

This 2011-2012 Student Handbook has been designed to give students in the Radiologic Technology Program at Southern Vermont College, an overview of the program. The *Handbook* is revised on an annual basis and students currently in the program, are subject to the revisions and changes in the Handbook.

THIS HANDBOOK IS NOT A CONTRACT AND SHOULD NOT BE VIEWED AS SUCH.

RADIOLOGY PROGRAM CODE OF CONDUCT

The following are professional standards developed by the American Society of Radiologic Technologists (ASRT) by which all students must adhere. The Radiologic Sciences involves professional behavior, honesty and integrity of graduates and students.

- The radiologic technologist student conducts him or herself in a professional manner, responds to the needs of patients and supports colleagues and associates in providing quality patient care.
- The radiologic technologist student acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
- The radiologic technologist student delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- The radiologic technologist student practices technology founded upon theoretical knowledge and concepts; uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- The radiologic technologist student assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- The radiologic technologist student acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- The radiologic technologist student uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
- The radiologic technologist student practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- The radiologic technologist student respects confidences entrusted in the course of professional practice respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

MISSION OF THE PROGRAM

The Radiologic Technology Program at Southern Vermont College is committed to quality education and excellence in providing competent entry-level radiographers who function as productive members of the health care team.

Through a competency based program, graduates will demonstrate proficiency in the application of current and developing technologies, use effective communication both verbal and written, think critically, apply appropriate radiation safety measures, and safely administer ionizing radiation to patients at hospitals, clinics, doctors' offices, and other health facilities.

PROGRAM GOALS

The following are Radiologic Technology program goals:

- i. Provide knowledge and understanding in the areas of oral and written communication, problem solving and critical thinking that can be utilized in the practice of radiology.
- ii. Develop appropriate ethical and professional values.
- iii. Graduates will be competent entry-level radiographers who produce quality diagnostic services to meet the needs of the community.

ADMISSIONS PROCESS

Southern Vermont College has a rolling admissions policy and accepts applications for fall and spring semesters. Admission to the College is based on prior academic performance, personal character, potential for achievement, and a strong desire and commitment to participate actively in an academic setting. Certain programs have special academic requirements, and the decision concerning admissions to these programs is based upon evaluation of the applicant's academic and/or special achievements to date. It is the policy of Southern Vermont College not to discriminate in its admission program on the basis of race, color, creed, religion, national origin, sexual orientation, sex, age, veteran's status, or disability.

ADMISSION TO THE RADIOLOGIC TECHNOLOGY PROGRAM - Students eligible for the Radiologic Technology major would have the following characteristics:

- meet the requirements for acceptance to Southern Vermont College.
- have completed all general education and preparatory classes.
- successful completion of the following courses with a minimum grade of C before being accepted to the Radiologic Technology major: EN101 English Composition I and EN 102 English Composition II.
- successful completion of the following course with a minimum grade of C+, HC101 Intro to Health Care I, HC 102 Intro to Health Care II, MA 120 College Algebra, NS235 Anatomy and Physiology I, NS 236 Anatomy and Physiology II.
- high school GPA of 3.0 or higher, or suitable equivalent in class standing or college GPA of 2.85 or higher at Southern Vermont College or another institution of higher learning.

The final decision rests with the Admissions Office and alternate programs are offered to those students who do not meet the specific requirements for the Radiologic Technology program.

DEGREE PROGRESSION AND RE-ADMISSION TO THE PROGRAM

A Radiologic Technology student must maintain a grade of C+ or higher in each Radiologic Technology major core course and a cumulative grade point average of 2.3 to progress in the program.

A student who does not receive a C+ or higher in a radiologic technology major core course or who does not maintain a cumulative GPA of 2.3 or higher will be dismissed from the program. In order for the student to be eligible to reenter the program he/she must reapply to the Radiologic Technology program. The student must meet all prerequisite requirements including the minimum Southern Vermont College CGPA of 2.85. Readmission is contingent on space availability and a student may only be readmitted to the program once.

A student who is readmitted must repeat any radiologic technology major course in which he/she has not received a grade of C+ or higher before being eligible to take the next course (s) in the degree sequence. A student may only retake courses in which he/she has not achieved a grade of C+ or higher. Course repetition is allowed on a seat available basis only.

If a student is not granted re-admission, the student may appeal this decision. The procedure for appeals is in the *College Catalogue*.

RADIOLOGY PROGRAM DUE PROCESS/STUDENT GRIEVANCE PROCEDURES

Implemented: 8/05

Revised: 8/08

Grievances can be identified as academic and non-academic. Academic grievances within the Radiology Program can be a difference of opinion between a student and a program faculty member about clinical and didactic grading as well as aspects that affect grading such as attendance, clinical disciplinary action, instructional quality and situations where the student believes he or she is being treated unfairly. Non-Academic Grievances within the radiology program can be a difference of opinion or dispute between a student and a program instructor, hospital administrator, clinical department staff member, or another student pertaining to the interpretation and/or application of the policies and procedures, unrelated to clinical and classroom management of the Radiology Program. Examples of this may be a difference of opinion between the student and a clinical instructor on the interpretation of the Appearance Code policy.

Every attempt should be made to informally resolve any dispute at the level at which the dispute arises. Recognizing that such matters cannot always be resolved informally, the Radiology Program provides a formal process through which students can appeal to individual (s) external to the program.

Procedure for Radiology Program – Specific Academic Grievances

The procedure for academic grievances within the program is consistent with the “Student Academic Grievance Policy” found in the *College Catalogue*; in addition, the procedure includes finite times in which the grievance is to be evaluated by program faculty.

1. The student must first discuss the matter of concern with the program faculty member involved within 5 working days of notification of the grade. If the matter is related to a clinical course, the student should first discuss the matter with the clinical instructor and/or clinical coordinator. If the program faculty member and student agree that an error in the calculation of the grade has occurred, the faculty member will notify the Radiology Program Director or in the case where the faculty member is the Program Director, the Chair of the John Merck Division of Science and Technology. The Program Director or the Chair of the Division will refer the matter to the three faculty members of the Academic Standards and Policy Committee within 5 days. The program faculty member will be required to submit complete documentation of the error to the committee. The Academic Standards and Policy Committee meet on a regular basis and can be convened, if necessary for emergency situations. The review by the committee will not take more than 15 working days.
2. If an error is not found and the student is still not satisfied with the grade or the committee’s decision in step one, he or she may appeal in writing to the Provost within 10 working days of the decision of the committee. The Provost will notify the student in writing within 5 working days his/her decision. The decision by the Provost is final. The entire informal procedure will take no longer than 45 working days

Procedure for Radiology Program – Specified Non-Academic Grievances

It should be noted that all non-academic issues of personal conflict should be addressed directly with the individual with whom the conflict exists. If the student does not feel comfortable with this, or if he or she feels that the conflict is unsolvable at this level, then the following procedure should be followed:

1. The student must bring the issue to a program faculty member within 5 working days of the incident or conflict. If the matter is related to an issue at one of the clinical sites, then the student will need to discuss the issue with the site clinical instructor and/or clinical coordinator. If the matter is directly related to the site clinical instructor, the student may discuss the incident with the program director, another clinical instructor or the program clinical coordinator. Program faculty will notify the student in writing within 5 working days of their decision.
2. If the student is not satisfied with the review and recommendation of the program faculty member, the matter should be brought, in writing, within 5 working days to the Program Director or, in the case where the faculty member involved is the Program Director, the Chair of the John Merck Division of Science and Technology. The Program Director or Division Chair will notify the student, if necessary, in writing in not more than 5 working days their resolution of the conflict.

3. Students, who are still dissatisfied at this level, have the right to appeal in writing to the Provost within 5 working days of the decision made in step 2. The Provost will review the incident and issue a decision concerning the matter within 5 working days of receiving the written appeal. The decision by the Provost is final. The entire procedure for review and resolution of non-academic issues should take no more than 30 working days.

In all cases, it is the intent of the Radiology Program and the college to assure that fair and equitable treatment is given to all radiology students. In addition to this process, students have the right to address their concerns with the Joint Review Committee on Education in Radiologic Technology by mail to 20 N. Wacker Road, Suite 2850, Chicago, IL 60606-3182 or by calling 312-704-5300.

GETTING STARTED

Once accepted into the Radiologic Technology program, prospective students are sent information regarding dates and times for fall registration from the Admissions Office of the College. Registration dates are scheduled in the summer and again just prior to the start of classes.

