RADIOGRAPHY PROGRAM HANDBOOK

2017

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LAKE SHORE TECHNICAL COLLEGE
1290 North Avenue, Cleveland Wisconsin
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In the event that a process or responsibility differs from the college’s Student Rights and Responsibilities, the Radiography Student Program Handbook will be followed.

Mission Statement

The mission of the radiography program at Lakeshore Technical College is to develop dedicated professionals who exhibit imaging excellence with high quality customer service. The program strives toward academic success through continuous improvement and a competency based format.

Radiography Program Goals

The goals of Lakeshore Technical College’s Radiography program are:

1. Students/Graduates will demonstrate critical thinking in the clinical setting.

2. Students/Graduates will demonstrate good communication skills in the clinical setting.

3. Students/Graduates will possess the knowledge and skills of an entry level radiographer and are able to perform competently in the clinical setting.

4. Students/Graduates will model professional and ethical behavior

5. Graduates will successfully complete the ARRT Certification Examination and enter the field to meet the needs of the community

Program Outcomes

Produce Students/Graduates who will:
Outcome 1.1 Students will successfully perform non-routine exams
Outcome 1.2 Students evaluate how to correct non-diagnostic images
Outcome 2.1 Student / graduate will communicate effectively in the clinical setting
Outcome 2.2 Student / graduate will communicate effectively with professional staff
Outcome 3.1 Students will be able to perform and retain knowledge of routine procedures
Outcome 3.2 Students/graduates will demonstrate competence in performing radiographic procedures.
Outcome 3.3 Students/graduate will demonstrate radiation protection in the clinical setting.
Outcome 4.1 Students/graduates will demonstrate professionalism in the clinical setting
Outcome 4.2 Students will demonstrate a high level of ethical practice in the clinical setting
Outcome 5.1 Graduates will pass the ARRT exam
Outcome 5.2 Graduates will be employed
Outcome 5.3 Graduates will complete the program within a two year period
Outcome 5.4 Graduates will indicate overall satisfaction with the program
Outcome 5.5 Employers will indicate overall satisfaction with graduate’ performance

Program Overview

Lakeshore Technical College offers a two-year program in Radiography accredited by the Joint Review committee on Education in Radiologic Technology (JRCERT). The current accreditation is valid through June 1, 2017. The didactic and clinical curricula are in accordance with the “curriculum guide for radiography programs” as provided by the American Society of Radiologic Technologists (ASRT) and in accordance with the “Standards for an Accredited Educational Program in Radiologic Sciences” of the Joint Review Committee on Education in Radiologic Technology.

Successful completion of all program requirements allows graduates to become eligible for the certification examination provided by the American Registry of Radiologic Technologists (ARRT). The successful completion of the examination certifies the graduate as a “registered technologist in radiography” and allows the technologist to use the credentials “RT(R).

The Radiography program accepted the first class of students to begin in January of 1991. The first class began with 13 students and a total program capacity of 26 students. The program has been organized to provide the students with a sound and varied experience in all phases of Radiologic Technology. The program has as its ultimate goal the education of competent health care professionals to meet the need for radiographers in the region.

Subjects studied include a core curriculum in radiography with introduction into ancillary modalities as well as general education courses intended to round the student into a professional radiographer providing high quality services in a community health care facility. Radiography-related classes are conducted during the week. The General Education classes and electives are scheduled at varying times to meet the needs of our nontraditional adult students. The classes are provided within the normal college calendar year; however, students may elect to take non-occupational courses at other times to meet their individual needs.
**First Year Curriculum**
Radiography courses subjects include the following:

- Introduction to Radiography
- Radiographic Procedures I
- Radiographic Procedures II/Cross-Sectional Anatomy
- Radiographic Imaging I
- Radiographic Imaging II/Digital Radiography
- Radiography Clinical Practice 1 - 285 clinical hours
- Radiography Clinical Practice 2 – 412.5 clinical hours
- Radiography Clinical Practice 3 – 337.5 clinical hours

**Second Year Curriculum**
Radiography course subjects include the following:

- Radiation Protection and Biology
- Imaging Equipment and Computers
- Modalities
- Radiographic Pathology
- ARRT Certification Seminar
- Radiographic Quality Analysis
- Radiography Clinical Practice 4 - 450 clinical hours
- Radiography Clinical Practice 5 – 412.5 clinical hours
- Radiography Clinical Practice 6 – 397.5 clinical hours

During the second year, the students are introduced to additional Radiology/Imaging experiences in Computer Tomography, Mammography, Ultrasound, Nuclear Medicine, Radiation Oncology, and Magnetic Resonance Imaging as part of the Modalities course. The intent is to provide the student with an overall exposure to the entire profession of Radiologic Technology.

**General Education Courses**

1. General Anatomy and Physiology
2. Communication Skills- Written
3. Communication Skills- Oral
4. Introduction to Sociology of Equivalent Sociology
5. Introduction to Psychology or Equivalent Psychology
6. Race, Ethnic and Diversity
7. Introduction to College Math or equivalent

Lakeshore’s Radiography program and its clinical education settings shared in the development of the program and share in its success. Students work in close association with the registered technologists. Classes are taught by the Program Director, Clinical Coordinator, Adjunct Faculty and Clinical Instructors. Progression through the clinical experiences are coordinated by the Program Director and Clinical Coordinator through the clinical instructors based on a documented clinical education plan. As the student progresses through the program, a variety of clinical hours are provided to insure the student a variety of exposure including evenings, weekend and summer clinical assignments.
Radiography Program Standards

The standards described in this section are to assist the student to be successful in the program. They will help the student to know what behavior is expected in the classroom and in the clinical setting. Failure by the student to comply with these standards will affect student evaluations and may result in being dropped from the Radiography program if the student shows no sign of improvement or makes no attempt to correct the behavior or errors after being counseled.

Background Information Disclosure (BID) completion and acceptance is needed for all clinical sites a student could potentially rotate through. Since students have the potential to rotate through any clinical site in the district all sites must allow affiliation in order for a student to enter the program.

Students must have a current understanding of the basic patient care skills. Prior to admission students must have either: completed a CNA course within 24 months of beginning the program, or be current on the CNA National Registry.

The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

- The student will assure safe radiation practice through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.

- Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

- Students will be screened in accordance with MRI safe practice prior to attending clinical.
Radiography Clinical Practice Student Responsibilities

Direct Supervision

Students are expected to perform clinical procedures under the “direct supervision” of a registered technologist until the student has demonstrated competence in the specific procedure. Direct supervision is defined as “Student supervision by a qualified practitioner who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph”.

Indirect Supervision

The student is permitted more flexibility and latitude in developing his/her clinical competency once the student has demonstrated competency in the procedure and as such is then “indirectly supervised” by the registered technologist. Indirect supervision is defined as “that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.”

Repeated Images

In the event that an image is not diagnostically acceptable and needs to be retaken/repeated, the student will evaluate the quality of the image(s) and determine the reason for the need to retake/repeat that image. If the student is not sure if the image should be repeated the registered technologist will provide the student with the reason for the need to repeat the image and assist the student to make the proper modifications to produce a diagnostic quality image.

- Any and all film/images that need to be repeated must be performed under the “DIRECT SUPERVISION” of a registered radiologic technologist.

- It is the student’s responsibility not to repeat the radiograph without a registered technologist in the room. Failure to comply with this requirement can result in dismissal from the program.
Standards

Standards and Guidelines Updates

The faculty reserves the right to institute new standards or institute standard updates as the need becomes evident. Students will be provided with communication about new or updated standards, as well as, the effective date.

1. Clinical Practice Objectives
   Students are assigned to clinical education setting(s) for two years to:

   1.1 Acquire entry-level skills and proficiency in a wide variety of Radiologic procedures by applying the classroom theory to the actual practice of technical skills to attain competency as a radiographer.

   1.2 Develop appropriate work habits and interpersonal relationships, as well as, to practice them in a professional manner while working with patients, families and other health care workers.

2. Clinical Assignments & Infection Control Procedures

   Students may be scheduled to visit various clinical affiliations during their educational process by the program director or clinical coordinator in agreement with the clinical facilities.

   2.1 Students will work under the same guidelines for infection control as the facility staff. If a student contracts an infectious disease, it will be the student’s responsibility to pay for any tests or treatments needed to control the infection. (See Significant Exposure, IV.2)

   2.2 A student may be withheld from contact with patients, staff, or other students until it can be determined that the student’s condition will not affect others. The final decision is made by the student’s physician or the College Student Health Nurse. Any arrangements for missed clinical practice time can be made with the program director or clinical coordinator.

3. Accidents

   Accidents involving the student resulting in patient, hospital personnel, or personal injury and/or damage to patient belongings or any equipment must be reported immediately to the clinical instructor, department director, and the radiography program director. The Facility and College Incident Report must be completed and forwarded immediately to the program director. If you have any questions see your clinical instructor.

   3.1 Any student injury occurring in the clinical setting shall be reported immediately to the clinical instructor, and the instructor will assist the student in getting to the health nurse. Any tests or treatments will be the responsibility of the student.

   3.2 If an injury requires a student to miss any clinical, lecture, or laboratory sessions, the
student should contact the clinical instructor to notify of the absence and to make arrangements or any makeup of studies necessary.

4. Standards of Clinical Assignment

4.1 Students are expected to exhibit a manner of conduct that is reflective of professional values of the radiology profession.

4.2 Students are expected to report to the clinical education setting at the scheduled time, in an alert condition, in a complete and clean uniform; and to maintain a professional attitude in the presence of others.

4.3 Students are expected to conform to site/college rules at all times while in school.

4.4 Students are expected to accept clinical assignments and take direction from the clinical instructor and staff; to remain in your assigned area; and to insure that your patients are never left unattended while under your care.

4.5 Students are expected to not smoke or eat in any area not designated for that activity.

4.6 Students are expected to not possess or use any illegal drugs, be under the influence of any alcohol or have the smell of alcohol on their breath. Students may be required to take a drug test before starting or during clinical. The student is responsible for the cost of the testing. Any students who fails a drug test could be dismissed from the program.

