SAN JACINTO COLLEGE
CENTRAL CAMPUS
ASSOCIATE OF APPLIED SCIENCE DEGREE
MEDICAL RADIOGRAPHY PROGRAM

PROGRAM HANDBOOK

Fall 2015

Compiled by the Medical Radiography Faculty
Revised August 14, 2015

AN ADDENDUM TO
THE SAN JACINTO COLLEGE STUDENT HANDBOOK
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SECTION 1 - INTRODUCTION

1.1 San Jacinto College Vision and Mission Statement:

Vision
San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations, and encourage their exploration of new opportunities. Our passions are people, learning, innovation, and continuous improvement.

Mission
Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve.

Medical Radiography Purpose Statement:
The purpose of the Medical Radiography Program is to educate and train students for entry level employment in Radiography.

1.2 MEDICAL RADIOGRAPHY PROGRAM GOALS

The goals of the Medical Radiography Program are to:
1. Graduate students who will demonstrate competence in skills needed to practice in Radiography Profession.
2. Graduate students who will be able to effectively utilize problem solving, critical thinking, and communication skills in the performance of medical imaging procedures.
3. Graduate students who will accept responsibility for continuing professional development and growth.
4. Meet the needs of the community by providing qualified radiographers.

1.3 STUDENT GOALS AND STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>The student goals for the Medical Radiography Program are as follows:</th>
<th>The student learning outcomes for the Medical Radiography Program are as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students will be clinically competent.</td>
<td>1. Students will demonstrate appropriate patient care.</td>
</tr>
<tr>
<td>2.</td>
<td>2. Students will accurately adjust technical factors for radiographic examinations.</td>
</tr>
<tr>
<td>3.</td>
<td>3. Students will properly position patients for radiographic examinations.</td>
</tr>
<tr>
<td>4.</td>
<td>4. Students will demonstrate proper radiation safety.</td>
</tr>
<tr>
<td>2. Students will possess critical thinking skills.</td>
<td>1. Students will demonstrate ability to modify imaging examinations for non-routine patients.</td>
</tr>
<tr>
<td>2.</td>
<td>2. Students will critique images for diagnostic quality.</td>
</tr>
<tr>
<td>3. Students will communicate effectively.</td>
<td>1. Students will demonstrate effective oral communication skills.</td>
</tr>
<tr>
<td>2.</td>
<td>2. Students will demonstrate effective written communication skills.</td>
</tr>
<tr>
<td>4. Students will demonstrate professionalism.</td>
<td>1. Students will demonstrate ethical behavior.</td>
</tr>
<tr>
<td>2.</td>
<td>2. Students will demonstrate professional behavior.</td>
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</tbody>
</table>
SECTION 2 – CURRICULUM PLAN/COURSE DESCRIPTIONS/FACULTY

2.1 Curriculum Plan prior to Fall 2015 Medical Radiography (3MED-RAD) Associate of Applied Science Degree

Pre-Requisites
BIOL 2401 Anatomy and Physiology I 4
BIOL 2402 Anatomy and Physiology II 4
ENGL 1301 Composition I 3
RADR 1201 Introduction to Radiography 2
MATH 1314 College Algebra 3
MATH 1333 or Contemporary Math for Technical Programs 3

SUBTOTAL 16

1st Semester
RADR 1311 Basic Radiographic Procedures 3
RADR 2209 Radiographic Imaging Equipment 2
RADR 1202 Radiographic Image Evaluation I 2
RADR 1203 Patient Care 2
RADR 1166 Practicum (or Field Experience)-Radiologic Technology/Science – Radiographer 1

SUBTOTAL 10

2nd Semester
RADR 1250 Radiographic Image Evaluation II 2
SPCH X3XX Speech 3
RADR 2301 Intermediate Radiographic Procedures 3
RADR 1213 Principles of Radiographic Imaging I 2
RADR 1266 Practicum (or Field Experience)-Radiologic Technology/Science-Radiographer 2

SUBTOTAL 12

3rd Semester
RADR 2305 Principles of Radiographic Imaging II 3
RADR 2331 Advanced Radiographic Procedures 3
RADR 1267 Practicum (or Field Experience)-Radiologic Technology/Science-Radiographer 2
RADR 2236 Special Patient Applications 2

SUBTOTAL 10

4th Semester
RADR 2233 Advanced Medical 2
XXXX X3XX Behavioral or Social Science 3
RADR 2313 Radiation Biology and Protection 3
RADR 2266 Practicum (or Field Experience)-Radiologic Technology/Science-Radiographer 2

SUBTOTAL 10

5th Semester
RADR 2267 Practicum (or Field Experience)-Radiologic Technology/Science-Radiographer 2
XXXX X3XX Humanities or Fine Arts 3
RADR 2335 Radiologic Technology Seminar 3
RADR 2217 Radiographic Pathology 2

SUBTOTAL 10

Program Total Hours 68
### 2.1 Effective Fall 2015 Curriculum Plan Medical Radiography (3MED-RAD) Associate of Applied Science Degree

#### Pre-Requisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>RADR 1201</td>
<td>Introduction to Radiography</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 2404</td>
<td>Introduction to Anatomy and Physiology</td>
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<tr>
<td>BIOL 2301</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2101</td>
<td>with Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2302</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2102</td>
<td>with Human Anatomy and Physiology II Lab</td>
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<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>MATH 1333</td>
<td>Contemporary Math for Technical Programs</td>
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**SUBTOTAL 12**

#### 1st Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>RADR 1166</td>
<td>Practicum I</td>
<td>1</td>
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<tr>
<td>RADR 1203</td>
<td>Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>RADR 1411</td>
<td>Basic Radiographic Procedures</td>
<td>4</td>
</tr>
<tr>
<td>RADR 2209</td>
<td>Radiographic Equipment</td>
<td>2</td>
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<tr>
<td>RADR 1202</td>
<td>Radiographic Image Evaluation I</td>
<td>2</td>
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**SUBTOTAL 11**

#### 2nd Semester

<table>
<thead>
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<tbody>
<tr>
<td>RADR 1266</td>
<td>Practicum II</td>
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<tr>
<td>RADR 1313</td>
<td>Principles of Radiographic Imaging I</td>
<td>3</td>
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<tr>
<td>RADR 2401</td>
<td>Intermediate Radiographic Procedures</td>
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<tr>
<td>RADR 1250</td>
<td>Radiographic Image Evaluation II</td>
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**SUBTOTAL 11**

#### 3rd Semester

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<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>RADR 1267</td>
<td>Practicum III</td>
<td>2</td>
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<td>RADR 2305</td>
<td>Principles of Radiographic Imaging II</td>
<td>3</td>
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<td>RADR 2331</td>
<td>Advanced Radiographic Procedures</td>
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</tr>
<tr>
<td>RADR 2236</td>
<td>Special Patient Applications</td>
<td>2</td>
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**SUBTOTAL 10**

#### 4th Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RADR 2233</td>
<td>Advanced Medical Imaging</td>
<td>2</td>
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<tr>
<td>RADR 2266</td>
<td>Practicum IV</td>
<td>2</td>
</tr>
<tr>
<td>RADR 2313</td>
<td>Radiation Biology &amp; Protection</td>
<td>3</td>
</tr>
<tr>
<td>XXXX X3XX</td>
<td>Behavioral or Social Science</td>
<td>3</td>
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</table>

**SUBTOTAL 10**

#### 5th Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RADR 2217</td>
<td>Radiographic Pathology</td>
<td>2</td>
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<tr>
<td>RADR 2267</td>
<td>Practicum V</td>
<td>2</td>
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<tr>
<td>RADR 2335</td>
<td>Radiologic Technology Seminar</td>
<td>3</td>
</tr>
<tr>
<td>XXXX X3XX</td>
<td>Humanities or Fine Arts</td>
<td>3</td>
</tr>
</tbody>
</table>

**SUBTOTAL 10**

### Associate of Applied Science Degree

*Capstone Experience: ARRT Examination*

*Courses which satisfy this requirement are listed in the Humanities and Visual/Performing Arts section of the Transfer Core Curriculum.*
2.2 MEDICAL RADIOGRAPHY COURSE DESCRIPTIONS

RADR 1166 Practicum I
Practical, general workplace training supported by an individualized learning plan/syllabus developed by the employer, college and student. Pre-requisite: Acceptance into the Medical Radiography Program. (1:0-9)

RADR 1202 Radiographic Image Evaluation I
Scientific process of radiographic image evaluation. Pre-Requisite: Acceptance into the Medical Radiography Program. (2:2-1)

RADR 1203 Patient Care (effective Fall 2015)
An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology. Pre-Requisite: Acceptance into the Medical Radiography Program. (2:2-1)

RADR 1313 Principles of Radiographic Imaging I (formerly RADR 1213)
Radiographic image quality and the effects of exposure variables. Pre-Requisite: RADR 2209, 1411, 1202, 1203, 1166. (3:3-1)

RADR 1250 Radiographic Image Evaluation II
Assessment of radiographic images. Pre-Requisite: RADR 1411, 1166, 1202, 1203, 2209 (2:2-1)

RADR 1266 Practicum II
Practical, general workplace training supported by an individualized learning plan development by the employer, college, and student. Pre-Requisite: RADR 1166, 1203, 2209, 1411, 1202. (2:0-16)

RADR 1267 Practicum III
Practical, general workplace training supported by an individualized learning plan/syllabus developed by the employer, college, and student. Pre-Requisite: RADR 1266, 1313, 2401, 1250. (2:0-16)

RADR 1411 Basic Radiographic Procedures (formerly RADR 1311)
An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for proper demonstration of basic anatomy. Pre-Requisite: Acceptance into the Medical Radiography Program. (4:3-3)

RADR 2209 Radiographic Imaging Equipment
Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process. Pre-Requisite: Acceptance into the Medical Radiography Program. (2:2-1)

RADR 2217 Radiographic Pathology
Disease processes and their appearance on radiographic images. Pre-Requisite: RADR 2233, 2313, 2266. (2:2-0)

RADR 2233 Advanced Medical Imaging
Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis. Pre-Requisite: RADR 2236, 2305, 2331, 1267. (2:2-0)
RADR 2266 Practicum IV
Practical, general workplace training supported by an individualized learning plan/syllabus
developed by the employer, college, and student. Pre-Requisite: RADR 1267, 2331, 2305, 2236. (2:0-20)

RADR 2267 Practicum V
Practical, general workplace training supported by an individualized learning plan/syllabus
developed by the employer, college, and student. Pre-Requisite: RADR 2266, 2313, 2233. (2:0-18)

RADR 2236 Special Patient Applications
Advanced concepts of pediatrics, geriatrics, trauma, history documentation, and Electrocardiogram
(ECG). Includes phlebotomy and venipuncture. Pre-Requisites: RADR 1266, 1313, 2401, 1250. (2:2-1)

RADR 2401 Intermediate Radiographic Procedures (formerly RADR 2301)
A continuation of the study of the proper manipulation of radiographic equipment, positioning and
alignment of the anatomic structure and equipment, and evaluation of images for proper
demonstration of anatomy. Pre-Requisite: RADR 1411, 1166, 1202, 1203, 2209. (4:3-3)

RADR 2305 Principles of Radiographic Imaging II
This is a continuation of Radiographic image quality and the effects of exposure variables, and the
synthesis of all variables in image production. Prerequisites: RADR 1266, 1313, 1250, and 2401. (3:3-1)

RADR 2313 Radiation Biology and Protection
Effects of radiation exposure on biological systems. Includes typical medical exposure levels,
methods for measuring and monitoring radiation, and methods for protecting personnel and patients
from excessive exposure. Pre-Requisite: RADR 1267, 2331, 2305, 2236. (3:3-0)

RADR 2331 Advanced Radiographic Procedures
Continuation of positioning; alignment of the anatomic structure and equipment, evaluation of
images for proper demonstration of anatomy and related pathology. Pre-Requisite: RADR 1250,
2401, 1313, 1266. (3:3-1)

RADR 2335 Radiologic Technology Seminar
This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes
in preparation for professional employment and lifelong learning. Prerequisites: RADR 2213, 2233,
2266. (3:3-1)
2.3 FACULTY

Full –Time Faculty
Cindra Daniels 281-476-1501 Ext. 1447
Debbie Dice 281-476-1501 Ext. 1446
Ann Hoang  
Theresa Hodapp  
Phyllis Hooi 281-476-1501 Ext. 1449
Dianne Phillips 281-478-3613
Tonia Shivers 281-476-1501 Ext. 1418
Tammy Willis 281-476-1501 Ext. 1547
Diane Zerbe 281-476-1501 Ext. 1231
Melissa Zermeno

Part-Time Faculty
Benny Abraham  
Shauna Burton  
Mery Cooper  
Melinda Gonzalez  
Kyle Griggs  
Candice Hall  
Shay Harrison  
Diane Magliolo  
Ashley Massicott  
Angelia Ontiveros  
Molly Prado  
Jeanette Ray  
Maria Resendez  
Dana Schumann  
Stephanie Shaw  
Eric Simmons  
Aaron Smither  
Carrie Srubar  
Sarah Tittel  
Gloria Tortorich  
Lien Vu  
Quang Vu  
Sandy Yocum  
Saleha Zafar  

To reach any of the part-time faculty members, please call Diane Zerbe (Clinical Coordinator)
3.1 JRCERT ACCREDITATION
The Radiography program is accredited by The Joint Commission on Education in Radiologic Technology (JRCERT). It is the desire of the Medical Radiography program of San Jacinto College Central to maintain accreditation with JRCERT by compliance with the standards for accreditation. If a student feels that the program is not in compliance with any particular standard they should notify the Department Chair/Program Director in writing. The department shall respond to the student within a 30 day period to resolve the issue. All allegations of non-compliance will be kept on file for the next accreditation review.

