

2023

LAKESHORE TECHNICAL COLLEGE

RADIOGRAPHY PROGRAM

STUDENT HANDBOOK

## **Welcome to the Lakeshore Technical College Radiography program.**

As the new academic year begins, so will your journey through the upcoming Radiography courses. We look forward to your participation in numerous theories, clinical and simulation experiences. Your success is our success and the LTC Radiography faculty are excited and eager to assist you during the next two years.

This Radiography Program Student Handbook is provided to students interested in or who have been admitted to the Lakeshore Technical College (LTC) Radiography program. The intent is to communicate policies and procedures to prepare students for experiences unique to the Radiography program. This handbook supplements the general college handbook located in the student planner and online.

In some cases, policies and procedures are more defined in the Radiography program student handbook as we prepare the students for the health care workforce, in response to local employer requests, to meet accreditation requirements (JRCERT), for the purposes of student success, to ensure equitable treatment of students, or a combination of any of these interests.

If a process or responsibility in the Radiography handbook differs from the college's process or responsibility, the Radiography student handbook will be followed. These policies are intended to be current but are subject to change. Faculty may modify policies. Students are responsible for all the information contained in this handbook.

Thank you for choosing Lakeshore Technical College for your Radiography education. We look forward to assisting each one of you on this remarkably fulfilling and wonderful journey to your profession of choice, Radiography.

### **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 and Gateway Technical 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

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## **Radiography Program**

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### **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.

### **Target Program Outcomes**

1. Carryout 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 A.R.R.T. Code of Ethics
5. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

### **Radiography Technical Skills Attainment (TSA) 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, as well as industry stakeholders, collaboratively develop these assessments. WTCS TSA program outcomes are derived from and linked to industry and/or academic standards. The assessments meet state criteria for validity, reliability, and fairness, these assessments 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.

## Radiography WTCS TSA Scoring Guide

### Directions

This TSA scoring guide documents your attainment of technical program outcomes for the radiography program. To meet the requirements on the scoring guide, you will use the skills and concepts developed throughout the program and are necessary for successful employment in your field. Results are to inspire continual improvement of teaching and learning in Wisconsin Technical College System Programs.

### Rating Scale

Value	Description
PASS	Performs adequately; meets basic standards
FAIL	Does not meet basic standards

### Scoring Standard

You must achieve an overall average rating of PASS on all criteria for each program outcome to demonstrate competence (passing). A rating of FAIL on any criterion results in a FAIL score for that program outcome and for the TSA Assessment.

### Scoring Guide

	<i>Criteria</i>	<i>Ratings</i>
<b>1.</b>	<b>Carryout the production and evaluation of radiographic images.</b>	
2.	Position patient for specified examination.	Pass Fail
3.	Select appropriate image production exposure factors and make exposure.	Pass Fail
4.	Evaluate final images for acceptable exposure quality, anatomical presentation, and patient identifying information.	Pass Fail
<b>5.</b>	<b>Practice radiation safety principles.</b>	
6.	Use proper collimation.	Pass Fail
7.	Wear personnel dosimeter.	Pass Fail
8.	Practice the cardinal principles of radiation protection: time, distance, and shielding.	Pass Fail
<b>9.</b>	<b>Provide quality patient care.</b>	
10.	Identify correct patient and procedure to perform.	Pass Fail
11.	Assess patient condition and respond accordingly.	Pass Fail
12.	Obtain and document accurate patient history.	Pass Fail
13.	Explain exam and give clear instructions.	Pass Fail
14.	Communicate/interact with patients as appropriate.	Pass Fail

15.	Provide care in an equitable manner	Pass Fail
<b>16.</b>	<b>Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics.</b>	
17.	Maintain confidentiality.	Pass Fail
18.	Interact professionally with healthcare professionals, patients, and family.	Pass Fail
19.	Demonstrate a commitment to diversity, equity, and inclusion.	Pass Fail
<b>20.</b>	<b>Apply critical thinking and problem-solving skills in the practice of diagnostic radiography.</b>	
21.	Adapt procedure to patient condition.	Pass Fail
22.	Adapt exposure techniques to patient's physical and pathological conditions.	Pass Fail
23.	Evaluate image for diagnostic quality and implement corrective action if necessary.	Pass Fail
24.	Interpret orders and requests.	Pass Fail



## **Accreditation Goals**

Lakeshore Technical College's Radiography Accreditation goals are:

1. Students will demonstrate critical thinking.
2. Students will demonstrate good communication skills.
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 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.

## **Accreditation Outcomes**

- 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 will communicate effectively in the clinical setting.
- 2.2 Student will communicate effectively with professional staff.
- 2.3 Student will use effectively 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.

## **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 follow the grievance procedure in Policy I.6.

### 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](mailto:mail@jrcert.org)

Phone: (312) 704-5300

Fax: (312) 704-5304

### **JRCERT Accreditation Standards:**

#### Standard One: Accountability, Fair Practices, and Public Information:

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

#### Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

#### Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

#### Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

#### Standard Five: Health and Safety

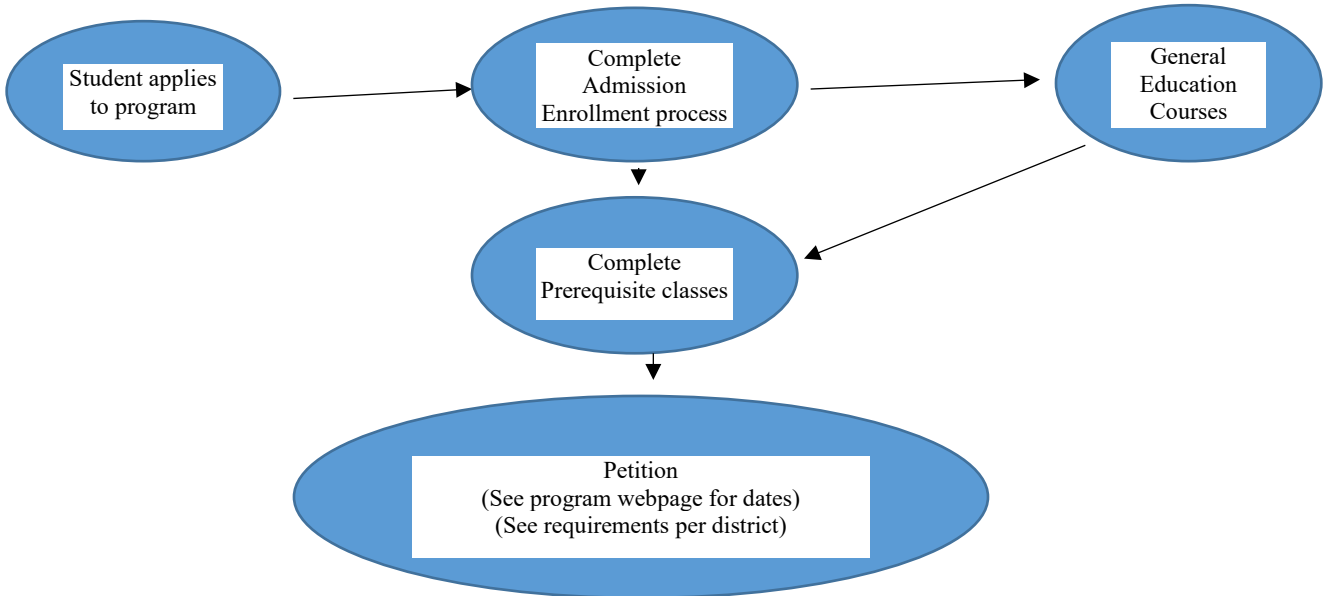
The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

#### Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

## Admissions process

Students are admitted to the associate degree radiography program core classes once per year in the spring semester. See program sheet for admission and enrollment process. Students are accepted on the clinical ready list after completion of all admission enrollment processes and prerequisite classes. It is highly recommended to complete all general education course in advance. The admission is based on a petition process. See website for specific details.



## Reference

### Prerequisite Courses

- General anatomy and Physiology
- General Chemistry
- Medical Terminology

### First Year Curriculum

Radiography subjects include the following:

- Introduction to Radiography – Classroom/Lab
- Radiographic Procedures I - Classroom/Lab/Image Analysis
- Radiographic Procedures II – Classroom/Lab/Image Analysis
- Radiographic Imaging – Classroom/Lab
- 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
- Imaging Modalities
- Radiographic Pathology
- ARRT Certification Seminar
- Radiographic Image 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, interventional radiology, and magnetic resonance imaging as part of the modality's coursework. The intent is to provide the student with an overall exposure to the entire profession of radiologic technology.

### **General Education Courses**

- General Anatomy and Physiology
- General Chemistry
- Oral/Interpersonal Communication
- Introduction to Psychology
- Written Communication
- Introduction to Sociology

**All General Education Courses must receive a C or better.**

LTC'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 is coordinated by the program director and clinical coordinator through the clinical preceptors based on a documented clinical education plan. As the student progresses through the program, a variety of clinical hours are provided to ensure 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 monthly 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 Preceptor

The clinical preceptor 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 summative feedback through a written evaluation of the student's clinical performance. 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 offer 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**

Students will have professional liability insurance provided by the college. This insurance provides protection for the student while functioning as a student radiographer. For further information contact the program director.

## **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.

The following procedures and student protective policies are found in the Lakeshore Technical College Student Handbook. The handbook is available on the LTC website. [LTC Student Handbook Link](#)

## **Student Conference**

Faculty may request to meet with a student at any time to discuss the student's progress in any area of his/her education. When a student meets with a faculty member, the discussion 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. This documentation is placed in the student's program file and may be provided to necessary school staff in guidance under FERPA.

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 will be grounds for dismissal from the program. Lakeshore Technical College reserves the right to revise clinical placement at any time through the program.

### **Background Information Disclosure. (BID)**

Beginning October 1, 1998, the 1997 Wisconsin Acts 27 and 281 requires all students completing an educational clinical requirement (any contact with patients or children with the student in a caregiver role) to have a caregiver background check. LTC is required to perform these background checks to allow students to be placed into clinical facilities. LTC has the right to randomly ask students to complete an additional BID while in the program.

**As part of the program application process, each student is required to complete a Background Information Disclosure form, enclose the current processing fee payable to LTC, and return both to LTC.**

If a record is found, LTC will pursue an investigation in conjunction with area clinical facilities to decide on whether the student can be placed in a clinical assignment. LTC cannot provide a student with a clinical experience unless they meet the guidelines of the facilities.

Caregiver background checks need to be done initially as part of the program application process. It then must be repeated every two years. Upon entry to the first year of the core Radiography courses, the student needs to have sufficient time remaining on the BID check to complete the program. If not, the student needs to repeat the caregiver background check at the time of entry or reentry into clinical courses.

#### **LTC self-disclosure requirements:**

Your program acceptance is tentative until confirmation is received by the college from the Department of Justice on your background disclosure information. If a conviction is found, your program acceptance is tentative until review and approval by the clinical agencies. No clinical spot will be assigned until approval has been given.

From the time you complete the Background Information Disclosure form until you graduate from or drop the program, you must report any new charges and convictions for felony,

misdemeanor, or municipal ordinance violations to the **Health and Human Services Dean within one school day**. This investigation regarding charges and convictions may result in your suspension from clinical, which may delay or prevent your graduation from the program. In addition, your failure to report will result in your removal from the program. Background Information Disclosure Forms can be found online at <http://gotoltc.edu>.

## **CPR Certification**

Students are responsible for maintaining current American Heart CPR certification designed FOR HEALTHCARE PROVIDERS. Check carefully that the class offering is designed for healthcare providers rather than for community learners which would be called Heart saver. CPR classes that are fully online are not acceptable; demonstration of CPR skills must be done in person. CPR certification is an expectation and must be current throughout the entire program. Proof of valid certification must be provided to instructor before entering your clinical assignment. Lack of current certification will result in course failure and the inability to continue in the program. LTC offers these courses on a regular basis. Students are required to maintain CPR certification throughout the program. Clinical placement may be denied if CPR becomes invalid.

## **Health Requirements**

Admission to the clinical is contingent upon completion and approval of health records. This information can be found on the program website by clicking on Academics, Degree Programs, Radiography, Admissions Information, Health/TB Tetanus Form. Students must submit the form with all immunizations completed. Once returned, the College health nurse either approves the student's checklist or contacts the student and works with them until all items are completed.

