



2020

LAKESHORE TECHNICAL COLLEGE

RADIOGRAPHY PROGRAM

STUDENT HANDBOOK

This handbook assists Radiography Program students to be successful in the radiography program. It will act as a guide for students to understand expected behaviors and responsibilities in the classroom and clinical setting.

Failure by the student to comply with these policies may result in dismissal from the program.

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Radiography Program Faculty

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In the event that a policy 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. Through continuous improvement and a competency-based format the program strives toward academic success

Radiography TSA Program Outcomes

Radiography Technical Skills Attainment (TSA)

The Carl D. Perkins Career and Technical Education (CTE) Act of 2006 requires Wisconsin Technical College System (WTCS) programs to assess the attainment of program outcomes to ensure graduates have the technical skills needed by employers. Instructors within the WTCS and industry stakeholders collaboratively develop the assessments. WTCS TSA program outcomes are derived from, and linked to, valid industry and/or academic standards. The assessments meet state criteria for validity, reliability, and fairness and measure student achievement of industry relevant program outcomes using one or more scoring guides and/or optional third-party assessments. The TSA initiative is supported by employers, approved by the WTCS System Office, and implemented by districts.

1. Carry out the production and evaluation of radiographic images.
2. Practice radiation safety principles.
3. Provide quality patient care.
4. Model professional and ethical behavior consistent with the ARRT code of ethics.
5. Apply critical thinking and problem solving skills in the practice of diagnostic radiography.

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 Assessment Outcomes

Produce Students/Graduates who will:

- 1.1. Students will successfully adapt to non-routine radiographic exams (critical thinking)
- 1.2. Students evaluate non-diagnostic images
- 1.3. Students will determine how to correct non-diagnostic images

- 2.1 Student / graduate will communicate effectively in the clinical setting
- 2.2 Student / graduate will communicate effectively with professional staff
- 2.3 Student / graduate will use effective communicate skills.

- 3.1 Student / graduate will possess knowledge in performing radiographic procedures
- 3.2 Students/graduates will demonstrate competence in performing radiographic procedures.
- 3.3 Students will be able to retain knowledge of routine procedures
- 3.4 Students/graduate will demonstrate radiation protection.

- 4.1 Students/graduates will demonstrate professionalism.
- 4.2 Students will demonstrate a high level of ethical practice.
- 4.3 Students will obtain any professional membership related to radiography

- 5.1 Graduates will pass the ARRT exam
- 5.2 Graduates will be employed
- 5.3 Graduates will complete the program within a two year period
- 5.4 Graduates will indicate overall satisfaction with the program.
- 5.5 Employers will indicate overall satisfaction with graduate' performance.

Program Overview

Lakeshore Technical College (LTC) offers a two-year program with local and distance didactic coursework through interactive TV. LTC sends our program classes to our shared program at Nicolet College. The laboratory and clinical trainings are delivered in the specific schools districts.

Successful completion of all Radiography Associate of Science program requirements allows

graduates to become eligible to take the American Registry of Radiologic Technologists (ARRT) certification examination. 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 Joint Review committee on Education in Radiologic Technology (JRCERT) accredits Lakeshore Technical College. The current accreditation is valid through 2026. 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 JRCERT.

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
mail@jrcert.org

JRCERT Accreditation 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 the Radiologic Sciences/Radiography.

Any student complaint or allegation of the programs' non-compliance with the JRCERT Standards should be made in writing to the LTC Radiography Program Director. If the program director cannot resolve the student's concern, the written allegation shall be presented to the LTC Dean of Health and Human Services Division.

JRCERT contact information:

Joint Review Committee on Education in Radiographic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Email: mail@jrcert.org
Phone: (312) 704-5300
Fax: (312) 704-5304

JRCERT Accreditation Standards:

Standard One: Integrity. The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources. The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices. The program's curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety. The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment. The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data. The program complies with JRCERT policies, procedures, and **STANDARDS** to achieve and maintain specialized accreditation.

Reference

First Year Curriculum

Radiography subjects include the following:

- Introduction to Radiography
- Radiographic Procedures I/Image Analysis
- Radiographic Procedures II/Image Analysis
- Radiographic Imaging
- Advanced Radiographic Imaging
- Radiography Clinical Practice 1
- Radiography Clinical Practice 2
- Radiography Clinical Practice 3

Second Year Curriculum

Radiography subjects include the following:

- Radiation Protection and Biology
- Imaging Equipment and Operations
- Modalities
- Radiographic Pathology
- ARRT Certification Seminar
- Radiographic Quality Analysis
- Radiography Clinical Practice 4
- Radiography Clinical Practice 5
- Radiography Clinical Practice 6

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

General Education Courses

- College Math or equivalent
- Oral/Interpersonal Communication
- Introduction to Psychology
- Introduction to Diversity Studies
- Written Communication
- Introduction to Sociology

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. The Program Director, Clinical Coordinator, and Adjunct Faculty teach classes. 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.