JRCERT ACCREDITATION AND THE STANDARDS

Radiologic Technology programs nationwide operate on the basis of Standards for an Accredited Educational Program in Radiologic Sciences as adopted by the Joint Review Committee on Education in Radiologic Technology. The Standards is an outline of requirements and ideals which the Southern Vermont College Radiologic Technology program must follow to meet accreditation standards.

Southern Vermont College is accredited by Joint Review Committee on Education in Radiologic Technology which is recognized by the American Registry of Radiologic Technology as the regional accreditation agency for colleges in the area of Radiological Sciences. This accreditation makes students who have successfully completed the two-year Radiologic Technology program eligible to sit for the ARRT exam. A copy of their Standards is located in Appendix A. The college is also accredited by the New England Association of Schools and Colleges.

PROGRAM MASTER PLAN

The Standards require that all Radiologic Technology programs must maintain a Program Master Plan, which contains information regarding program philosophy, curriculum and course outlines, clinical education plan, and program policies. Southern Vermont College's Radiologic Technology Program Master Plan is available for review in the Program Director's office.

CURRICULUM

A copy of the program curriculum for the Associates and BSRS can be found in Appendix C. As you can see, the Radiologic Technology program is a demanding program. The following are some suggestions to help you.

Study: Yes, study. Acquire the habit of “study first, play later.” Think of a day of college as a day at work. When you're not in class: go to the library, have a friend quiz you, get extra help from an instructor (all instructors have posted office hours--this is your time!) or take advantage of the learning lab. Do not go out at night until you are ready for the next day's classes. Remember: learn each concept well (not short-term memory) because your patients will be placing their trust in your ability. Once you are in the hospital working, you will be using the knowledge you have gained every day. Also, you'll need to pass the national registry exam, and you cannot rely on short-term memory for that.

Learning Resource Center: The College's Learning Resources Center includes the library, audiovisual department, and archives. The library has a wide variety of reference books, magazines, and newspapers as well as loaned books. The library can borrow materials through interlibrary loan and has on-line access to academic and public library catalogs throughout the state of Vermont and other northeastern states. Students also have direct borrowing privileges at Bennington College, Williams College and at the Bennington Free Public Library. The audiovisual department has a wide variety of audiovisual equipment and material that students may request and view in the library.

Success Center: The Success Center program staff provides extra help through counseling, tutoring, and competency courses. All services are free. For further general information about the Success Center, see http://www.svc.edu/academics/success_center.

The Success Center Program Learning Cooperative provides academic support services for all students who request assistance. Services provided include walk-in tutorials, organized study groups, and placement testing. Tutors proficient in a wide variety of subjects staff the office. The hours and tutor's areas of expertise are posted throughout the College and on the College's Web site.

Counseling: Free, confidential, personal counseling is available to all students. Professional counselors are happy to help you with your problems, big or small. You can set up counseling appointments by calling 802-447-6343. Counseling Services are located in Aldis Hall.

If you're having problems don't wait before acknowledging a problem. The sooner you seek help, the better off you'll be. If you find you're having an academic problem or a personal problem that is impacting your ability to do your work, seek out your instructor or advisor for assistance. If you don't feel comfortable with your instructor or advisor, think about going to any one of the program faculty, the campus counselor, a student services staff person, or the Dean of Students.

We are all here to help you succeed.

GENERAL EDUCATION REQUIREMENTS

To obtain a Bachelors of Science in Radiologic Sciences students must complete 46 credits in the general core. Required courses are: IT 150, EC 200, EN 100, EN101, EN 102, MA 120, NS 235, PY 315, and FY 100. One 3 credit Environmental Issues core class, and one 3 credit History and Government core, 6 credits in Humanities as well as 6 credits in the Social Sciences are also required.

In addition to the 46 credits in the general core students must complete 74 major specific courses. These include NS 236, HC 101, HC 102 all of the RS classes and 9 credits of upper level electives in Health Care, Psychology or Management.

GRADE-POINT AVERAGE

Students in the Radiologic Technology program are required to maintain a C+ or higher in all Radiologic Technology (RS) and required science (HC 101, HC 102, MA 120, NS235, NS236) courses to progress in the program. A cumulative GPA of 2.3 and a minimum of 120 credit hours are needed for graduation.

EXPENSES

In addition to tuition and fees, Radiologic Technology students should expect the cost of books for the first year will far exceed the cost of books the second year. Most of the texts purchased during year one will be used throughout the 21-month program. Students report spending \$800 to \$1200 during their first year for their text books.

Other expenses for which you are responsible include the cost of an initial health physical, annual health screening (TB testing), required vaccinations, all of your own healthcare (including any acquired health problems associated with clinical education), radiographic lead markers, required name tags, annual CPR certification, uniforms, uniform patches and other items for proper clinical attire, transportation, and housing.

CHANGE OF ADDRESS

The Radiologic Technology program and the Registrar's Office should be notified promptly of changes in name or address in case of an emergency.

INSURANCE INFORMATION

Health Insurance

Every student enrolled in at least one class for credit will be billed for health insurance. If a student is presently covered under an insurance policy, he/she may waive the insurance offered by the College. An insurance waiver is generally enclosed with each tuition bill. *It is the student's responsibility to acquire an insurance waiver and return it prior to the due date. A student cannot begin the Radiologic Technology program without proof of health insurance.*

Professional Liability Insurance

Students enrolled in professional career programs at Southern Vermont College are insured under a specified medical professional liability insurance policy carried by Southern Vermont College. Cost for this insurance is attached to each clinical education course as an additional fee.

PROGRAM RECORD MAINTENANCE SYSTEM

1. Health Forms

A physical exam signed by a physician on a Southern Vermont College physical exam form is required initially for participation in clinical education. Physicals are available through Southwestern Vermont Medical Center's Occupational Health Department on an appointment-only basis. This form along with any other health-related documents will be kept in a secure location in the student's file in the Health Services office.

2. Program Occupational Radiation Exposure Report

The Occupational Radiation Exposure Report is generated at the end of the two-year period and includes the student's dose accumulated during the education period. This form is placed in the student's permanent clinical file.

3. Affective and Technical Skills Evaluation

This evaluation form is completed and reviewed by the student and clinical instructor twice throughout each semester and is stored in the student's clinical folder. At the end of each semester, completed skill forms will be transferred to a permanent folder.

4. Clinical Competency Evaluation Grade Sheet

The student initiates this form when he/she feels competent in an examination category such as "Extremities" or "Cranium." The student shall ask the clinical instructor or other qualified technologist to evaluate his/her competency. These forms, with appropriate comments, will be stored in the student's clinical folder. At the end of each semester, completed evaluations will be transferred to a permanent folder.

5. Examination Record Form

This form indicates those exams the student has been evaluated on within each competency category. The original examination record form is stored in the student's master clinical folder with a copy in the student's clinical folder.

6. Disciplinary Action/Counseling Report

The clinical instructor will initiate a report if at anytime during clinical a specified negative event occurs. The report will be kept in the student's permanent folder.

7. Clinical Hours Sheet - Monthly/Yearly

Each student signs in and out of the x-ray department on a time card. At different times throughout the semester, the program faculty will record the student's time on the student's yearly time file. Total hours ahead or behind are indicated. This form is stored in the students' clinical folder.

8. Merit/ Demerit Forms

When students receive merits or a demerit, a written record of the occurrence (s) are kept on file in the students clinical folder.

9. Quarterly Film Badge Reports

These reports are initialed by each student receiving radiation and then stored in a three-ring binder, which is kept in the Program Director's office.

CLINICAL COMPETENCY MASTER PLAN

By the end of their professional study, students MUST complete all of the clinical competency requirements by the American Registry of Radiologic Technologists⁺. In addition, students must complete 72-hour CT rotation, a 16-hour Radiologist Rotation, a 16-hour ED observation, and have the option of completing an additional 24-hour elective rotation in another imaging modality. All students must successfully complete a Final Assessment Clinical Exam (FACE) which includes an oral, a written and one patient exam competencies. FACE is to be completed within the last two months prior to graduation. This process is initiated by program faculty.