The following ongoing health requirements are required: All health requirements are subject to change per agencies:

1. Proof of a positive chickenpox titer (blood test)
2. Tdap booster in the last 10 years
3. Proof of **two** MMR vaccines or positive titers (Measles, Mumps and Rubeola)
4. Two step TB skin test or a TB blood test in the last year
5. Proof of Hepatitis B vaccine series or to have a signed declination on file
6. Proof of a current 22-23 flu shot
7. Proof of Covid 19 vaccine or exemption on file
8. Signature on the LTC health form
9. Drug screen on file which includes:
  - a. Amphetamines
  - b. Barbiturates
  - c. Benzodiazepines
  - d. Cocaine
  - e. Opiates
    - i. Codeine
    - ii. Morphine
    - iii. Hydrocodone

- iv. Hydromorphone
- f. Oxycodone
- g. PCP
- h. Marijuana
- i. Methadone
- j. Methaqualone
- k. Propoxyphene
- l. Tramadol
- m. Meperidine
- n. Fentanyl

Vaccines can be obtained from the local public health department, the occupational health departments at your local clinic or hospital, or your private physician. Proof is submitted by a provider signature on the form or a copy of the record. Students are responsible for any costs for the above services. Please see the Wisconsin Immunization Registry for more information.

### **Annual Health Requirements**

Completing ongoing health requirements such as annual TB and flu vaccinations are the responsibility of the student and must be completed with test results forwarded to the College health nurse by the determined dates to enter the clinical agency. Lack of obtaining ongoing vaccinations will prevent the student from attending the Practicum course. All health requirements are subject to change per agencies.

### **Medical Restrictions**

If you have any type of medical restrictions or any change of health status during your clinical experience, you **MUST** obtain a release from your health care provider that you can safely provide care in a clinical setting and that you can fulfill all of the essential functional abilities. Submit a copy to your Practicum instructor and the college health nurse prior to being allowed entry into the clinical area.

### **ADA Statement**

If you have a documented physical or cognitive disability that may affect you from meeting the course requirements, please see the Student Handbook – Accommodation Services or click on the [Accommodation Services](https://gotoltc.edu/current-students/student-support-services/ada/index.html) (https://gotoltc.edu/current-students/student-support-services/ada/index.html) link.

### **Title IX: Confidentiality and Responsible Employee Statement**

Title IX of the Education Amendments of 1972 protects individuals from sex or gender-based discrimination, including discrimination based on gender-identity, in educational programs and activities that receive federal financial assistance. Title IX applies to the entire Lakeshore Technical College community, including students, faculty and staff of all gender identities.

LTC faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct,



including sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Coordinator.

Please be aware that under Title IX, faculty members are required to disclose information about such misconduct to the Title IX Coordinator.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the campus Counselor at 920-693-1109 to set-up an appointment. For more information about reporting options and resources at Lakeshore Technical College go to [Safety and Security](https://gotoltc.edu/safety-security/) (https://gotoltc.edu/safety-security/)

In case of an emergency, please call 911

### **Electronic Health Record Access**

During your experience as a student radiographer, you will be providing supervised care for patients at a variety of clinical agencies. To document your care in the medical record, you will need to gain access to the clinical agency's medical record system. Many clinical agencies are using an electronic health record (EHR) system. Everyone who accesses the record needs to have his or her own unique access code when utilizing the electronic system. The clinical agencies need information for the students prior to their arrival on the clinical unit. The request for computer access and the ultimate delivery of the unique access code may take as long as 3 weeks to process.

To expedite the processing of the request for access to clinical records, the student will need to provide information and sign a form which will give the Radiography program at LTC permission to share information with the clinical agency. Students must provide this information in a timely manner after receiving the necessary request form from the Radiography program or access to the EHR may be delayed which will prevent the student from reviewing the patient's chart and document provided care. The lack of providing the necessary information to request access to the agency EHR when requested from the Radiography program may result in removal from the clinical course.

### **Transportation to Clinical Sites**

The Radiography program uses a variety of clinical facilities for student learning experiences. The facilities are in various communities and require students to provide transportation to and from the facility.

Students are responsible for their transportation to and from health care agencies for clinical experiences.

### **Bookstore**

The bookstore is located at the main LTC campus year-round. Students can rent and purchase new, used, and digital textbooks as well as purchase their required course supplies.

## **LTC Library**

The library has a broad selection of resources to support the training and education of Radiography students. This includes print and electronic books, professional journals, and reference librarians to instruct and assist with student research assignments. You may access library resources from home, clinical sites, clinical skills labs-anywhere that you have Internet access. When off-campus, some library resources will ask you to login to verify that you are a LTC student. We encourage students to contact Library staff by email, chat, or phone for assistance.

The library has small study rooms that may be reserved and many computers for use while in the library. They also have technology such as I-pads, Nooks and Kindles that may be rented.

Library resources are available to all students. Shipping is provided for distant students.

## **Tutoring**

Free peer tutoring, in technical courses is also coordinated through the learning support coordinator. Please contact Academic Support Center at 920.693.1121.

## **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.

## **ARRT Code of Ethics ARRT**

1. The radiologic technologist acts 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 race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
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 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 patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients

[The American Registry of Radiologic Technologists 2019](#)

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

# **Radiography Program Policies.**

## **Policy Section I: Student**

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

### **I.1 Civility Policy**

**Title:** Civility Policy  
**Number:** I.1  
**Effective Date:** January 2022

#### **Purpose**

Provide information of the expectations of professionalism.

#### **Position**

Civility is a critical principle of professionalism in healthcare. Civility is behavior that:

- Shows respect toward another.
- Causes another to feel valued.
- Contributes to mutual respect, effective communication, and team collaboration.

All students are expected to conduct themselves, both inside and outside of the school in a civil manner and to comply with the requirements of the following standards of professionalism. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the Radiography program faculty. Consequences for violation of these guidelines may include, but are not limited to reprimand, loss of course credit for specific assignment, failing grade, suspension, or dismissal from the program. The following is a description of the general academic and professional responsibilities of a Radiography student:

- **Attentiveness** – Students are required to regularly attend class/lab/clinical and be on time and not leave early. The student should be alert during class/lab/clinical and demonstrate attentiveness.
- **Demeanor**- The student has a positive, open attitude toward peers and faculty. The student functions in a supportive and constructive fashion in group situations and makes good use of constructive feedback and evaluation.
- **Maturity** – The student functions as a responsible, ethical, law-abiding adult.
- **Cooperation** – The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information. The student will assist and demonstrate teamwork in all areas of medical imaging.
- **Personal Appearance** – The student’s personal hygiene and dress reflect the high standards of the radiography profession.
- **Moral and Ethical Standards** – The student respects the rights and privacy of other individuals and is knowledgeable and compliant with applicable professional code of ethics.
- **Academic Integrity** – The student completes academic and clinical work honestly and in accordance with instructions. Plagiarism, unauthorized work sharing, use of unauthorized devices or reference materials are examples of violating the professional standards.