JRCERT 20 N. Wacker Dr. #2850 Chicago, IL 60606-3182 | 312-704-5300
www.jrcert.org

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

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

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

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

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

Standard Six: Institutional/Programmatic Data
The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.
3.2 ARRT - Credentialing requirements

- Students completing all academic degree requirements of the program are eligible for certification by computer examination by the American Registry of Radiologic Technologists (ARRT). Graduates must comply with the “Rules of Ethics” and educational requirements of the ARRT. Candidates who have been charged and/or convicted, have been court-martialed, have had a disciplinary action by regulatory or other certification boards, or educational honor code violations must report these records to the ARRT. Candidates must provide the ARRT with a written explanation, including court documentation of the charges, with the application for examination. Individuals who are not yet enrolled the Medical Radiography Program may submit a pre-application request form to the ARRT anytime either before or after enrollment to review the impact of violations on the eligibility for certification. Pre-Medical Radiography students must contact the ARRT directly to request the pre-application form (www.arrt.org). Applications and procedures for computer-based administration of the examination are provided to graduation candidates by the Department Chair/Program Director during the first month of the final semester. Students completing the program in August who meet eligibility requirements should submit the ARRT examination application at least 3 months before graduation (allow up to six or seven weeks for processing). It is the student’s responsibility to complete the application process. The completed application must be signed by the Department Chair/Program Director before it can be submitted to the ARRT. The appropriate fee must be submitted with the application. Applicants for ARRT certification by computer examination should assure that their testing date at the appropriate Test Center and receipt of examination results occur prior to expiration of their temporary Texas license permit.

3.3 Licensure: Texas Department of State Health Services

- In Texas, employment as a radiographer is subject to State law and requires a license. To be certified as a medical radiologic technologist in the state of Texas “means a person, who is certified, by the Texas Department of State Health Services, who, under the direction of a practitioner, intentionally administers radiation to other persons for medical purposes. The definition includes diagnostic radiography, nuclear medicine and radiation therapy.” Students will be required to apply for a state license if desiring to work as a radiographer in the state of Texas.

3.4 Employment While Enrolled In Medical Radiography Program

- In Texas, employment as a radiographer is subject to State law. A student may jeopardize the opportunity to receive a general license to practice radiography by not being aware of the laws that govern this practice. It is not the practice of the Medical Radiography Program to tell a hospital or clinic who they may or may not hire. Our position is to advise that the law must be followed. Students are not allowed to work as employees when on clinical rotation assignment. Students shall not to be considered employees during clinical rotations. Students are to be supervised by the assigned clinical instructor that is employed by the College or a designated clinical instructor appointed by the college. Employment of students during evening, weekend, or other hours that they are not in school is the concern of the student and their employer. The Medical Radiography program only advises that the laws governing the practice of radiography be followed. Dosimeters provided by the college must not be worn while employed at any facility.
3.5 Alpha Beta Gamma/Professional Activities
- Students attending the program approved professional activities or other professional activity must be a member of Alpha Beta Gamma (ABG). The rules for school sponsored travel must be followed, and attendance for all missed RADR classes is excused. See the Medical Imaging Director and ABG sponsor for attendance guidelines and membership details. If any other meeting or seminar is attended, all ABG and SJC rules must be strictly followed.

3.6 Midwestern State University
- San Jacinto College Medical Radiography Program has an invitation from Midwestern State University as a route for continuing education for our students. San Jacinto College and Midwestern State University both cooperate in a plan to furnish educational and/or administrative experiences for our radiography students upon completion of our program. See http://admissions.mwsu.edu/transfer/san_jacinto.pdf for equivalency guide.

SECTION 4 – ACADEMIC POLICIES, GUIDELINES AND PROCEDURES

4.1 APPLICATION AND SELECTION PROCESS
This is a selective admission program. A limited number of students are admitted into the program bi-annually. Class size is determined by the availability of clinical space and approval by JRCERT. Limited enrollment ensures a quality laboratory and clinical experience needed to become a competent entry level radiographer. To be considered for selection to the Medical Radiography Program the following steps must be completed:


2. Provide Official Transcripts
   A. High School Diploma or GED Certificate required.
   B. Students with any transfer credits MUST have college transcripts analyzed by San Jacinto College (enrollment services transcript evaluation) prior to submitting an application.
   C. Medical Imaging department chair/program director has final approval of all transferred courses that apply toward the degree in Medical Radiography.
   D. Transcripts from other colleges must be official and sent to:
      a) Office of Enrollment Services and b) Medical Radiography Office

3. Completion of all of the following prerequisite courses with a minimum of a “C” before admission to the program.
   - BIOL 2301 Anatomy & Physiology I - Lecture AND BIOL 2101 - Lab
   - BIOL 2302 Anatomy & Physiology II – Lecture AND BIOL 2102 – Lab
   Or
   - BIOL 2404 Introduction to Anatomy and Physiology
   - ENGL 1301 Composition I
   - RADR 1201 Introduction to Radiography
   - MATH 1314 College Algebra or 1333 Contemporary Mathematics for Technical Programs

Any of the following support courses requires a minimum of a “C” also and if not achieved the course must be retaken until successful.
   - Behavioral or S. Science
   - Humanities or Fine Arts
Academic science courses must not have been completed earlier than five (5) years prior to program acceptance. RADR 1201 must be complete no more than three (3) years prior to a student’s entry into the Medical Radiography Program. If either of these time requirements are exceeded the student must retake the course successful with a minimum grade of “C”. Higher level math such as Calculus may be evaluated for possible substitution if a student was placed out of college algebra. A higher level English course may be evaluated for possible substitution if a student has placed into a higher level English. Substitutions must be approved by the department chair/program director and Dean of Health Sciences.

4. Completion of the program required entrance examination (HESI A2). The original score sheet indicating a recommended score of 70% or higher on each required section must be submitted with application.

5. Computer Literacy-Students must be deemed computer literate before being accepted into the Medical Radiography Program by either completing the Computer Literacy Skills Test at SJC, by successfully completing ITSC 1309 or BCIS 1305, or another course approved by the Department Chair. To schedule the computer literacy test please contact Computer Information Technology at 281-476-1501 ext. 1509 or contact the Medical Imaging Department by calling 281-476-1871 for more details.

6. Attend a MANDATORY information meeting as posted on the San Jacinto College Website at http://www.sanjac.edu/areas-study#medical-imaging or by calling 281-476-1871 for dates.

7. Receive and complete a Medical Imaging application by deadline of June 1 or October 15.

8. Complete a criminal background check and urine drug screen before admission (but after selection) into the program.

9. Complete health requirements before admission (but after selection) into the program.

4.2 ADMISSION PROCESS
Once selected, acceptance into the Medical Radiography Program is determined after completion of the following:

1. Completion of “Acceptance Form” and returned via email or bring to the Administrative Assistant in Health Sciences Building C11.1055 no later than a designated time.
2. Mandatory attendance at the pre-enrollment and orientation sessions.
3. Submission of your driver’s license for proof of identification; and health insurance; bring verification to the orientation session.
4. Submission of complete health records by designated date by enrolling in Certified Background.
5. Complete uniform order and books purchased including lead markers. Students admitted to the program assume all costs for uniforms, lead markers, books and other necessary supplies.
6. Submission of any outstanding required documents (that may have been brought to your attention at orientation).
7. Completion and satisfactory results for drug/alcohol screening and background check (instructions provided during orientation session).
8. Any additional requirements will be discussed in selection letter.
4.3 STUDENTS REQUESTING TRANSFER INTO THE MEDICAL RADIOGRAPHY PROGRAM

If a student from another program requests to transfer into the Medical Radiography Program, they must send all college transcripts, an application to the Medical Radiography Program and to San Jacinto College District - Central Campus, and complete all requirements of newly accepted students into the Medical Radiography Program. Examples are, but not limited to: Immunizations, drug/alcohol screen, background check, physical exam, CPR. All transfers into the program will occur at the start of the semester if space is available. Additionally, certain items must be fulfilled before admittance and program completion:

A. Student must submit a request by the Medical Radiography Admission Appeals Committee and be granted an interview. This is accomplished by contacting the Chair of the Medical Imaging Department.
B. Student is responsible for completing and submitting all course substitution forms that need to be considered by the college.
C. Courses completed by the transferring student must be deemed equivalent by the Office of Enrollment Services. Any previous radiography courses must match the sequence with our program.
D. The transferring student must request that their current program director/chair send a letter to us stating that the student is in good standing in their program, academically and professionally.
E. The transferring student cannot have any professional/ethical counseling on file in their current program.
F. The transferring student must successfully complete a onetime entrance exam with a score of 75% or higher consisting of questions from radiography courses already completed.
G. The transferring student must successfully complete a cumulative clinical competency assessment of procedures student has been deemed competent by previous program.
H. The transferring student must meet program required pre- and co- requisites.
I. The transferring student must complete a minimum of 50% of the program in order to receive a degree in Medical Radiography from San Jacinto College.

4.4 CRIMINAL BACKGROUND CHECKS AND DRUG/ALCOHOL SCREENINGS

- In compliance with the clinical practice agreement between San Jacinto College and its affiliates, a criminal background check and drug/alcohol screen is required for all students attending clinical rotations once a year. The student is required to report ANY charges or convictions entering into the program or at any time while enrolled in the program (see bullet below “Charges while Enrolled in Program”). The enforcement of this guideline is in conjunction with the hospital’s compliance with The Joint Commission’s standards. Additionally, this guideline helps to identify students who may have difficulty meeting eligibility for licensure/certification requirements. The Medical Radiography Program Director or clinical affiliate reserves the right to require a random drug/alcohol screening to be completed within a required time of request at the student’s expense at any time while enrolled in the Medical Radiography program.

- Unsatisfactory Results
  - A significant criminal background screen may include, but is not limited to – charges or convictions that were; plea of guilty, plea of no contest, withheld/deferred adjudication, stayed, set aside, suspended, or pre-trial diversion, sexual offense, Medicare/Medicaid fraud, terrorism sanction, or warrants. Other significant results may include:
    - Matters listed in the Texas Occupations Code, Section 301.452, Subsection (b) http://law.onecle.com/texas/occupations/301.452.00.html
    - Program accreditation agency restrictions
    - Any clinical affiliate restrictions
- Students will receive and sign a criminal background check/drug screening release responsibility to the college and program if clinical placement cannot be obtained due to the background and/or drug screen results. If clinical placement is not available due to background or drug screening the student will be unable to complete the program. (See Appendix AA.)

- **Record Keeping**
  - All criminal background information will be kept in confidential electronic files by the investigating agency. Only the credit program department chair/program director or other program officials will have access to these files.

- **Student Rights**
  - If the student believes their background information is incorrect, the student will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student. The student will not be able to participate in a clinical experience until the matter is resolved. The inability to participate in a clinical experience could prevent a student from meeting course objectives and result in failure of the course.

- **Consent for Release of Information**
  - Students will sign a release form that gives the credit department chair/program director or clinical coordinator the right to receive their criminal background check and/or drug/alcohol screen information from the investigative agency.

- **Charges while enrolled in program**
  - If a student is **charged** with a felony or misdemeanor while enrolled in the program, he or she is required to immediately report the arrest and any subsequent legal proceedings to the department chair/program director (see description under unsatisfactory results). This report must include any official court documents and a written explanation of the circumstances concerning the incident. Failure to inform the department chair/program director in a timely manner may result in disciplinary action up to and including dismissal from the program. Depending on the charges the student may not be allowed to continue in the program.
  - The student must make an appointment at the beginning of every semester with the department chair/program director for updates on clinical placement due to disclosure.
  - Students will be assigned to clinical rotations every semester. If a student is denied clinical attendance by the assigned affiliate the student may not have a clinical course for the semester and therefore will have to wait a semester before continuing with the program. If the student continues to be denied clinical acceptance he/she will not be able to complete the program.

### 4.5 CPR CERTIFICATION

- All Medical Radiography students must be CPR certified. The student must be minimally certified at the level listed, and by the agency listed below.
  - American Heart Association - Healthcare Provider Level
  - No online courses; must be face to face.
  - Continuing and Professional Development at San Jacinto offers the CPR certification, phone: 281-476-1838.

- It is the responsibility of the student to acquire and maintain such certification as long as they are enrolled in clinical courses. A current copy of each student's CPR card shall be maintained at all times in each student's clinical folder. Any student who does not have a current CPR card will be dismissed from class until proper certification has been obtained. Failure to obtain certification can result in suspension from clinic.
4.6 PHYSICALS AND IMMUNIZATIONS

- Students are required and it is their responsibility to maintain current and accurate health records throughout the duration of the Radiography Program. Students must undergo a physical examination within 60 days prior to orientation of the semester of admission, and verification of such an examination by a physician must be submitted to the Medical Imaging Department on announced deadlines. The physical examination should include review of the core performance standards by the student’s physician, see Appendix S. In order for the application to be accepted to the Medical Radiography Program, the student must complete a minimum of the following: TB skin test (within last 12 months), Chest x-ray (if applicable), Flu Vaccine (2014-2015), Tdap (2006 or later), MMR (#2 and titer), Varicella (#2 and titer), Hepatitis B (#3 and titer) and CPR certification (AHA-BLS Healthcare provider). All immunizations must be kept current for a student to be enrolled. If health records are not current, the student is to be dismissed from their clinical assignment and time missed will be calculated toward their semester grade. Program officials will determine submission dates for records to be turned in. The date may be several weeks prior to the beginning of each semester. Failure to complete this requirement will result in student suspension. (See Appendix S).

4.7 INFECTION PREVENTION PROTOCOL

- The healthcare student should take precautions to prevent injuries caused by accidental needle sticks which may cause the student or patient to be placed in potential danger of contracting AIDS, hepatitis, and other infectious diseases.
- The infection prevention protocol is based on the “Guideline for Infection Control in Hospital Personnel” by the Center for Disease Control, U.S. Public Health Center, as published in Morbidity and Mortality Weekly Report, Vol. 36, No. 2S and amendments or changes to said guidelines which are incorporated herein by reference.
- All people should be considered potential carriers of HIV or other blood-borne pathogens. "Universal blood and body-fluid precautions" should be used in the care of all patients as well as all injection practice sessions in the learning lab. The guidelines are as follows:
  1. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients; for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures.
  2. Masks and protective eye wear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes.
  3. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
  4. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
  5. Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
  6. All healthcare workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in a puncture-resistant container for disposal. Large-bore reusable needles should be placed in puncture-resistant containers for transport to the reprocessing area.
  7. Pregnant healthcare workers should be familiar with and strictly adhere to precautions to minimize the risk of HIV transmission. The pregnant healthcare worker is not known to be
at greater risk of contracting HIV infection, however, the infant is at risk of infection from perinatal transmission.
8. Students are not permitted to perform exams or enter rooms of airborne isolation patients.