Student Evaluations-Clinical Education Setting

The students are evaluated in the clinical setting using four specific instruments. These tools will allow the student to gain feedback of the clinical skills, performance, and interpersonal relations.

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.

Summative Student Evaluation by Clinical Instructor

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.

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. These evaluations provide feedback on the student's ability to critically think. These assessments are utilized in conjunction with the formative assessments for Clinical Practice course grades 2-6.

Clinical Objective Evaluations (COEs)

These evaluations are performed by the staff technologist or clinical instructor to document the demonstration of clinical competence for specific radiographic procedures. 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.

Malpractice Insurance

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.

Wisconsin Society of Radiologic Technologists (WSRT) Membership

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 time off from clinical practice for each meeting attended.

Students' Rights

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

1. Student final grades appeal process
2. Concern or complaints:
 - i. Equal Opportunity/Equal Educational, Affirmative Action and contact information and Harassment/Discrimination Complaint
 - ii. Title IX Sexual Misconduct and Clery Act Policies and resources
3. Hazardous waste and Chemical Exposure
4. Student Access to Records - FERPA
5. Accommodations services

Student Conference

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 to meet with a faculty member 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 the faculty member's part. A copy of the report may be provided to the student, and a copy is placed in the student's file with the program. A copy may be sent to the program advisor in student services.

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

- Advising/scheduling
- Academic difficulties
- Attendance or punctuality problems
- Motivational problems
- Lack of attention to patient safety
- Procedural inaccuracy/speed
- Unethical or unprofessional conduct
- Incomplete assignments
- Difficulty in adapting to the clinical environment
- Problems with interpersonal relationships
- Disciplinary actions
- Drop from the program

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

The disciplinary plan in Policy II.9 will be followed for any violation of
LTC Radiography Program Policies.

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
www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf

Policy Section I: Student

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

I.1 Clinical Dress Code

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

Purpose

Provide a program standard of student attire and personal hygiene.

Position

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.

Guidelines

Radiography program students are expected to purchase and wear the uniform required by the program.

Attire: Program colors of navy blue and white are the only colors 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. Pants should not be of a length that causes them to drag on the floor.

Shoes: Because radiography students are on their feet much of the time, sturdy, comfortable, leather or vinyl shoes are suggested. The shoes are to be mainly white, black, or navy blue in color. If you have a question regarding the acceptability of a shoe, check with the clinical coordinator prior to purchasing them. Athletic style shoes are permitted, however no canvas shoes are allowed and must be mostly white, black or navy in color. Shoes will be kept in good repair, clean and polished. Platform, clog-style, and high heels are not permitted.

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

Program Insignia: Program insignia patch is to be worn on the left sleeve, below 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 or unnatural hair colors 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. Length of nails should be no longer than ¼ of an inch. Clear or light colored nail polish may be worn. Polish must not be chipped or peeling. Artificial/fake nails or acrylic overlays are not permitted due to infection control and patient injury concerns.

Personal Hygiene: Personal hygiene should be adequate so as not to be offensive. Perfumes or after-shave shall be avoided. Routine hand washing is required.

Jewelry: Only one small pair of unobtrusive earrings (posts), a wedding band, and a 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, trimmed and well-groomed 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.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Revision: January 2019
 October 2017
 December 2017
 December 2014
 November 2012

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

I.2 Emergency Leave-Bereavement Leave

Title: Emergency Leave-Bereavement Leave
Number: I.2
Effective Date: July 1993

Purpose

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.

Position

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.

Guidelines

Family, for the purpose of this policy, 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

- The student needs to follow all clinical absence procedures prior to missing clinical.
- The student will be allowed to take up to 3 days of clinical time off for a family member as defined above 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.
- Time should be made up during the semester of the absence. 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.

Makeup time is to be arranged as a block of time: for example, a full day, rather than one hour at a time.

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

Revision: January 2019
June 2016
January 2007
September 2006
December 1999

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

I.3 School Closing

Title: School Closing
Number: I.3
Effective Date: April 1994

Purpose

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

Position

In the event of extreme weather conditions or other reason that the Cleveland Campus closes, emergency closing notices are announced Monday through Saturday. In the event a student determines travel is too dangerous he/she may be allotted a delay or absence with required make up

Closings are announced on the following radio and TV stations. Each student will receive a text message and/or an automated phone call indicating the school closing at the number listed with LTC.

Radio Stations:

Cleveland	WLKN	98.1 FM
Manitowoc Area	WOMT/WQTC WCUB/WLTU	1240 AM/102.3 FM 980 AM/ 92.1 FM
Sheboygan Area	WHBL WXER	1330 AM 104.5 FM
Green Bay Area	WIXX	101.1 FM
Milwaukee Area	WTMJ	620 AM

Television Stations:

Green Bay TV	WBAY WFRV WLUK WGBA	Channel 2 Channel 5 Channel 11 Channel 26
Milwaukee TV	WTMJ WITI WISN	Channel 4 Channel 6 Channel 12

FOR AREAS OUT SITE OF THESE TV/RADIO STATIONS:

Students should watch the 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 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. The program faculty will be responsible to make the final decision as to if there is an allowable weather related occurrence.