Examples of uncivil behavior which may form the basis for sanctions, including dismissal from the program, include but are not limited to:

- a. Demeaning, belittling, or harassing others.
- b. Gossiping about or damaging a classmate/instructor's or clinical site employee's reputation.
- c. Habitually interrupting instruction
- d. Lack of attention to instruction or school communications.
- e. Sending emails or posting information online or via social media that is inflammatory in nature.
- f. Yelling or screaming at instructors, peers or clinical staff.
- g. Habitually arriving late to class or leaving early before class ends
- h. Knowingly withholding information needed by a peer, preceptor, instructor, or clinical staff.
- i. Deliberately discounting or ignoring input from instructors/faculty or preceptors regarding classroom and/or clinical performance or professional conduct.
- j. Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned.
- k. Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm.
- l. Inappropriate displays of temper.
- m. Use of unauthorized technology or unauthorized materials during examinations or completion of assignments.
- n. Breaking equipment without notifying the appropriate staff/faculty or preceptor.
- o. Rudeness that escalates into threatened or actual violence or threat of violence against any other person.
- p. Using inappropriate language.
- q. Inappropriate use of equipment or electronics.
- r. Disclosing protected patient information without consent.
- s. Not following the direction of the clinical faculty or program faculty.

### **Guidelines**

Students are expected to conduct themselves in a manner consistent with the standards governing the Radiography profession. This includes the American Registry of Radiologic Technology code of ethics as well as the Student Conduct Code in the LTC Student Handbook.

**Consequences:** Students who breach the standards of civility will be subject to disciplinary action in accordance with the Disciplinary plan in Policy II.9 or may be immediately dismissed from the course and/or program. The status of dismissal is at the discretion of and determined by the Radiography Program Coordinator &/or the Dean of Health & Human Services.

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

Revision: January 2022

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**I.2 Standards of Safe Care**

**Title:** Safe care  
**Number:** I.2  
**Effective Date:** January 2022

**Purpose**

Provide the expectations to comply with safe patient care standards.

**Position**

In addition to civility standards, Radiography students are expected to comply with safe patient care standards always. All students shall comply with the following standards:

1. A student shall, in a complete, accurate and timely manner, report and document professional observations, the care provided by the student for the client and the client's response to that care.
2. A student shall immediately and in an accurate manner report to the appropriate practitioner and instructor any errors in or deviations from the current valid order.
3. A student shall not falsify any client record, or any other document prepared or utilized during or in connection with Radiography practice.
4. A student shall implement measures to promote a safe environment for each client, practitioner, and faculty.
5. A student shall delineate, establish, and maintain professional boundaries with each client.
6. At all times when a student is providing direct care to a client the students shall:
  - a. Provide privacy during examination and in the care of personal or bodily needs.
  - b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
  - c. A student shall practice within the appropriate scope of practice set forth by the regulatory and licensing entities.
  - d. A student shall use universal blood and body fluid precautions.
  - e. A student shall not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client.
7. A student shall not misappropriate a client's property.
  - a. Engage in behavior to seek or obtain personal gain at the client's expense.
  - b. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships.
8. A student shall not self-administer or otherwise take into the body any controlled substance or prescription in any way not in accordance with legal, valid prescription issued for the student. Students enrolled in clinical courses are expected to report any ingestion of prescription medications that may alter the student's perception, thinking, judgment, physical coordination or dexterity including all narcotics to the assigned faculty or preceptor prior to participating in a clinical experience.
9. A student shall not use chemical substances or alcohol that impairs ability to practice prior to participating in a clinical experience.
10. Students may be dismissed from the course or the program in situations where a clinical site refuses a student from returning to complete their rotation.
11. Students may be dismissed from the clinical if they are perceived to be emitting any strong odor including perspiration, perfume, aftershave, tobacco, or alcohol.



## **Guidelines**

Students are expected to conduct themselves in a manner consistent with the standards governing the Radiography profession. This includes the American Registry of Radiologic Technology code of ethics as well as the Student Conduct Code in the LTC Student Handbook.

**A student who is dismissed from the Radiography program due to violation of civility or safe care standards is not eligible to apply for readmission to the Radiography program.**

**Consequences:** Students who breach the standards of safe care will be subject to disciplinary action in accordance with the Disciplinary plan in Policy II.9 or may be immediately dismissed from the course and/or program. The status of dismissal is at the discretion of and determined by the Radiography Program Coordinator &/or the Dean of Health & Human Services.

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

Revision:      January 2022

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

### **I.3 Academic Integrity**

**Title:** Academic Integrity  
**Number:** I.3  
**Effective Date:** January 2022

#### **Purpose**

As an academic community, it is fundamental that every member of the college, including students, be responsible for upholding the highest standards of honesty and integrity.

#### **Position**

Activities that have the effect or intention of interfering with the institution's mission, its educational programs, the pursuit of knowledge, or the fair evaluation of a student's performance are prohibited.

#### **Guidelines:**

Examples of violating the academic integrity code include, but are not limited to:

- Copying from another student during an exam
- Printing the exam.
- Copying work from another student and representing it as your own
- Using unauthorized study aids in an exam (unauthorized notes or use of information)
- Unauthorized use of handheld technology in the classroom or clinical setting
- Copying, removing, or attempting to remove exam items or notes about an exam.
- Getting help from someone who already took a test in answering/reviewing test questions or test content.
- Sharing test information/content to another student after taking a test
- Falsifying or fabricating clinical, classroom data or completion of assignments
- Plagiarism (copying or paraphrasing from a book, article, or internet source and not giving credit to the source)
- Dishonesty about academic performance
- Lying about having completed assignments or having completed assignments on time.
- Lying about/falsifying clinical or classroom data.
- Failing to immediately report clinical errors or omissions so that corrective action can be taken.
- Knowingly helping or attempting to help another violate any provision of this code (e.g., working together on a take-home exam).
- Attempting to gain unauthorized advantage over fellow students in an academic exercise.

**Consequences:** Students who breach this policy will be subject to disciplinary action in accordance with the Disciplinary plan in Policy II.9 or may be immediately dismissed from the course and/or program. The status of dismissal is at the discretion of and determined by the Radiography Program Coordinator &/or the Dean of Health & Human Services.

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**I.4 Emergency Leave-Bereavement Leave**

**Title:** Emergency Leave-Bereavement Leave  
**Number:** I.2  
**Effective Date:** January 2019

**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. Obituary is required on death event.
- Any additional time needed beyond the days listed will need to be made up or a point deduction for each day missed, may be taken from the clinical 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

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**I.5 School Closing**

**Title:** School Closing  
**Number:** I.3  
**Effective Date:** January 2022

**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. Each student will receive a text message and/or an automated phone call indicating the school closing at the number listed with LTC. See college student handbook for further details.