4.7 Students are not to sleep, engage in immoral or illegal conduct, steal any articles from patients or clinical site or use profane or abusive language while in the clinical education setting.

4.8 Students are expected to maintain the physical requirements to perform clinical assignments. If an injury or physical limitation prevents a student from completing clinical assignments they may be asked to seek a physician’s direction. The school and clinical facility will act on the physician guidance.

4.9 Students will be allowed three clinical schedule alterations per term. This adjustment will only be granted by the clinical instructor/coordinator if there is an opening in the existing schedule. The alteration must be an equitable trade. Any alterations made after the third switch will be treated as an absence.

5.0 Students are expected to employ proper radiation safety practices. Follow appropriate policies and procedures that assure radiation exposure is kept as low as reasonably achievable (ALARA).

Any violation of these standards could result in suspension from the Clinical Education Setting and potentially dropped from the program.
5. Attendance Standards

The attendance policy for General Education and elective courses are set by the individual instructor based on college policy. If there are any questions, please contact the individual instructor. Since you have chosen to enter the Radiology field it is important that you attend at all times to enable you to enter the job market fully prepared as an entry-level Radiographer after graduation.

5.1 Clinical Attendance: Radiography students are expected to attend clinical assignments as scheduled by the clinical coordinator and/or clinical instructors. If there is a need to request specific change in your clinical schedule; a request is to be submitted in writing one week in advance to the clinical instructor. Three switches in the schedule, per semester will be allotted, any further requests must be approved by the Clinical Coordinator.

a) All changes from program schedule will also need approval of the Clinical Coordinator or Program Director in addition to that of the clinical instructor.

5.2 If unavoidable circumstances cause an absence or tardiness, the student is expected to notify the clinical site prior to the beginning of the days’ clinical assignment.

a) If a student will be late and does not call in before the starting time, the student will be considered tardy. If this occurs the student may be given a “clinical unacceptable” or there will be a five percentage point deduction from the student’s earned clinical grade. (See Policy II.1)

b) If a student will be late but does call in prior to clinical starting time, there will be two percentage points deducted per occurrence. If the student calls in that she/he will be late more than three times per term, at the discretion of the clinical coordinator, the student may be given a “Clinical Unacceptable”.

5.3 Absences: Clinical application of knowledge is the core of your radiography education. The program recognizes that some illnesses do occur and the student cannot attend clinical without jeopardizing the welfare of others; therefore, the student should not attend. If an illness or injury does occur, the student must notify the clinical instructor and should not attend clinical practice.

1. Each student may be allowed one unscheduled absence per term without deduction from the clinical grade (The first unscheduled incident hours must be made-up, if they are not the absence will result in a two point deduction). However, there is a two percentage point deduction for each occurrence of absence from clinical after the initial absence. Please see policy II.4 regarding special circumstances for weekend shift absences.

2. Each absence in a term following the initial absence, will drop the student’s earned clinical practice course grade by (2) two percentage points.

3. Long-term illness, injury or emergency surgery, where the student is absent for an
extended time, and requiring a physician release to return, will be considered on an individual basis by the faculty. Extended time includes any absence beyond three days.

4. If clinical workload indicates the student to extend their clinical shift for patient care situations, beyond 15 minutes, the accrued time can be used to leave early on another day. The accrued time can be used under the below conditions:

   a) Must be approved by the Clinical Instructor
   b) Clinical staff has the right to deny taking of comp time on a particular day
   c) The time must be in 15 minute increments.
   d) Must be used within two weeks.
   e) Cannot be used in the AM (starting shift after the scheduled time) unless approved in advance by the Clinical Instructor
   f) Must be indicated on the Timecard.

5.4 Attendance at Lecture and Laboratory classes: Attendance in these classes is important to prepare the student for the radiography field; any absences may result in your grade being lowered. You are responsible to get any missed information from your classmates if you are absent.

6. Clinical & Didactic Assignments

6.1 A student will **not be responsible for more than 40 hours per week or 10 hours per day** of on-site clinical experiences and classroom involvement per week. It is suggested that students perform approximately 2 hours of study for each hour in class. **Students may elect to exceed the maximum requirements. This request must be made in writing to the Clinical Coordinator or Program Director prior to the scheduling of the hours.**

6.2 Students will be assigned clinical hours that are appropriate for educational process and associated with the curricular progression.

6.3 Students will be given clinical rotation assignments by the clinical instructor to insure competency in all areas of radiography.

6.4 The student will be expected to perform and/or assist in a variety of examinations during the 24 months of education to demonstrate competency in all essential procedures as defined by the ARRT.

6.5 Students will need an 85% to pass the clinical components of the course. If a student fails to achieve an 85% in any of the clinical courses (Radiographic Clinical 1-6) they will not be allowed to continue to the next clinical assignment or program completion, and will be dropped from the program.
7. Radiographic Image/Markers

7.1 Each student will receive a set of lead film markers from the clinical instructor at your facility. These R and L markers are used to correctly identify the films you will produce. The markers are used to identify the correct side of the patient and the radiographer performing the exam; therefore, if there is a question in the future about the exam, the person(s) involved can be easily identified.

7.2 Students are expected to have their lead film markers while on the clinical floor. If a student is without their markers, the Clinical Instructor has the right to ask the student to leave the clinical setting to retrieve their film markers. The student should not use any markers other than their own (without permission) or those designated by the Clinical Instructor. If this occurs a clinical unacceptable could be given by the program faculty.

8. Image /Radiograph Evaluation

8.1 Image identification information must be permanently recorded on all images. That identification is either photographically, electronically or radio graphically and should be located in an area of the image that does not obscure anatomical information. Proper image identification is critical for patient and legal reasons.

8.2 First-year and Second-year students must receive approval from a registered radiographer of the acceptability of the diagnostic quality of all images(s) before being sent to the Radiologist for interpretation.

8.3 If a radiograph/image requires repeating, the technologist/radiographer will give an explanation for the repeat, to insure the students’ understanding of the reason for the repeat and the radiographer will provide direct supervision of the repeat of the radiograph.

- It is the student’s responsibility to have a technologist observe or assist with repeating any images.

Radiographs, which are unsatisfactory due to an error by the student or a technologist, must be repeated under the direct supervision of a qualified RT. This is to ensure that the repeat radiograph will be properly performed and further radiographs will not be necessary. Students are expected to aid in the repeat the radiograph. UNDER NO CIRCUMSTANCES SHOULD THE STUDENT REPEAT A RADIOGRAPH WITHOUT AN RT IN THE ROOM.

9. Handling Confidential Information-HIPPA

9.1 All hospital/Clinic and patient records are confidential in nature.

9.2 All requests for information concerning records or charts should be referred to the clinical instructor or technologist in charge.
9.3 Students are expected to maintain the confidentiality of information in a professional and ethical manner therefore no patient information is to ever leave the hospital.

9.4 No information regarding any patient should be discussed outside the radiology area

9.5 No information regarding even seeing a patient in the hospital/clinic can be revealed anywhere outside of the health care facility.

9.6 Information may be shared with and only with those persons directly involved in the care of that patient.

9.7 Patient information should never be shared or discussed any place where you may be overheard.

**Breach of Confidentiality:** the disclosure of a patient’s information—including name, condition or injury may not be released without the expressed written authorization to do so.

*****Any intended breach of confidentiality will result in clinical suspension and may result in being dropped from the Radiography program. Any intended or unintended breach may also be grounds for a significant fine and for legal action against you and the clinical facility by the patient or the patient’s family.

10. **Student Evaluations—Clinical Education Setting**

The student will be evaluated using four specific instruments to provide feedback to the student of his/her clinical skills and performance, as well as, the ability to handle individual interpersonal relations.

10.1 **Formative Clinical Assessments by Staff Technologists:** The student will receive written assessment of his/her overall clinical performance on a monthly schedule to provide formative feedback of the student’s progress as a radiographer. These assessments will also be utilized for Clinical Practice course grades.

10.2 **Summative Student Evaluation by LTC Faculty:** The clinical instructor will provide summative feedback through a written evaluation of the student’s clinical performance and personal attributes at the end of each semester. These evaluations will be utilized along with the formative assessments for Clinical Practice course grades.

10.3 **Clinical Objective Evaluations:** These evaluations are performed by the staff technologist or clinical instructor to document the demonstration of clinical competence by the student for particular radiographic procedures. These COEs must be completed as part of the clinical experience to allow the student to progress toward graduation and qualify for the ARRT Certification exam.

   Student performance evaluations are based upon specific levels of technical and professional competency and provide an opportunity for guidance and assistance when the student’s clinical performance may require improvement.
10.4 PM/Weekend Assessment by Staff Technologists: The staff technologist will provide a summative feedback through a written evaluation of the student’s clinical performance and personal attributes at the end of each semester. These evaluations will be utilized along with the formative assessments for Clinical Practice course grades 2-6.

11. Cardiopulmonary Resuscitation Certification (CPR) Requirements

11.1 Students are required to be certified in CPR prior to entering the Radiography program; and to maintain recertification on an annual basis while in the program.

11.2 A copy of the current CPR certification is to be given to the Program Director at LTC prior to entrance into the program. A copy of the current certification will be given to the clinical instructor at your clinical education setting, as well as, the documentation of re-certification by the end of the first year in the program.

12. Health Insurance

12.1 A comprehensive student health insurance plan is available at a nominal cost to LTC students. Application forms for the insurance policy (covering accident and hospitalization) are available at the LTC Student Services Office.

12.2 If you do not have other health insurance you are strongly urged to consider the insurance plan. Your clinical education setting expects you to have some type of medical insurance. Physician and hospital bills incurred as a result of illness or an accident are the responsibility of the student.

13. Malpractice Insurance

13.1 Due to direct patient contact, each student will have malpractice and professional liability insurance which is included as part of the clinical practice course fees. This insurance provides protection for the student while functioning as a student radiographer. For further information contact Student Services at LTC.