	<u>Approximate Clinical Hours</u>
RT100 (INTRODUCTION TO RT): (2)	176*
One Mandatory Chest & Thorax Competency Chest Routine	
One Mandatory Abdomen Competency Abdomen, supine (KUB)	
RT160 (CLINICAL RADIOLOGY I): (10)	224
One Mandatory Chest & Thorax Competency Chest wheelchair or stretcher	
One Mandatory Abdomen Competency Abdomen Upright	
Eight Mandatory Extremities (Upper or Lower; not trauma) General Patient Care Competencies	
RT161 (CLINICAL RADIOLOGY II): (20)	448
One Mandatory Pediatric Competency Chest, Routine (age 6 years or younger)	
Four new Mandatory Extremities (Upper or Lower; not trauma)	
Three Mandatory Trauma Extremities Upper and lower Extremity (non-shoulder) Trauma Shoulder (Scapular Y, Transthoracic, Axillary)	
Three Fluoroscopy Studies (one must be UGI)	
Three Cranium Studies	
Five Mandatory Spine and Pelvis	
One Mandatory Mobile or Surgical study	
Other Clinical Rotations - Radiologist Observation -16 hours; ED Rotation – 16 hours	
RT260 (CLINICAL RADIOLOGY III): (12)	328
One new Mandatory Spine and Pelvis Competencies	
One elective Spine and Pelvis Competency	
Three new Mandatory Mobile or Surgical studies (Mandatory Orthopedic C-arm procedure)	
One Mandatory Chest & Thorax Competency (Ribs)	
One Fluoroscopy Study	
Two Cranium Competencies	
One Pediatric Extremity (upper or lower - age 6 years or younger)	
One pediatric Mobile or Abdomen Study (age 6 years or younger)	
One Surgical Study (non orthopedic)	
CT rotation 72-hours (Head, Neck, Chest, Abdomen, Pelvis)	
RT261 (CLINICAL RADIOLOGY IV): (8-10)	360
Seven new Elective Exam Competencies	
CT Rotation - 72 hours (Head, Chest, Abdomen and or Pelvis) (if not completed in RT260)	
Optional Elective Rotation – 24 hours	
FACE Final Assessment Clinical Exam	

Total *estimated* clinical hours: 1536*

*Total clinical hours are dependent on completion of all competencies & proficiency determination.
⁺See specific Clinical Education Policies for additional clarification.

Southern Vermont College

Radiologic Technology Clinical Education Policies

All Clinical Education Policies are evaluated annually and revised if needed by Program Faculty.

The general intent of this code is to present a professional appearance and attitude to our patients and co-workers. All students are expected to maintain an appropriate professional appearance and attitude at all times. This is extremely important and has a direct effect on patient confidence and the public's impression. Radiology students are a reflection on the Radiologic Technology program and the clinical site.

Each student will have as a standard part of his/her uniform:

1. Film badge
2. Name tag
3. Right and left markers with initials
4. Southern Vermont College patch
5. Small pocket size clinical notebook and pen

Apparel

- White or forest/hunter green scrub-type tops– scrub pants must be forest/hunter in color
- Female students may opt to wear scrub dresses, dresses are to be knee length or longer
- Revealing clothing such as low-cut tops, see-through clothing, extremely tight fitting, baggy or short clothing is unacceptable. Pants must be worn at the waist.
- White or neutral undergarments are to be worn under white uniforms.
- White or forest/hunter green lab jacket may be worn over the uniform
- Uniform pants must extend to the shoe tops and not touch the floor.
- White tee-shirt may be worn under scrub tops.
- Shoes must be all white and free from ornamentation. (May be all white sneakers)
- No open toed shoes, sandals, or open heel clogs
- White socks are to be worn with pants.
- White stockings are to be worn with scrub dresses.
- Southern Vermont College emblem patches are available in the Bookstore and must be placed on the left sleeve, approximately 1 inch below the shoulder seam.
- Uniforms must be neat and clean with no torn or worn areas. Excess wrinkles (slept-in-appearance) is not acceptable.

Jewelry

- One pair of small earrings is acceptable. (one earring per ear)
- A watch may be worn.
- May wear rings such as engagement, wedding, friendship or class ring.
- Facial jewelry or visible piercing (s) are not permitted.
- Dangling and/or ornate earrings, rings, bracelets and/or necklaces are not allowed.
- Visible tattoos are to be covered in an acceptable manner.

Personal Hygiene

- Appropriate personal hygiene must be practiced and conducive to patient care.
- Males must be clean shaven or have neatly trimmed beards/mustaches.
- For health and safety reasons, shoulder length hair or longer, must be tied back.
- Fingernails should clean, short and well trimmed. Artificial fingernails are not permitted. Fingernail polish of light color and chip free may be worn.
- Use of perfume or cologne is not permitted due to patient and/or co-worker allergenic sensitivity.
- No gum chewing is permitted.
- Hair color must be one that is considered natural.

Name Tag/ Student Identification

- Student ID Badge must be worn at all times with name; photo unobstructed and easily viewed.
- Each student is to have an acceptable identification badge; this may be purchased and/or furnished by the clinical site.
- Student Identification badge must indicate the student's name and state "Student Radiographer."

Failure to follow the Appearance Code policy will result in demerits. Clinical site policies concerning appearance supersede this policy; the clinical instructors/ clinical coordinator have the ultimate determination of appropriate appearance professionalism.

BACKGROUND CHECKS

Implemented: 8/2009, 7/10

Students in healthcare related programs are required to have a criminal background check done prior to starting a clinical rotation with a contracted/affiliated hospital or healthcare facility. **This is a requirement placed on the healthcare facilities by the Joint Commission formerly JCAHO.** In compliance with this requirement, Southern Vermont College has chosen Verified Credentials (VC).

Students whose VC report shows negative findings, including the following, may be excluded by the healthcare facility from a clinical placement program:

- a) History of any felony conviction within the last seven years
- b) History of class "A" misdemeanor conviction within the last seven years
- c) History of class "B" misdemeanor conviction within the last seven years
- d) Listing on the registry maintained by the Department of Health pursuant to T.C.A. Section 68-11-1004
- e) Listing on any of the following registries: HHS/OIG list of excluded individuals, GSA list of Parties Excluded from Federal Programs, U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specialty Designated Nationals (SDN),
- f) An encumbered license (current or prior) in a health-related file

Students are to access the VC website electronically and complete the online process for initiating the background screening. Students will receive a copy of their own background check and one will be sent to the program director who will review their results for compliance with our healthcare facilities. <https://client.verifiedcredentials.com/southernvermontcollege/>

CHALLENGED RESULTS:

1. Students who question the accuracy of the report should immediately send a brief written statement as to the area they believe to be incorrect to VC.
2. Re-verification will be made if the company determines that reasonable grounds exist and that the request is not frivolous or irrelevant,
3. If parts of the report are deleted or changed because of re-verification, VC and the student will receive a corrected report,
4. If the student does not challenge the RED or YELLOW results from the private company that conducted the background check and when the background check findings are such that the student does not meet the healthcare site's requirement, SVC Radiology Program may deny enrollment. Notification from SVC that a prospective student is denied enrollment due to background check findings will be notified by certified letter from the appropriate Dean (Academic or Student Affairs) explaining why the student cannot matriculate or continue in the program.

All disputes pertaining to the background check findings must be communicated in writing directly to Verified Credentials.

BEREAVEMENT LEAVE

Implemented: 8/2003

Revised: 6/2005

Students who experience a death in their immediate family will be given up to 3 days off (without penalty) from their clinical assignments. Additional time due to individual circumstances can be granted upon the discretion of the clinical instructor and/or program director. Although the clinical time does not need to be made-up, all competencies required for that clinical session, must be completed or additional time will be needed to complete them.

Immediate family is defined as: grandparents, parents, stepparents, siblings (adopted, biological, or step), spouse, child or other individuals residing with the student. It is the responsibility of the student to notify the clinical coordinator, clinical instructor and/or program director of a family death as soon as possible.

CLINICAL GRADE

Implemented: 8/2003

Revised: 6/05, 7/06, 6/11

Clinical grades are based on the required procedure competencies, midterm and final “Affective and Technical Skills” evaluations, daily clinical journals, clinical attendance, any demerits received and disciplinary action/counseling reports (if needed).

Percents given to procedure competencies, “Affective and Technical Skills” evaluation, clinical assignments (if indicated) and daily clinical journals will be noted in the clinical course syllabus and may change depending on the clinical course (e.g., RT160 verses RT260). For each required competencies not completed in a scheduled clinical assignment semester 5 points will be deducted off of the final clinical grade for that semester. Competencies not completed will need to be completed in the next clinical course. All required competencies must be completed before the student is allowed to graduate from the program.

Clinical time missed not made up or covered under the personal leave time policy will affect the final clinical grade in the following way:

One absence (1-8 hours) missed	-5.0 points
Two absences (9-16 hours) missed	-7.5 points
Three absences (17-24 hours) missed	-10.0 points
Four or more absences (over 25 hours) missed	-20.0 points and possible failure of the clinical course.