**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  
Brian Repenshek (920) 693-1346 or 1-888-468-6582 ext. 1346

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.

Students located in the Nicolet region will follow the Nicolet College school closing guidelines for clinical assignments. Unless specified by the program faculty.

Students located in the Gateway region will follow the Gateway College school closing guidelines for clinical assignments. Unless specified by the program faculty.

All students will follow the LTC school closing guidelines.

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

Revised: January 2022

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**I.6 Student Employment as Part-time staff**

**Title:** Student Employment as Part-time staff  
**Number:** I.4  
**Effective Date:** January 2019

**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 related to hours or competencies of the programs clinical experience.

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

Revision: January 2019

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**I.7 Senior Interview Time Release**

**Title:** Senior Interview Time Release  
**Number:** I.5  
**Effective Date:** January 2019

**Purpose**

Describe how a senior student may be excused from assigned clinical experiences to attend a scheduled employment interview and make up of missed clinical time.

**Position**

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

**Guidelines**

- The student must notify the clinical site 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 coordinator or program faculty. If the time is not made up, the attendance policy will be enforced.
- Up to two occurrences 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  
September 2004

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**I.8 Student Due Process**

**Title:** Student Due Process

**Number:** I.6

**Effective Date:** January 2019

**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 decide regarding the grievance. Following all presentations and submission of documentation the vice president will decide 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 preceptor 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 preceptor. 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. In 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.9 Student Transfer**

**Title:** Student Transfer  
**Number:** I.7  
**Effective Date:** January 2019

**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 students for which the program is accredited. The student must also meet the criteria of the radiography program 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

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**I.10 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 must be referred to the clinical preceptor 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 unintended or 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 Clinical Dress Code

**Title:** Clinical Dress Code  
**Number:** II.1  
**Effective Date:** January 2019

### **Purpose**

Provide a program standard of student attire and personal hygiene.

### **Position:**

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, 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.

**Style** – scrub suit, dress, or top and skirt may be worn. Tee shirts are not acceptable as a top. No lab coats may be worn while providing client care. Capri styled pants or lace will not be permitted. Sweaters will be blue or white and clean. Sweaters will not be worn when giving direct client care. Scrubs or tops will not have words printed on them. Pant length will be at the top of the shoe. Pants will not touch the floor. Waist bands will always hit the waist level.

**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 mainly 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. Canvas, mesh or cloth shoes are not allowed. Platform, open toe, or open heel shoes are not allowed.

**Name Badge:** College-issued ID is required to be always worn during clinical assignments.

**Program Insignia:** Program insignia patch is to be worn on the left sleeve, directly below the shoulder on all uniform jackets or lab coats. Student clinical patches are part of the uniform and must be worn when the student is in the clinical area. They must be clearly visible, located just below shoulder. Clinical badges are obtained through bookstore. Students will be charged for replacement clinical badges.

**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. All long hair must be in a holder. Hair should not fall on patients during the exams.

**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 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 are not allowed. Routine hand washing is required.

**Jewelry:** Only one small pair of unobtrusive earrings (posts), a wedding band, and a plain wristwatch may be worn. All alarm functions must be silenced. Pierced earrings will be small, unobtrusive posts--no multiple-pierced earrings, no dangling jewelry; **only 1 will be allowed in each ear lobe.** No nose rings, eyebrow rings, or tongue studs, etc., will be allowed. Plain rings may be worn. A plain wedding band rather than jeweled engagement ring is encouraged (but not required) as people often experience engagement rings getting caught on bed or other hardware while working. Additional body jewelry is not acceptable in the clinical setting. Ear gauges will need to be approved by the student's affiliating clinical facility. If it does not fit with that facilities dress code, it may be cause for denial to practice in the clinical setting.

**Facial Hair:** Mustaches or beards may be worn but should be kept clean, trimmed, and well-groomed always.

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

### **Guidelines**

The student is reminded that they continue to represent LTC and the Radiography profession and should dress in a professional manner. Guidelines for dress are below, but are not all inclusive:

- Clothes should be clean and neatly pressed.
- Wear LTC name badge.
- Denims, jeans, shorts, and athletic, open-toed shoes are not acceptable.
- Clothing worn should be appropriate to the setting the student is assigned to attend.

On campus, students continue to be a representative of the Radiography program and the Radiography profession. Students are encouraged to dress accordingly. In adherence with recommended asepsis precautions, students must change from uniforms to street clothing before returning to campus for classes, whether coming from clinical or from work. No scrubs are allowed on campus except as part of simulation experiences. Overall attire should always be clean, neat, and conservative.

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

If, in the opinion of the program faculty or clinical department representative, a student's appearance demonstrates a lack of professionalism corrective action will be taken.

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

Revision:      January 2022  
                      October 2019

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

## II.2 Student Clinical Attendance

**Title:** Student Clinical Attendance  
**Number:** II.2  
**Effective Date:** January 2019

### **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:**

Students are to log “in” and “out” on the clinical site computer before and after their scheduled clinical assignment. The student must be at their clinical assignment before the start of their shift and ready to begin at the time designated. If the student is late, they must log into the tracking system Trajecsys, perform a time exception. All time exceptions need to be verified and documented within the time exception.

### **Clinical Absence**

It is common practice at clinical facilities that visitors, staff, and students do not enter the facility when there is the potential to spread infectious diseases. Examples but not limited to pink eye, 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 preceptor 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 preceptor be notified. Contact with the Clinical Coordinator is required.
- 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 will require make-up. This is in addition to the deduction if applicable as stated in the attendance policy.
- In the event there are questions regarding 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. 920-693-1111

- 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. If no notification is given to the clinical site, a disciplinary plan, policy II.9 will be implemented.
- 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. 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". See Policy II.9 Disciplinary plan.
- 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 has an extended absence: A clinical contract will be provided in accordance with the situation and efforts toward student success.

- 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.
- 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 will be outlined within the clinical contract signed by student and program faculty.
- Students are expected to maintain the physical requirements, as outlined in the admission technical standards, to perform clinical assignments. If an injury or physical limitation prevents a student from completing clinical assignments as per these technical standards, they may be asked to seek a physician's direction.
- If you have any type of medical restrictions or any change of health status during your clinical experience, you **MUST** obtain a release from your health care provider that you can safely provide care in a clinical setting and that you can fulfill all the essential functional abilities.