4.8 MANAGEMENT OF EXPOSURES
If a student is exposed to any blood, body fluid, air born or droplet pathogen the student must complete the post exposure procedures as required by the agency/affiliate and/or school (San Jacinto College and/or Imaging Department) at the student’s own expense. The student and instructor will complete a San Jacinto College Departmental Incident Report Form and submit it to the department chair/program director within 7 days of the incidence. The return to school and/or practicum (clinical rotations) will be determined by the school with the advice the physician’s statement.

Post Blood and Body Fluid Exposures Procedures:
If a student has a parenteral (e.g., needle stick or cut) or mucous membrane (e.g., splash to eye or mouth) exposure to blood or other body fluids or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis, the student will adhere to the following post exposure procedure:

1. Clean wound, flush eyes, mucous membranes or areas of exposure immediately. If significant or life threatening injury has occurred go to the emergency center.
2. Report incident to the Clinical Instructor immediately
   a. Clinical Instructor will contact Clinical Coordinator for notification
3. Report to agency/affiliate department lead/manager.
   a. Facility may or may not draw source patient’s blood for hepatitis B, C and HIV
      i. Facility may or may not report results to exposed student.
      ii. If source is known to be positive for Hep B, C or HIV the student must follow up immediately for prophylaxis medications and blood work. If the agency does not provide this service the student must see personal physician and documentation must be submitted to the Clinical Coordinator. The return to school and/or practicum (clinical rotations) and need for additional blood work will be determined by the school with the advice the physician’s statement.
      iii. If source in unknown the student must have the following blood work completed and documentation must be submitted to the clinical coordinator
         1. Base line Hepatitis B, C and HIV (if student has a previous positive Hepatitis B Titer, the blood test for Hepatitis B may not be required depending on date of titer)
         2. 3 month HIV
         3. 6 month Hepatitis B,C and HIV (if student has a previous positive Hepatitis B Titer, the blood test for Hepatitis B may not be required depending on date of titer)
4. The student and instructor will complete a San Jacinto College Departmental Incident Report Form and submit it to the department chair/program director within 7 days of the incidence.

Post TB Exposure Procedures:
Any student who is exposed to or exhibits signs and symptoms compatible with TB (persistent cough > 2 weeks’ duration, blood, sputum, night sweats, weight loss, anorexia, fevers) must be promptly evaluated for TB. The student will adhere to the following post exposure procedure:

1. Report incident to the Clinical Instructor immediately
2. Clinical Instructor will contact Clinical Coordinator for notification
3. Report to agency/affiliate department lead/manager.
   a. File an incident report if available to or required by agency/affiliate
4. The student and instructor will complete a San Jacinto College Departmental Incident Report Form and submit it to the department chair/program director within 7 days of the incidence.
5. Student must see personal physician at own expense
   a. Tuberculosis exposure should be immediately followed with Mantoux test and a three (3) month follow-up after that. Documentation of results must be submitted to the clinical health records coordinator.
6. The student will not return to classes until TB is excluded or the student is on therapy and documented (by a college-approved physician) to be noninfectious.

**** All needles and syringes, scalpels, and other sharp instruments used in the skills laboratories are sterile. After use, they are to be disposed of in the “Sharps Container” or other designated receptacle.

4.9 REPORTING ILLNESS OR COMMUNICABLE DISEASE
It is the responsibility of each student to report immediately to his/her clinical instructor if s/he for any reason should be exposed to or suspected of having a communicable disease or any other condition which might affect the health of the student, patient, or staff. Reporting of such illness shall be handled by the instructor with response from the Department Chair/Program Director of the Medical Radiography program. Students returning to clinic following such an illness must present a release to the instructor from their physician, specifically permitting them to return to the clinical setting. Guidelines as established by each clinical education center will be followed as published. (See Appendix BB).

If a student is seen at an Emergency Center, has been hospitalized, has had surgery, or procedures requiring anesthesia, they must provide a medical release from their attending physician to the Clinical Coordinator before returning to any Radiography courses. Time missed will count toward attendance hours.

If a student does not report any of the above mentioned, the student may face disciplinary action.

4.10 DISABILITIES:
If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Disability Services as soon as possible. The Office of Disability Services is located on the Central Campus in the McCollum Administration Building and the phone number is (281) 998-6150. It is the student’s responsibility to contact Disability Services and declare the disability to establish rights for accommodations.

4.11 PROFESSIONAL APPEARANCE
In addition to the following standards, students will be held to the standards set forth by the clinical affiliate to which they are assigned.
  • Make-up should be used in moderation
  • Hair should be clean, dry, neat, and confined (pulled back without ornamentation) so that there is not contact with patients or equipment; applicable to clinic and lab
  • No extreme hair colors or styles at the discretion of the program faculty
  • Beards and mustaches must be neat and trimmed. No beginning to grow beards or mustaches once the semester starts
  • No facial or tongue piercings
• Only small stud earrings are allowed, only 1 earring per earlobe
• Ear gauges of any size are not permitted
• Rings limited to one band type ring
• No necklaces/chains around neck are allowed in clinical rotations
• No other jewelry allowed except for a wrist watch
• No false nails, and length not to exceed 1/4" inch
• No nail polish will be allowed
• No fragrances, tobacco smell, or other offensive odors
• Tattoos must be discretely covered
• Chewing gum is not allowed; applicable to clinic and lab

If the student is out of compliance while in class or lab the student will be dismissed and will be counted absent for the class or lab. If the problem continues, the student may be placed on probation or suspension. See Section 5.10.

If the student is out of compliance s/he will receive an AE. If in the judgment of the clinical instructor, a student's appearance or personal presence is improper or offensive for professional work, the instructor may dismiss the student to correct the matter. Prior to dismissing the student, the instructor will advise the student on how to correct the matter. It is expected that the student will correct the matter and return to clinic promptly. If the student is not in compliance, s/he will be considered absent for the time required to correct the issue, as well as receive an additional AE. If the problem continues, the student may be placed on probation or suspension. See Section 5.10.

4.12 UNIFORMS
The purpose of requiring uniforms is to present a professional appearance. A student cannot attend class, lab, or lecture if not in school uniform. Any missed time will count towards the course grade. Departure from this uniform code may result in affective evaluations, probation, or suspension from the program.

○ CLINICAL UNIFORMS
  • Uniforms are available from the approved vendor and should be adhered to as described on the vendor supply list.
  • An acceptable uniform includes navy blue scrub pants or uniform skirt, white uniform top, shoes, socks, and under shirt.
  • Pant hems must be conventional with no gathered or "warm up" type hems permitted and acceptable to the program.
  • No turtlenecks may be worn under smock, and undergarments should not extend beyond sleeves of uniform.
  • Note: It is inappropriate to wear colored undergarments or logo decorated undergarments under a white uniform. Please wear plain undergarments.
  • Uniforms should be clean, pressed, and neat.
  • Uniforms are required for all assigned hospital time. Shoes must be all white leather (no mesh).
  • Open toe or open heel shoes are not allowed.
  • White lab coats may be required according to the guidelines of the particular hospital.
  • Students may not wear the uniforms to any establishment that may present an ethical or negative connotation.
  • Students are expected to uphold professional and ethical standards while wearing their uniform. Any unprofessional or unethical behavior reported may result in dismissal from the program.
  • Picture Identification Badges must be worn at all times with the name and picture facing to
the front and above the waist. No pins/stickers may be attached to the name badge.
• School provided dosimeters are worn on collar at all times in the Clinical Education Center.
• Designated lead markers are required as part of the uniform. Unavailability of these markers
may lead to dismissal from clinical assignment for the day. Any time missed will count
toward clinical absence.

○ SCHOOL UNIFORMS
• Students must wear the approved uniform.
• Clean black or white leather shoes are to be worn. No sandals or open toe shoes are permitted.
• White socks or hose.
• White undershirt must be worn by male students; optional for female students.
• Solid black or white sweaters/jackets with no logos may be worn. If a hood is attached, the
hood may not be worn in the building.
• Students may not wear the uniforms to any establishment that may present an ethical or
negative connotation.
• Students are expected to uphold professional ethical standards while wearing their uniforms.
Any unprofessional or unethical behavior reported may result in dismissal from the program.
• Picture Identification Badges must be worn at all times with the name and picture facing to
the front and above the waist. No pins/stickers may be attached to the name badge.
• Dosimeters must be worn when in skills laboratory.

4.13 CODE OF CONDUCT
Note: This code of conduct is in addition to the San Jacinto College Student Code of Conduct.

The Medical Radiography Student is held accountable for safe behaviors and by establishing a code
of conduct. The following code of conduct has been established to make the student aware of
guidelines regarding the department’s expectations which are in keeping with general rules
pertaining to disciplinary process and procedure which may be found in the this handbook.
Infraction of the code of conduct whether it occurs in the class room, on campus or at any of the
extended campuses including the clinical sites will result in disciplinary action up to program
dismissal (course deductions, probation, suspension, dismissal from program depending on
circumstance). Students should follow the chain of command: Instructor, Department
Chair/Program Director, Dean, and Provost.

Reasons for disciplinary action may include but are not limited to:
I. Use of alcohol or drugs before or during class or at a clinical education center.
   Examples:
   A. Alcohol on a student’s person or detected on her/his breath.
   B. Slurred speech, glassy red eyes.
   C. Difficulty in maintaining her/his balance.
   D. Belligerent, combative, irrational behavior.
   E. Illogical or inappropriate decision-making that could endanger patients or others.
   F. Possessing articles usually associated with drug use.

II. Any student deemed impaired by reason of mental or physical health, alcohol, or other mind-
altering drugs which could expose patients, the public, students, and faculty unnecessarily to
risk of harm.
   Examples:
   A. Demonstration of aberrant or irrational behavior.
   B. Decision-making based on irrational assumptions.
   C. Demonstration of hallucination, delusion, combative behavior.
D. Physically attacking or threatening to attack patients, family, other students, or faculty.

III. Unprofessional or dishonorable conduct of any kind, which may include deceit, fraud, or injury.

Examples:
A. The brandishing of any kind of knife, firearm or other instrument that could be used as a weapon or that could frighten others.
B. Failure to follow instructional directives.
C. Falsifying of records of any type.
D. Presenting false information.
E. Stealing
F. Copying records
G. Sleeping in clinic
H. Any recommendation/reference letters must have an original signature; no copies.

IV. Failure to care adequately for patients or to conform to minimum standards of acceptable practice under the supervision of the faculty, or designee of the facility.

Examples:
A. Performing an act which is beyond the scope of her/his approved level of practice.
B. Failure to follow direct/indirect supervision guidelines.
C. Sharing of information with the patient, family, or others which should be held confidential. (HIPAA)
D. Performing or having a radiograph performed without a physician’s order and consent of management.

V. Aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, competency grade, or grade on any required assignment.

Examples:
A. Cheating on an exam or allowing another student to copy answers.
B. Plagiarizing of data for any reason.
C. Submitting late papers and then informing the instructor that the paper was previously submitted.
D. Using codes, gestures, or answers obtained from another student.
E. Using crib notes or writing answers on walls, desktops, person, etc.

VI. Damaging or destroying school property or equipment or removing property or equipment from campus or a clinical site.

Examples:
A. Removing skeleton, skeletal parts, or any phantoms from laboratory without permission.
B. Destroying computers, printers, CAI program.
C. Taking CAI programs without permission.
D. Removing teaching files/films from laboratory.

VII. Using profane language or gestures.

Examples:
A. Using four-letter unacceptable words, or obscenities, or words and phrases that is derogatory or demeaning to a particular gender. Using language or engaging in conduct that could be construed as sexual harassment under the San Jacinto College policy on sexual harassment.
B. Demonstrating obscene gestures.
C. Making derogatory statements regarding a specific cultural or ethnic group.
VIII. Being disruptive, habitually late, or absent from class, lab, or clinical rotations.

Examples:
A. Arguing with an instructor over an assignment, examination, or other academic issue. The college recognizes the values of class discussion and debate. However, the College will not tolerate students who are knowingly confrontational or who knowingly attempt to embarrass or intimidate others.
B. Monopolizing class time to share personal family problems, or medical experience.
C. Making gestures, slamming down books, or talking loudly when someone else has the attention of the group.
D. Habitually arriving to class/clinical/laboratory late and disrupting instruction that is in progress.
E. Failing to attend clinical/laboratory/class or arriving late and unprepared for the clinical/class/lab experience.
F. Failing to call the instructor when an absence from clinical occurs.
G. Using cellular phones during clinical/class time.

IX. Assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional process.

Examples:
A. Grabbing, hitting, or assaulting a student, patient, faculty, or other persons affiliated with the college or clinical site.
B. Using menacing, aggressive verbal or physical behavior.
C. Shouting or using obscene or abusive words.
D. Being argumentative and menacing.
E. Threatening others with physical or personal injury.

X. Demonstrating behaviors that could be categorized as harassment.

Examples:
A. Following a faculty member to her/his car, around campus or to the faculty member’s home, to discuss assignment, examination, or other academic matters. Except in an emergency or under conditions previously approved by the faculty member, the proper method to discuss such matter is for the student to visit the instructor during office hours or to make an appointment.
B. Making repeated phone calls to the faculty member’s office or home to challenge a grade or assignment.
C. Making obscene calls to the faculty member’s office or home.
D. Harassing another student or faculty member is in violation of the college’s policy on sexual harassment.

XI. It is grounds for dismissal from the medical radiography program if a student’s conduct is such that a clinical agency refuses to allow the student to return to the clinical site.

XII. In view of the significance of the confidentiality issue and the issue of the protection of patient’s rights, any student found breaching the patient’s right of confidentiality will be dismissed from the medical radiography program. No coping of patient medical records verbatim whether by hand or electronic methods will be considered acceptable and may be cause for dismissal.

****** Probation and suspension examples below (not all inclusive).

4.14 PROBATION, SUSPENSION, DISMISSAL
Some conduct may be serious enough that the student may be placed on probation or suspension
from the program. A partial non-inclusive list of such behaviors is included here. These are serious offenses of the moral and ethical responsibilities of a radiographer. However, any breach from the Code of Conduct will have a consequence. Being placed on probation for any reason will cause a 10 point deduction from the student’s final grade. Once placed on probation, the student will remain on probation while enrolled in the Medical Radiography program. Suspension will cause a student to receive an F for that semester's clinical grade. Suspension means that the student is out of the program for a minimum of 2 semesters. For example, a student suspended during the spring semester could re-enroll at the start of the next spring semester. The two semesters missed would be summer and fall. If a student is out of the clinical rotations for a semester, s/he must prove continued competency in laboratory and clinical before returning to the program. If as student will be out more than a semester before returning s/he must repeat the last clinical course taken before returning even if the student had a passing grade. This is done to assure clinical competence for returning students. If a student is not enrolled in the program for more than one long semester, when the student returns the student must follow the degree plan of the most current San Jacinto College Catalogue.