CLINICAL SCHEDULED TIME

Implemented: 8/2003

Revised: 6/2005

Students are scheduled for clinical for either the day shift, beginning after 7:30 a.m., but before 11:30 a.m., or evening shift, beginning after 12:00 p.m. and ending before 11:30 p.m., provided there is appropriate clinical staff for direct and in-direct supervision.

Rotations are scheduled at the beginning of the semester by the Clinical Coordinator with input from the Program Director and Clinical Instructors. Every effort will be made to ensure that all students receive an equal number of day and evening hours. Weekend shifts are granted if appropriate staff is scheduled to supervise. Make-up time will be scheduled according to the make-up time policy.

Students are not allowed to work more than forty hours in a week, and NO student will be granted clinical time for the performance of clinical duties outside of the normal duty hours, including weekends, unless they have been approved by clinical faculty and/or Program Director.

Direct Supervision

In accordance with Standard Eight, Objective 8.5 of the *Standards of an Accredited Educational Program for the Radiographer*, “All medical imaging procedures are performed under the **direct supervision** of a qualified practitioner until the student achieves competency.”

Direct supervision is defined as supervision in which a qualified radiographer is present in the room with the student during the procedure.

Failure to comply with this policy will result in the filing of a Disciplinary Action/Counseling Report, and the student’s final clinical grade will be affected. Abuse of this policy may result in the student’s termination from the program.

Indirect Supervision

In accordance with Standard Eight, Objective 8.6 of the *Standards of an Accredited Educational Program for the Radiographer*, “All medical imaging procedures are performed under the **indirect supervision** of a qualified practitioner after a radiography student demonstrates competency.”

Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to “all areas where ionizing radiation equipment is in use.”

Failure to comply with this policy will result in the filing of a Disciplinary Action/Counseling Report, and the student’s final clinical grade will be affected. Abuse of this policy may result in the student’s termination from the program.

Supervision of Repeat Radiographs

In accordance with Standard Eight, Objective 8.8 of the *Standards of an Accredited Educational Program for the Radiographer*: “All unsatisfactory radiographs are repeated by students under the **direct supervision** of a qualified practitioner.” A repeat documentation form can be found at each clinical site, students are to utilize the form appropriately. All repeat radiographs documented must have the name of the supervising technologist listed.

Failure to comply with this policy will result in the filing of a Disciplinary Action/Counseling Report, and the student’s final clinical grade will be affected. Abuse of this policy may result in the student’s termination from the program.

CLINICAL TIME, TARDINESS, and LEAVING EARLY POLICY

STUDENTS ARE REQUIRED to make themselves aware of the assigned hours and adjust personal and work schedules to coincide with their clinical schedule, as posted at the clinical site. Students are expected to be at their assigned clinical assignments for the total amount of time scheduled. Students may not deviate from their assigned clinical time unless previously approved by the clinical instructor, clinical coordinator, or program director.

Clinical Time

All students are expected to complete the assigned clinical time. Students are granted 64 hours of Personal Time Off (PTO). Any time missed other than the 64 hours will require the student to make-up time missed by the end of the semester or a clinical absence grade penalty will be assessed to the students' final clinical grade for that semester. (See clinical grade policy)

Tardy Policy

All students are expected to be at their assigned clinical sites and ready to begin their clinical day at the scheduled time. Students are considered tardy if they are more than five minutes late. Tardiness will cause the student to be given a demerit (s) which will adversely affect their clinical grade.

Leaving Early Policy

If a student leaves his/her clinical site more than 5 minutes before the scheduled time, they will be considered leaving early; and, this action will cause the student to be given a demerit (s) which will adversely affect their clinical grade. Students need to get approval from the clinical instructor or their designee for PTO to be used on the day of the absence. All reasonable requests will be approved, however requests may be denied due to specific reasons.

COMPETENCY PROCEDURES

Implemented: 8/03

Revised: 6/05, 7/08, 6/11

Exam competencies are divided into two major types (Mandatory and Elective), sub-types (General Patient Care, Initial, Simulation, Pediatric, Trauma, Mobile, Surgical and CT scan) and individual categories divided by body area.

MANDATORY COMPETENCIES

Mandatory competencies are those indicated by the ARRT and must be completed before the student will be allowed to graduate from the program. Students must demonstrate competence in all 31 procedures identified as mandatory. Procedures should be performed on patient; however, up to eight mandatory procedures may be simulated if demonstration on patients is not feasible.

ELECTIVE COMPETENCIES

Elective competencies are those indicated by the ARRT. Students must demonstrate competence in 15 of the 35 elective procedures. Elective procedures should be performed on patients; however, elective procedures may be simulated if demonstration on patients is not feasible.

Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing and image evaluation.

**semester requirements may exceed the ARRT's requirements*

GENERAL PATIENT CARE

Students are required to demonstrate competency in six general patient care activities. These activities include CPR, Vital signs (blood pressure, pulse, respiration, temperature), Sterile and aseptic technique, Venipuncture, Transfer of patient, Care of patient medical equipment (e.g.,

oxygen tank, IV tubing). These activities should be performed on patients; however, simulation is acceptable if state or institutional regulations prohibit candidates from performing the procedures on patients.

INITIAL COMPETENCY

An initial competency is any examination from a specified category that the student has performed under direct supervision and now feels confident enough to pass a competency exam. If the student receives a passing score of 85 or higher on the competency exam, the student may now perform that exam under indirect supervision. Any initial competency that fails to receive a score of 85 or higher must be repeated. Students who fail an initial competency must then complete the exam under direct supervision until such time as the student feels confident enough to request another competency exam

SIMULATION

Certain procedures can be simulated. According to the ARRT, Simulations must meet the following criteria: (a) the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting; (b) the program director is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting. Examples of acceptable simulation include: demonstrating CPR on a mannequin; positioning a fellow student for a projection without the actually activating the x-ray beam, and evaluating an image from a teaching file; performing venipuncture by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or grapefruit.

Simulations should be used for procedures that are only available in the clinical setting on a limited basis. Students are strongly encouraged to perform these procedures on actual patients and simulations should be used only when this is not possible.

PEDIATRIC COMPETENCY

By the end of the program, each student is required to demonstrate competency in at least three pediatric exams: Chest, Extremity (upper or lower) and Abdomen, or Mobile.

The ARRT has established that a pediatric patient is any child who is six years of age or younger. Pediatric exams should not be simulated if possible.

TRAUMA COMPETENCY

By the end of the program, each student is required to demonstrate competency in at least three trauma exams: Upper and Lower Extremities, and Trauma Shoulder (scapular Y, Transthoracic, Axillary).

The program has defined trauma as any serious injury that has occurred within a 48-hour period. A trauma patient is an individual who has sustained serious injury or shock to the body. Modifications should include variations in positioning, minimal movement of the body part, etc. It is recommended that students complete their trauma competencies on patients that require variation of the standard protocol for the particular trauma procedure.

Students should not do all of the trauma competencies on the same patient. **The clinical instructor may exercise discretion in determining whether a procedure is deemed a trauma competency.**

MOBILE STUDY AND SURGICAL STUDY COMPETENCIES

By the end of the program, each student is required to demonstrate competency on at least three mobile studies (Chest, Abdomen, and Orthopedics) and at least two surgical procedures. A pediatric mobile study can also be done under the pediatric section of competencies. A mobile study is one that utilizes mobile equipment such as a portable radiographic unit or C-arm and that is completed outside of the radiology department. A surgical procedure is one that is performed in the operating room or special endoscopic or urography room or suite where additional sterile technique is needed.

CT (Cat Scan) COMPETENCIES

By the end of the program, each student will have completed at least 72 hours in CT scan and must complete three CT competencies of the Head, Chest, Abdomen and or Pelvis.

FINAL ASSESSMENT CLINICAL EXAM (FACE)

Each student must complete a total of 51 competency exams by the end of RT261, Clinical Education IV, and one Final Assessment Clinical Exam (FACE). FACE consists of three parts:

- A. A verbal exam on patient care
- B. A written exam on critical thinking skills
- C. One patient exam competency to be chosen by program faculty.