14. JRCERT Standards

A copy of the Standards for an Accredited Program In Radiological Sciences of the Joint Review Committee on Education in Radiologic Technology is available at http://jrcert.org/programs-faculty/jrcert-standards/ The Standards describe the requirements for a structured program in Radiologic Sciences/Radiography.

Any student complaint or allegation of the programs’ non-compliance with the JRCERT Standards should be made in writing to the Program Director, if the program director can not resolve the student’s concern the written allegation shall be presented to the Dean of Health Occupations Division at LTC.
15. Wisconsin Society of Radiologic Technologists (WSRT) Membership

15.1 Student radiographer’s need to develop and broaden the individual’s professional values through membership and participation in professional societies. The Program encourages an active participation in the WSRT through attendance and participation in District meetings. Students will receive four hours of compensatory time off from clinical practice for each meeting attended.

16. Students’ Rights

The following procedures and student protective policies are found in the Lakeshore Technical College Student Catalog:

2. Civil Rights Statement and Complaint Procedure.
3. Title IX Complaint Procedure.
4. Sexual harassment Policy.
5. Hazardous Wastes and Chemical Exposure.
7. A.D.A

17. Student Conference

17.1 Faculty may request to meet with a student at any time in order to discuss the student’s progress in any area of his/her education. When a student is called in to meet with a faculty member for a conference, the meeting is documented. This document is used to summarize the conference and specify any actions that should result from the conference on either the student’s or faculty member’s part. A copy of the report will be provided to the student and a copy is placed in the student’s file with the program director. Depending on the reason for the conference, a copy may be sent to the program counselor in Student Services.

17.2 Reasons for calling a conference with a student include, but are not limited to the following:

a) Advising/scheduling  
b) Academic difficulties  
c) Attendance problems  
d) Punctuality problems  
e) Motivational problems  
f) Lack of attention to patient safety  
g) Procedural inaccuracy/speed  
h) Unethical or unprofessional conduct  
i) Incomplete assignments  
j) Difficulty in adapting to the clinical environment  
k) Problems with interpersonal relationships  
l) Clinical Probation  
m) Disciplinary actions  
n) Drop from Program
Clinical Probation

1. When a student fails to make satisfactory achievement in the clinical setting as documented in clinical evaluations, on clinical competency evaluations, or with “Clinical Unacceptable form, he/she may be placed on a six week period of clinical probation.

2. Any additional documented unsatisfactory achievement in clinical will result in the student being dropped from the program. A student may be placed on clinical probation even though she/he is making academic progress. Reasons for a student being placed on clinical probation include, but are not limited to the following:
   a) Attendance problems
   b) Punctuality problems
   c) Lack of alertness
   d) Lack of motivation
   e) Lack of attention to patient safety
   f) Procedural inaccuracy/speed
   g) Unethical professional conduct
   h) Incomplete assignments (COEs, Clinical Assessments)
   i) Failure to adapt to the clinical/professional environment

**To remain in the Radiography Program, she/he must show improvement as determined by the clinical/college faculty in the applicable areas. Subsequent to the six weeks probationary period, any unsatisfactory achievement within the six-week period may be grounds for immediate dismissal.**

Criteria for Drop of Student

Violations serious enough to justify a review by program officials for dismissal include, but are not limited to the following:

2. Violations of the College conduct codes.
3. Disclosure of patient information to unauthorized persons.
4. Any willful act or conduct detrimental to patient care or to hospital operations.
5. Falsifying test/quiz results or hospital or program records.
6. Failure of a student to successfully adapt to the clinical setting as determined by the clinical/college faculty.
7. Academic failure
8. Failure to comply with clinical supervision policies.
9. Repeating radiographs without direct supervision of a registered technologist.
10. Any breach of the ARRT code of ethics.
11. Failure to work cooperatively with the healthcare team.

All disciplinary actions taken with a student are subject to the Student Grievance Procedure as outlined in the Lakeshore Technical College catalog.
18. Conflicts and Appeal in the Clinical Setting

18.1 Any student who has a conflict with a fellow student, employee or physician or who has an unfavorable evaluation, shall have the right of recourse. The appeal shall be in writing and include the date of occurrence, all facts concerning the appeal, a desired outcome, and shall be signed by the individual or individuals involved.

a) Inter-student Conflicts: In the event of a conflict between students, every effort shall be made to resolve the conflict themselves. If this is not possible, a conflict may be brought to the clinical instructor or program director. The Faculty decision is final.

b) Student/Department Staff Conflicts: Conflicts occurring between student(s) and department staff will be first handled by the clinical instructor. If resolution cannot be reached at this level, it will be referred to the department director and program director for resolution.

c) Student/Physician Conflicts: Conflicts occurring between student(s) and physicians should not happen. If the event a conflict does arise, it will be referred to the radiology department director and the radiography program director. Since the program and students are guests in the hospital/clinic the facility’s interests will prevail unless the physician is in violation of the law.

18.2 Grievances

a) The student has the right to grievances concerning evaluations, interpretations of school policy, and any problem encountered in the course of their education or dissatisfactions arising from the school environment. All grievances requiring action on the part of the school must be made in writing within 21 days of the incident. Refer to the Lakeshore Technical College catalog: Student Rights and Responsibilities, Student Academic Appeals process. A grievance that would not pertain to the Student Academic Appeals process would be put through the Student Due Process Policy (I.6)

19. Graduation Requirements

19.1 A student is eligible for graduation once he or she has fulfilled the following requirements:

a) All of the requirements of the Radiography program curriculum.

b) Passing grades 2.0 (78%) or better must be obtained in all occupational specific didactic courses, sufficient electives and general studies courses must be taken to meet the district and state approved curriculum for the program.

c) Each occupational (clinical) course must be completed with a grade point of 3.0
(85%) or better.

d) In the event the student is not successful the first time a non-clinical occupational course is attempted the student may enroll in the course a second time. If the student is not successful with the second attempt with any occupational course the student will not be able to complete the program.

e) The student is only allowed one attempt to complete a Clinical course.

f) All General Education courses must be completed with a grade of 2.0 or better.

g) The student will complete a graduation application form and submit it to the Student Services Department the first week of the final semester of enrollment.

h) Graduation requirements that are in effect at the time the student registers for the

i) Radiography Clinical Practice 1 course will apply for the length of the program enrollment.

j) Any other requirements required by the college at time of graduation.

** The student should consult with the program counselor at LTC to be kept current with your status for meeting the graduation requirements.

20. Transfer Students

20.1 It is the policy of Radiography program to accept transfer students as long as the transfer does not cause the enrollment to exceed the total number of students for which the program is accredited and that the transfer meets the criteria of the program.

1. All transfer requests shall be submitted in writing.

2. All applicants for transfer will provide documentation of their class standing in their previous Program as far as:
   a. Total length of accrued educational time
   b. Transcripts of those courses completed with descriptions and grades
   c. Listing of all completed ARRT required clinical competencies

3. A written recommendation and release from the student’s present program director.

4. Complete an application to the College, pay application fee, complete BID and meet with the program director and counselor.

20.2 All transfer students will meet the all criteria for graduation as any other Radiography program student at Lakeshore Technical College. The program maintains the right to discipline or dismiss a transfer student within the policy and
procedures for dismissal of students.

20.3 Radiography is a program that has changing technology. Because of the potential for transfer students to take classes with outdated technology, the program will only accept core radiography classes taken in the past 24 months. Students may be required to test out on any class content prior to acceptance into the program.

21. Admission to Program

21.1 Admission to the program is based upon the student meeting all of the College’s admission criteria.

21.2 If a student is dismissed from any program (including the Lakeshore Technical College program) for any of the reasons that would call for a Lakeshore Technical college radiography program student to be dropped (#17 Criteria for Drop) the student cannot be admitted to the radiography program.

22. Handheld devices/Social Media

22.1 During clinical rotations students are not allowed to read, comment, post images or videos to social media.

22.2 Students are not allowed to use personal handheld devices, including but not limited to, cellular phones, tablet and laptop computers, during clinical rotations unless approved by the clinical site.

23. Radiation monitoring dose limits

23.1 While in the clinical setting students must wear a radiation monitor device (supplied by the clinical site) positioned outside the lead apron at collar level. Students may not exceed the annual occupational dose limit of 3 Rems or 3,000 mRems or .75 rems (750 mRems) per quarter. All personnel dosimetry reports will be reviewed by the Radiography Program Director at LTC. Personnel dosimetry reports over 100 mRems per three month period will require a conference with College faculty and if needed the Clinical Site Radiology Manager/ RSO. If the exposure exceeds the LTC dose limitation he/she is required to be removed from any clinical areas in which they may be exposed.

Ten Basic Standards for Radiation Protection

1. Understand and apply the three basic principles of protection:
   a. Time
   b. Distance
   c. Shielding
2. Never stand in the primary x-ray beam.
3. Do not allow familiarity to result in a false sense of security about radiation.
4. Always wear a personnel-monitoring device and wear it outside the protective lead apron, at the collar level when you have the apron on!
5. Always wear protective apron when you are not behind a protective barrier.
6. Do not hold a patient during radiographic examinations, use mechanical restraining devices whenever possible. If mechanical devices are not available, have parents or friends of the patient or other hospital employees (non-radiation workers) help hold the patient. No employee or student should be “routinely” used for holding patients during exposures.
7. A person holding a patient must always wear a lead apron, and if possible lead gloves if the person’s hands may be in the x-ray beam.
8. Use gonadal shielding on all persons within the childbearing age, when such use will not interfere with the examination.
9. Always collimate (limit) the x-ray beam to the smallest size field appropriate for the examination requested.
10. Examination of the pelvis and lower abdomen of women of childbearing capacity should be limited to the 10 days each month immediately following the onset of menstruation. During a known pregnancy, these examinations, when appropriate, should be postponed until the conclusion of the pregnancy or at least until the latter half of the pregnancy.