Excused Absence Weather Conditions:

In the event a student determines travel is too dangerous he/she may be allotted a delay or absence with required make up. This is done by contacting the clinical site prior to the start of the shift as well as contacting program faculty.

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

Decision to grant a weather related absence or tardy due to adverse weather/road conditions will be evaluated on an individual basis. Clinical time missed during a weather related occurrence 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

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

I.4 Student Employment as Part-time staff

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.

Guidelines

- When students are employed by the facility, the program does not consider them 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

Revision: January 2019
November 2012
September 2006
September 2005
November 2001

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

I.5 Senior Interview Time Release

Title: Senior Interview Time Release
Number: I.5
Effective Date: September 2004

Purpose

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.

Position

The Radiography program will excuse a student from clinical during the last semester in order to participate in job interviews.

Guidelines

- The student must notify the clinical instructor and program faculty in advance of the intention to participate in a job interview.
- The student will arrange to make up any missed clinical with the Clinical Instructor. If the time is not made the attendance policy will be enforced.
- Up to two days may be used for interviews and made up during the last semester.
- 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 didactic or lab classes.

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

Revision: January 2019

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

I.6 Student Due Process Policy

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.

Position

All students are ensured 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 Health and Human Services Program Chair
- Level 3 Dean of Health and Human Services
- Level 4 Vice President of Instruction

Guidelines

Level 1: Radiography Program Chair

- a) 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.
- b) Five school days are allotted for this level.

Level 2: Designated Health and Human Services Program Chair

- c) 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.
- d) Five school days are allotted for this level.

Level 3: Dean of Health and Human Services

- e) 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. Following all presentations and submission of documentation the Vice President will make a decision regarding the grievance. This decision will be considered final.
- f) Five school days are allotted for this level.

Level 4: Vice President of Instruction

- g) Final decision failing a satisfactory resolution at the previous level, the student may request a meeting with the Vice President of Instruction. The Vice President shall review the grievance which will include the student, instructor, and other appropriate staff.

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. The JRCERT can be contacted at:

Joint Review Committee on Education in Radiographic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Email: mail@jrcert.org
Phone: (312) 704-5300
Fax: (312) 704-5304

Conflicts and Appeal in the Clinical Setting

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 faculty. 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 faculty 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.

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

Revised: January 2019
 August 2018
 October 2017

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

I.7 Transfer Policy

Title: Transfer Policy
Number: I.7
Effective Date: May 1998

Purpose

The purpose of this policy is to describe the requirements for and the steps to complete for a student to transfer from another Radiography/Radiologic Technology Program to the Lakeshore Technical College Radiography Program.

Position

The Radiography program will accept transfer students. The transfer will occur if it does not cause the enrollment to exceed the total number of student for which the program is accredited. The student must also meet the criteria of the radiography program in order to transfer.

Guidelines

- All transfer requests must be submitted in writing.
- All applicants for transfer will provide documentation of their class standing in their previous Program as far as:
 - Total length of accrued education time does not exceed the 150% required by the Joint Review Committee of Education.
 - Transcripts of those courses completed with descriptions and grades
 - Listing of all completed ARRT required clinical competencies
- A written recommendation and release from the student's present program director.
- Complete an application to the College, pay application fee, complete BID and meet with the program director and counselor.

All transfer students will meet all the 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.

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

Revised: January 2019
January 2018
May 2015
December 2008

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

I. 8 Handling Confidential Information

Title: Handling Confidential Information
Number: I.8
Effective Date: August 2019

Purpose

Outline student Handling Confidential Information and HIPPA responsibilities.

Position

All hospital/clinic and patient records are confidential in nature. All requests for information concerning records or charts should be referred to the clinical instructor or technologist in charge.

Guidelines

Students are expected to maintain the confidentiality of information in a professional and ethical manner. No patient information is ever to leave the clinical setting.

No information regarding any patient should be discussed outside the radiology area. Patient information should never be discussed any place where you may be overheard.

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

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

Breach of confidentiality is defined as the disclosure of a patient's information-including name, condition or injury. This may not be released without the expressed written authorization to do so.

Any intended breach of confidentiality may result in clinical probation 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.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

Revision: January 2019

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

Policy Section II: Clinical

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.1 Student Clinical Attendance

Title: Student Clinical Attendance
Number: II.1
Effective Date: January 1, 2001

Purpose

Outline expectations of student clinical attendance.

Position

The Program and clinical settings 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 limit unscheduled absences as much as possible.

Guidelines:

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.

