – This Student:

7. Looks for things to be done without being told.	Never	Seldom	Not consistently	Most of the time	Always
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Aptitude – This Student:

8. Retains information w/o the need for multiple repeated	Never	Seldom	Not consistently	Most of the time	Always
9. Demonstrates ability to apply previously gained	Never	Seldom	Not consistently	Most of the time	Always
10. Asks appropriate questions at appropriate times	Never	Seldom	Not consistently	Most of the time	Always

Communication – This Student:

11. Communicates effectively with department and hospital staff and or patients	Never	Seldom	Not consistently	Most of the time	Always
---	-------	--------	------------------	------------------	--------

Patient Care & Safety – This Student:

12. Adheres to HIPAA and proper patient confidentiality standards	Never	Seldom	Not consistently	Most of the time	Always
---	-------	--------	------------------	------------------	--------

Comments:

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

Include comments for all NOT consistently or lower

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			

<u>FAILED POP CLEARANCES:</u>			

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

<p style="text-align: center;">SPOKANE COMMUNITY COLLEGE SCHOOL OF RADIOLOGIC TECHNOLOGY</p> <p style="text-align: center;"><u>QUARTERLY CLEARANCE REQUIREMENTS</u></p>							
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	5th Qtr.	6th Qtr.	7th qtr Apr.
TOTAL OF '52' CLEARANCES REQUIRED							
<i>per Qtr. Minimum Requirements</i>	5	7	9	9	9	9	4
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			
2 - SHOULDER GIRDLE	XX	XX	XX	XX			
3 - PELVIC GIRDLE	XX	XX	XX	XX			
3 - VERTEBRAL COLUMN	XX	XX	XX	XX	XX		
2 - TRAUMA LIMBS (upper and lower) adult	XX	XX	XX	XX	XX	XX	XX
1 - BONY THORAX		XX	XX	XX	XX		
2 - GI SYSTEM		XX	XX	XX	XX	XX	XX
3 - SKULL/FACIAL			XX	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 - nonsurgical)	XX	XX	XX	XX	XX	XX	
3 - GERIATRICS		XX	XX	XX	XX	XX	XX
13 - ELECTIVES	XX	XX	XX	XX	XX	XX	XX
All clearances must be completed by 1st day of 7th quarter							
XX-indicates the quarters in which you may perform the clearance; you may not extend beyond the last XX							
Revised 4-4-18							

SPOKANE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY YEAR-END CLEARANCE

STUDENT'S NAME: _____ PATIENT: _____

PATIENT HISTORY: _____

AGE OF PATIENT: _____ SEX OF PATIENT: _____

PATIENT

EXAMS:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

Empty space for additional information or notes.

Student Name: _____ Dates of rotation: Student Name: _____

SCC Radiology School Student Clinical Evaluation

Student: _____ Dates of rotation: _____
 Clinical Site: _____ Rotation: _____ Score: _____

Professional components – This Student:

1. Maintains composure in difficult situations	Never	Seldom	Not consistently	Most of the time	Always
2. Keeps work area clean and organized	Never	Seldom	Not consistently	Most of the time	Always
3. Accepts and responds well to constructive critique of performance with a positive attitude.	Never	Seldom	Not consistently	Most of the time	Always
4. Dress in uniform, meets dress code requirements-uniform is neat, shoes are clean and appropriate, grooming is appropriate.	Never	Seldom	Not consistently	Most of the time	Always
5. Maintains positive and pleasant attitude.	Never	Seldom	Not consistently	Most of the time	Always
6. Maintains a professional dialog when speaking about patients-avoids using terms which are demeaning and unprofessional.	Never	Seldom	Not consistently	Most of the time	Always

Dependability – This Student:

7. Follows assigned schedule – does not leave early or change shifts frequently	Never	Seldom	Not consistently	Most of the time	Always
8. Arrives at the clinical site on time and is in assigned rotation ready to work	Never	Seldom	Not consistently	Most of the time	Always
9. Takes breaks/lunches at appropriate times	Never	Seldom	Not consistently	Most of the time	Always
10. Attempts new and challenging tasks	Never	Seldom	Not consistently	Most of the time	Always
11. Very Productive, uses spare time wisely.	Never	Seldom	Not consistently	Most of the time	Always

Initiative – This Student:

12. Looks for things to be done without being told.	Never	Seldom	Not consistently	Most of the time	Always
13. Completes exams in a timely manner	Never	Seldom	Not consistently	Most of the time	Always
14. Starts the day by preparing rooms and is well prepared for duties	Never	Seldom	Not consistently	Most of the time	Always
15. Watches for exams, initiates exams without having to be told – self-starter	Never	Seldom	Not consistently	Most of the time	Always
16. Demonstrates ability to trust personal judgement	Never	Seldom	Not consistently	Most of the time	Always
17. Aware of own strengths and weaknesses	Never	Seldom	Not consistently	Most of the time	Always

Aptitude – This Student:

18. Retains information w/o the need for multiple repeated explanations	Never	Seldom	Not consistently	Most of the time	Always
19. Demonstrates ability to apply previously gained knowledge	Never	Seldom	Not consistently	Most of the time	Always
20. Student asks for feedback from the staff technologists at the end of each clinical day	Never	Seldom	Not consistently	Most of the time	Always
21. Adapts to various technologist' and physician's styles and methods	Never	Seldom	Not consistently	Most of the time	Always

22. Asks appropriate questions at appropriate times	Never	Seldom	Not consistently	Most of the time	Always
---	-------	--------	------------------	------------------	--------

Communication – This Student:

23. Communicates with patients in a respectful, considerate manner	Never	Seldom	Not consistently	Most of the time	Always
24. Is able to collect appropriate clinical information in a timely fashion	Never	Seldom	Not consistently	Most of the time	Always
25. Communicates effectively with department and hospital staff	Never	Seldom	Not consistently	Most of the time	Always

Procedure Competency – This Student:

26. Performs exams with direct supervision if not YET competent or repeating images	Never	Seldom	Not consistently	Most of the time	Always
27. Performs exams with indirect supervision if competency has been acquired and student is able to perform exam safely based on patient condition	Never	Seldom	Not consistently	Most of the time	Always
28. Demonstrates knowledge of radiographic equipment	Never	Seldom	Not consistently	Most of the time	Always
29. Appropriately evaluates patients for potential artifacts	Never	Seldom	Not consistently	Most of the time	Always
30. Demonstrates critical thinking skills for adjusting exam to patient’s ability and body habitus	Never	Seldom	Not consistently	Most of the time	Always
31. Is able to identify anatomy on x-ray images	Never	Seldom	Not consistently	Most of the time	Always
32. Able to make necessary correction prior to taking repeat exposure	Never	Seldom	Not consistently	Most of the time	Always
33. Follows appropriate protocols for site and rotation	Never	Seldom	Not consistently	Most of the time	Always
34. Demonstrates appropriate collimation by allowing 1-1/2 inch margin	Never	Seldom	Not consistently	Most of the time	Always
35. Demonstrates appropriate placement and usage of own markers	Never	Seldom	Not consistently	Most of the time	Always
36. Utilizes appropriate kVp and mAs for site and rotation	Never	Seldom	Not consistently	Most of the time	Always
37. Demonstrates correct land marks, angles and centering.	Never	Seldom	Not consistently	Most of the time	Always

Patient Care & Safety – This Student:

38. Appropriately identifies patients	Never	Seldom	Not consistently	Most of the time	Always
39. Adheres to HIPAA and proper patient confidentiality standards	Never	Seldom	Not consistently	Most of the time	Always
40. Appropriately shields patients of child-bearing age and children	Never	Seldom	Not consistently	Most of the time	Always
41. Utilizes good body mechanics and assures patient safety	Never	Seldom	Not consistently	Most of the time	Always
42. Demonstrates appropriate infection control practices	Never	Seldom	Not consistently	Most of the time	Always
43. Performed the specific room rotation objectives and responsibilities	Never	Seldom	Not consistently	Most of the time	Always

Comments:

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

Include comments for all NOT consistently or lower

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.

Student's name (please print)

Student's signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

APPENDIX B
RADIOLOGY TECHNOLOGY STUDENTS
CLINICAL CHECKLIST
 (Check box when documentation is submitted)

Clinical documentation is required to attend clinical. **The documentation is required prior to the first day of classes.** 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 these forms must be turned into the Radiology Technology Program Director **no later than September 7, 2018** in order to start the program on September 19, 2018. Forms can be e-mailed or dropped off to building 7, room 138 (if dropping off must be done by August 16th by 3:00pm).