All efforts will be made to have the student perform the one patient exam competency on real a patient and not a simulation. This exam is to be given and supervised by Program Faculty or a designee by the Program Director only. FACE is considered to be satisfactorily completed when a student obtains a score of 95 or higher on the patient exam and an 85 or higher on both the written and verbal exam. Any score below these in any of the specific areas are considered as failing in that section. If the student receives lower than the expected outcome in a particular section or sections, he/she must retake the section until a passing score is obtained. The failure of a section will result in a 5 point deduction from the final grade for each time the section needs to be repeated. FACE is considered passed when the student has received the required score in each of the areas. The FACE score is zero until all areas receive the score required. A student may not graduate from the program until they have successfully completed FACE.

COMPETENCY REQUIREMENTS Implemented: 8/03 Revised: 6/05, 7/06, 7/07, 7/08, 6/11

All clinical education courses in Radiologic Technology at Southern Vermont College are competency and not hourly based, which means that students must complete all the required competencies in each of the clinical courses regardless of the hours spent at the clinical education setting. For graduation from the program, students must complete the following:

- Six mandatory general patient care activities
- Thirty-one mandatory radiologic procedures which include at least one pediatric chest, three mobile studies, one surgical study–C-arm procedure orthopedic, and three trauma procedures.
- Fifteen elective radiologic procedures some of which can be chosen from the list of 35 procedures. Required elective exams include one pediatric extremity, one exam from the head section, either an UGI or a BE from the fluoroscopy section and one surgical study

(non-orthopedic). Other elective exams must be chosen from specific body areas to ensure that students receive a well-rounded clinical education.

- Three CT exam(s) competencies of the Head, Chest, Abdomen and or Pelvis
- Successfully complete all areas of FACE. FACE examines the student’s ability to critically think and apply general patient care knowledge to the clinical setting.

These requirements are comparable to that which would be expected of an entry-level radiographer.

Competency Protocol: Clinical competencies can be done using AEC (Automatic Exposure Control), however manual technique is strongly suggested. Routines for each of the exam competencies are dependent upon the clinical site in which the competency is completed. Individual competencies are scheduled for each of the clinical education courses beginning with RT100. Students should refer to the individual course syllabus for exact competencies to be completed.

GENERAL PATIENT CARE

- CPR
- Vital signs (blood pressure, pulse, respiration)
- Sterile and aseptic technique
- Venipuncture
- Transfer of patient
- Care of patient medical equipment (e.g., oxygen tank, IV tubing)

The following radiologic procedures have been identified by the ARRT. Procedures that are considered elective by the ARRT are outlined in *italic*; all others are considered mandatory.

CHEST and THORAX

Chest (Routine)	Chest AP (Wheelchair or Stretcher)	Ribs
<i>Chest Lateral Decubitus*</i>	<i>Upper Airway (soft tissue neck)*</i>	<i>Sternum*</i>

UPPER EXTREMITY

Thumb or Finger	Hand	Wrist
Forearm	Elbow	Humerus
Shoulder	<i>Clavicle*</i>	<i>Scapula*</i>
<i>AC Joints*</i>	Trauma: Upper Extremity (Non Shoulder)	
Trauma: Shoulder (Scapular Y, Transthoracic or Axillary)		

LOWER EXTREMITY

Foot	Ankle	Tibia & Fibula
Knee	Femur	<i>Patella*</i>
Trauma Lower Extremity	<i>Calcaneous (Os Calcis)*</i>	<i>Toe*</i>

CRANIUM

<i>Skull*</i>	<i>Paranasal Sinuses*</i>	<i>Facial Bones*</i>
<i>Orbits*</i>	<i>Zygomatic Arches*</i>	<i>Nasal Bones*</i>

*Mandible (Panorex acceptable)**

ABDOMEN

Abdomen Supine (KUB) Abdomen Upright *IVU** *Abdomen Decubitus**

SPINE AND PELVIS

Cervical Spine Lumbosacral Spine Thoracic Spine
Cross Table Lateral Hip *Trauma: Cervical Spine (Cross Table Lateral)** Pelvis
Hip *Sacrum and/or coccyx**
*Scoliosis Series** *Sacroiliac Joints**

FLUOROSCOPY STUDIES

*Upper GI Series (Single or Double Contrast)** *Small Bowel Series** *Esophagus**
*Barium Enema (Single or Double Contrast)** *Cystography/ Cystourethrography** *ERCP**
*Myelography** *Arthrography**

SURGICAL STUDIES

C-Arm Procedure-Orthopedic *C-arm Procedure Non Orthopedic**

MOBILE STUDIES

Chest Abdomen Orthopedic

PEDIATRICS (Age 6 or younger)

Chest Routine *Upper Extremity** *Abdomen**
*Lower Extremity** *Mobile Study**

CT COMPETENCIES

Head *Thorax* *Abdomen and or Pelvis*

The following are other clinical rotations required by the program

DEPARTMENTAL ROTATIONS

Transportation/ Radiology Aide Radiology office
Emergency Center Radiologist/viewing room

CT MODALITY ROTATIONS

Computed Tomography (72 hours)

ELECTIVE ROTATIONS

Nuclear Medicine Interventional Radiography Sonography
MRI Radiation Therapy

() denotes elective exams. All elective exams may be simulated, however, only 8 of the 31 mandatory exams may be simulated.*

COMMUNICABLE DISEASE

Implemented: 8/2003

Revised: 7/10

Due to the nature of the clinical work that the radiography student performs, it is evident that she/he may find her or himself caring for a patient with a communicable disease or one who has little or no immunity to a communicable disease. Therefore, it is the policy of this program that **each student will follow the exposure control policies of the clinical education affiliate in which he/she is assigned.** Any additional costs to comply with the clinical affiliates policy is the sole responsibility of the student.

Students developing signs or symptoms of communicable diseases that pose a hazard to the patients they serve or other clinical personnel shall immediately report this information to the hospital department personnel. If warranted, a hospital incident/injury form must be completed and a copy sent to the health department of the College.

CONFIDENTIALITY

Implemented: 8/2003

Revised:

It is important that all students in the Radiologic Technology program understand that confidentiality is a critical element of Medical Radiography. Students are to adhere to all applicable HIPPA, hospital, and federal confidentiality laws and regulations. Students **are not** to discuss any patient, condition, or treatment outside the line of duty. A student found to have violated this policy would be subject to immediate dismissal from the Radiologic Technology program at Southern Vermont College.

CARDIOPULMONARY RESUSCITATION

(CPR)

Implemented: 8/2003

Revised: 6/05, 6/11

CPR is a basic emergency procedure for life support, consisting of artificial respiration and manual external cardiac massage. All students enrolled in the Radiologic Technology Program must be CPR certified and provide proof of certification to the Program Director.

First-year students must provide proof of CPR training before the beginning of the clinical education session of RT100. The CPR training obtained must include that for Infants, Child and Adult. Only certification from the American Red Cross or American Heart Association will be accepted. On-line courses are not acceptable, a hands on training must be completed.

It is important for students to understand that CPR certification is mandatory and must be continually maintained while enrolled in the Radiologic Technology Program. Students who fail to maintain CPR certification will not be allowed to attend clinical education. Any time missed will need to be made-up and may result in an attendance penalty on their clinical grade.

DISCIPLINARY ACTION COUNSELING REPORT

Implemented: 8/2003

Revised: 6/05, 7/06

Disciplinary Action Counseling forms may to be completed by the Clinical Coordinator, Clinical Instructor and/or Program Director as soon as any of the following incidents of misconduct are known. The Program Director is to be notified within 48 hours of the incident.

Any violation any of the identified indiscretions under Group I will result in a failing grade and immediate dismissal from the program.

GROUP I

1. Possessing or under the influence of illegal drugs or alcohol while at the clinical site.
2. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, student, hospital employee, or hospital.
3. Disclosing confidential information about any patient.
4. Immoral, indecent, illegal, or unethical conduct on hospital premises.
5. Possession of weapons, or wielding or threatening to use any type of weapon on hospital or College property.
6. Assault on any patient, visitor, student, and hospital or College personnel.
7. Misuse or falsification of patient, student, and hospital or College records.
8. Removal of patient, student, and hospital or College records without authorization.
9. Smoking in restricted areas.
10. Threatening, intimidating, coercing other students, patient, visitors, or hospital personnel.