- The student is expected to notify the clinical site in the event of an unscheduled absence, prior to the beginning of that day's clinical assignment.
- 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.
- Each student will be allowed one unscheduled absence per term without deduction from the clinical grade; this will be treated as an occurrence. However, there is a two percentage point deduction for each occurrence from clinical after the initial occurrence.
 - Each absence and tardy are considered an occurrence. Attendance guidelines are per occurrence and tardy and absence are equal.
- Please see specifics of weekend assignment absences in Policy II.4. Weekend Assignments and will require make-up. This is in place of the two-percentage point deduction normally accrued.
- 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 to benefit their overall clinical experience. However, any deductions due to absence will accrue regardless of make up.

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.
- Definition: Tardy or Late means coming in any time after the scheduled clinical starting time.
- A tardy is considered an occurrence.
- Consequences: Tardiness is considered an occurrence, as are absences. Beyond the first occurrence, two (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 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.

Extended Absence

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

- The clinical time missed may be made up to complete competencies without a deduction from the course grade, check with program faculty if you have a question.
- Any continuous absence of three days or more would be considered an extended absence.
- 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.
- Please reference Policy I.2- Emergency Leave- Bereavement Leave for bereavement specific information.
- A student may be withheld from contact with patients, staff, or other students until 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.
- 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.

Conclusion:

Each absence and tardy is considered an occurrence. Each student is allowed one occurrence per term without grading consequence. However, absences and tardy days are looked upon as unprofessional by the clinical sites.

Absences of two consecutive clinical days are counted as one occurrence. Any days in between (class or weekends the student was not scheduled) result in there being separate occurrences.

After the initial occurrence, each additional occurrence (absence or tardy) there is a two percentage point deduction per occurrence.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Revisions: January 2019
 August 2018
 October 2017
 August 2016
 December 2014

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.2 Approved Simulated or Mock Clinical Objective Evaluations

Title: Approved Simulated or Mock Clinical Objective Evaluations
Number: II.2
Effective Date: May 1994

Purpose

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

Position

The following radiographic procedure can be simulated for test out purposes; all other COEs must be accomplished on actual patient examinations:

Guidelines

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
- Paranasal Sinuses
- Facial Bones
- Orbits
- Zygomatic Arches
- Nasal Bones
- Sternoclavicular Joints
- Scaphoid Views with tube angle
- Abdomen Decubitus
- Mandible
- Cervical spine oblique's
- Cervical spine flexion/extension
- Lumbar spine oblique's
- Lumbar spine flexion/extension
- Sacrum and/or coccyx
- Scoliosis Series
- Cross-Table Lateral (Trauma) Cervical Spine
- Sacroiliac Joints
- Pelvic inlet/outlet
- Small Bowel Series
- Esophagus
- Barium enema
- Cystography/Cystourethrography
- ERCP
- Myelography
- Arthrography

<u>Course</u>	<u>Permissible Simulations/Mocks</u>
Radiography Clinical Practice 1	0
Radiography Clinical Practice 2	2
Radiography Clinical Practice 3	2
Radiography Clinical Practice 4	2
Radiography Clinical Practice 5	2
Radiography Clinical Practice 6	Up to 10 mocks maximum for the entire program

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

Revisions: January 2019
October 2017
October 2015
December 2014
September 2005

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.3 Recheck Clinical Objective Evaluations/Remedial Assignment Contract

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 is continuing competence of previously completed clinical objective evaluations (COEs), also known as competencies. To enable a remedial process in the event the student does not maintain competence in an exam as evidenced by a failed recheck COE.

Position

Recheck COEs are completed to evaluate previously completed clinical competencies (COEs) by both first and second year students. Student rechecks help to monitor continued clinical competence.

Guidelines

- Students will be required to complete a minimum of two rechecks in Clinical Practice 2, and three rechecks in Clinical Practices 3-6.
- Clinical Instructors (or delegated staff technologists) may also 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. All students will, however, complete the minimum requirement of rechecks.
- In the event of an unsuccessful recheck COE, the program faculty may 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 COEs and remedial assignments contracts are submitted to the program's Clinical Coordinator for record keeping purposes.

Consequences: Students who do not meet the required rechecks may not be allowed to continue to the next Clinical Practice course. The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

Revisions: January 2019
October 2017
September 2005
November 2001
July 2000

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

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.4 Weekend /PM Assignments-Clinical

Title: Weekend /PM Assignments-Clinical
Number: II.4
Effective Date: December 1994

Purpose

Define expectations of the PM and weekend clinical assignments

Position

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

Guidelines:

Weekend Requirement

First Year Students

- Radiography Clinical Practice I –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 coordinator 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 and program faculty.
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. Program faculty 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 on a rotational basis.

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

Revision: January 2019
 August 2016
 December 2015
 December 2014
 September 2005

Policy II.5 removed August 2018

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.6 Maintaining a Drug and Alcohol Free Clinical Environment

Title: Maintaining a Drug and Alcohol Free Clinical Environment
Number: II.6
Effective Date: August 2016

Purpose:

Establish guidelines to provide a safe, healthy and secure clinical environment free of drug and/or alcohol abuse.