Examples of behaviors for **probation** are but not limited to:
- Performing exam on incorrect patient
- Performing incorrect exam on patient
- Performing an exam on a patient and submitting under another patient’s name resulting in a misassociation
- Failure to secure patient safety
- Failure to correctly identify a patient using two identifiers leading to incorrect patient exam
- Sleeping in clinic
- Repeatedly coming unprepared for class, lab, or clinical rotations
- Repeated affective evaluations for the same offense (4 AE’s)
- Reaching 6 tardies or leave early in any combination in a clinical semester
- Second occurrence of No Call No Show
- Second occurrence of accruing 6 AE points in one semester
- Attending clinic without a dosimeter

Examples of behaviors for **suspension/dismissal** are but not limited to:
- Falsification of records/documents of any kind (e.g. such as sign-in or sign-out book or clocking in or out of clinic on trajecsys when not in the department)
- Cheating or plagiarism in class, lab or clinic
- Breaches of the confidentiality of any information about a patient.
- Stealing or any other dishonest practice, including improper monitor exchange (see Section 5.16)
- Any negligent activity that leads to injury
- Student being removed from clinical site at site's request for any reason.
- Student being under the influence of controlled or non-controlled substance
- Student assault of patients, clinical staff, fellow student, or instructors
- Sexual harassment or harassment of any kind
- Inappropriate or confrontational attitude
- Fighting or use of profanity or obscene gestures
- Repeated disruption of class, clinical or laboratory by engaging in activities that intentionally interfere with the conduction of the session
- Vandalizing school property or affiliate property (e.g. writing on desk, walls, notice boards, etc.)
- Physical violence threats, intimidation
- Any unprofessional activity that may present negative connotation to the program, school or
affiliates

- Performing or having a radiograph performed without a physician’s order and consent of management
- ANY probation or suspension level offense occurring while being on probation may result in dismissal from the program
- Failure to follow supervision guidelines for exposure (see Section 5.17)
- Repeated AE for same offense (5 AE’s)
- Taking a new dosimeter without returning the previously worn dosimeter

**Note:** The department chair/program director has the authority to override suspension or dismissal offenses and place the student on probation depending of the severity of the offense. The department chair/program director has the authority to override probation offenses and place the student on suspension or dismissal depending of the severity of the offense.

**Program Dismissal**

A medical radiography student with three grades of D, F, or W in any combination from a RADR course will be dismissed from the Medical Radiography Program (see course failure guideline) and is not eligible for re-enrollment. A student may appeal their suspension with the Medical Radiography Appeals Committee.

A student who exhibits behavior in any environment that is considered illegal, or detrimental to the health or safety of a patient or other person, or which may jeopardize successful operation of the clinical education center, classroom, or laboratory will be dismissed and is not eligible for re-enrollment.

If the student exhibits any of the behaviors that placed the student on probation the student will then be dismissed from the program.

Any student not consecutively enrolled in RADR courses for 2 full semesters must appeal to the Medical Imaging Appeals Committee before returning to the program, and will be asked to complete a new drug/alcohol screen, background check, physical and any other admission criteria required for new incoming students. Guidelines for appeals are available from the Medical Radiography Clinical Coordinator. Unsuccessful Medical Imaging appeals can be further appealed to the Dean of Health Sciences. If the student believes this decision is unfair they may follow the grievance procedure for general complaints as outlined in the SJC student handbook.

**4.15 PROGRAM PROGRESSION**

Please be advised that the Medical Radiography Program is designed in a way that all courses build upon each other and are scheduled in a required sequence. Courses enrolled for a particular semester must be enrolled and completed as co-requisites. If a student makes below a grade of 70% in any course in any semester or withdraws from a course in any semester, s/he will not be able to take a course in a future semester until the failed/waived course is passed with a grade of 70% or above (e.g. if the student is unsuccessful in Principles of Radiographic Images I, second semester, s/he may not move onto a third semester class until the student has passed Principles of Radiographic Images I). There are no exceptions. Clinical, course and lab assignments are selected by clinical coordinator/program officials; student requests will not be taken. Only exception: if it is a required coursework for graduation, the student must contact the department chair/program director for approval.

**NON-PROGRESSION, 1ST SEMESTER:** Students not successfully completing Radiography courses with an A, B, C, or W (‘withdrawn’ is considered non-completion) must re-apply for acceptance into the program. If accepted, all Radiography courses will be repeated in their entirety.
GRADING SCALE

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

4.16 MEDICAL RADIOGRAPHY RE-ADMISSION APPEALS COMMITTEE COURSE FAILURE GUIDELINE

The Medical Radiography Program requires students to make a C or better in every RADR course. San Jacinto College requires each student to maintain a 2.0 grade point average in order to graduate. Grade appeals are handled as stated in the SJC catalog.

If a student does not progress in the program and is out for 2 full semesters or more, that student must request and be granted an appeal for re-admission to the program. Depending on the circumstances, the student may be required to begin the program as a newly enrolled student.

Suspension

Three grades of D, F, or W in any combination from a RADR course will cause permanent suspension from the Medical Radiography Program. A student may appeal their suspension with the Medical Radiography Appeals Committee.

The Medical Radiography Appeals Committee is a three faculty panel that makes decisions about a student’s ability to continue the program after being suspended or inactive for one year (2 full semesters) or more. The committee members are chosen by the Director and their decision is binding and may not be appealed further within the Medical Imaging Department. Response to an appeal is made in writing within 5 business days. If the student believes this decision is unfair they may follow the grievance procedure for general complaints as outlined in the SJC student handbook. The process if also found on the College website at: [http://www.sanjac.edu/about-san-jac/college-operations/policies-and-guidelines/guideline-6-8-student-grade-appeal-process](http://www.sanjac.edu/about-san-jac/college-operations/policies-and-guidelines/guideline-6-8-student-grade-appeal-process). (See Appendix U - Medical Radiography Appeals Guidelines For Re-admittance).

4.17 GRADE APPEAL PROCEDURE

The academic grade appeal provides a fair means for appealing a final grade in a course if the student believes the final grade to have been determined unfairly. Procedures for appealing a final grade can be found in the most current edition of the San Jacinto College Student Handbook. The process if also found on the College website at: [http://www.sanjac.edu/about-san-jac/college-operations/policies-and-guidelines/guideline-6-8-student-grade-appeal-process](http://www.sanjac.edu/about-san-jac/college-operations/policies-and-guidelines/guideline-6-8-student-grade-appeal-process)

4.18 NON-ACADEMIC GRIEVANCE PROCEDURE

To file a grievance against another university student, service or department, follow the steps listed in the Student Handbook: Filing a Grievance, to determine your next role in reporting a complaint/grievance to San Jacinto College. Read completely, the process for Filing a Grievance, posted in the Student Handbook, before continuing with the process. [http://www.sanjac.edu/student-services/educational-planning/student-handbook](http://www.sanjac.edu/student-services/educational-planning/student-handbook)

4.19 REQUIREMENTS FOR GRADUATION

- A student must make formal application for graduation in the Registrar's Office and must pay the appropriate graduation fee before a diploma will be ordered. The procedure for graduation
includes:

- The semester prior to the completion of the program, the student must verify his/her graduation status with the Office of Enrollment Services.
- The semester of graduation, the student must secure and submit a copy of the graduation status to the RADR 2335 Instructor (Seminar).
- Contact the Office of Enrollment Services and apply for graduation.
- At the completion of the program all official transcripts must be on file in the Office of Enrollment Services.
- The Application for Initial Certification cannot be signed by the department chair/program director and sent to the American Registry of Radiologic Technologists until all transcripts are filed. The student who elects to take courses at other college or universities in the semester of graduation may experience a delay in scheduling the certification exam.
- Pay graduation fees.
- Fit for cap, gown and other attire.
- Attend rehearsal for commencement.
- A G.P.A. of 2.0 or better must be achieved in order to complete program.
- All transcripts outside of San Jacinto College must be evaluated by the Office of Enrollment Services in order to receive the Associate of Applied Sciences Degree. This may result in a delay in scheduling the certification exam (ARRT) if not done prior to the semester of graduation.
- Graduation from the Medical Radiography Program does not guarantee a students’ right to sit for the ARRT certification exam. (See Appendix AA).

4.20 LIABILITY INSURANCE
Each student who registers for a Medical Radiography clinical course is required to purchase student liability insurance. Liability insurance is automatically purchased by students during registration of the clinical course. Students are only allowed at Clinical Education Centers during the semester that they are assigned that particular site. Students may only be present at the clinical education center to which they are assigned on the dates and times they are scheduled.

4.21 ELECTRONIC DEVICES (cell phones, tablets, lap tops, etc.)
Use of all electronic devices in the classroom and laboratory are limited to the access of learning materials only. This includes e-books, BlackBoard, Trajecsys, and websites that the instructor directs the students to utilize. If a student is utilizing any electronic device by texting, calling, utilizing social media, taking photos or any other area not connected with classroom learning, they will be ask to leave the class and will not be allowed to return for the day. Student will be counted absent for the day. Any repeat offenses may lead to probation or suspension from the program. No electronic devices are allowed in the clinical education setting. See Section 5.17 for guidelines for electronic device use in the clinical setting. Taking photos are not permitted in the class, lab or clinical setting.

4.22 CLASS/LABORATORY PREPARATION
- Course syllabi are provided for all courses on the first day of class and through BlackBoard. Course syllabi include course description and objectives, method(s) of instruction, office hours of faculty, and course guidelines. Unit objectives are provided in advance of actual lectures. Students are expected to have the reading assignments and learning activities outlined under course content completed prior to attending class. Some demonstration of techniques/procedures will be required where indicated. Information included in the reading assignments, learning activities, CAI materials, and handouts, as well as that presented in class/lab will be included on exams. Written assignments will be assigned and completed by students as deemed necessary by the instructor. A vast amount of content is covered during
class and lab. Therefore, students are encouraged to develop study schedules and plan strategies to successfully meet course objectives and exam requirements.

- Communication related to course material is provided to students largely through BlackBoard, the course management system used at San Jacinto College. To access course materials the student must enter a user name and password. Follow instructions provided to you by the college to create this user account. You must have an understanding of the basic features of word processing software. Students must review course materials online (ex. Bring course related materials such as assignments and handouts to class) when this material is scheduled for discussion. Computer access is available to all students in the college computer laboratories.

- Regular and active class participation is expected. Appropriate free expression by student is encouraged (including discussion and inquiry) with regard to course content.

- Use of any recording device in the classroom and laboratory at any time requires the permission of the instructor (unless provisions for special accommodations have been requested and granted through Disability Services). Recording devices are not permitted in the clinical setting. A student not following this guideline will be subject for dismissal.

- Materials unrelated to course work or clinical assignments are not allowed during class, lab or clinicals.

- In the classroom, student seating will be determined by the instructor. For example, students may be assigned to sit in alphabetical order starting from A to Z with a classroom flip (Z to A) at mid semester. This type of seating arrangement will aid the instructor in learning names as well aid in the instructor in calculating student attendance and returning graded papers. Student seating may change at any given time as deemed needed by the instructor. Arrangements may be made for special circumstances if the student provides a written request with a valid reason (example: hearing and/or vision issues).

### 4.23 SKILLS LABORATORY

Students must participate in scheduled laboratory practice sessions to develop the skills necessary to perform radiographic examinations. Students may use the positioning textbook and positioning grids as a pre-simulation assessment tool to assist in identifying weak positioning skills prior to actual laboratory evaluations. Students will be evaluated on positioning performance, technical factors, equipment operation, patient care skills, and radiation protection to determine satisfactory completion of laboratory competencies. Image evaluation may be evaluated when the instructor deems necessary. The minimum acceptable level of Laboratory Evaluations is 80%. In the event that a student does not pass a portion of the evaluation, s/he will need to schedule an appointment for remediation and revaluation. That portion of the evaluation must be repeated and successfully completed by the end of the semester. Failure to complete all laboratory evaluations with an 80% or higher by the end of the semester will result in failure to meet course outcomes. Therefore, the student will not successfully complete the course. The first attempt to prove competency will count for grading purposes. If a student does not prove competency by the second attempt, 5 points will be deducted from the student’s lab evaluation grade, for each additional reevaluation. Students requiring extra practice, students needing simulated exams to complete competency requirements, or repeat laboratory evaluations must schedule a lab time with the laboratory instructor. These times may be scheduled outside the normal clinical or laboratory times. Laboratory evaluations may be scheduled outside the designated lab/class time.

If an injury, allergic reaction of any kind, or any other medical issue occurs during these rotations or in the classrooms, it is the students’ responsibility if needed, to seek medical attention at their own expense.
**Students must adhere to all skills laboratory rules and must wear their dosimeter when in the laboratory. (See Appendix K).**

### 4.24 METHOD OF COURSE DELIVERY

Medical Radiography classes are offered as a traditional face-to-face, online/classroom (hybrid), or online partial.

See definitions below:

- **Online Partial (OLP):** Most of the content is delivered through computers and multimedia. These courses use Blackboard, the San Jacinto College’s web-based system, and may include CDs and audio/video streaming. On-campus testing, orientation, and/or other activities may be required.

- **Online/Classroom (OLC):** Content delivered through an even distribution (50 percent-50 percent) of web-based and classroom activities. These courses use components of computer instruction using the San Jacinto College’s web-based system, Blackboard, in addition to multimedia activities, and classroom time. On-Campus classroom time is required.

- Students must have experience with Blackboard, Microsoft Office, and a San Jacinto e-mail address.

### 4.25 SOCIAL MEDIA

Under no circumstances should a clinical site or anything related to a clinical site or clinical course be discussed on any type of social media (facebook, twitter, text, etc.). Doing so will be considered a breach of confidentiality and could be grounds for dismissal from the Medical Radiography Program. Inclusion of discussion of any aspect of the Radiography Program (Example: students, faculty, classes, etc.) that reflects negatively or is a detriment to the program will result in dismissal from the program.