These are the optimum standards of radiation protection, however some facilities may choose to modify some of the standards to best fit their needs.

**Principles of Code of Ethics of the ARRT**

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination, on the basis of sex, race, creed, religion, or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The radiologic technologist 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.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing the radiation exposure to the patient, self, and other members of the healthcare team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patients’ right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing educational and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

The American Registry of Radiologic Technologists 2012
Radiography Program Policy Index

Program Policies

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Title: Clinical Dress Code
Number: I.1
Effective Date: September 1993

Purpose
Provide a program standard of student attire and personal hygiene.

Guidelines
Program students are expected to purchase and wear the uniform suggested by the program.

Attire
Program colors of navy blue and white are to be worn by all radiography students. Uniform slacks without cuffs, polo shirt, uniform top and lab jacket comprise the approved uniform. The program insignia is to be worn on the left sleeve of the student’s outer uniform top (either shirt or lab jacket). The program insignia must appear to the patient during all exams.

Shoes: Because as radiography students you will be on your feet much of the time, sturdy, comfortable leather or vinyl shoes are suggested. The shoes are to be mainly white in color. If you have a question regarding the acceptability of a shoe, check with the clinical coordinator prior to purchasing them. Tennis style shoes are permitted, however no canvas shoes are allowed and must be white in color.

General Information
Shoes: Shoes will be kept in good repair, clean and polished. Platform, clog-style, and high heels are not permitted. A comfortable-style leather or vinyl shoe with cushioned sole is recommended.

Name Badge: College-issued ID is required to be worn at all times as a student.

Program Insignia: Program insignia patch is to be worn on the left sleeve, five inches from the shoulder on all uniform jackets, lab coats or tops.

Hair: Student’s hair must be clean, combed, and is not to touch the shoulders. No extreme hairstyles are permitted. Clinical facility and program faculty will make final decision regarding any concerns.

Fingernails: Fingernails should be kept clean and trimmed so as not to cause injury to the patient. Clear or light colored nail polish may be worn. Polish must not be chipped or pealing. Artificial/fake nails are not permitted due to infection control and patient injury concerns.
**Personal Hygiene:** Personal hygiene should be adequate so as not to be offensive. Strong perfumes or after-shave shall be avoided. Routine hand washing is encouraged.

**Jewelry:** Only *one small pair of unobtrusive earrings (posts)*, wedding band, and plain wristwatch may be worn. Additional body jewelry is not acceptable in the clinical setting.

**Facial Hair:** Mustaches or beards may be worn but should be kept clean and trimmed at all times.

**Tattoos:** Any tattoo that can be seen outside of clothing is not permitted and must be covered while in the clinical setting.

**Conclusion**

As a radiography professional, overall attire should always be clean, neat, and conservative. Lack of a professional appearance by the technical staff is no reason for you as a student radiographer to present an unprofessional appearance. If in the opinion of the program faculty or clinical department director a student’s appearance demonstrates a lack of professionalism, corrective action will be taken.

Mary L. Walker M.S RT (R) (CT) (MR) **Date:**
Radiography Program Director

Revision
December 2014
November 2012
September 2006
Title: Emergency Leave-Bereavement Leave
Number: I.2
Effective Date: July 1993

Purpose

The purpose of this policy is to describe how a student may request to be excused from assigned clinical experiences in the event of a death or traumatic event in the student’s family.

Guidelines

It is the Radiography program policy to excuse a student from participation in clinical experience in the event of a death or other traumatic event in the student’s family*.

- The student needs to notify the clinical instructor prior to missing clinical.
- The student will be allowed to take up to 3 days of clinical for a family member as defined below without penalty or make up.
- Any additional time needed beyond the days listed will need to be made up or a point deduction may be taken from the clinical grade.
- The student will be given the opportunity to make up any missed clinical, and if the time is made up there will not be a deduction of points from the grade.
- This time can be made up during the semester but the rescheduled time cannot exceed a total of 10 hours per day or 40 hours per week of student participation in the program as required by JRCERT. See also Radiography Program Standard 6.

Makeup time is to be arranged as a block of time: for example, a full day, rather than one hour at a time.
Family includes spouse, children, stepchildren, parents, stepparents, siblings, parents-in-law, grandparents and grandparents-in-law and any person living at the person’s home whether related by blood or not, who is considered by the student as a lifelong family member.

Revision: June 2016
January 2007
September 2006
December 1999
July 1998

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director
Title: School Closing
Number: I.3
Effective Date: April 1994

Purpose
To outline notification procedures in the event of emergency school closings.

Guidelines
In the event of extreme weather conditions or other reason that the Cleveland Campus closes, emergency closing notices are announced Monday through Saturday on the following radio and TV stations. Each student will be given a text message and/or an automated phone call indicating the school closing.

Radio Stations:

Cleveland
WLKN 98.1 FM

Manitowoc Area
WOMT/WQTC 1240 AM/102.3 FM
WCUB/WLTU 980 AM/92.1 FM

Sheboygan Area
WHBL 1330 AM
WXER 104.5 FM

Green Bay Area
WIXX 101.1 FM

Milwaukee Area
WTMJ 620 AM

Television Stations:

Green Bay TV
WBAY Channel 2
WFRV Channel 5
WLUK Channel 11
WGBA Channel 26

Milwaukee TV
WTMJ Channel 4
WITI Channel 6
WISN Channel 12

FOR AREAS OUT SITE OF THESE TV/RADIO STATIONS:

Students should watch the am news to see the weather for the Lakeshore Technical College area. If the weather appears questionable you may verify if the school is open or closed by:

Telephone LTC Hotline: 1-888-468-6582 for a recorded message.
1-(920) 693-1825

Or

ON THE WEB:
• www.gotoltc.com

The determination to close school generally occurs on the specific day at 5:30 a.m. Announcements made by radio and TV stations can be expected by 6 a.m. or later. When Lakeshore Technical College is closed all classes and clinical are cancelled in all districts.
The program acknowledges students who commute and who are required to begin travel by 5:30 to 6:15 a.m. In the event of a possible school closing, the student may delay travel until announcements are made. If school remains open, the student is asked to call the clinical site in regard to his/her delay and the anticipated arrival time. A “tardy” is not given provided the site is notified prior to the clinical starting time, and the delay is of a reasonable nature.

Excused Absence Weather Conditions:

In the event a student determines travel is too dangerous he/she may request an “excused absence” by contacting the clinical site and the program director or clinical coordinator.

LTC Phone Number: (920) 693-1655 Mary Walker or 1-888-468-6582 ext. 1655
(920) 693-1231 Ericka TeGrotenhuis or 1-888-468-6582 ext. 1231

Decision to grant, “Excused absences” due to adverse weather/road conditions will be evaluated on an individual basis. Clinical time missed during “excused absences” will require makeup at a time and date mutually agreed upon by the clinical instructor and student. In the event classes are missed, the student is responsible for materials presented. Students are not to report to their clinical sites when school is closed. Time off during school closing is not considered an absence nor is makeup time required.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revised: November 2015
October 2002
November 2001
Title:    Student Employment as Part-time staff
Number:  I.4
Effective Date:  December 1991

Purpose

Relates the Radiography program position on students working as part-time staff.

Position

The Radiography program at Lakeshore Technical College recognizes the practice of student radiographers being employed and paid as part-time staff by the clinical facilities. The purpose of radiography education is to prepare individuals to be employed as qualified radiography professionals upon graduation. The program therefore recognizes that students may be employed by some facilities.

- When students are employed by the facility they are not considered by the program as students but rather as paid facility staff.

- The Program does not assume responsibility in any manner over those individuals while they are functioning as paid staff.

- In addition, the hours worked for pay by the individual or the exams performed during that time cannot be used to meet the requirement for hours of clinical experience of a radiography student.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Reviewed

November 2012
September 2006
September 2005
November 2001
June 1999
Title: Senior Interview Time Release
Number: 1.5
Effective Date: September 2004

Purpose

The purpose of this policy is to describe how a senior student may be excused from assigned clinical experiences to attend a scheduled prospective job interview and make up of missed clinical time.

Guidelines

1. The Radiography program will excuse a senior semester student from participation in clinical experience during the last semester to participate in job seeking interviews.

2. The student must notify the clinical instructor in advance of the intention to participate in a job interview.

3. The student will arrange to make up any missed clinical with the Clinical instructor, if the time is not made up the 2% point deduction will be used for each occurrence.

4. Up to two days may be used for interviews and made up during the last semester.

5. Make up of time is to be arranged as a block of time; for example, half day or full day rather than one hour at a time.

The student remains responsible for any missed information from theory or lab classes.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Reviewed: None
Title: Student Due Process Policy
Number: I.6
Effective Date: February 2009

Purpose

A procedure whereby students’ differences of opinion and/or feelings of unfair treatment, real or alleged, can be promptly heard and fairly resolved.

Guidelines

All students are insured the opportunity to express grievances in a manner intended to afford a fair hearing with members of the school’s staff in a successive order, as summarized below, without fear of reprisal or prejudice.

- Level 1 Radiography Program Chair
- Level 2 Designated Heath and Human Services Program Chair
- Level 3 Dean of Health and Human Services

PROCEDURE

A. Level 1:

1. Whenever a student feels he/she has a grievance the student should discuss the matter fully with the Radiography Program Chair. The Program Chair will make every effort to resolve the grievance in a fair and amiable manner.

2. Five school days are allotted for this level.

B. Level 2:

1. Failing a resolution, the student may request a meeting with a Health and Human services program chair, other than the Radiography Program chair. The Dean of Health and Human Services will designate the Program Chair to hear the grievance. Designated program Chair to review all facts and resolve the grievance.

2. Five school days are allotted for this level.

C. Level 3:

1. Final decision failing a satisfactory resolution at the previous level, the student may request a meeting with the Dean of Health and Human Services. The Dean shall review the grievance which will include the student, instructor, and other appropriate staff. Following all presentations and submission of documentation the Dean will make a decision regarding the grievance. This decision will be considered final.