Position:

The LTC Radiography program recognizes that drug and alcohol abuse and misuse is a serious health problem. However, students are not to be under the influence of alcohol or drugs while in clinical or class.

Guidelines/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 through 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:
 - Bloodshot eyed, pupils larger or smaller than usual
 - Unusual smells on breath
 - Tremors, slurred speech, or impaired coordination
 - Sudden change in behavior
 - Increased aggression or irritability
 - 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.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Revision: January 2019
August 2016

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.7 Mammography Rotation

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

Purpose

Students Clinical Rotation in Mammography guidelines

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.)

Guidelines

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

Revision: January 2019

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.8 Magnetic Resonance Imaging Health and Safety

Title: Magnetic Resonance Imaging Health and Safety
Number: II.8
Effective Date: August 2016

Purpose

Promote the health and safety for students, patients, and the public in regards to MRI.

Position

Student will never enter MRI suite zone 4 within the imaging department without permission from the MRI technologist. The radiography program sponsored by Lakeshore Technical College requires all students to complete an MRI screening form verifying 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 again before their rotation within that department.

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

Revision: January 2019

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.9 Disciplinary Plan

Title: Disciplinary Plan
Number: II.9
Effective Date: December 2017

Purpose:

Establish clear guidelines as to how the Clinical Unacceptable and Clinical Probation forms and actions are used.

Position

The radiography program follows this disciplinary plan in order to enforce policies as well as ensure equitable treatment to all students.

Guidelines/Definitions:

Clinical Unacceptable

When a student fails to make satisfactory achievement in the clinical setting as documented in clinical evaluations, on clinical competency evaluations, through conferences with the Clinical Instructors and/or staff technologists, faculty may give the student a “Clinical Unacceptable” form as a written warning.

Clinical Probation

Any additional documented unsatisfactory achievement within the semester following a Clinical Unacceptable will result in the student being placed on Clinical Probation. A student may also be placed on probation should they receive a second Clinical Unacceptable for the same offense as any previous Clinical Unacceptable while the student is in the program. A student may be placed on clinical probation even though she/he is making academic progress. Students may also be placed on Clinical Probation without having received a Clinical Unacceptable.

Students will be placed on Clinical Probation for a period of six weeks of clinical time. Any additional Clinical Unacceptable the student should receive while on Clinical Probation may result in dismissal from the Program.

Reasons for the student receiving a Clinical Unacceptable or being placed on Clinical Probation include, but are not limited to:

- Attendance and/or punctuality problems
- Motivational problems
- Lack of attention to patient safety
- Procedural inaccuracy/speed
- Unethical or unprofessional conduct
- Incomplete clinical requirements
- Difficulty in adapting to the clinical environment
- Problems with interpersonal relationships
- Disciplinary actions
- Lack of alertness
- Failure to comply with Program Policies

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

Attachments:

Clinical Unacceptable Form
Clinical Probation Form

Revision: January 2019

**Lakeshore Technical College/Clinical Education Setting
Radiography Program**

Clinical Unacceptable Performance Form

Date of Occurrence: _____

Student Name: _____

Unacceptable Action:

Reference: LTC Policy: _____

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 Form

Standards of Clinical Objective

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: _____ Date: _____

Clinical Instructor Signature: _____ Date: _____

Program Faculty Signature: _____ Date: _____

cc: Student
Lakeshore Technical College Radiography Program record

Revision: October 2017
September 2005
December 1999
December 1998

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.10 Student Supervision

Title: Student Supervision
Number II.10
Effective Date: December 2015

Purpose

Define the position of the program regarding adequate and appropriate supervision for students of the Radiography Program while in the clinical setting.

Position

It is the policy of the program and the imaging departments to schedule a sufficient number of qualified technologists in the clinical setting to provide appropriate supervision of the radiography students assigned to the facility. There should always be a 1:1 student to technologist ratio within the immediate department.

Guidelines

- 1) The performance of patient examinations by a student must be under the **Direct Supervision** by a qualified technologist until the student has demonstrated competency for the specific examination being performed. Direct supervision requires that the radiographer be present during the procedure.
 - a) This level of supervision requires that a qualified practitioner reviews the procedure in relation to the student's level of achievement, evaluates the patient condition, is present during the procedure and reviews and approves the results.
- 2) Supervision can be **Indirect** once the competency is achieved. Indirect supervision requires that a qualified radiographer be available in the adjacent room or location to assist as necessary. Adjacent rooms must be within an area that can easily hear the student should they need assistance and respond quickly.
 - a) The level of supervision requires that a qualified practitioner be immediately available to assist as necessary.
- 3) **Direct Supervision** is required at any time, a radiograph needs repeating. A student should never expose a patient for a second time for the same image without **Direct Supervision**.
 - a) This level of supervision requires that a qualified practitioner: reviews the procedure, is present during the procedure, and reviews and approves the results.