Submit a copy to your Practicum instructor and the college health nurse prior to being allowed entry into the clinical area.

- Jury Duty: Jury duty is an excused absence up to 5 days. Any days beyond will require a makeup to fulfill competency requirements.

**Conclusion:**

Each absence and tardy is considered an occurrence. Each student is allowed one occurrence per term without grading consequence.

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.

Students are expected to maintain the physical requirements, as outlined in the admission technical standards, to perform clinical assignments.

**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



LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**II.3 Approved Simulated or Mock Clinical Objective Evaluations**

**Title:** Approved Simulated or Mock Clinical Objective Evaluations  
**Number:** II.3  
**Effective Date:** January 2022

**Purpose**

To outline specific requirements relating to which COEs can be simulated/mockered because of non-availability of actual patient examinations to meet criteria of the ARRT for graduation.

**Position**

All COEs should be accomplished on actual patient examinations: If unable to complete due to limited availability of cases, the program faculty will perform a Mock/simulation of the needed exam. This will be performed under the ARRT graduation guidelines.

**Guidelines**

All mock/simulated cases must be performed with LTC faculty. In accordance with the ARRT guidelines, approval must be made by LTC faculty. All Mocks are to be completed within clinical practice six, unless otherwise approved by program faculty. Whenever possible, the simulated COE should be replaced with an actual patient-exam COE.

**Required Competency**

55 total competencies.

**Course**

Radiography Clinical Practice 6

**Permissible Simulations/Mocks**

Maximum three simulations.

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

Revisions: January 2022  
January 2019  
October 2017  
October 2015

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**II.4 Recheck Clinical Objective Evaluations/Remedial Assignment Contract**

**Title:** Recheck Clinical Objective Evaluations/Remedial Assignment Contract  
**Number:** II.4  
**Effective Date:** January 2019

**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 three rechecks during clinical practices 2 through clinical practice 6.
- Clinical preceptors (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. All students will, however, complete the minimum requirement of rechecks.
- In the event of an unsuccessful recheck COE, the program faculty may provide the student with a remedial assignment and explain the requirements. This unsuccessful exam requires direct supervision until all designated assignments are completed. Once the assignment is complete, the student may reattempt the recheck. If successful, the student will be able to continue with the original competency and perform the exam with indirect supervision.

**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 may be followed for any violation of LTC Radiography Program Policies.

Revisions: January 2019  
October 2017

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

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

### II.5 Weekend /PM Assignments-Clinical

**Title:** Weekend /PM Assignments-Clinical  
**Number:** II.5  
**Effective Date:** January 2022

#### **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 and critical thinking.

#### **Guidelines:** Weekend Requirement

##### **First Year Students**

- Radiography Clinical Practice I –Spring      Number of Shifts: None (No Weekends or PM's)
- Radiography Clinical Practice 2- Summer      Number of Shifts: Two
- Radiography Clinical Practice 3–Fall      Number of Shifts: Two

##### **Second Year Students**

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

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 preceptor and program faculty.
2. The assigned weekend shifts would include one day shift and one PM shift. The clinical assignments are given by the clinical coordinator.
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. Weekend Assignments will require make-up. This is in addition to the deduction if applicable as stated in the attendance policy.

The student must complete the designated number of weekend shifts for the specific course 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 2022  
                  January 2019  
                  August 2016  
                  December 2015

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: January 2019

### 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. Students are not to be under the influence of alcohol or drugs while in clinical or class.

1. A student shall not self-administer or otherwise take into the body any controlled substance or prescription in any way not in accordance with legal, valid prescription issued for the student. Students enrolled in clinical courses are expected to report any ingestion of prescription medications that may alter the student's perception, thinking, judgment, physical coordination or dexterity including all narcotics to the assigned faculty or preceptor prior to participating in a clinical experience.
2. A student shall not use chemical substances or alcohol that impairs ability to practice prior to participating in a clinical experience.

### Guidelines/Definition:

- **Controlled Substances/Illegal Drug**

Controlled substances are those prescription or illegal drugs 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 during 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 are arranged by the student as 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 2022  
January 2019  
August 2016

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**II.7 Mammography Rotation**

Title: Mammography Rotation  
Number: II.7  
Effective Date: January 2019

**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 able 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](http://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 (MRI) Health and Safety  
Number: II.8  
Effective Date: January 2019

**Purpose**

Promote the health and safety for students, patients, and the public regarding MRI.

**Position**

Student will never enter MRI suite zone 4 within the medical 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. Students are required to notify program faculty within 48 hours if there are any changes in screening status.

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: January 2019

### **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 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 preceptor and/or staff technologists, faculty may give the student a “clinical unacceptable” form as a written warning.

Any additional documented unsatisfactory achievement following a clinical unacceptable within a term 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.

#### **Clinical Probation**

Students will be placed on clinical probation for a period of six weeks of clinical time.

A student may be placed on clinical probation even though she/he is making academic progress.

Students may be placed on clinical probation without having received a Clinical Unacceptable.

Any additional clinical unacceptable during this period, the result is dismissal from the program.

Reasons for the student receiving a clinical unacceptable or being placed on clinical probation include, but are not limited to:

- An additional unsatisfactory achievement following a clinical unacceptable.
- Repeated clinical unacceptable offense.
- 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)

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:

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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: January 2019

### 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 enough 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.
- 4) **Direct supervision** is always required for Mobile, Surgical and fluoroscopy studies. Indirect supervision is not allowed for these cases even when competency is achieved.

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](mailto: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 dismissal from the radiography program.

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

Revision:     January 2022  
                  January 2019  
                  January 2018

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**II.11 Repeat Radiographs.**

Title: Repeat Radiographs  
Number: II.11  
Effective Date: January 2019

**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.

All repeated exams must be logged on an image log form indicating the reason for repeat, what changes needed for the next image and who supervised during that repeated image.

**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 2022  
January 2019  
August 2018

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 a 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 requests.

All changes from program schedule will also need approval of the clinical preceptor in addition to that of the program faculty.

It is the student's responsibility to track the total amount of switches.

**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 a patient 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 preceptor and/or designee.
- 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 preceptor and program faculty
- Must be indicated in Trajecsyst as a time exception, indicating reason that the students needed to stay past the scheduled time.

**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 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 the student is making the choice. Students must sign and complete the attached over 40 clinical hours form, prior to the schedule change.

**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



### Radiography Program

I, \_\_\_\_\_ understand that I am choosing to do more than 40 hours of clinical time within a one-week period (Sunday-Sunday), or more than 10 hours in one day. 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 or more than 10 hours in one day.