2. Five school days are allotted for this level.

A grievance should be resolved within a period of not more than fifteen school days from the
initial complaint.

A grievance that is reported to the JRCERT will be handled in the same manner as previously outlined in this policy.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revised: None
Title: Student Clinical Attendance, Responsibilities, and Placement
Number: II.I
Effective Date: January 1, 2001

Purpose: The Program and Clinical Setting expect each student to demonstrate a good work ethic, teamwork and a positive attitude while the student is assigned to the clinical experiences. The Program also recognizes that illnesses may occur, and a student cannot attend clinical assignment without jeopardizing the well-being of the patients, employees and classmates. *** The goal of the program is to prepare the students to function as responsible employees and to therefore limit-unscheduled absences as much as possible.

Guidelines:

Missed Clinical Attendance

- The student is expected to notify the clinical in the event of an unscheduled absence, prior to the beginning of that day’s clinical assignment. Failure will result in a five percentage point deduction from the final clinical grade for each occurrence. This is in place of the 2 percentage point deduction otherwise incurred.

- If the clinical instructor is not available at the time the student calls into the clinical site a message may be left with department personnel with the request that the clinical instructor be notified. Failure to call in will result in a five point deduction from the final grade earned for each occurrence.

- Each student will be allowed one unscheduled absence per term without deduction from the clinical grade; this will be treated as an absence (see below). However, there is a two point deduction for each occurrence of absence from clinical after the initial absence.

- After the initial absence if the student has an absence in a term/semester but does call in there will only be 2 percentage points deduction from the student’s Clinical Practice grade for each occurrence.

- Please see specifics of weekend assignment absences in Policy II.4. Weekend assignments may require make-up. This is in place of the two percentage point deduction normally accrued.

Clinical Absence

It is common practice at clinical facilities that visitors, staff and students not enter the facility when there is the potential to spread infectious diseases. Examples but not limited to: pink eye, cold sores, flu symptoms and colds where coughing and sneezing are evident.

- In the event, there are questions in regard to what is contagious; please contact Employee Health at your clinical site or the radiography program faculty who will confer with the LTC Student Health Nurse if necessary.
• **Process:**
  1. The student is to contact the clinical site prior to the start time of clinical.
  
  2. Notification must be made per clinical syllabus to the Clinical Coordinator or Program Director.
  
  3. The student may make up the missed clinical time. If arrangements for future dates are made within the first week of returning to the clinical setting and it is their first incident no deductions will occur. The student can also choose to not make up the time and receive a two (2) percentage points from the final clinical grade.
  
  4. All other clinical absences, other than those noted in Policy I.3, will result in a deduction of two (2) percentage points from the final clinical grade.

**Tardiness**

• If a student will be late for the beginning of the scheduled daily clinical assignment, it is the student’s responsibility to **notify the clinical site** prior to the start of the day’s clinical assignment. See below; extenuating circumstances.

• **Definition:** Tardy or Late means coming in any time after the scheduled clinical starting time.

• **Consequences:** The clinical instructor will counsel anyone who routinely arrives late to clinical. In addition **2 percentage points will be deducted** from the clinical practice grade for each occurrence of arriving late. If the student calls in that she/he will be late more than three times per term the student may be given a “Clinical Unacceptable”.

• If the student **does not** contact the clinical site prior to the start time of the clinical assignment, the student will be considered tardy, a “clinical unacceptable” may be given for that day, and a **5 percentage points may be deducted** from the clinical practice grade for each occurrence. This is in place of the 2 percentage point deduction normally incurred.

• Extenuating Circumstances: If there are extenuating circumstances the clinical instructor will discuss the situation with the clinical coordinator or program director to decide if a clinical unacceptable would be appropriate. Bad weather is considered an extenuating circumstance.

If a student is placed on probation, the program director or clinical coordinator will inform the Dean of Health Occupations, as well as, the program counselor.

**Team Work/Positive Attitude/ Rules Adherence**

The radiography student is part of the radiology or imaging department team, the student is therefore expected:

  1. To demonstrate a positive/professional attitude in the clinical setting
  2. Work with other students and staff as a member of the team
  3. Adhere to the standards and rules of the clinical setting as well as those of the program.
Extended Absence

In the event a student of emergency leave, bereavement, maternity, illness or injury that causes an extended absence:

1. The clinical time missed may be made up to complete competencies without a deduction from the course grade, check with program director if you have a question.
2. Any continuous absence of three days or more would be considered an extended absence.
3. A physician’s “release to return” is required to be given to the program faculty before the student can return to the clinical setting if there is an extended absence.

Clinical Placement

Should a clinical site refuse placement, or refuse a student from returning to the clinical site to complete their rotation, this will be grounds for dismissal from the program.

Lakeshore Technical College reserves the right to revise clinical placement at any time through the program.

BID

Background Information Disclosure (BID) completion and acceptance is needed for all clinical sites a student could potentially rotate through. Since students have the potential to rotate through any clinical site in the district all sites must allow affiliation in order for a student to enter the program.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revision
August 2016
December 2014
November 2012
November 2007

Attachment: Clinical Unacceptable Form
Notification of Probation Form
Lakeshore Technical College/Clinical Education Setting
Radiography Program

Clinical Unacceptable Performance

Date of Occurrence: _____________________________
Student Name: _____________________________

Unacceptable Action:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Reference: LTC/CES Policy or Standard: __________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Corrective Action/Status:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Signature:___________________________________ Date:______________
Clinical Instructor: __________________________________ Date: ______________

cc: LTC
Clinical Instructor’s (Student File)
Student

March 1996
Lakeshore Technical College
Radiography Program

Notification of Probation

Standards of Clinical Objective

- COEs Completed = All required must be completed
- Missed Clinical Attendance = 0 Allowed, grade reduction will occur
- Times Tardy for Clinical = 0 Allowed, grade reduction will occur
- Failure to Demonstrate Teamwork or Abide by Program/Facility Rules = 2 Maximum per term

Failure to meet an objective standard during an individual clinical will result in an unacceptable (U) grade for each occurrence. If a student receives more than the maximum number of unacceptable performances for any individual standard during the clinical, the student will earn a failure to meet course objectives for the clinical portion and will not be allowed to progress in the program.

Student: ___________________________ Date: __________________

During the current session of _________________, the following occurrences are noted:

____________________________________________________________________________________
____________________________________________________________________________________

________________________________________________

As a result of the occurrences, you will be placed on probation (date) ___________. In the event of an additional occurrence of an unacceptable behavior, you will be unable to complete the Radiography program.

Student Signature: ________________________________________________________
Clinical Instructor Signature: _______________________________________________
Program Director or Clinical Coordinator Signature: __________________________
Date: _______________________

cc:  Student
    Clinical Instructor
    Lakeshore Technical College

Revision: September 2005
December 1999
December 1998
Title: Approved Simulated or Mock Clinical Objective Evaluations
Number: II.2
Effective Date: May 1994

Purpose

To outline specific COEs that can be simulated/mocked as a result of non-availability of actual patient examinations to meet criteria of the ARRT for graduation.

Guidelines

The following radiographic procedure can be simulated for test out purposes; all other COEs must be accomplished on actual patient examinations: All Mock/Simulated cases must be approved by and when possible performed with the Clinical Instructor or a designee.

Whenever possible, the simulated COE should be replaced with an actual patient-exam COE.

- Chest Lateral Decubitus
- Sternum
- Upper Airway (soft tissue)
- Scapula
- A-C Joint
- Patella
- Calcaneus (Os Calcis)
- Toe
- Skull
- Para nasal Sinuses
- Facial Bones
- Orbits
- Zygomatic Arches
- Nasal Bones
- Mandible
- Sacrum and/or coccyx
- Scoliosis Series
- Sacroiliac Joints
- Small Bowel Series
- Esophagus
- Contrast enema
- Cystography/Cystourethrography
- ERCP
- Myelography
- Arthrography
To enable skill development, the following courses are assigned a numerical requirement for actual COEs and a maximum number of simulated COEs permissible.

<table>
<thead>
<tr>
<th>Course</th>
<th>Numerical Requirement</th>
<th>Permissible Simulations/Mocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiography Clinical Practice 1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Radiography Clinical Practice 2</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Radiography Clinical Practice 3</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td>Radiography Clinical Practice 4</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td>Radiography Clinical Practice 5</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Radiography Clinical Practice 6</td>
<td>11</td>
<td>Up to 10 mocks maximum for the entire program</td>
</tr>
</tbody>
</table>

During Clinical Practice 4, 5 and 6 a student may complete up to four procedural COE’s that are not included on the ARRT listing for extra credit. This pertains to procedures as unique orthopedic exams, etc. not listed on the ARRT listing. Completion of all four additional COE’s will allow the student to earn a maximum of one extra percentage point on the final clinical practice grade. Before approval of all competencies it is encouraged to have a minimum of one practice case complete and listed on the COE form.

The students are required to pass lab competencies on each exam before attempting the Competency at the clinical setting.

Completion of clinical competence verification is critical for the development of the student’s clinical skills. In the event the numerical requirement is not accomplished for a specific course, the following will occur:

1. An “I” or incomplete grade will be assigned.

2. The student may be granted a period of two weeks into the next course to complete the requirement.

   If the requirement is completed within the time period granted, the “I” grade will be replaced with a letter grade.

**If the requirement is not completed within the time period granted, the student will not be able to continue in the program.**

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revision: October 2015
            December 2014
            September 2005
            November 2004
Title: Recheck Clinical Objective Evaluations/Remedial Assignment Contract
Number: II.3
Effective Date: January 1995

Purpose

As indicated in the ASRT curriculum guide for clinical experience. This policy is to provide a mechanism to measure the student’s continuing competence of previously completed clinical competencies (COEs). To enable a remedial process in the event the student does not maintain competence in an exam as evidenced by a failed recheck COE.