This policy is in accordance with guidelines established by the Joint Review Committee on Education in Radiologic Technology to provide an educational environment as well as a safe situation for both the student and the patient.

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
mail@jrcert.org

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies. Failure by the student to comply with this policy may result in being dropped from the Radiography Program.

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

Revision: January 2019
 January 2018

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.11 Repeat Radiographs

Title: Repeat Radiographs
Number: II.11
Effective Date: July 1991

Purpose

Define the procedure required for all students of a Radiography Program when there is a need to repeat a radiograph.

Position

A registered technologist will need to review and approve all radiographic images completed by students, and must remain in the room for any repeats.

Guidelines

It is the policy of the program and clinical site imaging department that a registered technologist:

- Reviews and approves all radiographs/images completed by students.
- Explains the need for repeat of any radiograph/image.
- Remains in the exposure room whenever a student may need to repeat a radiograph/image.

All students must receive approval from a registered radiographer regarding the acceptability and diagnostic quality of all images(s) before sending for interpretation.

All repeat radiographs require direct supervision. A student should never expose a patient for a second time for the same image without Direct Supervision. This level of supervision requires that a qualified practitioner: reviews the procedure, is present during the procedure, and reviews and approves the results.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies. Failure by the student to obtain the assistance of a technologist before performing a repeat radiograph/image may result in dismissal from the program.

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

Revision: January 2019
August 2018
January 2018
June 2014
August 2004

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.12 Clinical Schedule Changes

Title: Clinical Schedule Changes
Number II.12
Effective Date: January 2019

Purpose

To define the procedure required for all student clinical schedule changes.

Position

Radiography students are expected to attend clinical assignments as scheduled by the clinical coordinator. 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 program faculty

Guidelines

Three switches in the schedule per semester will be allowed. The program faculty must approve any further requests.

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

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.13 Compensation Time

Title: Compensation Time
Number II.13
Effective Date: January 2019

Purpose

Define the procedure required for when students accrue and take compensation time while at clinical.

Position

The program realizes there are times when students may want to stay late for a shift to complete an exam. We feel there should be compensation time given in these circumstances.

Guidelines

If clinical workload warrants 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 and is considered compensation or “comp” time. The accrued comp time can be used under the below conditions:

- Must be approved by the Clinical Instructor and/or the staff tech on duty
- Clinical staff has the right to deny taking of comp time on a particular day
- The time must be accrued and taken in 15 minute increments.
- Comp time must be used within two weeks of accrual.
- Time cannot be used in the AM (starting shift after the scheduled time) unless approved in advance by the Clinical Instructor and program faculty
- Must be indicated in Trajecsys as a time exception, indicating reason for time over.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.14 Allowable Clinical Hours

Title: Allowable Clinical Hours
Number II.14
Effective Date: January 2019

Purpose

Define the hours students may be at clinical.

Position

Student time in clinical is restricted by program policy in order to ensure patient safety and overall student well-being.

Guidelines

Students will not be responsible for more than 40 hours per week or 10 hours per day of on-site clinical experiences and classroom involvement.

Students may not be at clinical prior to 0700 or later than 2200.

If students find that they absolutely need to be responsible for more than 40 hours in a week, they can make the request to do so. It is discouraged by the program, and the form indicates that the student is making the choice.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

Attachment: Over 40 Clinical Hours form

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

Expression of Understanding *Over 40 Hours Clinical Time*



I, _____ understand that I am choosing to do more than 40 hours of clinical time within a one week period (Sunday-Sunday). This is not being required of me, but is being done by my own choosing.

I also understand that it is not recommended that students be at their clinical sites for more than 40 hours within one week.

The week I will be at clinical more than 40 hours is:

Student Signature

Clinical Instructor Signature

Program Representative Signature

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.15 Radiographic Imaging Markers

Title: Radiographic Imaging Markers
Number: II.15
Effective Date: January 2019

Purpose

Define the use of radiographic imaging markers for students.

Position

Students are expected to have and use their markers while in the clinical site.

Guidelines

Each student will receive a set of lead imaging markers from the clinical instructor at your facility. These Right (R) and Left (L) markers are used to correctly label the images produced. 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.

Students are expected to have their markers with them at all times while at the clinical site. If a student is without their markers, the Clinical Instructor or staff technologist has the right to ask the student to leave the clinical setting to retrieve their markers. Attendance standards and policies will be enforced for time missed while retrieving the markers.

The student should not use any markers other than his or her own (without permission) or those designated by the Clinical Instructor. If this occurs a clinical unacceptable could be given by the program faculty.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.16 Handheld devices and Social Media

Title: Handheld devices and social media
Number II.16
Effective Date: January 2019

Purpose

Define the use of handheld devices and social media in the clinical setting.

Position

Students are not allowed to use handheld devices or post to social media from any device while at clinical.