For students who violate the identified indiscretions under the Group II, the following procedure will be done:

- 1st Report: Verbally warned & counseled, plus 5 demerits.
- 2nd Report: Report: Written warning & counseled, plus 10 demerits.
- 3rd Report: Suspension from clinical up to 3days, plus 15 demerits. Clinical time missed due to suspension must be made-up. Personal Time Off (PTO) can not be utilized to in lieu of make-up time.
- 4th Report: Failing Course Grade and Immediate program dismissal

GROUP II

1. Engaging in disorderly conduct that could ultimately threaten the physical well being of any patient, visitor, student, and hospital or College personnel.
2. Insubordination and/or refusal to obey orders.
3. Inconsiderate treatment of patients, visitors, students, and hospital or College personnel.
4. Unexcused absences. (Failure to notify clinical instructor in the appropriate amount of time).
5. Improperly recording clinical time on one's own or another's time sheet.
6. Failure to perform responsibilities or to exercise reasonable care in the performance of responsibilities.
7. Violation of safety rules and regulations or failure to use safety equipment provided.
8. Unauthorized use of equipment.
9. Unauthorized soliciting, vending, or distribution of written or printed matter.
10. Individual acceptance of gratuities from patients.
11. In any event where three demerits have previously occurred within the same category.
12. Failure to follow program policies regarding direct and indirect supervision while performing radiographic exams

DISMISSAL

Implemented: 8/2003

Revised: 6/05

Students in the Radiologic Technology Program may be automatically dismissed from the program for the following reasons:

- Violation of any identified indiscretion(s) under Group I of the Disciplinary Action/Counseling Report.*
- Fourth reported violation of any identified indiscretion(s) under Group II of the Disciplinary Action/Counseling Report.*
- Failure to receive a C+ (2.3) or better in any of the Radiologic Technology core courses (Rt/Rs) and/or Ns235 and/or Ns236.
- Failure to maintain an overall GPA of 2.3.

Student dismissed for academic reasons have the right to re-apply to the program. See Re-admissions policy on page 3 of this handbook.

**It should be understood that there will be sufficient and proper documentation maintained at all levels for either Group I or Group II offenses.*

EXTRAORDINARY CIRCUMSTANCES Implemented: 8/2003 Revised: 6/05, 7/06

Extraordinary circumstances are those situations that are beyond the normal control of a student and would result in the student missing clinical days. Examples of extraordinary circumstances are extended illness (>5 days), extended hospital stays (>5 days), severe family issues, and death in one's family. Under normal circumstances, **pregnancy is not** considered an extraordinary circumstance. Absences due to complications of pregnancy will need to be evaluated by the student's doctor and written permission to return to clinical duties will be needed.

Students who miss clinical days due to extraordinary circumstances will first utilize all of their available personal time off (PTO). Students will be allowed to make up all missed clinical day in excess of the available personal time off without penalty.* A student will receive an incomplete grade until the clinical time has been made up. The Program Director, Clinical Coordinator and/or Clinical Instructor will schedule the make-up time. Make-up time can be completed before the start of the next semester if necessary.

**Students who miss clinical time during RT261-Clinical Radiology IV will have to complete all required competencies. This may require that the student make-up all or most of the clinical time missed before they will be allowed to officially graduate.*

FEE PAYMENT and CLINICAL Implemented: 8/03 Revised:

Students are required to pay their Radiologic Technology fees when they receive their fee statement from the College. If a student is unable to pay their fees, then it is the responsibility of the student to make payment arrangements with the Business Office at the college.

Failure to pay fees or make arrangements to pay fees will result in:

1. The student not being allowed to attend classes or clinical.

Note: If a student attends clinical without permission, a disciplinary action/counseling report will be filed, and the student's final clinical grade will be affected.

HEALTH PHYSICAL Implemented: 8/03 Revised: 7/07

The College, program, and clinical education centers require that students have an initial health physical performed by a physician and at their own expense. This initial health physical is to be completed prior to the start of the fall semester. The completed health physical form must be returned to the College Student Affairs Office. **Failure to comply will result in the student not being allowed to start fall semester classes.**

Immunizations and TB Skin Test

The College, program, and clinical education centers require that all students in the program have the following immunizations: **Rubeola (Measles), Rubella (German Measles), and Mumps.** Radiology students exempt from the immunization due to a birth date prior to 1/1/57 must provide information only concerning rubella immunization or rubella antibody titer.

All Clinical education centers affiliated with the program require that students have at least one Mantoux skin test before starting their clinical education. **Failure to comply will result in the student not being allowed to start RT100.**

Second-year students (*if required*) are to have their Mantoux TB skin test completed in August prior to starting RT260: Clinical Radiography III. The TB skin test results must be sent to the College Student Affairs Office no later than the last week of August. **Failure to comply will result in the student not being allowed to start RT260.**

Annual Flu vaccination

Although not required by the program, students are strongly advised to receive an annual flu vaccination. Students exposed to the flu during the clinical rotations who have not received an annual flu vaccination may be required to receive preventative medicine, as indicated by the health care facility, at their own expense.

Hepatitis-B Vaccination

The Radiologic Technology program at Southern Vermont College provides the following information so that students are aware of the risks associated with their chosen occupation and why this vaccination is required for all students in the program.

Certain groups of health care workers are at risk of contracting Hepatitis-B through exposure to blood or accidental inoculation. A new inactivated hepatitis-B vaccine has been developed to prevent hepatitis-B virus infection, a potentially fatal disease, in health care personnel. Studies on the safety and efficacy of the vaccine have shown it to be without serious side effects.

The Hepatitis-B vaccine costs approximately \$110 for the three doses--in addition to the administration, follow-up, and serologic screening costs. Vaccination consists of three separate doses of the vaccine, given at time zero, 1 month, and 6 months. Optimal protection is not conferred until after the third dose. For more information, students should contact the Program Director.

Radiologic Technology students receive the same holidays and vacations scheduled for the entire student body of the College including cancellation due to weather, with some exceptions:

- Summer clinical: Students will be scheduled for twelve of the fifteen weeks of the summer session. A total of 448 clinical hours are expected. (*costs for the summer session are the responsibility of the student*)
- RT160 includes clinical in the month of January between winter break and the beginning of the spring semester.

Note: The summer clinical course (RT161) cost the student extra tuition. These fees are not included in the fall or spring semester.

INCIDENT/INJURY REPORTS Implemented: 8/2003 Revised: 7/10, 6/11

During the clinical assignment, the student **must** report any incident of injury to him/herself or to a patient to the clinical instructor, supervisor, or department administrator. Hospital policy is to be followed in the event of any injury or incident. Any costs relating to the incident as required by the Healthcare facility is the sole responsibility of the student.

If a hospital incident/injury report is filed, notification will be provided to the Provost at Southern Vermont College.

INCLEMENT WEATHER Implemented: 8/2003 Revised: 6/05, 6/06, 8/09

Weather-related closings including cancellation of classes will be made jointly by the Director of Facilities and the President. Every effort will be made to make weather-related cancellation decisions early enough to have the information relayed to radio and television stations by 6:30 a.m. Usually, local broadcasting stations provide this information between 6:30 a.m. and 8:30 a.m. with updated or additional closings aired between 12:15 p.m. and 1:30 p.m.

If closing information is not available from a radio or television station, individuals may call the College at 802-447-4694 only. A recorded message will provide information about closings. If no message of cancellation is reported by the radio and television stations, then faculty, students, and staff should assume that the College is open and classes will be held.

Clinical Site Information: Clinical cancellations due to weather will be determined by closure of the following public school systems. Students attending clinical at (SVMC) Southern Vermont Medical Center, Bennington, VT must attend clinical unless Southwestern Vermont (S.V.S.U.) Supervisory Union School system (802-447-7501) is closed. Students attending clinical at SVMC Northshire, Manchester, VT or VOC Vermont Orthopedic Clinic, Rutland, VT must attend clinical unless Manchester School District (Bennington-Rutland Supervisory Union (s.u.) School 802-362-2452; Manchester Elementary/Middle School 802-362-1597) is closed. Students attending clinical at North Adams Regional Hospital must attend clinical unless North Adams School District (413- 662-3225) is closed.

In general, the following radio and television stations will be used to broadcast closing information:

Radio

WBTV/WHGC (Bennington, VT)

1370 AM/ 94.3 FM

WPTR/ WFLY/WROW/ WXJB (Albany, NY)	590 AM/ 92.5 FM/ 96.3 FM
WEQX (Manchester, VT)	102.7 FM
WMNB/WNAW (North Adams, MA)	100.1 FM/ WNAW 1230 AM
WZEC The Point (Bennington, VT)	97.5 FM
WBEC (Pittsfield, MA)	105.5 FM/1420 AM WZEC/97.5 FM
WJAN Cat Country (Rutland/ Manchester Center, VT)	95.1/94.5 FM
WJJW (North Adams, MA)	91.1 FM

Television

WTEN (ABC) Albany, NY	Channel 10
WNYT (NBC) Albany, NY	Channel 13
WRGB (CBS) Schenectady, NY	Channel 6

Storm information may be found at: 1-800-ICY-ROAD (429-7623) Vermont State Police

Weekend Clinical: Determination of weekend clinical cancellations due to inclement weather will be made by the Clinical Coordinator or Program Director. Students should call the Clinical Coordinator **on the day** the inclement weather is falling to verify that clinical is to be cancelled.