### 4.26 REMEDIATION PLAN

Remediation and retention strategies will be focused on (1) early identification of at-risk students; and (2) prompt intervention. The program recognizes the critical need to provide students the help they need to succeed in a timely manner.

The following remediation and retention strategies are as follows:

- **Didactic instructors will inform their students on progress being made in lecture classes being taught with a process for students to follow that provides options for improvement.** The same is implemented for clinical courses as well.

- **Any student that does not achieve 70% or better on a unit exam will receive an Advisement Notice and must schedule an appointment with the instructor.** It is the student’s responsibility to schedule this appointment with the instructor. At this time the student will be directed to services and strategies in an attempt to improve their scores.

- **All variables that impact a student’s success will be included in this process.** These include personal issues, test taking skills, study skill, and stress management. Students may be referred to additional College resources: counseling services, Veterans Center, and/or Financial Aid. (See Appendix DD Advisement Form).

### 4.27 DISCUSSION OF GRADES

Student grades are very personal and should not be shared with anyone other than faculty. Discussion of clinical, competency or lab evaluations and any grades by students with anyone other than the instructor while on campus or in clinical rotations is prohibited. A student discovered discussing his/her grade or asking another student about his/her grade will receive a written warning and a 2 point AE or course reduction. A second incident will result in a conference with the clinical coordinator or course instructor and further reduction in overall course grade. Continued non-compliance with this rule may result in probation and/or suspension.
4.28 PROFESSIONAL DEVELOPMENT
Students are strongly encouraged to joint Alpha Beta Gamma Organization for Medical Radiography Students. This organization offers the opportunities to serve as an officer, serve on committees, and serve the community. Activities are planned during the academic year for students to participate. Students participate in an annual professional development activity. (Refer to section 3.5 Alpha Beta Gamma/Professional Activities) for further explanation.

4.29 STUDENT PHOTOS
Any student photo that is displayed requires approval by the program personnel. If the photo is ruled inappropriate, then it cannot be used. Students may not take photos while representing San Jacinto College at any time unless approved by program official/faculty. Students must sign a photo waiver to be allowed in school presentations or for educational purposes. Result of any incident that may be deemed inappropriate will include either probation or up to dismissal from program. (See Appendix AA Photo Release Form).

4.30 RELEASE OF REFERENCE INFORMATION
Any student requesting references from faculty (fulltime or part-time) must complete the release form and have the instructor submit the form to the Department. (See Appendix O).

4.31 HIPAA Health Insurance Portability and Accountability Act
HIPAA requires the protection and confidential handling of protected health information to assure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being. Students in the Medical Radiography Program must adhere to HIPAA. Violation of the sharing of information with the patient, family, or others which should be held confidential (HIPAA) is not acceptable and any breaches of the confidentiality of any information about a patient will be grounds for suspension and/or dismissal from the program.

One component of the student orientation is a discussion of HIPAA. It is mandatory that the student successfully complete a post assessment. If the student is not successful s/he will not be allowed to begin clinical rotations.

SECTION 5: CLINICAL EDUCATION POLICIES, PROCEDURES, & GUIDELINES

5.1 CLINICAL SITE SELECTION
The selection of clinical site rotations is set by the Clinical Coordinator/Program Officials with every effort made to provide a variety of rotations. Only the clinical coordinator or program director may change a student’s rotation. This may occur any time. A student request for a specific site or changes in site will not be considered.

5.2 CLINICAL ASSIGNMENTS
Students admitted into the Medical Radiography Program will have the opportunity to be assigned at several of the following clinical education centers:
- Memorial Hermann Southeast
- VA Medical Center
- Park Plaza Hospital
- East Houston Medical Center
- Clear Lake Regional Hospital
- Methodist Hospital System
• Bayshore Medical Center
• Methodist St. John Hospital
• Kelsey-Seybold Clinic (West Holcombe)
• Baytown San Jacinto Methodist Hospital
• St. Luke’s Patients Medical Center
• Methodist Orthopedic Surgery Clinic
• Houston Methodist Hospital West

5.3 CLINICAL ORIENTATION AND REQUIRED DOCUMENTATION
All clinical sites require documentation submission and orientation prior to or on the first day of clinic. Failure to complete documentation submission and/or online orientation by the given deadline may result in loss of clinical placement for the semester. It is mandatory that students attend orientation on the first day of clinic. If orientation is missed, the student will be dismissed until it is offered again. Time missed will count as clinical absences until orientation is completed. If absence reaches or exceeds 10%, the student will be required to withdraw from the course and all co-requisite courses. (see 5.15 and 4.15)

5.4 FEE SLIPS
A printed fee slip showing the assigned course registration and paid balance is required at the start of clinic on the first day. If the student does not have the printed fee slip but the instructor is able to confirm correct registration, the student may stay in clinic. However, the student will receive an affective evaluation worth 1 point. (see 5.11) If the instructor is unable to confirm the student registration the student will be dismissed from clinic until proof of registration can be provided. Time missed will be counted towards absences.

5.5 TRAJECSYS REPORTING SYSTEM
It is mandatory for the students to use the Trajecsys Reporting System. The Trajecsys system is an online clinical management and tracking system for students of the Medical Radiography program. The clinical coordinator will utilize the system to oversee the student’s time records, monitor the student’s clinical progress, evaluate the student’s clinical performance, and communicate with clinical instructors/supervisors.

Registration
Students may register up to 45 days in advance of the start of the assigned clinical rotation. Registration and payment must be completed within 2 weeks prior to the start of clinic. Log on to www.trajecsys.com. Select registration. Enter personal information. Students are required to enter their San Jacinto College issued email address. Write down their username and password.

Payments
Access to the system for 12-24 months is $150.00. Register prior to making a payment. Registration and payments must be made at least 2 weeks prior to the start of clinical rotations. The student will not be allowed to attend clinic and may have to withdraw from the clinical course if the payment is not made at least 2 weeks prior to the start of clinical courses. Any time missed will count as absence. If a student does not progress through the program without interruption the student may be required to pay additional fees to extend the Trajecsys clinical reporting period.

Select student payment. Payments may be made by either credit/debit card, PayPal, money order or check. Payments are for continuous access for a specific period of time as arranged by each program. Full refunds are available for 30 days following filing of the first time record or evaluation in the system after any arranged test periods have expired; no refunds will be made thereafter.
Clocking In/Out
Log on to www.trajecsys.com. Select “clock in/out”. Choose your site and clock in/out. This should be done when you arrive and leave each day. No one can clock in/out for you. Clocking in or out when not in the department is falsification of records. See handbook section on probation and suspension.

Students are required to clock in/out at a computer designated by the site clinical instructor/supervisor. If the clinical site does not have computer availability the students will sign in/out on time sheets provided by the clinical instructor/supervisor.

Daily log sheets
Students are required to log into Trajecsys on clinical days and report procedures they completed, observed or assisted with that day as homework. Failure to enter daily logs prior to the next clinical day will result in an affective evaluation worth 2 points. (see 5.11)

Evaluations and Competency Exams
Evaluations and competency exams will be completed in the Trajecsys system. Clinical sites without computer availability will record evaluations and competency exams in paper form. It is the student’s responsibility to review and confirm that all evaluations and competency exams have been entered.

Affective Evaluations and course reductions:
Should a student receive a course reduction in clinic/practicum for any reason, the student is required to see the clinical coordinator to sign the given course reduction. Failure to see the clinical coordinator within ten (10) working days of the affective evaluation receipt will result in an additional affective evaluation worth 2 points. (see 5.11)

5.6 GENERAL RULES FOR CLINICAL COURSES
- Only the instructor can change a clinical rotation
- Clocking in/out to Trajecsys with any device other than the assigned clinical computer or attempting to change clock in/out times may result in suspension or dismissal from the program for falsification of records.
- The primary responsibility for patient care lies with health care professionals. Do not be afraid to ask for assistance.
- Students are not allowed to perform injections of any kind, remove IV’s, or draw/inject contrast unless under direct supervision of qualified technologist. The only technologists allowed to make this decision are the clinical instructors from San Jacinto College.
- Students are not allowed to hold patients during exposures.
- Students will complete any examination in progress before leaving the clinical site.
- Students should not refuse an opportunity to perform a patient examination.
- Students will accept constructive criticism.
- Any accidents or unusual incidents should be reported to the San Jacinto College instructor and the protocols in the Program Handbook should be followed.
- Students are not to stay on the property of the clinic site after clinical rotation time is complete.
- Instructors will dismiss any student because of failure of ability to perform the core performance standards or because of student illness until he/she is cleared to return.
- A one to one ratio of students to registered radiographers must be maintained at all times.
- Routine practice of standing at head of table during fluoroscopy is not allowed.
5.7 STUDENT INJURY OR ILLNESS WHILE ON DUTY AT CLINICAL SITE
If you are injured or become ill, you must inform your instructor. You must sign out of the clinic before going to the Emergency Room as a patient. Any charges incurred are the responsibility of the student. Students are encouraged to carry personal health care insurance. Students must be able to perform the duties of a medical radiographer to attend clinic. A student may be dismissed from clinic and time missed counts for grading purposes. Your instructor will determine your ability to continue to perform your duties as a student. Continuation in clinic is at the discretion of the instructor.

If a student is seen at an Emergency Center, has been hospitalized, has had surgery, or procedures requiring anesthesia, they must provide a medical release from their attending physician to the Clinical Coordinator before returning to any Radiography courses. Time missed will count toward attendance hours.

5.8 CLINICAL PERFORMANCE EVALUATIONS
At the end of each clinical rotation assigned throughout the semester, the Clinical Instructor/supervising technologist will evaluate the student based on specific objectives, skills, level of participation, enthusiasm, attitude, initiative and professionalism. The performance evaluation forms include general as well as specific qualities and characteristics such as affective, cognitive, and psychomotor, that are necessary to develop clinical, technical, as well as professional skills. The evaluation is then reviewed by the student and the CI or CC to discuss strengths as well as deficient areas. (See Appendix E).

5.9 CLINICAL SEMESTER EVALUATIONS
Clinical semester evaluations are done by the Clinical Instructor or Clinical Coordinator for each clinical course. These semester evaluations are based on observation by the CI and CC, radiographic competency evaluation, and a summation of the clinical performance evaluations. A numeric grade is given. (See Appendix D).

5.10 ADVANCED MODALITY ROTATIONS
Students in clinical courses will be rotating through advanced modalities such as: computed tomography, cardiac catheterization, and special/interventional procedures. During CT and special procedures rotations specific objectives will be required for the students to complete. Supervising technologists in these areas will complete a Performance Evaluation on each student. Other advanced modalities such as Ultrasound, Nuc Med, Rad Therapy, MRI, and Mammography are covered in our advanced procedures course (RADR 2233).

5.11 AFFECTIVE EVALUATIONS
This factor is judged by the clinical instructor. The following list of unprofessional activities will result in the writing of an affective evaluation (AE). Some affective evaluations (AEs) are considered more serious than others and are assessed a different point value. The number of points for each AE is listed beside it. This should not be considered an all-encompassing list. Repeated occurrence of these unprofessional activities may result in probation or suspension from the Medical Radiography Program. (See Section 4.14).

<table>
<thead>
<tr>
<th>Uniform and Appearance AE’s</th>
<th>Reliability AE’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>No name badge/markers (2)</td>
<td>Fails to stay in assigned area (2)</td>
</tr>
<tr>
<td>Fails to sign in/out (clock in/out) (2)</td>
<td>Fails to follow instructions (2)</td>
</tr>
<tr>
<td>Uniform un-kept/non-regulation (1)</td>
<td>Unprofessional conduct (2)</td>
</tr>
<tr>
<td>Unshaven (1)</td>
<td>Radiation protection violations (2)</td>
</tr>
</tbody>
</table>
Hair not clean and dry (1)    Doing homework (2)
Hair not pulled back (1)      Fails to work consistently (2)
Chewing gum (1)              Discussion of grades (2)
Non-regulation uniform (1)   Patient Safety violations (minor) (2)
Smoking while at clinic (2)   (see 4.14 Probation/suspension/dismissal for major violations)

Responsibility AE(s), the student:
Fails to accept responsibility for his/her own work (2)
Takes an excessive number of or excessively long breaks (2)
Fails to perform as directed (2)
Fails to maintain a professional relationship (2)
Fails to bring this clinical handbook & syllabus first day (1)
Fails to bring fee slip on the first day (1)
Failure to attend orientation on the first day of clinic (2)
Performs exams without direct or indirect supervision as defined under “Supervision” (2)
Performing an exam on the correct patient under the correct patient name, but incorrect accession number. (2)
Failure to enter daily clinical exams into the Trajecsys log sheets in a timely manner (2)
Failure to report to the clinical coordinator for course reduction signature (2)
Having a cell phone or electronic device at clinic (2)

AE RATINGS
Points are deducted directly from the final grade as AEs occur. If a student accrues six AE points in any one semester, s/he will make and keep an appointment with the Department Chair/Program Director to receive an advisement notice about inappropriate behavior. The student is not to be dismissed from clinic for this purpose. After this initial advisement, if there is another clinical course in which the student accrues six AE points, s/he will make and keep an appointment with the Program Chairman to be placed on probation. If six AE points are accrued again, in any remaining clinical course, the student will be suspended. If a student accrues 4 AEs for the same offense, the student will need to make and keep an appointment with the Department Chair/Program Director and Clinical Coordinator to be placed on probation, and 10 points will be deducted from the student’s final clinical average. If the student receives a 5th AE for the same offense the student may be suspended/dismissed from the program.

The student will be required to sign the AE to prove that counseling was given regarding their behavior. Signing the document is not an admission of guilt but should be considered due process. If the student refuses to sign, a witness will be asked to acknowledge that the counseling was given. The student may appeal the AE with the Clinical Coordinator then with the Department Chair/Program Director. (Refer to Appendix C for point deductions).

5.12 CLINICAL EXAM APPEAL
The Medical Radiography Program has set minimum academic and clinical performance standards which permit a student to continue in the program. Failure to meet these minimum performance standards can result in dismissal from the program. The clinical appeal should not be confused with a course grade appeal which is available to a student after the final grade has been posted for the class. The course grade appeal process is explained in the SJC Student Handbook.