Guidelines

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

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

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.17 Clinical Site Rule Adherence/Team Work

Title: Clinical Site Rule Adherence/Team Work
Number II.17
Effective Date: January 2019

Purpose

Define the expectation of the student to follow the rules of the clinical site.

Position

The LTC program and our students are guests at the clinical site, and all rules of the site need to be followed.

Guidelines

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

- To demonstrate a positive/professional attitude in the clinical setting
- Work with other students and staff as a member of the team
- Adhere to the standards and rules of the clinical setting as well as those of the program.
- Students are expected to exhibit a manner of conduct that is reflective of professional values of the radiology profession.
- Students are not to sleep, engage in immoral or illegal conduct, steal any articles from patients or the clinical site, or use profane or abusive language while in the clinical education setting.
- Students are expected to not smoke or eat in any area not designated for that activity.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

II.18 Required Clinical Objective Evaluations (COEs)

Title: Required Clinical Objective Evaluations (COEs)
Number: II.18
Effective Date: January 2019

Purpose

Define the required number of COEs per semester.

Position

To enable skill development, the following courses are assigned a numerical requirement for actual COEs and a maximum number of simulated COEs permissible.

Guidelines

Course	Numerical Requirement
Radiography Clinical Practice 1	5
Radiography Clinical Practice 2	12
Radiography Clinical Practice 3	11
Radiography Clinical Practice 4	11
Radiography Clinical Practice 5	12
Radiography Clinical Practice 6	11

Extra Comps

During Clinical Practice 2, 3, 4, 5 and 6 a student may complete up to four procedural COEs 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 four additional COEs will allow the student to earn a maximum of two extra percentage points on the final clinical practice grade of the semester the student completes the fourth extra exam. Before approval of all competencies, it is encouraged to have a minimum of one practice case complete.

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

Not meeting numerical requirements

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:

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

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Policy Section III: Didactic

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

III.1 Examinations/Grading

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

Purpose

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

Position

Examinations are an important area of the radiography program didactic learning, and there are rules that must be followed in order to ensure proper assessment.

Grading is an important area of assessment, and defines levels of achievement. The Radiography program uses the same grading scales between all didactic classes. Grading scales are also consistent between all the clinical practices.

Guidelines

Examination Date

- Examinations are to be taken within the time frame specified by the instructor.
- The course exam attendance will follow the guidelines outlined in that course syllabus.
- Should an exam score be below the passing score of 78%, remedial work may be required per the course syllabus. 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.
- Exams not taken during class time may be 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
 - Cleveland Campus

Students 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, F and I. The Radiography program uses the same system, to be 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

A	=	92-100%	Student has achieved at a much greater functional level of competence.
B	=	85-91%	Student has achieved at a greater than functional level of competence.
C	=	78-84%	Student has a functional level of competence.
F	=	0- 77%	Student will not pass (unacceptable level of competence)
I	=		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.

COE Grading

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.

Clinical Grading

Students will need an overall grade of 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 which will lead to them being dropped from the program. Please see the clinical syllabus for grading specifics.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Revision: January 2019
October 2017
December 2014
November 2012

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

III.2 Program Reinstatement

Title: Program Reinstatement
Number: III.2
Effective Date: September 1994

Purpose

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

Position

The program accepts students for reinstatement upon eligibility and completion of requirements and procedures.

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.
 - Negative TB test.
 - 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: January 2019
 October 2015
 October 2006
 November 2004

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

III.4 Class Attendance

Title: Class Attendance
Number III.4
Effective Date: December 1994

Purpose

Outline the minimum attendance requirements for lecture Interactive Video Conferencing classes (IVC) and laboratory classes.

Position

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 lecture/IVC and labs.

Guidelines

- 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.
- Please see individual course syllabus for details

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Revision: January 2019
October 2017
August 2016
December 2008
October 2006

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

III.5 Digital Recording Classes

Title: Digital Recording Classes
Number: III.5
Effective Date: January 1993

Purpose

Define the limitation of use of digital recording of classes as an alternative to participate in the live interactive video conferencing classes.

Position

The college and the program feel that the use of taping limits the student's ability to gain knowledge by interacting with the instructor and fellow students.

Guidelines

The following are circumstances in which the use of digital recording (polycom recording device) would be considered appropriate:

- During periods of signal transmission difficulties, the college will record the classes so the students will have the benefit of the lecture information.
- During student attendance at approved seminars and conferences: for example, WSRT, WAERT and RSNA programs.

It is up to the discretion of the instructor to provide the student access to that recording. It is not required for a student's absence.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Revision: January 2019
October 2017

Policy Section IV: Infection Control

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

IV.1 TB Status

Title: TB Status
Number: IV.1
Effective Date: August 1993

Purpose

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

Position

Verification must be provided to enter or to remain in the clinical education setting for the safety of patients and staff.