Students are required to call the clinical education center to notify them that Clinical education is cancelled due to inclement weather and that you will not be attending clinical. You must mark on your attendance record SD for snow day. It is the responsibility of students to mark their attendance record. Days not marked will be considered absent. When class delays are in effect, students are required to start clinical at the delayed time.

Campus Notification System

SVC offers its students, faculty, and staff an emergency notification system for important campus events (weather closings, emergency closings etc.) Current students, faculty and staff are invited to sign on for this important service at http://www.svc.edu/pr/campus_notification.html .

Notification messages will be provided via cell phone, email and the College's website based on the chosen preferences of individual users when they sign up.

If you have questions, please contact Director of Campus Safety 802-447-6393.

JOB INTERVIEWS

Implemented: 8/2003

Revised: 6/05

During the last spring semester, second-year students may request and be granted the equivalent of two days of excused absence from clinical to participate in employment interviews.

Students **must** notify the clinical instructor/ coordinator and/or program director **prior to** their scheduled interview. The initials INT (interview) must be written on the time sheet indicating the date attended. Students are required to provide proof of attendance at an interview session.

JRCERT

Implemented: 6/05

Revised:

It is the policy of the SVC Radiology Program to comply with all standards set by the JRCERT, Joint Review Committee on Education in Radiologic Technology. A copy of the latest standards can be found in appendix A.

The Radiology Program assures that all complaints regarding allegations of non-compliance with the JRCERT STANDARDS will be resolved in a timely and appropriate manner. A record of such complaints and their resolution will be kept in a file in the program director's office.

JURY DUTY

Implemented: 7/06

Revised:

If you receive a court order or subpoena for jury duty, every effort will be made to allow you to serve; however, there are times when you will be requested to seek a postponement given to the extend of clinical time that may be missed. Immediately upon receiving a court order or subpoena, you must present a copy to your clinical instructor, coordinator and/or program director in order to discuss your current responsibilities and how this may affect your educational or clinical needs.

Clinical time missed due to jury duty will need to be made up, however no penalty is given to the clinical grade for the loss of time incurred due to jury duty. If you are released while serving jury duty during business hours, you should return to clinical or class if it is practical and permissible by the court. Proof of attendance for the jury duty is required.

MAKE-UP TIME

Implemented 9/04

Revised 6/05, 6/06, 7/08, 6/11

Absences from clinical internship in excess of the 64 hours of Personal Time Off (PTO) shall be made up according to the following guidelines:

1. Make-up time must be approved and scheduled by a program faculty member.
2. Request for make-up time must be in writing and can be through email.
3. All make-up time must be completed before the end of the semester or pre-approved at other times by program faculty.
4. Make-up time cannot extend the work week beyond 40 hours of clinical and academic sessions.
5. In cases of extenuating circumstances, outstanding make-up time will result in an incomplete grade.
6. Make-up time cannot be made up on night shifts or shifts that extend past midnight. Weekend, day and evening shifts can be used for make-up time.
7. Failure to report to the clinical site for a scheduled make-up time will result in a disciplinary action which results in a 5-point deduction, per incident, from the clinical grade.
8. Any changes to the make-up time without prior approval of an instructor will not be counted towards make-up time.
9. Time will be allotted during each semester to be used if necessary to make-up clinical hours missed.

MASTER CLINICAL ASSIGNMENT

Implemented: 8/03

Revised: 6/05

The programs clinical sites are SVMC– Southern Vermont Medical Center, Bennington & Northshire, NARH – North Adam Regional Hospital and VOC-Vermont Orthopedic Clinic . Students will be expected to travel to other clinical sites throughout their 21-month program education. Assignment of students to a particular clinical education center is based on the number of students allotted per clinical education center. Each clinical education center offers a unique and valuable experience in the students’ education process, so a rotation of sites assures that students are provided with sufficient opportunities to become competent in every facet of radiography. Each of the major sites performs more than 10,000 exams per year. Additionally, students will be scheduled for clinical rotations, which provide adequate time and experience to allow them to achieve the objectives for evening and weekend hours, Computed Tomography, and if elected at least one elective rotation.

MERIT/DEMERIT SYSTEM

Implemented: 6/05

Revised:

The intent of the merit/demerit system is to encourage professionalism and ethical behavior. All students are expected to demonstrate professional and ethical behavior throughout the program by following the programs policies and procedures. Students who demonstrate superior professional and/or ethical behavior above what is required may be given merits. Students who do not adhere to the standards of the program may be given demerits. .

Merits are a documentation of student excellence as recommended by clinical staff, physicians or program faculty. One merit is equivalent to one hour of additional personal time off (PTO). Merits are awarded based upon the discretion of the program faculty. A commendation may warrant more than one merit; this determination will be decided by program faculty.

Demerits are documentation of unsatisfactory performance. One demerit is equivalent to a 1-point deduction in the overall clinical grade by semester. Demerits are assigned by clinical instructors, the clinical coordinator and/or program director. Through interviews with clinical staff, demerits may be recommended. All demerits will be reviewed with the student by either the clinical instructor, clinical coordinator or program director before it is applied to their grade. The number of demerits given for a particular offense will depend on the seriousness and frequency of the infraction. A repeat of the same infraction can result in double demerits. Any event where three demerits have previously occurred within the same category will be considered a group II offense under the Disciplinary Counseling Report Policy listed in this handbook.

Any student who feels that a merit was missed by hospital or clinical staff should bring it to the attention of the clinical instructor, clinical coordinator or program director
A partial list of merits and demerits can be seen in appendix F

PERSONAL TIME OFF

Implemented: 6/06

Revised: 7/07, 7/08, 6/11

A total of 64 hours of personal time off (PTO) is available to each student at the start of their two-year program. This time is for the student to use at their discretion when ill, doctor appointments, child care issues or anything else that would require the student to need time off from their clinical rotation. Usage of this time requires advanced notification, or notification to the clinical instructor/ coordinator a half hour before the start of their shift on the day of the absence. The 64 hours is in addition to school holidays, and snow days as designated by the college.

Leaving Early Policy: Students need to get approval from the clinical instructor or their designee for PTO to be used on the day of the absence. All reasonable requests will be approved, however requests may be denied do to specific reasons.

All time missed beyond the 64 hours must be made up. A student may not make-up (bank time) before all 64 hours have been used. There will be scheduled make-up time built into the end of each semester if needed. Make up hours plus normal school and clinical hours can never exceed more than 40 hours in a week. All make up hours must be done in the rotation or shift and at the clinical site that was missed originally. All make up hours must be approved by the clinical instructor or clinical coordinator at the site.

In order to assure that clinical objectives are met on weekends and evening rotations the amount of personal time usage during these rotations will be limited. **Students are only allowed to take off up to three weekend shifts and up to four evening shifts during the course of their two-year program.**

PERSONAL DEVICES

Implemented: 6/06

Revised: 7/08, 6/11

Personal cell phones, beepers, iPods, MP-3 players, pagers or any type of entertainment device will not be allowed in the clinical facility. These devices may interfere with the hospital equipment and cause distraction at the clinical site. All personal devices should be kept in personal vehicles.

In the event that students need to be contacted due to emergency situations, the hospital department number can be used for this purpose.

All cell phones should be kept on manners mode in the classroom, texting is not allowed during classroom lectures. Students whose cell phones become a distraction during lecture will be asked to not bring them to class and may be subject to demerits.

Failure to follow the personal devices policy will result in demerits which will adversely affect the student's clinical grade.

PREGNANCY

Implemented: 8/2003

Revised: 7/08

Southern Vermont College, Radiologic Technology Program encourages any student who believes that she may be pregnant to formally declare her pregnancy and acknowledge that any such declaration should be on a **voluntary basis**. The student can revoke this declaration at any time, for any reason by formal written notification. Removal of the declaration notification negates this policy.