- Background Check Completed **prior** to new student orientation!!
- Media Release Form Completed at new student orientation!! (**Yellow form**)
- Parking Pass Form Complete at new student orientation!! (**Purple form**)
- FERPA form Completed at student orientation! (**Tan form**)
- Health Record form **Complete, scan & email to kimberly.eikum@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 - August 7, 2018. Your last (2nd) TB test must be dated August or September 2018. NO EXCEPTIONS.**
 2. MMR (Measles/Mumps/Rubella) Vaccination
 3. TDAP (Tetanus/Diphtheria/Pertussis) Vaccination
 4. Varicella (Chicken Pox) Vaccination
 5. Hepatitis B Vaccination – (may opt out, but must complete the opt-out form, which is **yellow**)
 6. Yes/No & Signature on back page.

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

- Influenza form Bring in documentation of receiving the Influenza Shot **by October 18th**. (**Pink form**)
- Health & Commitment Form Completed at student orientation! (**Tan form**)
- Clinical Agreement Completed at student orientation! (**Blue form**)
- Emergency Contact Completed at student orientation! (**Green form**)
- Release of Liability Completed at student orientation!! (**Gray form**)
- Register for classes Completed at new student orientation!!
- Register for Multicare.org Completed at new student orientation!!

Training Checklist and Attestation – (006) – Please go online to our website: <https://www.multicare.org/per-diem-training/>, log-on and use the drop-down menu titled “Required Modules for All” and view the **Standards for Business Conduct** module, **Annual Mandatory Education** module, **Fraud and Abuse** module and our **MHS Values** and then **sign** and **return** the form.

***This site requires a username and password**-case sensitive
Username: **travelers**
Password: **MultiCare012**

- Inland Imaging Completed at new student orientation!! (**White form**)
- Providence Completed at new student orientation!! (**Tan form**)
- Multicare Completed at new student orientation!! (**Blue forms**)
- TB fitting form Complete at new student orientation!! (**Dark Pink forms**)
- Pictures for Clinical Have pictures taken for clinical (**Senior to do**)
- Student Picture Bigfoot Central Desk: Large desk in Lobby of Bldg. 15
Mon. – Wed. 7:30am – 5:00 pm
Fri. 8:00am – 12:00pm

Must have with you in order to get your ID:
1. VALID PICTURE ID

2. FALL CLASS SCHEDULE

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: <https://scc.spokane.edu/For-Our-Students/Student-Resources/Student-Health-Clinic/Health-Insurance> ****this must be purchased each quarter and submit receipt of purchase****

Uniforms Fitted for uniforms during new student orientation. **(Uniforms & More)**

Drug Screening Mandatory drug screening through Pathology Associates (PAML) is required to attend clinical at Deaconess, Valley Hospital and the Rockwood Clinics. **You will need to go to the one of the following address and say that you are a SCC student so the results come to SCC. Please complete the drug screening between Sept. 5th – 7th, or it will not be valid for these clinical sites. You will need \$20.00 EXACT cash for the drug screening and a valid ID.**



HIV/ AIDS 7 hours HIV/AIDS education is required. If you haven't taken this before, you will 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 Sept. 26th, 2018.

Receive copies of Orientation Schedule (**blue**)
Textbook Schedule (**coral**)
Class/Clinical Schedule (**tan**)
SCC Parking Permits (Yellow)



DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

E-mail all documentation to Kimberly.eikum@scc.spokane.edu by September 7th, 2018 at 3:00pm

**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:

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.

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,

That will be considered a failed clinical. I will 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 to be allowed to re-enroll for an additional externship. Any potential re-enrollment will be reviewed on a case by case basis and 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 rotation through.

Student Signature

Date

Program Director or Clinical Instructor Signature

Date

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

APPENDIX D

**SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY**

CLINICAL LOGBOOK MAINTENANCE SIGN-OFF

It is the student’s responsibility to maintain and update their logbooks on a daily basis. Each exam that the student participates in and/or observes should be written in the logbook under the appropriate heading. Each repeat image should be written in the logbook under “repeats”.

Each logbook entry will include the correct date, x-ray file number, level of participation (assisted or unassisted) and the examination.

Students are responsible for the care and safety of the logbooks, which will remain a part of the student’s records maintained by the school.

Logbooks will be collected at the end of each quarter on a specific designated day. Since logbooks are partial verification of clinical experiences of the student, failure to maintain an updated logbook, loss of a logbook or failure to turn in to the instructor as designated will result in a reduction of the student’s clinical grade for the quarter. The logbook constitutes 10% of your clinical grade in that specific quarter. The reduction of the logbook grade for the quarter would be as follows:

- 1 50% if turned in late.
- 2 25% if the exams recorded are 75% the median.
- 3 50% if the exams recorded are 50% of the median.
- 4 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

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

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 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 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.

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

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.