Guidelines

• Recheck COEs are completed on a random basis to evaluate previously completed clinical competencies (COEs) by both first and second year students. After the first semester, a minimum of two recheck COEs per student each semester. (10 total in the program)

• Clinical Instructors (or delegated staff technologists) will use the recheck COE at their discretion based upon the student’s demonstrated clinical abilities. The actual number of completed recheck COEs can vary between students; for example, a student with accomplished clinical skills may require fewer recheck procedures than a student with lesser skills.

• In the event of an unsuccessful recheck COE, the clinical instructor will provide a Remedial Assignment Contract to the student and explain the remedial requirements.

• The Student can retest for a failed competency upon completion of the requirements.

All Recheck Clinical Objective Evaluations and Remedial Assignments Contracts are submitted to the Program’s Clinical Coordinator for record keeping purposes. Copies may be retained at the Clinical Education Setting.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revision

September 2005
November 2001
July 2000
Title: Weekend /PM Assignments-Clinical
Number: II.4
Effective Date: December 1994

Purpose

To provide the student with alternative clinical experiences with the objective of further development and refinement of the student’s clinical skills.

Weekend Requirement

First Year Students

- Radiography Clinical Practice 1 – Spring  Number of Shifts: One
  (No Weekends or PM’s)
- Radiography Clinical Practice 2- Summer  Number of Shifts: Three
- Radiography Clinical Practice 3– Fall  Number of Shifts: Three

Second Year Students

- Radiography Clinical Practice 4 – Spring  Number of Shifts: Three
- Radiography Clinical Practice 5– Summer  Number of Shifts: Three
- Radiography Clinical Practice 6 – Fall  Number of Shifts: Three

Students may not be assigned to more than 40 hours per week or more than 10 hours a day. The clinical instructor will assign a day off the week that you are assigned to a weekend shift.

Scheduling Options

1. Students may trade weekend assignments with the approval of your clinical instructor.

2. Shifts may be scheduled for day or P.M. and on either Saturday or Sunday. The clinical coordinator will schedule the shift times.

3. Weekend shifts will be scheduled on a rotational basis.

Absence from Weekend Assignment

Students as well as personnel scheduled on a weekend are important to the delivery of patient care. If an absence occurs from an assigned weekend clinical shift the student will remain responsible for a re-scheduled assignment. There will not be a point deduction for the missed dates, as make up is required.
The student must complete the designated number of weekend shifts for the specific course in order to complete the objective for clinical experience for the program. The Clinical Instructor’s approval is necessary for any change in shift.

Should a student be unable to complete the make-up weekend assignment, it may, with faculty approval, be made up in a subsequent clinical practice.

PM Assignments

Beginning with Radiography Clinical Practice 2 the student will be scheduled for one PM assignment per week.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revision:  
August 2016
December 2015
December 2014
September 2005
November 2001
June 1999
Title: Attendance/Time Cards
Number: II.5
Effective Date: July 1993

Purpose

To provide a record of student attendance for class and clinical experiences.

Guidelines

- One time card is assigned per month to each student.
- The student is to write time in/out of school/clinical site on her or his own time card. Next to each time in/out a technologist initials must appear verifying the accuracy of time.
- The timecard shall be completed daily as if it were an employee payroll card.
- The student is responsible for making sure all absences or tardy are documented on the time card with complete accuracy.
- The student is responsible for making sure all modification to the original schedule are documented as changes on the time card.
- Clinical instructor will return the time cards at the end of each month.
- All changes with the Timecards must be documented in the comment sections of the timecards

**Any intentional misrepresentation of clinical experience time will result in dismissal from the program**

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revision: August 2016
          October 2015
          December 2014
          September 2005
Title: Maintaining a Drug Free Clinical Environment
Number: II.6
Effective Date: August 2016

Purpose:
The purpose of this policy is to establish guidelines to provide a safe, healthy and secure clinical environment free of drug and/or alcohol abuse.

Position/Definition:
- **Controlled Substances/Illegal Drug**
  Controlled substances are those prescription or illegal drugs which have been found by the federal government to pose a clear potential for abuse and dependence. Drugs which are particularly subject to abuse: marijuana, cocaine, opiates, phencyclidine (PSP), barbiturate, amphetamines and various “hallucinogenic” drugs (for example, LSD, mescaline, peyote, psilocybin). Use of the term “controlled substances” in this Policy includes any substance presently included in Schedules I though V of the Controlled Substances Act, and any substance(s) which may be added by the federal government to these schedules at any time. Any questions concerning the drugs that qualify as controlled substances, or concerning the status of any other chemical substance see the site specific details listed in your clinical facilities policies.

- **Under the Influence of Alcohol**
  Means an alcohol concentration equal to or greater than .02 (grams of alcohol per 210 liters of breath), or actions, appearance, speech or bodily odors that reasonably cause the clinical site to conclude that a caregiver is impaired due to alcohol use.

- **Under the Influence of Drugs**
  Means a confirmed positive test result for illegal drugs per this Policy. In addition, it means the misuse of legal drugs (prescriptions) where there is not a valid prescription from a licensed health care professional for the lawful use of a drug in the course of medical treatment, or the misuse and/or abuse of a prescribed drug.

- **Refusal to Cooperate**
  Means to obstruct the collection or testing process; to submit an altered, or substitute sample; to refuse to complete the requested drug or alcohol testing forms; to fail to show up for a scheduled test; or failure to promptly provide a specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

- **Reasonable Cause/Reasonable Suspicion**
  Means observations of apparent workplace use, possession or impairment. Reasonable suspicion of impairment is determined through the clinical sites established Intervention Process or post-accident when a student causes or contributes to a serious accident/incident, or a near miss.

**Cause for Drug & Alcohol Testing**

- Upon reasonable cause, the clinical site or school faculty reserves the right to require a student to undergo a breath and/or urine screening to determine the presence of alcohol and/or drugs. Circumstances which would warrant testing include, but are not limited to:
o Bloodshot eyed, pupils larger or smaller than usual
o Unusual smells on breath
o Tremors, slurred speech, or impaired coordination
o Sudden change in behavior
o Increased aggression or irritability
o Mood swings; irritable and grumpy and then suddenly happy and bright.

- All drug or alcohol testing is at the cost of the student
- Exhibiting behavior normally associated with persons under the influence of alcohol or drugs, including the odor of alcohol. Involvement in an on-the-job accident or other incident where drug or alcohol abuse is suspected to be a contributing factor.
- Possession of drugs, alcohol or drug paraphernalia or when such alcohol or drugs are found in an area controlled or used by the student, such as desks, lockers or other similar areas.
- When a member of team suspects alcohol or drug abuse he/she should contact the school faculty immediately
- The student will be escorted to the testing site designated for that facility by their school faculty or designee, who will remain with the student until the tests are completed.
- If the student refuses to fully cooperate with drug and/or alcohol testing, the student should be verbally informed that their refusal to comply with testing will subject them to corrective action up to, and including termination of the program.
- The student may be asked to refrain from clinical pending the status of results.
- If the student shares that he/she is under the use of a prescribed medication, a test should still be performed. If the test results show the presence of a drug prescribed by a licensed health care professional and can be verified, no corrective action shall be taken unless there is evidence of abuse of their prescribed medication.
- Arrangements for transportation from clinical setting should be arranged to pose no risk to student or public.
- Students who have tested positive are subject to corrective action, up to and including termination from the program. In accordance with Policy II.1 Clinical Placement
- Students who have tested negative can continue into clinical with no clinical make up required.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Reviewed: August 2016
Title: Mammography Rotation
Number: II.7
Effective Date: August 2016

Purpose

Students Clinical Rotation in Mammography

Position

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

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

This policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. It is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director
Title: Magnetic Resonance Imaging Health and Safety
Number: II.8
Effective Date: August 2016

Purpose
The program’s procedure promote the health and safety for students, patients, and the general public.

Position
Student will never enter (MRI suite) zone 4 within the Magnetic Resonance imaging department without permission from the MRI technologist. The radiography program sponsored by Lakeshore Technical College requires all students to complete a magnetic resonance imaging screening form and verify that they are aware of the dangers associated with the equipment before entering Clinical Practice 1. The students must complete a site specific MRI screening form from the clinical site again before their rotation within that department.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director
LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

Title:     Examinations/Grading
Number     III.1
Effective Date: August 1994

Purpose

To establish a format for examinations and grading which provides equity for all students.

Guidelines

Examination Date

• Examinations are to be taken within the time frame specified by the instructor.

• It is preferred that pertaining laboratory classes be completed prior to the exam.

• If a student is absent on the exam date, the exam is to be taken on the first day the student returns to school. Any known changes in class exam schedules must be made in advance with the course instructor. The course exam attendance will follow the guidelines outlined in that course syllabus.

• If the exam is not taken on the first day of the student’s return, a “zero” grade may be assigned. The “zero” will be averaged with the remainder of the course exam scores. The instructor reserves the option to make exceptions.

• If any exam score are below the passing score of 78% remedial work is required. The remedial work will be outlined in the course syllabus. The student will not be able to take the next scheduled exam unless the remedial work is complete.

Examination Procedure

• Exams are to be taken within the time frame specified by the instructor. Any modification to the schedule dates of exams will require approval from the instructor. Exam requirements will be listed in each course syllabus.

• Any exams not taken during class time is required to be proctored by the schools testing center. See listing below.

• Please see guidelines and times listed for each testing center on the website listed below.

• LTC - http://www.gotoltc.edu/how-to-apply/testing-services-accuplacer/

• Nicolet – http://www.nicoletcollege.edu/future-student/admissions/assessment/

• Lakeland - http://www.nicoletcollege.edu/about/campus-info/directions-hours/

  ▪ Nicolet
  ▪ Lakeland
- Manitowoc
- Sheboygan, or
- Cleveland Campus)

**YOU are required** to schedule the time with the center of choice in advance.

Completed Examinations

- Printing or copying any information from the test is not permissible and will result in a “zero” course grade.