A declaration of pregnancy must be made in writing to the Program Director who will notify the College's Health Office and the program's Radiation Safety Officer (RSO). Upon receiving the written declaration, the following procedure will be initiated to ensure that the unborn fetus does not receive a dose in excess of that given in 10 CFR 835:

1. Obtain a second radiation badge (fetal) to be worn at waist-level.
2. Restrict total gestational period dose to less than 0.5 rem (500 mrem during the entire gestation)
3. Obtain physician's permission to continue in program-related activities both during gestational period and before returning to normal educational activities after delivery.
4. The student will be counseled on radiation protection concepts and procedures. This will be documented on the pregnancy counseling sheet.

A student will be allowed to continue in the program without interruption if she chooses. If she voluntarily withdraws from the program due to pregnancy she will have the opportunity to return to the program on a space-available basis and may be required to wait one year.

PROFESSIONAL RESPONSIBILITY & ATTENDANCE Implemented:8/2003 Revised: 6/05, 6/06, 7/08, 7/10

The student's attendance and dependability in the clinical area shows professionalism. Frequent absenteeism and tardiness will adversely affect a student's clinical grade. Punctuality and attendance during all assigned clinical education courses is mandatory for continued progression in the program. The Radiologic Technology program is competency based and thus not based solely on hours spent in the clinical setting, however, a certain amount of clinical time is necessary to ensure competency. Excessive absenteeism will hinder clinical competency and thus must be considered in the student's overall grade and may result in dismissal from the program.

Students should note that continued state and federal financial aid is often dependent on previous successful completion of courses.

When unable to report to a clinical assignment, students **must personally notify** by telephone their clinical site, as well as, the clinical coordinator and clinical instructor by email. Notification **must be made** by no later than a half hour before their clinical shift is to begin. **Permission to leave the department while on assignment is to be obtained from the clinical instructor or his/her designee.**

To properly record clinical time, each student will personally sign in the morning or afternoon and sign out at the end of their scheduled clinical time on a time sheet provided. It is the student's

responsibility to insure that his/her attendance is recorded properly throughout the week. Those failing to sign in will be considered absent for those particular periods of time.

Any student caught falsifying his/her time sheet will be removed from the program.

Absences and/or tardiness of any type require that the clinical site be notified no later than a half hour before your clinical shift on the day of the absence. Failure to notify the Clinical site will result in a demerit and your clinical grade will be affected accordingly.

PROGRAM SELF-ASSESSMENT Implemented: 8/03 Revised: 7/08

Throughout the year, the Radiologic Technology degree program will review several student outcomes to review the effectiveness of the program based on the programs goals and mission.

Program effectiveness is divided into four categories or learning outcomes: Communication, Clinical Competence, Problem Solving/Critical Thinking and Professional Development. Each category has selected learning outcomes and each outcome has measured components to establish if learning has taken place.

Goal 1: *Provide knowledge and understanding in the areas of oral and written communication, problem solving and critical thinking that can be utilized in the practice of radiology.*

Goal 2: *Develop appropriate ethical and professional values.*

Goal 3: *Graduates will be competent entry-level radiographers who produce quality diagnostic services to meet the needs of the community.*

RADIATION PROTECTION/MONITORING Implemented: 8/2003 Revised: 6/05, 7/05

Student use of ionizing radiation during the labs of RT120, RT121 and the affiliated clinical facilities shall be in accordance with:

1. Vermont and Massachusetts state laws and criteria established in NCRP Report No. 32. Radiation Protection in Educational Institutions.
2. Students **are not** permitted to operate x-ray equipment except under the supervision of program faculty and/or hospital staff radiologic technologists.
3. All individuals working in radiation exposure areas shall wear radiation-monitoring devices. The radiation monitoring device will be worn in the neck/upper thorax region, and visually exposed when wearing a lead apron. This procedure is mandatory whenever working with ionizing radiation. No person shall be permitted to work in these areas without wearing a designated badge.
4. The current report shall be inspected and initialed by each respective student. All radiation exposure reports will be kept in a notebook in the Program Director's Office.
5. Individuals will be charged a replacement cost for lost radiation-monitoring device.

6. Persons in the room during radiation exposures must avail themselves of the control area protective barriers and the doors to the x-ray room must be closed.
8. A human shall never be exposed to radiation for demonstration purposes. Phantoms are available for checking or establishing techniques or demonstrating technical factors.
9. A student in fluoroscopy and/or performing mobile radiography must wear an appropriate leaded apron and thyroid shield device.
10. The Program's Clinical Instructor at SVMC is responsible for distributing and collecting exposure devices. The program director is responsible for maintaining exposure records.
11. The program control badge is located in the technologist's lounge at Southwestern Vermont Medical Center.
12. It is **strictly prohibited** for anyone (students or faculty) to intentionally expose the control badge or his/her badge. Any student caught doing this will be automatically dismissed from the program.
13. If an individual's quarterly exposure is greater than 400 mR per quarter, the Radiation Safety Officer (RSO) will notify the individual verbally and in writing. Within five working days, the individual will respond in writing with an explanation as to why the reading may be high. The RSO will then counsel the individual and attempt to modify the behavior that led to the situation. If quarterly film badge readings continue to exceed the allowable dose, the Program Director will be notified. Failure to correct radiation safety issues may result in dismissal from the program.

RADIOGRAPH IDENTIFICATION Implemented: 8/03 Revised: 6/05, 6/06, 7/08

Students will always identify their images radiographically with their **own** (initialed right or left) lead markers. **Do not** allow someone else to use your markers.

It is recommend that students always keep a second full set of markers in case of one or both in a set lost. A student without markers in clinical education is considered in violation of the Appearance Code.

Additionally, if required by the clinical site, the student will be required to initial the top of the exam form and/or indicate in the Radiology Information System (RIS) on all exams they perform. If the student is performing the exam under direct supervision, the initials of the supervising technologist and/or indication of the supervising technologist must be noted.

All images will be scanned with proper patient identification. Images not marked with the students individual identification markers or without proper patient identification will result in a demerit.

RECORDS ACCESS (Clinical Only) Implemented: 8/2003 Revised:

It is the policy of the Radiologic Technology program that all program-related clinical records kept on any individual student are available for inspection by that student at all times. Clinical records **will not** be removed from the program office. Students who wish to see their clinical records should ask the program faculty who, in turn, will make them available. Student records are treated as confidential to third parties. Information will only be released to others with the student's written permission.

Clinical records release forms can be obtained from the Program Director.

TECHNICAL STANDARDS

Implemented: 8/2003

Revised: 6/05, 7/08

Learning and Performance Responsibilities and Activities Associated with the Profession

As students prepare to begin their education and possible career in Medical Radiography, it is important to know the expectations in terms of required physical demands and general skills ability in their educational experience and in the work area. These skills and abilities, called "Technical Standards," were identified by the U.S. Department of Labor and American Society of Radiologic Technologists as being essential for an individual to demonstrate and possess, so they can perform all of the tasks associated with Medical Radiography.

Read through the checklist below. If you feel that you cannot perform any of the tasks listed, please contact the Radiography program for clarification and further discussion.

1. If patient is able to move, assist patient's move from stretcher/wheelchair to examination table and from examination table to stretcher/wheelchair (push/pull/lift with 20 to 30 lbs. of force).
2. If patient is unable to move, move and/or lift a patient safely from stretcher/wheelchair to examination table and from examination table to stretcher/wheelchair (occasionally lift up to plus or minus 100 lbs., frequently lift weights of 20 lbs.).
3. Lift/move imaging equipment accessories (push/pull/lift with 20 to 30 lbs. of force).
4. Move overhead X-ray tube into appropriate position/orientation over the patient (move device located approximately 6 feet from the floor.)
5. Manipulate the various levers, switches, and controls associated with equipment in the Radiology department.
6. Read/understand/interpret standard printed text and instrumentation (dials, meters, read-out devices).
7. Visually detect the range of image brightness difference present on radiographic images.
8. Function in an environment which is frequently stressful due to a patient being injured, or in pain and respond with the speed and accuracy of performance required within given situations.
9. Observe and report in writing when appropriate a patient's condition (posture, facial expression, and skin hue), often at distances in excess of 10 feet, and often in subdued lighting.
10. Expeditiously and clearly communicate, in writing and verbally, with patients/staff by using conversational English, and once learned, medical and technical terms.

WORKING AS A RADIOGRAPHER

Implemented: 8/2003

Revised: 6/2005

It is against this program's policies for any unlicensed student to work as a radiographer while in the Radiologic Technology degree program at Southern Vermont College. Violation of this policy will result in automatic dismissal from the program. Students who have received or hold their limited licensure in Radiologic Technology by the state of Vermont may work and hold positions under the licensure provisions in the state of Vermont. No clinical time will be granted for time worked in this capacity.