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.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Revision: January 2019
November 2012
October 2005
November 2003
August 1998

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

IV.2 Significant Exposure

Title: Significant Exposure
Number: IV.2
Effective Date: March 1994

Purpose

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

Position

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.

Guidelines

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

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.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Attachment: Significant Exposure form

Revision: January 2019



SAMPLE ONLY

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

I. 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

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

IV.3 Infection Control

Title: Infection Control
Number: IV.3
Effective Date: January 1994

Purpose

Outline educational requirements, practice, and reporting mechanisms relative to infection control and blood borne pathogens.

Position

Students will work under the same guidelines for infection control as the facility staff.

Guideline

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

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)

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 student's physician or College Student Health Nurse makes the final decision. Any arrangements for missed clinical practice time can be made with the program faculty.

Any infection control exposure by the student 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.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Revised: January 2019
January 2018
December 2014

Policy Section V: Safety

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

V.1 Personnel Monitoring Device

Title: Personnel Monitoring Device
Number V.1
Effective Date: November 1993

Purpose

Outline the function and procedures for appropriate use of student's personnel monitoring devices.

Position

Students are required to wear a radiation monitoring device at all times during clinical experiences.

Guidelines

A personal monitoring device is purchased by each student who could be subject to 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.

Forgotten/Lost Dosimeter

Should a student not have their monitoring device while at the clinical setting, they will not be allowed to be at the clinical setting and the attendance policy will be enforced. Students who lose or damage their dosimeter need to contact the Program Director immediately.

Dosimeter 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 Dosimeter Report
- 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 signed documentation will be placed with the Program Director.

Dose Limits

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 may be removed from any clinical areas in which they may be exposed.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies. Any intentional misuse of a dosimeter may result in dismissal from the program.

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

Revision: January 2019
 August 2018
 May 2016
 July 2000

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

V.2 Students Holding Patients

Title: Students Holding Patients
Number: V.2
Effective Date: January 1991

Purpose

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

Position

Radiography students shall not be required to hold or restrain patients during radiologic examinations

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.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Revision: January 2019
2008

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

V.3 Maternity Policy

Title: Maternity Policy
Number: V.3
Effective Date: November 1993

Purpose

Describe rights and responsibilities for the pregnant student.

Position

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.

Guidelines

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.

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
4. United States Regulatory Commission, Regulatory Guide 8.13, Appendix A, “Effects on the Embryo/Fetus of Exposure to Radiation and Other Environmental Hazards,” and Appendix B, “Possible Health Risks to Children of Women Who Are Exposed to Radiation During Pregnancy”.
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:

- The student has the option of continuing in the educational program without modifications.
- 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: January 2019
 December 2013
 February 2014
 February 2009
 August 2005

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

V.4 Incident Reports

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

Purpose

Document events of personal injury; injury to a patient/visitor; or damage to a patient's or visitors belongings.

Position

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.

Guidelines

- 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.
- 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.
- Any student injury occurring in the clinical setting shall be reported immediately to the clinical instructor and/or department staff assigned to student and the instructor/technologist will assist the student in getting to the health nurse. The cost of any tests or treatments will be the responsibility of the student.

- 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 of the physician's guidance.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Attachment: LTC Incident Report

Revision: January 2019



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)**

Date of Incident: _____

Time of Incident: Hour _____ AM
 PM

Location of Incident: _____

(1) Name of Injured/Ill/Affected Person(s):

I am a: Student Staff Visitor

Date of Birth: _____ Age: _____ Gender: _____ Identification Number: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home/Cell Phone: _____ Work Phone: _____

(2) Description of Loss/Property Damage: _____

LTC Tag Number: _____ Serial Number: _____ Location: Bldg. _____
Room Number _____

Give Full Description of the Incident:

Continued on the back

Yes No
 Was a Rescue Unit Requested
 Was an Ambulance Requested
 Was the Police Department Requested

Yes No
 Was the LTC School Nurse Notified
 Was the Human Resources Department Notified
 (staff members only)

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: _____

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

V.5 CPR

Title: CPR
Number: V.5
Effective Date: December 1991

Purpose

Outline program requirements pertaining to Cardiopulmonary Resuscitation Certification (CPR).

Position

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

Guidelines

A copy of the current CPR certification, given to the Clinical Coordinator (LTC) is required prior to entering the Radiography program. It is the student's responsibility to maintain recertification and provide the Clinical Coordinator updated documentation.

Should the student's CPR certification expire during the program, they may be asked to leave their clinical rotation until recertification is complete. Any missed clinical time will follow the standard clinical attendance policy.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Revised: January 2019
January 2018
June 2009

LAKESHORE TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM

V.6 Radiation Safety

Title: Radiation Safety
Number: V.6
Effective Date: January 2019

Purpose

Define student expectations of radiation safety

Position

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).

Guidelines

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.

Consequences: The disciplinary plan in Policy II.9 will be followed for any violation of LTC Radiography Program Policies.

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

Lakeshore Technical College

2019 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 in 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