**Grading**

Lakeshore Technical College utilizes a grading scale for course work that assigns letter grades of A, B, C, D, F and I. The Radiography program uses the same system, to be in accordance with College policy. The General Education department’s grading policies are established by the individual instructor in accordance with College policy. All didactic courses will need a C or higher to successfully complete. All clinical courses will need a B or higher to successfully complete.

**Radiography Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>92-100%</td>
<td>Student has achieved at a much greater Functional level of competence.</td>
</tr>
<tr>
<td>B</td>
<td>85-91%</td>
<td>Student has achieved at a greater than Functional level of competence.</td>
</tr>
<tr>
<td>C</td>
<td>78-84%</td>
<td>Student has a functional level of competence.</td>
</tr>
<tr>
<td>D/F</td>
<td>77% or lower</td>
<td>Student will not pass (unacceptable level of competence)</td>
</tr>
<tr>
<td>I</td>
<td>0-77%</td>
<td>Indicates student has not completed the course requirements and /or competencies within the course period, but the instructor and student have agreed to a specific extension time during which the competencies will be achieved. This is not a permanent grade and will automatically be changed to an “F” grade if the work is not completed.</td>
</tr>
</tbody>
</table>

**Clinical Experience**

All COEs are Pass/Repeat needed, if the student successfully completes all of the required clinical objectives, the clinical grade is integrated as part of Radiography Clinical Practice 1, 2, 3, 4, 5 and 6 courses.

If a student does not complete all required objectives by the end of the course, a temporary grade of “I” is given. The student may be granted two additional weeks to complete the requirements for a letter grade. If an “I” grade is given and when the incomplete work is finished a final grade will be assigned. All arrangements for incomplete work must be made with the course instructor. A minimum of a “B” grade is required for all Clinical courses to allow the student to remain in the program.
Title: Program Reinstatement
Number: III.2
Effective Date: September 1994

Purpose

To provide a mechanism for reinstatement of a former LTC radiography student back into the program without having to re-apply as a new student.

Guidelines

Eligibility

To be eligible for reinstatement, a student is required to have been accepted and enrolled in the clinical portion of the Lakeshore Technical College Radiography program within the past year, if a student is out of the program longer for a period of 12 months or more the student would need to re-apply as a new student.

Reinstatement Requirements and Procedures

The student who requests reinstatement is required to:

1) Submit a written request to the LTC Admissions Office requesting reinstatement into the Radiography program. The request must include the specific term and course(s) required for reentry.

2) Re-admission: Students may submit a letter of request to the program chair. The letter must address the following items:
   (a) Recognition of the issue(s) that have prevented previous unsatisfactory performance.
   (b) How the issue(s) have been addressed.
   (c) A plan for achieving program success should re-entry be granted.

3) Meet all admission requirements for reentry into the program for the academic year in which reinstatement is requested.

4) Submit documentation of:
   a. Satisfactory physical examination performed within the year preceding the requested term for reentry.
   b. Negative TB test.
   c. Current CPR certification
   d. Background Information Disclosure (BID) if appropriate
   e. Any additional Clinical Facility’s requirements.
Decision Criteria

The decision to grant reinstatement into the Radiography program will be based on:

1. Space availability at one of the Clinical Education Settings.
2. Completion of all Reinstatement criteria on behalf of the student.
3. Cumulative occupation specific course grade point average of 2.00.
4. Special circumstances, the final decision will be made by the program director.

Contingency Requirement

- A student who had failed any occupational specific course is required to retake and successfully complete all previously completed occupational specific program courses, but may be allowed to enter as a reinstated student rather than a new student.

- A student who had withdrawn from an occupational specific course may be reinstated at the beginning of the course from which the student withdrew contingent upon meeting the reinstatement requirements and decision criteria.

- A student who was dropped from the lakeshore technical College Radiography Program for breach of program policy (to include, but not limited to) Criteria for drop of a student #17 listed in the student handbook will not be reinstated into the program. Consideration may be given by the program faculty for academic failure.

Student Notification

- Reinstatement is granted on a first-come, first-serve basis according to the date of completion of the criteria for reinstatement.

- Notification of the student regarding reinstatement will be made at least two weeks prior to the beginning of the term.

- Students not granted reentry in a specific term wishing to pursue reinstatement must reapply and meet all reinstatement criteria.

Mary L. Walker M.S RT (R) (CT) (MR):
Radiography Program Director

Revision: October 2015
October 2006
November 2004
Title: Class Attendance
Number: III.4
Effective Date: December 1994

Purpose

To outline the minimum attendance requirements for TV and laboratory classes.

Guidelines

Regular attendance in class is important for students to receive maximum benefit from the educational opportunities provided. It is the policy of the program to try to limit the number of student absences for TV and labs.

- If irregular attendance is negatively affecting achievement, the student may be withdrawn from the course by the instructor. Failure to complete the course will also cause the student to be removed from the program.

- Absence from a class/lab may result in a deduction determined on an individual instructor basis and could result in a deduction of the final course grade.

- A student referral to the counselor will initiate the withdrawal process if there are excessive absences; the date of contact is the date used to determine any refund amount and the grade.

The counselor is responsible for contacting the student to determine the reason for irregular attendance and to inform the student about the withdrawal of the student from the course and program.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revision: August 2016
December 2008
October 2006
September 2005
December 1998
Title: Developmental Tests  
Number: III.6  
Effective Date: October 1994

Purpose

The Developmental Tests are utilized during the second year of the program to strengthen the student’s test-taking skills using a comprehensive exam of Radiography program materials. These tests are somewhat similar in content and structure to the certification exam given by the American Registry of Radiologic Technologists (ARRT).

Procedures

1. A total of 6 monthly Developmental Tests are administered during the second half of the second year of the program.

2. Students are allowed two hours to complete the 100-question test.

3. The use of references during the test is highly discouraged since these tests are to help the student develop his/her test taking skills.

Requirement

All students are required to complete each monthly developmental test to improve their test taking skills.

Any scores not increasing from each month and/or is below 40 will require a conference with the Program Coordinator

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: May 2016  
November 2003  
October 2002  
August 1998  
October 1997
Title: TB Status
Number: IV.1
Effective Date: August 1993

Purpose

To define the requirement for verification of freedom from tuberculosis prior to participation at the clinical education setting.

Guidelines

Verification can be done by obtaining a Mantoux tuberculin skin test. Reports are submitted to Renee Bruckschen RN, College Health Nurse.

Students with a previous positive reaction to a tuberculin skin test are not to have another skin test. The student is required to send a copy of the positive reaction and a copy of a chest x-ray report taken after the positive skin reaction. Subsequent annual checks will be accomplished with a health review of symptoms by the LTC College Health Nurse.

Students will submit verification prior to program entry. Verification is also required by repeat testing one year later.

Verification must be provided to enter or to remain in the clinical education setting.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revision: November 2012
October 2005
November 2003
August 1998
Purpose

To outline reporting mechanisms for significant exposure and to define payment parameters for expenses incurred on behalf of the student.

Guidelines

Refer to the attached LTC policy/signature form in regard to significant exposure.

The student is required upon exposure to immediately notify the Program Director or the Clinical Coordinator. The attached LTC policy/signature form will be sent or given to the student.

The student is required to complete the LTC policy/signature form with the following information:

- Student’s name
- Exposure time and date
- Exposure location/facility

If the student does not have health care coverage, the form can be used to indicate student preference of hospital, clinic, and/or physician to provide required services.

The student is advised to make a copy of the original completed form for his/her information. The original form will be maintained in the office of the College Health Nurse at LTC.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Attachment
Revision: None
SIGNIFICANT EXPOSURE POLICY
FOR STUDENTS

To Hospital/Agency:

_______________________________________ has been involved in a needle stick or other
significant exposure on ________________ at ____________________________________.

Lakeshore Technical College’s policy states that if the incident occurs at a clinical site, the student will
follow the procedures of the clinical site first.

Minimum Procedure Required

1. HIV antibody and hepatitis B antibody tests at time of exposure, if necessary.

2. Results of the source individual’s testing shall be made available to the student, if available, and
the student shall be informed of applicable laws and regulations concerning disclosure of the
identity and infectious status of the source individual.

3. If the source is positive, at high risk, or unable to verify status, the student exposed is
counseled; and repeat HIV antibody testing will be done at the following intervals: six
weeks, twelve weeks and six months from the time of the exposure.

4. If the source individual is negative, initial testing only for students will be completed
immediately following exposure.

Payment

1. Student

   A. Some clinical sites may cover the cost of a student’s post exposure testing. Please check
      with the clinical site first. If the clinical site will not cover the costs, then all respective
      charges are to be billed to the student or the student’s health care insurance.

   B. LTC will also cover the following additional expenses not covered by insurance.

      1. HIV antibody, if indicated at six weeks, twelve weeks, and six months from date
         of exposure

   C. Students are responsible for all other costs, including those associated with the
      Hepatitis B vaccination series.
II. Source Person

A. OSHA prohibits the clinical sites to bill the source person, therefore many of the sites are covering the cost themselves. If the following is not covered by the clinical site, LTC will cover these expenses:

1. HIV antibody
2. Hepatitis B surface antigen, if indicated

Documentation Required

Please provide LTC’s college health nurse with the following information

1. A copy of the direct blood exposure form and/or incident investigation report which should include written documentation of the route of exposure and circumstances under which exposure occurred and the duties of the exposed student as they relate to the exposure incident.

2. A copy of the evaluating health care provider’s written opinion within 15 days of the completion of the evaluation. The written opinion shall include:

a. If HBV vaccination is indicated for the student

b. If student has received HBV vaccine

c. A statement that the student has been informed of the results of the evaluation

d. A statement that the student has been told about any medical conditions resulting from exposure to blood or other potential infectious material which requires written evaluation or treatment

_______________________________

LTC Instructor’s Signature Required
Title: Personnel Monitoring Device
Number: V.1
Effective Date: November 1993

Purpose
To outline the function and procedures for appropriate use of student’s personnel monitoring devices.