A student may file a written appeal of a clinical exam grade within 10 workdays of the date the grade was given by the Clinical Instructor. The appeal will be reviewed by the Clinical Coordinator and a written response with a grade determination will be given to the student and Clinical Instructor within 5 work days of receipt. The student may further appeal the decision of the Clinical Coordinator by making a written appeal to the Department Chair/Program Director within 10 days. The appeal will be
reviewed by the Department Chair/Program Director and a written response sent to the student and Clinical Instructor within 5 work days of receipt. There is no further right to appeal a clinical exam grade within the medical radiography program. *If the student believes this decision is unfair they may follow the grievance procedure for general complaints as outlined in the SJC student handbook.*

http://www.sanjac.edu/student-services/educational-planning/student-handbook

Determination of unsatisfactory performance in the clinical area will be based on clinical objectives, clinical observations, image evaluation, professionalism and the ability to follow college and hospital policy based on safe and competent radiography practice as listed in the “Introduction” section of this handbook.

5.13 SIMULATION COMPETENCIES

Simulation competencies will be used as a last resort in the absence of real patients and will be scheduled by the clinical coordinator. The student will not have the opportunity to simulate if five exams were unsuccessfully attempted on real patients in the clinical setting or if the student refused the opportunity to test on any exams during the semester. The student would fail based on lack of competency. If a simulation exam is needed to meet competency, the total number of competency attempts both real patient and simulated combined will not exceed 5 attempts. If a student does not prove competency by the fourth total attempt (real patient and simulated) 10 points will be deducted from the student’s final clinical grade. The total number of competency attempts (real patient and simulated) will not exceed five exams or competency would not be met and the student will receive a grade of D or F for the clinical semester based on lack of competency. Any student whose progression has been interrupted must prove continued competency on competency exams previously completed prior to returning to any clinical course. The student will have to contact the Clinical Coordinator to schedule and abide by any reentry requirements. Students’ attempting to enter the Medical Radiography program will only have 3 attempts to prove continued competency on any exam. If the student is unsuccessful in proving continued competency with 80% or better, readmission to the program will be denied.

5.14 RADIOGRAPHIC LEAD MARKERS AND PATIENT ID

- All unmarked or mis-marked radiographs are to be counted as repeat exposures. This is to hold true for grading purposes, even if it is not the clinical protocol. The image may not actually be repeated but will be counted as a repeat.
- If more than one image is incorrectly marked, both eight points for the first repeat and ten points for multiple repeats would be used to determine the test score.
- If when marking the image, the student places the marker outside of the collimated area, yet scatter allows the correct marker to be demonstrated well (the clinical instructor must be able to see the entire R or L), the image would not be counted as a repeat.
- Proper patient identification must be placed on the image by the routine method or the image is considered a repeat for grading purposes. Patient and exam information must be correctly chosen before image processing when using CR or before exposure is made when using DR.

5.15 PROMPTNESS AND ATTENDANCE

Clinical attendance and participation is required for a student to be successful in the Medical Radiography Program. Absences from scheduled clinical time will result in a grade reduction for the clinical semester. This factor is determined by the percentage of total clinical time the student is absent, and is deducted from the clinical semester average. A student will not receive a passing grade for the clinical semester if the student reaches or exceeds 10% clinical absence. If a student reaches or exceeds 10% clinical absence the student will be advised to withdraw from the course. If the student does not withdraw from the course and the withdrawal date passes or if the student reaches or exceeds 10% after the withdrawal date has passed the student will receive a grade of F
for the clinical semester. Absences are considered unexcused except in the rarest of circumstances such as military service or court ordered subpoena to serve as a witness. In any case as those, written documentation must be provided to the clinical coordinator as soon as the student is notified, and clinical time missed must be made up before the completion of the semester. The following point deductions for clinical absence will be applied:

<table>
<thead>
<tr>
<th>Percentage absent</th>
<th>Points Deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% - 3.7%</td>
<td>0 points</td>
</tr>
<tr>
<td>3.8% - 6.99%</td>
<td>3 points</td>
</tr>
<tr>
<td>7% - 7.99%</td>
<td>6 points</td>
</tr>
<tr>
<td>8% - 8.99%</td>
<td>8 points</td>
</tr>
<tr>
<td>9% - 9.99%</td>
<td>10 points</td>
</tr>
</tbody>
</table>

**Tardies and Leave Earlies**

Tardies and leave earlies will result in a semester clinical grade reduction. If a student accrues a total of 3 tardies or leave earlies in any combination during a clinical semester, 5 points will be deducted from the student’s final clinical average. The student will receive Affective Evaluation Point Deductions worth 2 points for tardies and leave earlies beginning with the 4th tardy or leave early in any combination. If the student is tardy or leaves clinical rotations early a total or 6 times in any combination in a clinical semester the student will be required to make and keep an appointment with the clinical coordinator or department chair/program director to be placed on probation. Probation results in 10 point clinical course reduction. If a student fails to make the appointment with the clinical coordinator or department chair/program director the student will automatically be dropped from the clinical course with the grade of “F.” In the event that the student continues to be tardy or leave early the student will receive an additional affective evaluation for each occurrence worth 2 points for excessive tardies or leave earlies. (See the probation and suspension section of the handbook – 4.14)

Any time a student is not clocked in and in their assigned area, ready to work at the designated starting time, they are tardy. The student will be counted tardy for any time missed less than one hour. If time missed equals one hour or more, the student will be counted as tardy plus absent the time missed (in 15 minute increments).

Any time a student is absent or tardy, s/he MUST telephone the clinical instructor directly. Leaving a message is NOT sufficient. If the instructor is busy with a patient, when the student calls, s/he may leave a phone number for the instructor, provided the number isn't long distance from the hospital. If the instructor has not returned the phone call within the student’s allotted “call in” time the student must call again. If the student is unable to reach the clinical instructor after to reach the clinical instructor after several attempts, the student must contact the clinical coordinator. This must be done between the designated starting time and one hour later. A student may declare their intention to miss a clinical day by presenting two identical letters describing the dates and times to be missed in advance of the day off. Both letters must be signed by the student and the instructor to be valid as declaration of a missed day.

Any time a student leaves a clinical assignment early they must directly inform the clinical instructor. The student must record the time that s/he leaves the clinical site. A student leaving within the last hour of their assigned clinical course will be recorded as leaving early. A student who leaves their clinical assignment equal to or earlier than one hour prior to their assigned time will be recorded as leaving early and absent the time missed (in 15 minute increments).

When enrolled in a clinical course, failure to call or be present by 1 hour after the designated start time for clinic ONCE will cause 5 points to be deducted from the student's semester clinical grade.
Failure to inform the clinical instructor directly about leaving early will produce the same consequence. In either instance an advisement notice will be issued. If there is a second occurrence of either of these prior to the completion of the program, the student must make and keep an appointment with the Department Chair/Program Director to be placed on probation. If a student fails to make the appointment with the department chair/program director the student will automatically be dropped from the clinical course with the grade of “F.” Probation will cause 10 points to be deducted from the student’s clinical grade for that semester. Any further occurrences will result in the student's suspension from the Medical Radiography Program.

Students will have affective evaluations (worth 2 pts each) written for failure to assume responsibility starting with the fourth total time they are tardy or have left early in any combination within one semester. The student will continue to receive affective evaluations for each new instance of tardiness or leaving early. In the event that a student continues to fail to assume responsibility and continues to be tardy or leave early, the sixth total instance of tardiness or leaving early in any combination will cause the student to make and keep an appointment with the Department Chair/Program Director to be placed on probation. Probation will cause 10 points to be deducted from the student's clinical grade for that semester. A student is allotted up to a total of 20 tardies and/or leave early in any combination, throughout the course of the program. If at any time a student reaches a total of 20 tardies/leave-earlies, the student will be suspended from the program for showing a lack of responsibility.

5.16 SUPERVISION OF STUDENTS IN CLINICAL

- Students must be directly supervised until they have been proven competent in the didactic and laboratory settings.
- Students may be indirectly supervised after competency has been reached in the clinical setting. Note: clinical competencies can only be done after didactic and laboratory testing.
- Students MUST have their images checked and verified by a qualified radiographer and may not be given access to the clinical site computer system for any reason unless under direct supervision by a qualified radiographer.
- All student repeats are to be completed under direct supervision by qualified radiographer. Any student who performs an exam without proper supervision can be suspended.
- A qualified technologist MUST always review the examination request and procedure ordered in relation to the student’s achievement and experience before allowing the student to proceed.

Direct supervision is defined as student supervision by a qualified radiographer who, reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is physically present during the procedure, and reviews and approves the procedure and/or image(s).

Indirect supervision is defined as student supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

“Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

See Section 4.14 Probation, Suspension, Dismissal

5.17 CELL PHONES/ELECTRONIC DEVICES

Students are not to use or carry phones, mobile devices or any other electronic device while in the clinical setting. Phone calls are not to be sent or received except on consent of the Medical Radiography Instructor. Students should get a number from the instructor to provide to the daycare and/or family so that they can be contacted in an emergency situation. Cell phone or electronic
device possessions during clinical hours will cause a 2 pt AE. Probation and/or suspension can occur with repeated offenses or if privacy is violated. No photographs are to be taken on clinical site property. Result of any incident that may be deemed inappropriate will include either probation or up to dismissal from program.

5.18 CLINICAL COMPETENCY PROTOCOLS

Evaluation of a student’s competency is viewed as an important part of the clinical experience, enabling the Medical Imaging Department to provide constructive feedback and to provide high quality clinical experiences. Competencies are grade-based and provided in writing or digitally by on-site instructors using a standard grading form. The clinical instructor is the primary supervisor and uses the standard "Clinical Competency Form" as part of the image evaluation process. Instructors provide feedback in written and narrative form using these forms. These evaluations of clinical students are placed in the students' permanent clinical file and digitally saved and a copy of the summary list is also placed in the file room at the College. (See Competency Grid Appendix A).

Each of the examinations in the mandatory list must be performed and mastered on patients. Mandatory exams must be completed on actual patients and cannot be simulated unless prior approval (notice) has been given by a San Jacinto Clinical Coordinator.

All competencies must be completed during assigned clinical hours in the Clinical Education Setting or during assigned simulations.

Any examination for competency must be the routine positions required by the clinical education setting in which the competency is performed. If fewer projections are ordered, then the examination must consist of at least the number of projections required in this handbook. (See Appendix A)

No more than two (2) students may attempt competencies on the same patient when multiple exams are ordered on that patient. If two students are attempting competency on the same patient, both students must be available during the entire time the patient is in the room and must both must introduce themselves at the beginning of the examinations. No more than one student may attempt competency on a patient when more than one of the same examination is done repeatedly on a patient during that visit to the imaging department or for the same order requisition. A failed competency cannot be repeated on the same patient on the same day.

All radiographs must include the proper anatomy, positioning, and image identification according to the evaluation criteria found in the latest edition of Merrill’s Atlas of Radiographic Positions and Radiographic Procedures.

A student must complete the attempted competency without assistance; therefore, the student must be knowledgeable of all requirements for a specific exam at a specific clinical education setting.

The student is responsible for the technical factors set on the examination for competency regardless of the availability of technique charts. Therefore, the student should be familiar with the current technical functioning of the radiographic equipment prior to the time when the competency is attempted.

At any time during the competency (prior to the first exposure or after the first exposure), if the grading technologist realizes that a repeat radiograph is inevitable, the technologist may stop the exposure and it will be graded according to the reason for the termination (“repeated image”), regardless of the student’s completion of the procedure. All images must be identified with the correct information and the student's individual marker(s).
*For fluoroscopy exams, the first exposure constitutes any exposure including fluoroscopy done by any professional or student or any scout exposures.

Final determination of a successful clinical competency is determined by the Clinical Coordinator/Clinical Instructor following review of completed evaluations, as well as possible review of the examination for accuracy.

5.19 COMPETENCY EVALUATIONS
Students will prove competency on a total of 52 radiographic procedural exams and 6 patient care exams before completion of the program. The radiographic procedural exams include 34 mandatory exams, 14 elective exams and 4 final four category exams. Exam competency is defined as an 80 percent score or higher on all clinical exams attempted. The student may attempt competency on an exam in the clinical setting after completing the exam in the laboratory setting. If the student fails to meet competency on any exam an Advisement Notice will be completed and the instructor will remediate with the student, and document the remediation. The first attempt to prove competency will count for grading purposes; however, the student must prove competency before the completion of the semester. If a student does not prove competency by the fourth attempt, 10 points will be deducted from the student’s final clinical grade. A student must obtain competency by the fifth attempt or will fail the course due to a lack of competency. Lack of competency will cause the student to earn a grade of D or F. See Appendix A for required number of competency exams.

Under most circumstances the student may choose exams for competency evaluation. If in the judgment of the clinical instructor the student is not aggressively seeking the opportunity to perform competency evaluations, the CI may choose the competency exams for the student. If a particular exam is performed more frequently at a clinical site or if a rarely performed exam is ordered, the clinical instructor/coordination may require the student to complete a competency exam. The student will be required to perform the competency exam or they will receive a grade of zero for that competency.

In each semester a student must complete a specified number of exams for the clinical grade. After the specified number of exams is completed the student may choose to prove competency on other exams to carry the additional number of exams to the next semester. Any additional competency (test) grades completed beyond the required number will be averaged in the semester that the competency was performed. If a student is not successful when attempting competency the student must reattempt and be successful on that procedure during that same semester. If a student fails clinic that semester none of the competencies or exams will apply. If a student passes the clinical semester but fails a lecture course and must stay out a semester or more, the student must prove continued competency prior to returning to any clinical course. If a student is out a semester or more for any reason (health, personal, etc.), the student must prove continued competency prior to returning to any clinical course. The student must contact the clinical coordinator at least two months prior to the returning semester and request a time for competency re-evaluation. These students attempting to return to the program will only be allowed three (3) attempts to prove competency. If a student does not prove continued competency with the instructor the student will not be allowed to continue in the program. If a student does not progress in the program and is out for 2 full semesters or more, that student must request and be granted an appeal for re-admission to the program. (See Appendix T).
5.20 RECHECK COMPETENCY

Although a student may successfully complete some competency evaluations in preceding clinical courses, a student must continuously perform those exams in order to excel in the Competency Recheck and Final Competency Evaluations. Competency recheck evaluations will be performed at the discretion of the clinical instructor at any given time during a radiographic clinical course. These will include any radiographic examination in which primary competency has been successfully completed. Students must perform competency recheck evaluations at the same mastery as any competency evaluation. Recheck competency grades are averaged with the semester competency grades. Failure of recheck competency evaluation requires the same remedial procedure as does the primary competency evaluation.