APPENDIX G

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

SPOKANE COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY

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 2018-2019 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, 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

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

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 community colleges of Spokane 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 CCS purposes without compensation.

Furthermore, I release CCS from 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 CCS.

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 7 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

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

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 https://www.arrt.org/Search.aspx?as_q=radiography%20handbook

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

Created 3/15/13

PLEASE SIGN & RETURN TO THE PROGRAM DIRECTOR

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

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

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

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 indicated, 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

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

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

DISCLAIMER: THIS HANDBOOK POLICY IS SUBJECT TO CHANGE ANYTIME DURING THE 2018-2019 SCHOOL YEARS.

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 PROCEDURE



STUDENT CONCERNS FORM AND PROCEDURES

Informal Guidelines For Addressing Student Concerns

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:

1. 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.
2. Concern(s) must be initiated within 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.
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 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 department chair and/or dean may call an informal meeting between the student and faculty to attempt resolution.
6. Group concerns will not be considered.

Step 1: The student communicates with the faculty member with whom they have the concern and describes the concern. The faculty member has 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 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.

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.

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 this form. The form must be submitted to the dean's office within ten (10) instructional days of the dean's Step Three response. Failure to do so causes the complaint to be denied as untimely.



FORMAL STUDENT COMPLAINT PROCESS FORM

Student Complaint

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 not 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

**Spokane Community College
Radiology Program
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
School of Radiologic 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)	
<input type="checkbox"/>	1st - Connect C-Arm Workstation to C-Arm (Red Dot to Red Dot)
<input type="checkbox"/>	2nd - Connect C-Arm Workstation into the wall outlet (Red outlet)
<input type="checkbox"/>	3rd - Connect Workstation to RIS(port13)
<input type="checkbox"/>	4th - Press Green Power On Button at the front of the Workstation
<input type="checkbox"/>	Attach and Remove Laser Pointer
<input type="checkbox"/>	Center Laser Pointer
II Lock and Maneuver C-Arm	
<input type="checkbox"/>	Can Lock and Unlock C-Arm and Workstation Wheels
<input type="checkbox"/>	Can Lock and Unlock Transverse Axis, Tilt, Swivel (Wig Wag), and Oblique Rotation
<input type="checkbox"/>	Can Raise and Lower C-Arm (Vertical Axis)
III Enter and Verify Patient Information	
<input type="checkbox"/>	View Patient Information
<input type="checkbox"/>	Refresh Patient List
<input type="checkbox"/>	Edit Patient Information
<input type="checkbox"/>	Create a new patient (for Add-On Cases that have not been scheduled).
<input type="checkbox"/>	Set the appropriate Exam Profile
IV Set, Verify and Configure Controls	
<input type="checkbox"/>	Identify Exposure Button (Eye) on C-Arm, hand control, and foot control
<input type="checkbox"/>	Identify High Level Fluoro (Eye+) Button on hand control, and foot control
<input type="checkbox"/>	Identify Mode Button on C-arm, hand control, and foot control
<input type="checkbox"/>	View and modify exposure controls using Mode Menu on Workstation
<input type="checkbox"/>	Capture a single image (Scout) or a movie (Cine) in normal mode and in boost mode
<input type="checkbox"/>	Configure system for Angiography work by setting Eye button in Mode 2 to Roadmap
<input type="checkbox"/>	Configure system for a Chole by setting HLF Acquire to On under Cine - Cine Set Up
<input type="checkbox"/>	Turn Low Dose On and Off
<input type="checkbox"/>	Turn Pulse On and Off and able to set Pulse Rate
<input type="checkbox"/>	Reset 5 Minute Timer

**Spokane Community College
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9800 / 9900 C-Arm (PAGE 2)**

V Manipulate Displayed Image

- Rotate image clockwise and counterclockwise
- Orient Image for Right to Left Inversion
- Orient Image for Top to Bottom Inversion
- Magnify Image

VI Collimate

- Increase and Decrease Circular (Iris) Collimation
- Increase and Decrease Leaf Collimation
- Rotate Leaf Collimation clockwise and counterclockwise

VII Save and Send Images

- Turn AutoSave on or off
- Turn AutoSwap on or off
- Identify Save Button on C-Arm, hand control and Workstation
- Identify Workstation Button on C-Arm and on Workstation
- Select a group of images and Dose Report and send to PACS

VIII Properly Shut Down the C-Arm

- 1st - Lower C-Arm to lowest Vertical Position
- 2nd - Turn Power Off (Green button on the front of the Workstation)
- Unplug power from the wall and disconnect C-Arm from Workstation
- 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