Guidelines
Personnel monitoring device are purchased by any student subject to an occupational exposure to ionizing radiation (Radiation Dosimetry). The device is used to monitor any possible exposure.

The student is required to wear the monitoring device during all assignment to clinical experiences:

- The monitoring device is worn on the collar while in the exposure area.
- When a lead apron is worn, the device is to be worn at collar level and outside the apron (WI HSS 157.03-K1)
- Do not leave your monitoring device attached to your lab coat in an exposure room.

When the monitoring device is not being worn, it should be left at the designated location within the Radiology/Imaging department. Monitoring devices are not to be worn out of your clinical education setting except to get read by the school. Exposure to heat or direct sunlight, or sharing the dosimeter with another person is considered misuse of the monitoring device and will give inaccurate individual readings.

The Program Director will meet with each student at the end of each semester to read the students Radiation dosimeter.

The below Radiation Protection topics below will be reviewed and discussed.

- Read Badge
- Lakeshore Technical College Radiation Monitoring Dose limits
- 10 Basic Standards for Radiation Protection
- Maternity Policy V.3
- Direct and Indirect supervision policy

Students will be required to sign
- Notification stating the above documents have been reviewed and understood.
- A copy of the dosimeter report.

Students will be provided with a copy of the dosimeter report results. A copy of the sign documentation will be places with the Program Director.

Revision: May 2016
July 2000

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director
Title: Students Holding Patients  
Number: V.2  
Effective Date: January 1991

**Purpose**

To provide guidelines in regard to student radiographers holding patients during radiographic procedures.

**Guidelines**

*The National council on Radiation Protection, Report No. 105, 8.4.4 states, “Individual medical personnel should not have the responsibility of routinely holding patients during diagnostic radiology procedures”*

1. Radiography students shall not be required to hold or restrain patients during radiologic examinations. In cases requiring the restraint of the patient during exposures, the student may assist voluntarily. If someone must hold the patient, it would be best to utilize a non-radiation worker, such as an aide, orderly, member of the nursing staff or clerical staff, or member of the patient’s family. For all persons holding patients during exposures, aprons should be worn, gloves should be available, and the person should be positioned so that no part of the unattenuated useful beam strikes their body.

2. Mechanical restraining methods such as tape, sandbags, compression belts, sheet wraps, and Pigg-O-Stat are examples of methods of choice before utilizing any person to hold a patient; these will help to eliminate all unnecessary radiation exposure by requiring someone to hold the patient.

3. Under no circumstances should the student enter the primary beam.

4. Exposure of all individuals to radiation must be kept as low as reasonably achievable (ALARA concept).

Students have the right to refuse to perform tasks that are in direct conflict with the ALARA concept. Students may not expose any person to radiation without a valid requisition authorized by a physician.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: 2008
Title: Incident Reports
Number: V.4
Effective Date: October 1997

Purpose
To document events of personal injury; injury to a patient/visitor; or damage to a patient’s or visitors belongings.

Guidelines
Incident reports are for incidents occurring at the clinical facility, or at Lakeshore Technical College (main campus or off-campus locations). As soon as able after the occurrence, the student needs to complete the facility Incident Report form, and the Lakeshore Technical College Incident Report form.

- An incident is defined as a situation or happening that occurs without intention, and may influence one’s health, or may damage a patient’s/visitor’s belongings.

- Each clinical facility and LTC uses his or her own forms for this purpose.

- The Incident Report will be signed by the student, the clinical instructor, and/or a witness.

- Follow-up information may be requested by the College Health Nurse and/or facility Personnel Department.

- A student who is injured in the clinical setting and seeks Emergency Room care is responsible to file through their own/parent’s insurance carrier or to pay the ER costs. LTC does not pay ER costs. Instructors may advise the student to seek ER care; however, the student is responsible for all costs incurred for such care.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revision: None
Incident Report

**Type of Incident:**  
- [ ] Injury  
- [ ] Property Loss  
- [ ] Property Damage

To ensure proper notification of insurance carrier, **complete this form and send within 24 hours or the next business day, whichever is less, to Cindy Dross (Student or property loss/damage) or Human Resources (staff)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Date of Incident</td>
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<tr>
<td>Time of Incident</td>
<td>Hour:</td>
</tr>
<tr>
<td>Location of Incident</td>
<td></td>
</tr>
</tbody>
</table>

I am a:  
- [ ] Student  
- [ ] Staff  
- [ ] Visitor

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Date of Birth</td>
<td>Age:</td>
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<td>Gender</td>
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<tr>
<td>Home Address</td>
<td>City:</td>
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<td></td>
<td>State:</td>
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<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home/Cell Phone</td>
<td>Work Phone:</td>
</tr>
</tbody>
</table>

(2) **Description of Loss/Property Damage:**

Give Full Description of the Incident:
Was a Rescue Unit Requested  Yes  No  Was the LTC School Nurse Notified  Yes  No
Was an Ambulance Requested  Yes  No  Was the Human Resources Department Notified (staff members only)  Yes  No
Was the Police Department Requested  Yes  No
Comments: ___________________________________________

Name of Witness: __________________________  Home Phone: __________________________
Name of Person Completing Report: __________________________

Home Address: __________________________
City: __________________________  State: ______  Zip Code: __________________________
Home/Cell Phone: __________________________  Work Phone: __________________________

Signature of Person Completing Form __________________________  Date: __________________________

FOR OFFICE USE ONLY:

Was this a preventable incident?  Yes  No
What immediate action was taken to prevent a similar occurrence?

_______________________________________________________________________________
_______________________________________________________________________________

Recommend a permanent solution:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Status of incident injured/ill/affected person(s):

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Person conducting follow-up: __________________________  Date: __________________________
Title: Maternity Policy
Number: V.3
Effective Date: November 1993
Revision: 11/1995, 6/99, 9/04, 8/05, 2/09, 2/14

Purpose
Describe rights and responsibilities for the pregnant student.

Guidelines
To receive a complete education within the Radiography program, all students must participate in all aspects of planned classroom and clinical instruction. The program also recognizes the harmful effects of ionizing radiation on human tissues.

If a pregnancy is voluntarily declared prior to entering the program, the student may choose to notify the counselor. The student may then opt to postpone enrollment until the program’s next starting date the following year. The student will be guaranteed placement in the following class.

If the student becomes pregnant while enrolled in the program:

1. **The student has the option of continuing in the educational program without modifications.** The student may continue in the program if the course requirements are met. The student is not required to declare her pregnancy; however it is important that the program is aware in order to take additional steps to protect the fetus and mother.

2. **The student has the option of declaring the pregnancy.** If the student wishes to declare her pregnancy it must be in writing, and the student will then review the radiation safety materials related to pregnancy and safety of the fetus. Attached is a document for declaration.

   a. Voluntary Written Declaration by the student is to include:

      1. Acknowledgment of pregnancy
      2. Social Security Number
      3. Estimated date of conception
      4. Clinical Facility(s)
      5. Signature of Student
      4. Date of notification

   The document of declaration would be retained by the Radiation Safety Officer at the Clinical Education Setting and a copy sent to the Radiography Program Director at Lakeshore Technical College.
The student is required to read the following radiation safety materials.

1. NCRP Report No. 53, Review of NCRP Radiation Dose Limit for Embryo and Fetus in Occupationally Exposed Women
2. NCRP Report, No. 54, Medical Radiation Exposure of Pregnant and Potentially Pregnant Women
3. NCRP Report, No. 105, Radiation Protection for Medical and Allied Health Personnel
5. Lakeshore Technical College Radiography Program Maternity Policy

Any questions regarding reports and the LTC Radiography Program Maternity Policy are discussed with the Radiation Safety Officer (RSO) at the clinical education setting where the student is assigned. A record of this discussion will be made and placed in the RSO’s records and a copy given to the student and the Radiography Program Director.

If the student chooses to remain in the program during a pregnancy:

I. The student has the option of continuing in the educational program without modifications.
II. Clinical experience may be adjusted to remove the student’s participation from areas requiring close proximity to ionizing radiation sources, such as fluoroscopy, mobile and surgical procedures until after the end of the pregnancy.

An additional Dosimetry badge will be issued to monitor fetal dose; this badge will be worn at the level of the abdomen under the lead apron. The maximum permissible dose to the fetus is not to exceed 0.5 rem during the entire gestational period (NCRP Report No. 116, 1993, & NRC 10 CFR 20.1208).

The pregnant student’s badge reading will be monitored by the site’s RSO and the Program director, and reviewed with the student on a monthly basis.

It is the student’s responsibility to utilize all protective measures for radiation safety for herself and her fetus. In the event that the student’s total dosage nears the maximum prior to the end of the pregnancy, the student may be withheld from all clinical experiences; and any objectives not completed would need to be completed the following term.

The student may at any time submit a written withdraw of her declaration of pregnancy, and would then apply the NRC dose limits applicable to occupational workers.

3. Discontinuation of Participation in Program: The student may discontinue participation in the program for approximately one year. The student may then reenter the program at the beginning of the term at which participation was discontinued the previous year.
If the student chooses to remain out of the Radiography program for longer than one year, or because of non-availability of a clinical position remains out for more than two years, the student will need to reapply as a new applicant to reenter the program.

Mary L. Walker M.S RT (R) (CT) (MR)
Radiography Program Director

Revision: December 2013
Lakeshore Technical College
Radiography Student Handbook

Acknowledgement Form

Purpose: In signing this form the new radiography students acknowledges that he/she has read, understands and agrees to comply with the standards, policies and rules set forth in the Radiography program student handbook.

Statement: As a student entering the Radiography program of Lakeshore Technical College I acknowledge that I have read the student handbook and agree to comply with all that is stated within the handbook while I am enrolled in the program through Lakeshore Technical College.

_____________________________   __________________
Student Signature     Date

After reading the handbook, please sign and return the form to

Mary Walker MS, RT(R) (CT) (MR)

Radiography Program Director