5.21 FINAL CATEGORY COMPETENCY TESTING

Each student must complete all 34 mandatory and 14 elective competencies by a date specified by the clinical coordinator. Failure to complete all competencies by the specific date set by the Clinical Coordinator will result in a reduction of 10 points from the clinical course grade. If any simulations are needed to complete the mandatory and/or elective competency testing due to patient unavailability the simulation must be approved and scheduled with the clinical coordinator to be completed in the lab (see 5.13 simulation testing). Any student who does complete simulations will be required to complete a “recheck” competency on the simulated exam on a patient before the completion of the semester if the opportunity presents itself (see 5.20 Recheck Competency). After the 34 mandatory and 14 elective exams completion date, each student must successfully pass final category competency testing to complete the clinical course. This consists of a total of four successfully completed competencies selected at random by a San Jacinto College Instructor. The SJC Instructor chooses the exam, patient, and the exam room and grades the entire procedure. These competencies are scored using the same criteria required for all other competencies.

When possible, one final competency will be obtained from each of the following categories:

- Category I - Chest, Abdomen
- Category II - Extremities
- Category III - Contrast Study
- Category IV - Craniofacial, Spine

Successful completion of a competency is based on evaluation criteria found in the most current edition of Merrill’s Atlas of Radiographic Procedures.

This completes the requirements for the Clinical Education Plan. A flow chart demonstrating the relationships of all components of the clinical education plan and “Guidelines for Supervision” follows in Appendix F.
5.22 STUDENT SIGNATURES
Students must sign all forms (competency forms, any evaluations, releases/waivers) for the semester/program before any grades can be assigned. If a student does not sign the forms, s/he will receive and “I” grade until the signature is provided. Placing a signature does not indicate that the student necessarily agrees with the grade, just that he/she has reviewed the form and is aware of the grade/information assigned/provided on the form. If a student does not agree with information provided on the form he/she may appeal.

5.23 CLINICAL EXAMS PER SEMESTER:
C-arm competency exams: C-arm competency exams will be counted as a competency completion only. Completed competency exams utilizing the C-arm will count toward the number of competencies achieved for the semester; however, the grade will not be utilized to compute the student’s clinical competency testing average.

Fluoroscopy Exams: Fluoroscopy exams are required electives. The student must complete an UGI and Barium enema. In the event that the UGI or BE exams are unavailable on actual patients only 1 may be simulated. The student must also complete an arthrogram or myelogram. (see Section 5.19)

Craniofacial Exams: Craniofacial exams are mandatory electives. The student must complete either a skull, sinus, or facial bones series.

Competency Requirements:
RADR 1166 - 4 exams
RADR 1266 - 11 exams (total of 15 completed)
RADR 1267 - 11 exams (total of 26 completed)
RADR 2266 - 11 exams (total of 37 completed)
RADR 2267 - 11 exams + 4 final Category Competency Exams

SECTION 6: RADIATION PROTECTION GUIDELINES

6.1 RADIATION PROTECTION
• All radiologic exposures made by students must be performed under the appropriate level of supervision (see “Guidelines for Clinical Supervision” and Skills Lab Policy).
• Students are not allowed to hold patients during radiologic procedures. Mechanical immobilizers (Pigg-o-stat, sandbags, straps, support sponges, etc.) must be used when patient restraint becomes necessary. The CI/RT must evaluate all requisitions and the condition of patients to determine the most effective approach to immobilize patients for the procedure. CI, RT, and students are responsible for seeing that lead aprons and gloves are available for all persons involved in patient immobilization during diagnostic, mobile, or fluoroscopic procedures. Instructions must be given to avoid exposure to the primary beam.
• Wear protective (lead) aprons when assisting with any fluoroscopic examinations, during mobile radiography and mobile fluoroscopy. Lead gloves are to be worn if the hands must lie in the primary beam.
• Students must use the three cardinal principles of radiation protection: time, distance, and shielding during radiologic examinations.
• Students will practice ALARA and radiation standards for protection of patients.
• Students must follow guidelines on gonadal shielding
  o Gonadal shields are to be used on patients of reproductive age or younger to minimize exposure to the gonads when the presence of the shield does not obscure clinically significant information.
• All female patients of child-bearing age should be questioned about the possibility of pregnancy.
  o Students must not perform a radiographic procedure when a patient suspects she is pregnant.
    The student must notify the supervisor and radiologist to determine further action.
• Never enter a room while an exposure is being made.
• Students are expected to use collimation consistent with needs of exam.

6.2  RADIATION DOSIMETERS

Each student is provided a personal monitoring dosimeter – optically stimulated luminescence (OSL) type. The dosimeter must be worn by students during all clinical assignments and in the Medical Imaging Skills Laboratory during laboratory practice and experiments. Dosimeters are considered college property and are issued to each student. They are considered part of the uniform (See uniform policy). The students must assume the responsibility for the exchange and care of these dosimeters as they will be used to track radiation doses throughout the program.

- Dosimeters are to be worn on the collar at all times in the Clinical Education Center and in the Skills Laboratory setting.
- Students must maintain the dosimeter in a safe place so as not to expose it to environmental radiations. The sensing material must not be removed from its protective covering. Dosimeters are not to be worn by students when undergoing diagnostic or dental procedures performed as a patient.
- Dosimeters provided by the college must not be worn while employed at any facility.
- When wearing an apron and thyroid shield, the dosimeter should be worn outside. The dosimeter MUST always be worn with the name label facing the front.
- Dosimeter reports are available to any student (at any time). These reports are available outside the RSO office.
- Dosimeter reports will be explained to each student.
- Students that have declared pregnancy will be provided with a 2nd (fetal) dosimeter. In compliance with dose limits established for embryos and fetuses in occupationally exposed women, dosimeter readings that exceed “M” per wear period will be investigated by the RSO. The fetal monitor will be changed monthly.
- Dosimeter readings that exceed 80 mrems per wear period will be investigated by the RSO.

  If exceeded (overexposure on a dosimeter report), the following will occur:
  • The individual in question and the Medical Radiography program will be notified by the RSO.
  • Determinations regarding the cause(s) of the overexposure will be jointly made by the aforementioned parties and a form documenting the exposure and any information concerning the exposure will be completed.
  • An action plan regarding the overexposure will be given if any dose limits are exceeded.

Radiation dose reports are kept for each student and maintained by the RSO. Therefore, students should accept responsibility to maintain their dosimeters. Failure to do so will result in penalties due to the importance of radiation dose.

All students will fall into one of the following categories for the purpose of determining possible penalties regarding care and exchange of the dosimeter.

1. Students enrolled in RADR didactic and clinical courses.
2. Students enrolled only in courses involving the Skills Laboratory.
3. Students enrolled in only a clinical course.

**Dosimeter Bi-Monthly change policies**
- Radiation dosimeters are worn for a period of 2 months (bimonthly) and must be changed by the 10th of the reporting month (wear period). The change months are as follows: January, March, May, July, September and November.
- A 2 point AE (see Affective Evaluation section) will be written on each student who has not changed their dosimeter by the 10th of the “change” month. This 2 point AE will cumulate and be deducted for each day that it is not changed.
- Should the student fail to change the dosimeter within two weeks of the change date, this will be considered a lost dosimeter. The 2 point AE will apply in addition to a 5 point deduction (see Lost Dosimeter section).
- The penalties will be assessed and documented by the Radiation Safety Officer (RSO) and notice being sent to the appropriate instructor(s) of the course(s).
- During the dosimeter exchange period acquiring a new dosimeter without returning the previous dosimeter is dishonest practice. Students that obtain a new dosimeter before returning the previously worn dosimeter may be suspended from the program. (See Section 4.14 Suspension.)

**Lost, damaged or accidentally exposed dosimeters**
- Lost dosimeters or any other incident (accidental exposure) or misuse should be reported to the RSO immediately.
- If a student loses their dosimeter they will not be allowed in Clinic or Skills Laboratories until replaced with a temporary spare monitor that will be provided by the RSO. This will be used until the replacement dosimeter is received. Lost dosimeters will cause a 5 point deduction from the Clinical Course. If the student is not enrolled in a Clinical Course and is repeating a course(s) which requires a dosimeter, the deduction will be made from the course(s) the student is enrolled in at that time.
- Students who arrive at the clinical setting without a dosimeter will be sent home and an absence will be recorded.
- Students will not be allowed in the Skills Laboratory without a dosimeter. An absence will be recorded.
- For accidental exposure or misuse, a 2 point AE will be deducted from the course where the exposure occurred.

**Returning students**
If a student has dropped or failed the program the dosimeter must be returned. If the dosimeter has not been returned a “lost dosimeter” fee and reading will be reported for that student by the Landauer Company. Should the student return to the program, a 2 point AE deduction from the appropriate course will be deducted upon return.

6.3 **STUDENT PREGNANCY**
- All students who know, or suspect they are pregnant should take every precaution to protect themselves, applying information from didactic classes as well as being counseled by the Radiation Safety Officer, regarding safety in their assigned clinical rotations. A student who becomes pregnant during the Medical Radiography Program will be considered pregnant only upon voluntary written declaration of suspected or medically determined pregnancy regardless of the suspected obviousness of the student’s condition.
- A student need not offer immediate proof of the pregnancy for the pregnancy policy to be initiated; she need only voluntarily offer a signed Statement of Declaration of Pregnancy. (See Appendix O).
- The Medical Radiography program guideline on student pregnancy has been adopted for the radiation protection of the fetus of students who are pregnant upon enrollment, or who may become pregnant while enrolled in the Medical Radiography Program.
- The pregnant student will receive counseling by the RSO on information according to Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure and National Council on Radiation Protection and Measurements (NCRP) Report No. 116, “Protection of the Embryo-Fetus.” The student will be required to maintain dose limits for the embryo and fetus which is no more than 0.5 rem during the entire gestational period and no more than .05 rem in any month, both with respect to the fetus. She must then choose one of the following options:
  - withdraw from the Medical Radiography Program and return in a subsequent semester (not to exceed 1 full semester; fall, spring, or summer) or
  - complete the program without modification
- Students who choose to withdraw from the Medical Radiography program may return in a subsequent semester by notifying the Department Chair and/or Program Director at the time of their return. If the student takes more than one full semester to return, the student must follow the degree plan of the most current San Jacinto College Catalog.
- The student may continue the program without modification
  - A second radiation dosimeter will be issued to measure fetal exposure
  - The fetal radiation dosimeter is to be worn under the lead apron during fluoroscopy exams. (See Radiation Dosimeters, Section 5.16)
  - Students are encouraged to consult with a physician regarding pregnancy and prenatal care.
- Option for written withdrawal of declaration: A student may withdraw the declaration of pregnancy at any time. The revocation of pregnancy declaration notifies the program of the student’s choice to revoke her previous election to apply federal and/or state radiation dose limits to an embryo/fetus as a condition of her radiation related clinical experiences in the program. (See Appendix O).
- Neither San Jacinto College nor the student’s assigned Clinical Education Centers will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.
## Appendix A

### COMPETENCY GRID Graduating Classes Fall (December 2014) and later

<table>
<thead>
<tr>
<th>Competency Exam</th>
<th>min view</th>
<th>Date</th>
<th>Verified by</th>
<th>P/S</th>
<th>Competency Exam</th>
<th>min view</th>
<th>Date</th>
<th>Verified by</th>
<th>P/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest/Thorax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Spine and Pelvis</td>
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<td></td>
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</tr>
<tr>
<td>Routine Chest</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
<td>pelvis</td>
<td>M 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP stretcher/WC chest</td>
<td>M 1</td>
<td></td>
<td></td>
<td></td>
<td>hip</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ribs</td>
<td>M 3</td>
<td></td>
<td></td>
<td></td>
<td>x-table lateral hip (Danelus-Miller)</td>
<td>M 1</td>
<td></td>
<td></td>
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<tr>
<td>Lateral Decubitus</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>lumbar spine</td>
<td>M 5</td>
<td></td>
<td></td>
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<tr>
<td>Sternum</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>thoracic spine</td>
<td>M 3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Soft tissue neck</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>cervical spine</td>
<td>M 5</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Abdomen</strong></td>
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<td></td>
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</tr>
<tr>
<td>x-table cervical (trauma)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen Supine</td>
<td>M 1</td>
<td></td>
<td></td>
<td></td>
<td>sacrum or coccyx</td>
<td>M 2</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Abdomen Upright</td>
<td>M 1</td>
<td></td>
<td></td>
<td></td>
<td>scoliosis</td>
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<tr>
<td>Abdomen series with Decubitus</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>SI Joints</td>
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<td></td>
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<tr>
<td>IVU</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>Portable Studies</td>
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<tr>
<td><strong>Upper Extremity</strong></td>
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<td></td>
</tr>
<tr>
<td>Thumb/finger</td>
<td>M 3</td>
<td></td>
<td></td>
<td></td>
<td>port abdomen</td>
<td>M 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hand</td>
<td>M 3</td>
<td></td>
<td></td>
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<td>port orthopedic</td>
<td>M 2</td>
<td></td>
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</tr>
<tr>
<td>wrist</td>
<td>M 3</td>
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<td>**Craniofacial ******</td>
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<tr>
<td>forearm</td>
<td>M 2</td>
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<td></td>
<td></td>
<td>skull</td>
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<tr>
<td>elbow</td>
<td>M 3</td>
<td></td>
<td></td>
<td></td>
<td>sinus</td>
<td>3</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>humerus</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
<td>facial</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>shoulder</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
<td>orbits</td>
<td>3</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>trauma shoulder</td>
<td>M 1</td>
<td></td>
<td></td>
<td></td>
<td>zygomatic arches</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>trauma upper ext non shoulder</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
<td>nasal bones</td>
<td>3</td>
<td></td>
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<tr>
<td>clavicle</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
<td>mandible</td>
<td>3</td>
<td></td>
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<td></td>
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<tr>
<td>scapula</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>Fluoroscopic ***</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>AC joints</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>UGI (single or double)</td>
<td>2</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Lower Extremity</strong></td>
<td></td>
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<tr>
<td>BE (single or double)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>foot</td>
<td>M 3</td>
<td></td>
<td></td>
<td></td>
<td>small bowel</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ankle</td>
<td>M 3</td>
<td></td>
<td></td>
<td></td>
<td>esophagus</td>
<td>2</td>
<td></td>
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<td>knee</td>
<td>M 3</td>
<td></td>
<td></td>
<td></td>
<td>cystogram</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>tib/fib</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
<td>ERCP</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>femur</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
<td>myelogram</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>patella</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>arthrogram</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>calcaneus</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
<td>Pediatrics (6 or under)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>toes</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>chest</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>trauma lower extremity</td>
<td>M 2</td>
<td></td>
<td></td>
<td></td>
<td>upper extremity</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>Surgical Studies</td>
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<tr>
<td>lower extremity</td>
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<td></td>
</tr>
<tr>
<td>C Arm Ortho</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td>abdomen</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Arm Ortho or non ortho</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>mobile study</td>
<td>1</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

* Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc. A trauma shoulder may not be used for the trauma upper extremity competency.