The week I am choosing to:

Be at clinical more than 40 hours in one week. \_\_\_\_\_

Be at clinical more than 10 hours in one day. \_\_\_\_\_

\_\_\_\_\_  
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 preceptor at your facility. This 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 identified.

Students are expected to always have their markers with them while at the clinical site. If a student is without their markers, the clinical preceptor 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 and/or post to social media from any device while at clinical. Students will not participate in social media during clinical or class time. All cell phones must be stored away from the clinical setting.

**Guidelines.**

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

The term social media includes but is not limited to blogs; social networks such as Facebook® and Twitter®; podcasts; video sharing; Instagram; Simple Syndication (RSS) feeds; and on-line collaborative information and publishing systems.

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

**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/Teamwork**

Title: Clinical Site Rule Adherence/Teamwork  
Number: II.17  
Effective Date: January 2022

**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 organizational policies will apply to students.

**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 required to maintain the level of civility as it pertains to the civility policy I.I
- 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.
- Students are to get involved with all cases within clinical setting guidelines.

**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 2022  
January 2019

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**

<u>Course</u>	<u>Numerical Requirement</u>
Radiography Clinical Practice 1	5
Radiography Clinical Practice 2	10
Radiography Clinical Practice 3	10
Radiography Clinical Practice 4	10
Radiography Clinical Practice 5	10
Radiography Clinical Practice 6	10

**Attempting Competencies**

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

**Extra Competencies**

For every additional 5 competencies above the required 55, they will achieve a day off at the end of the program. Before approval of all competencies, it is encouraged to have a minimum of one practice case complete.

**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 granted, the "I" grade will be replaced with a letter grade.
- If the requirement is not completed within the time granted, the student will not be able to

continue in the next clinical practice.

**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.19 Technical skills requirements**

Title: Technical skills requirements  
Number: II.19  
Effective Date: January 2021

**Purpose**

Confirm students can function in the clinical setting per the technical standards.

**Position**

Students enrolled in the radiography program should be able to meet the established technical standards. The technical standards for the radiography program are reflective of those found in the radiography profession.

**Technical Standards**

Students acknowledge the ability to meet the technical standards as an admission requirement prior to entering the program. Students must maintain ability to meet these standards throughout the time they are in the clinical setting.

The current technical standard requirements are found on the program webpage of the LTC website.  
[Click for technical standards link](#)

**Consequences:** Students unable to meet the Technical Standards will be removed from the clinical setting. Students will be able to return to clinical following release documentation by a medical provider.

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

Revision:

**Policy Section III: Didactic**

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

### III.1 Examinations/Grading

Title: Examinations/Grading  
Number: III.1  
Effective Date: January 2019

#### 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 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 student will not be able to take the next scheduled exam unless the remedial work is complete. All exams not taken at the time outlined in the course schedule will receive a reduction in grade. All exams must be taken within 1 week of the original assigned date or a zero will be given.

##### 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 are 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/about/campus-info/directions-hours/>
  - Gateway - <https://www.gtc.edu/admissions/testing-services>

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. All didactic courses will need a C or higher to successfully complete didactic courses. All clinical courses will need a B or higher to successfully complete.

### Radiography Grading Scale

<b>A</b>	=	92-100%	Student has achieved at a much greater functional level of competence.
<b>B</b>	=	85-91%	Student has achieved at a greater than functional level of competence.
<b>C</b>	=	78-84%	Student has a functional level of competence.
<b>F</b>	=	0- 77%	Student will not pass (unacceptable level of competence)
<b>I</b>	=	Incomplete	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 graded only as a pass or repeat needed, if the student successfully completes all the required clinical objectives, the clinical grade is integrated as part of radiography clinical practice 1, 2, 3, 4, 5 and 6 courses. Student's overall clinical grade is not affected by having repeat needed COEs.

### 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.

**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

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

### **III.2 Program Reinstatement**

Title: Program Reinstatement  
Number: III.2  
Effective Date: January 2019

#### **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 than a 12 month period, 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.

#### **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 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.

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Radiography Program Director

Revision:      January 2019  
                    October 2015  
                    October 2006  
                    November 2004  
                    September 1994

## **Policy Section IV: Infection Control**

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**IV.1 Annual Health Requirements**

Title: Annual Health Requirements  
Number: IV.1  
Effective Date: January 2019

**Purpose**

Define the requirement for annual health requirements.

**Position**

Completing ongoing health requirements such as annual TB and flu vaccinations are the responsibility of the student and must be completed with test results forwarded to the College health nurse by the determined dates to enter the clinical agency.

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

**Guidelines**

TB 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.

Influenza vaccination is required for all students and staff. If applying in late spring and summer, flu shots are not available. In that case, you will need to get the shot as soon as it becomes available in fall. If you are unable to receive the vaccination due to health reasons or religious convictions, you will be required to fill out the Waiver Form and have your health care provider or clergy complete the appropriate sections.

Students are expected to follow the requirements of our clinical partners which may include getting the COVID vaccine or obtaining an exemption. It is the student's responsibility to obtain these items by communicated deadlines. Failure to do so may prevent clinical placement and program progression.

Vaccines can be obtained from the local public health department, the occupational health departments at your local clinic or hospital, or your private physician. Proof is submitted by a provider signature on the form or a copy of the record. Students are responsible for any costs for the above services. Please see the Wisconsin Immunization Registry for more information.

Students will submit verification of both TB and Flu vaccination prior to program entry. Verification is also required annually.

**Consequences:** Lack of obtaining ongoing vaccinations will prevent the student from attending the Practicum course. The Clinical Attendance policy will then be implemented. 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



LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

## IV.2 Significant Exposure

Title: Post-Blood Borne Pathogen Exposure  
Number: IV.2  
Effective Date: January 2019

### Purpose

Outline process in the event of exposure to blood borne pathogens.

### Position

In the event of exposure to blood borne pathogens,

1. Obtain first aid.

Needle stick/cut:

<https://www.cdc.gov/niosh/topics/bbp/emergnedl.html>

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irritants
- Report the incident to your clinical preceptor
- Immediately seek medical treatment

Mouth:

- Rinse with water or mouthwash.

Eyes:

- Flush with water/normal saline or eyewash for at least 10 minutes.

Open areas of skin:

- Wash thoroughly with soap/warm water, including under nails and in the creases.
- Use plenty of friction!

2. Inform instructor.

3. Identify source individual, if possible.

4. Instructor should contact clinical agency for their review of source risk category.

5. Clinical agency policies for exposure should be followed.

6. Clinical agency rep should contact source individual for consent to test for HIV, Hepatitis B and Hepatitis C.

a. Blood tested – results given to student and student's healthcare provider.

b. Source not tested/unknown- treated as if positive with consideration of risk status.

7. Student should seek medical evaluation as soon as possible for a high-risk exposure.

8. Complete LTC's forms.

a. LTC's Incident report: Original to college health nurse; copy to student and instructor.

b. LTC's Significant Exposure form: Original to agency, copy to student, college health nurse and instructor.

9. Post exposure recommendations: review with students before having student sign.

10. Students are responsible for the costs incurred following the above steps.

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 regarding exposure.

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

Students must adhere to prescribed safety measures and follow standard precautions whether working with patients or with blood and body fluids in the clinical setting.

Faculty cannot assume the responsibility for assigning students to work with blood or body fluids that are free from communicable diseases such as AIDS or Hepatitis. It is the responsibility of the student to work safely and take the proper safety precautions to minimize exposure to such diseases. LTC, its faculty, or clinical agencies will not be held liable for accidents, injuries, or infections incurred by students during their course of study.

**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



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 2019

**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 contract 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  
January 1994

## **Policy Section V: Safety**

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

### **V.1 Personnel Monitoring Device**

Title: Personnel Monitoring Device  
Number: V.1  
Effective Date: January 2019

#### **Purpose**

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

#### **Position**

Students are required to always wear a radiation monitoring device 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 participate, and the attendance policy will be enforced. Students who lose or damage their dosimeter need to contact the program director immediately. Students are responsible for replacement costs.

#### **Dosimeter Readings**

The program director will meet with each student at the end of each semester to read the students radiation dosimeter. All dosimeters must be read at the end of each clinical practice. If the student fails to have the dosimeter read, the student will not be able to continue into the next clinical practice. Attendance policy will be enforced.

The 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 review.

- Notification stating the above documents have been reviewed and understood.
- A copy of the dosimeter report.

Students are provided with a copy of the dosimeter report results upon request. A copy of the signed documentation is placed with the program director. Students are provided their final cumulative report during the dosimeter readings of their final semester.

**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/radiation safety officer (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 or unintentional misuse of a dosimeter may result in dismissal from the program. Dosimeters must be read at the end of each clinical practice. If the dosimeter is not read before the next clinical practice, the student will not be able to attend clinical.

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Radiography Program Director

Revision:      January 2022  
                      January 2019  
                      August 2018  
                      May 2016



LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**V.2 Students Holding Patients**

Title: Students Holding Patients  
Number: V.2  
Effective Date: January 2019

**Purpose**

Provide guidelines regarding 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  
January 1991

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

### V.3 Maternity Policy

Title: Maternity Policy  
Number: V.3  
Effective Date: January 2022

#### 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 advisor. 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 declaring the pregnancy.** 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 to note that without being declared, the program cannot take additional steps to protect the fetus and mother.
2. **The student has the option of declaring the pregnancy, and to continue with or without modifications.** If the students wish 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. Student name
2. Date of notification
3. Acknowledgment of pregnancy
4. Estimated date of conception
5. Clinical Facility(s)
6. Signature of Student

The document of declaration would be retained by the RSO at the clinical education setting and 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 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.
- The student has the option of continuing in the educational program with modifications. Clinical experience may be adjusted to remove the student's participation from areas requiring proximity to ionizing radiation sources, such as fluoroscopy, mobile and surgical procedures until after the end of the pregnancy.
- The student has the option to discontinue the initial declaration and resume without modifications.

The student may choose to adjust the level of modification while pregnant by meeting with the program director.

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 monthly.

It is the student's responsibility to utilize all protective measures for radiation safety for herself and her fetus. If 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. The student may then reenter the program, should there be clinical availability, 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

Lakeshore Technical College Radiography Program

**Student Official Declaration of Pregnancy**

Student name: \_\_\_\_\_

Date of notification: \_\_\_\_\_

Estimated date of conception: \_\_\_\_\_

Clinical Facility(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Acknowledgment of pregnancy:

I voluntarily declare my pregnancy to the Lakeshore Technical College Radiography Program.

I will meet with the radiography program director and review the required materials per the handbook.

\_\_\_\_\_ I wish to continue in the program with no modifications

\_\_\_\_\_ I wish to continue in the program with modifications. Clinical experience may be adjusted to remove my participation from areas requiring close proximity to ionizing radiation sources such as fluoroscopy, mobile and surgical procedures.

I understand that I may adjust the level of modification while pregnant at any time by meeting with the program director.

Signature of Student \_\_\_\_\_

LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

#### V.4 Incident Reports

Title: Incident Reports  
Number: V.4  
Effective Date: January 2019

#### **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 preceptor, 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 (ER) or urgent care is responsible to file through their own/parent's insurance carrier or to pay the ER/urgent care visit costs. LTC does not pay ER/urgent care visit 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 preceptor, 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 preceptor.
- Any student injury occurring in the clinical setting shall be reported immediately to the clinical preceptor 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  
                  October 1997



# 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

Yes No

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

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

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Witness: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name of Person Completing Report: _____		
Home Address _____		
City : _____	State: _____	Zip Code: _____
Home /Cell Phone: _____	Work Phone: _____	

Signature of Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Was this a preventable incident?  Yes  No

What immediate action was taken to prevent a similar occurrence?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommend a permanent solution:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_

Person conducting follow-up: \_\_\_\_\_ Date: \_\_\_\_\_



LAKESHORE TECHNICAL COLLEGE  
RADIOGRAPHY PROGRAM

**V.5 CPR**

Title: CPR  
Number: V.5  
Effective Date: January 2019

**Purpose**

Outline program requirements pertaining to cardiopulmonary resuscitation certification (CPR).

**Position**

Students are responsible for maintaining current American Heart CPR certification designed FOR HEALTHCARE PROVIDERS. Check carefully that the class offering is designed for healthcare providers rather than for community learners which would be called Heart saver.

**Guidelines**

A copy of the current CPR certification given to the clinical coordinator 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  
December 1991

## **V.6 Radiation Safety**

Title: Radiation Safety  
Number: V.6  
Effective Date: June 2020

### **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**

Students are to follow the ten basic standards of radiation protection as outlined by the ARRT and listed in the reference section of this handbook.

**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: June 2020  
January 2019

# Lakeshore Technical College

## 2023 Radiography Student Handbook

**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.*

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Student Signature

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Date