** Trauma Shoulder – the routine must include a scapula Y, transthoracic lateral, or an axiolateral.

*** Fluoro- must complete must complete 3. Must include an UGI, BE and a myelogram or arthrogram.

**** Craniofacial – must complete skull, sinus or facial bones.

***** If the minimum number of images are not done at a clinical facility, additional projections may be simulated; however, the exam will count as a simulated exam.
### General Patient Care Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Date Completed</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CPR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Vital signs (blood pressure, pulse, respiration)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Sterile and aseptic technique</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Venipuncture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Transfer of patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Care of patient medical equipment (e.g., oxygen tank, IV tubing)</td>
<td>O2</td>
<td>IV</td>
</tr>
<tr>
<td></td>
<td>O2</td>
<td>IV</td>
</tr>
</tbody>
</table>

### Final Category Competency

<table>
<thead>
<tr>
<th>Competency</th>
<th>Date Completed</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest/Abdomen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extremities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contrast Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craniofacial/Vertebral Column</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The guidelines in this document are subject to change. Notice will be given with regard to any changes.
APPENDIX B
San Jacinto College Central
Medical Radiography Program
Advisement Notice
Attendance/Affective Evaluations/NCNS/Probation/Competency Attempts

Student: ______________________________________  Date: _______________

Course Title and Number: RADR___________________

Your current attendance is as follows:

_____ Hours Absent  _____ NCNS

_____% Clinical Attendance  _____ Tardies/Leave Earlies

_____ Reached or Exceeded 10%  _____ Total number of program tardies/leave earlies

Affective evaluations for _______________________________________________________

☐ Should you have 3 instances of tardies or leave earlies in any combination, 5 points will be deducted from your clinical average.

☐ Should you have 6 instances of tardies or leave earlies in any combination, you will have to make and keep an appointment with the Department Chairman to be placed on probation.

☐ Should you meet or exceed 10% absence, you will not receive a passing grade for this clinical course. If you reach or exceed 10% absence and the withdrawal date has not passed, you must withdraw from the course. If you fail to do so by the withdrawal date you will receive an F for the clinical semester. If you reach or exceed 10% absence after the withdrawal date has passed you will receive an F for the clinical semester.

☐ You have failed to call or be present by 1 hour after the designated start time for clinic resulting in a no call/no show (NCNS), therefore, 5 points will be deducted from your semester clinical grade.

☐ You have had a no call/no show (NCNS) in a prior semester, should you have another NCNS prior to the completion of the program, you must make and keep an appointment with the Department Chairman to be placed on probation.

☐ Repeated affective evaluations may cause probation or suspension from the program.

☐ You were placed on probation in a previous semester. Should you commit a probation or suspension level offense while in the program you will be suspended from the program.

☐ You have failed to prove competency on ______________________ after 4 attempts. 10 points will be deducted from your clinical grade. Should you fail to prove competency after a 5th attempt you will receive a grade of F for your clinical grade.

☐ Should you exceed 20 tardies or Leave earlies in any combination while in the Medical Radiography program you will be suspended from the program.

Please refer to the attendance section of your Clinical Handbook and Syllabus for attendance concerns and AE rating section for excessive affective evaluations.

Instructor’s Comments: ______________________________________________________

Student’s Comments: ______________________________________________________

Student Signature                        Date                        Instructor Signature                      Date
APPENDIX C
Affective Evaluation

Student __________________________________ Date ______________________

Clinical Site __________________________ Course _____________ Semester ______________

Affective Evaluation Description: ________________________________________________

AE points ____________
Instructors comments __________________________________________________________

____________________________________________________________________________
____________________________________________________________________________

Student signature and date __________________ Instructor signature and date ________________

AFFECTIVE EVALUATIONS

This factor is judged by the clinical instructor. The following list of unprofessional activities will result in the writing of an affective evaluation (AE). Some affective evaluations (AEs) are considered more serious than others and are assessed a different point value. The number of points for each AE is listed beside it. This should not be considered an all-encompassing list. Repeated occurrence of these unprofessional activities may result in probation or suspension from the Medical Radiography Program. (See Section 4.15).

<table>
<thead>
<tr>
<th>Uniform and Appearance AE’s</th>
<th>Reliability AE’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>No name badge/markers (2)</td>
<td>Fails to stay in assigned area (2)</td>
</tr>
<tr>
<td>Fails to sign in/out (clock in/out) (2)</td>
<td>Fails to follow instructions (2)</td>
</tr>
<tr>
<td>Uniform un-kept/non-regulation (1)</td>
<td>Unprofessional conduct (2)</td>
</tr>
<tr>
<td>Unshaven (1)</td>
<td>Radiation protection violations (2)</td>
</tr>
<tr>
<td>Hair not clean and dry (1)</td>
<td>Doing homework in clinic (2)</td>
</tr>
<tr>
<td>Hair not pulled back (1)</td>
<td>Fails to work consistently (2)</td>
</tr>
<tr>
<td>Chewing gum (1)</td>
<td>Discussion of grades (2)</td>
</tr>
<tr>
<td>Non-regulation uniform (1)</td>
<td>Patient Safety violations (minor) (2)</td>
</tr>
<tr>
<td>Smoking while at clinic (2)</td>
<td>(see 4.14 Probation/suspension/dismissal for major violations)</td>
</tr>
</tbody>
</table>

Responsibility AEs, the student:
Fails to accept responsibility for his/her own work. (2)
Takes an excessive number of or excessively long breaks (2)
Fails to perform as directed (2)
Fails to maintain a professional relationship (2)
Fails to bring this clinical handbook & syllabus first day (1)
Fails to bring fee slip on the first day (1)
Failure to attend orientation on the first day of clinic (2)
Performs exams without direct or indirect supervision as defined under “Supervision” (2)
Performing an exam on the correct patient under the correct patient name, but incorrect accession number. (2)
Failure to enter daily clinical exams into the Trajecsys log sheets in a timely manner (2)
Failure to report to the clinical coordinator for course reduction signature (2)
Having a cell phone or electronic device at clinic (2)
APPENDIX D
San Jacinto College
Medical Radiography Program
STUDENT SEMESTER CLINICAL EVALUATION

STUDENT: ___________________________________  Date: ______________________
Course ___________________ Semester _______________ Facility ________________

Scale:
3 = Strongly agree; student excels in this area
2 = Agree; good work!
1 = Disagree; student needs improvement in this area.
0 = Strongly disagree; Student needs further instruction/remediation/conference.
NA = Not applicable.

1 PERSONAL APPEARANCE: Presents a professional image; always well-groomed and always in accordance to dress code. 3 2 1 0 NA

2 INITIATIVE: Self-starter; always accepts responsibility; seeks additional work; eager to learn and perform exams learned. 3 2 1 0 NA

3 PROFESSIONAL ETHICS (Integrity, loyalty, and impressions the student makes; professional judgment.)
   a. Conforms to professional standards of conduct; demonstrates unrestricted care including differences in age, gender, race, creed, social, cultural, or economic status, handicap, personal attributes, or the nature of the health problem. 3 2 1 0 NA

4 INTERPERSONAL RELATIONS:
   a. Uses and accepts suggestions and criticism for self-improvement. 3 2 1 0 NA
   b. Demonstrates effective verbal/non-verbal communication skills. 3 2 1 0 NA
   c. Displays positive and cooperative attitude, and works well with others promoting teamwork. 3 2 1 0 NA

5 PATIENT CARE AND RAPPORT
   a. Instills confidence to patients through communication and concern 3 2 1 0 NA
   b. Observes patients during procedures and responds to patient’s needs; aware of patient’s needs; considerate. 3 2 1 0 NA
   c. Delivers unbiased care for all patients. 3 2 1 0 NA

6 CLINICAL ABILITY
   a. Efficiently interprets physician orders and requests. 3 2 1 0 NA
   b. Exceptional ability in evaluating image quality. 3 2 1 0 NA
   c. Demonstrates proper use of radiation protection. 3 2 1 0 NA
   d. Utilizes equipment efficiently and correctly 3 2 1 0 NA
   e. Produces quality images with minimal repeat rate 3 2 1 0 NA
   f. Effectively organizes workflow and completes exams in a timely manner 3 2 1 0 NA
   g. Demonstrates confidence when performing routine procedures 3 2 1 0 NA
   h. Performs with the appropriate level of supervision 3 2 1 0 NA
   i. Demonstrates knowledge and selection of exposure factors 3 2 1 0 NA

7 CRITICAL THINKING SKILLS
a. Exceptional ability to handle pressure. Always calm and efficient in busy or crises situations.  
   3 2 1 0 NA

b. Effectively demonstrates ability to complete non routine procedures with minimal to no assistance  
   3 2 1 0 NA

<table>
<thead>
<tr>
<th>COMPETENCY EXAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Aggressively pursued precompetency exams. 3 2 1 0 NA</td>
</tr>
<tr>
<td>b. Aggressively pursued competency exams. 3 2 1 0 NA</td>
</tr>
</tbody>
</table>

Clinical Instructor comments:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

INSTRUCTOR SIGNATURE:_________________________ DATE: ___________
STUDENT SIGNATURE:____________________________ DATE: ___________
STUDENT:__________________________________  Date:____________________
Course _______________ Semester _______________ Facility ________________

Scale: 3 = Strongly agree; student excels in this area
2 = Agree; good work!
1 = Disagree; student needs improvement in this area.
0 = Strongly disagree; Student needs further instruction/remediation/conference.
NA = Not applicable.

1 PERSONAL APPEARANCE: Presents a professional image; always well-groomed and always in accordance to dress code. 3 2 1 0 NA
2 INITIATIVE: Self-starter; always accepts responsibility; seeks additional work; eager to learn and perform exams learned. 3 2 1 0 NA
3 PROFESSIONAL ETHICS: Conducts self in appropriate manner at all times; conforming to professional standards of conduct with integrity. 3 2 1 0 NA
4 INTERPERSONAL RELATIONS:
   a. Uses and accepts suggestions and criticism for self-improvement. 3 2 1 0 NA
   b. Demonstrates effective verbal/non-verbal communication skills. 3 2 1 0 NA
   c. Displays positive and cooperative attitude, and works well with others promoting teamwork. 3 2 1 0 NA
5 PATIENT CARE AND RAPPORT
   a. Instills confidence to patients through communication and concern 3 2 1 0 NA
   b. Observes patients during procedures and responds to patient’s needs; aware of patient’s needs; considerate. 3 2 1 0 NA
   c. Delivers unbiased care for all patients. 3 2 1 0 NA
6 CLINICAL ABILITY
   a. Efficiently interprets physician orders and requests. 3 2 1 0 NA
   b. Exceptional ability in evaluating image quality. 3 2 1 0 NA
   c. Demonstrates proper use of radiation protection. 3 2 1 0 NA
   d. Efficiently operates equipment and produces quality images with few repeats in a timely manner 3 2 1 0 NA
7 CRITICAL THINKING SKILLS
   a. Exceptional ability to handle pressure. Always calm and efficient in busy or crises situations. 3 2 1 0 NA
   b. Effectively demonstrates ability to complete non routine procedures with minimal to no assistance 3 2 1 0 NA

Supervising technologist signature ____________________________ Date _______________
# APPENDIX F
SAN JACINTO COLLEGE MEDICAL RADIOGRAPHY
CLINICAL COMPETENCY FORM - ROUTINE DIAGNOSTIC

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Date</th>
<th>Exam Type</th>
<th>Competency Attempt</th>
</tr>
</thead>
</table>

1. **ROOM PREPARATION:**
   - Machine position (SID/System green light) & room/contrast prepared 5
   - Computer/Control Panel 6
   **Total** 11

2. **PATIENT RELATIONSHIP / PATIENT ASSESSMENT**
   - Patient ID / Introduction (requisition evaluation, history) 4
   - Patient dressing & assessment 2
   - Patient Assistance, patient monitoring & Management 2
   - Breathing Instructions 2
   **Total** 10

3. **POSITIONING SKILLS**
   - Body Position 9
   - Part to Image receptor 9
   - Tube to Image receptor (angle) 9
   **Total** 27

4. **EQUIPMENT MANIPULATION & OPERATION**
   - Technical factors selection (AEC, Manual) 5
   - Proper Manipulation / Usage of X-Ray Equipment & Processing 4
   - Time Management / Delay of exam 4
   - Marker placement 5
   **Total** 18

5. **IMAGE ANALYSIS & EVALUATION**
   - ID / Critique 2
   - ID / Critique 2
   **Total** 4

6. **RADIATION PROTECTION & SAFETY**
   - Repeat exposure / Overexposure 8
   - Collimation/IR size / No pregnancy question 8
   - Shielding 4
   - Multiple Repeat exposures/multiple overexposures 10
   **Total** 30

**STUDENT SIGNATURE** ________________________________ **GRADE** __________________

**INSTRUCTOR SIGNATURE** ________________________________

Signature acknowledges receipt, not agreement with the grade

REV: Spring 2014
APPENDIX G
SAN JACINTO COLLEGE - MEDICAL RADIOGRAPHY PROGRAM
CLINICAL COMPETENCY EVALUATION FORM FOR C-ARM

Student______________________________ Grade _____________ Date_____________

Exam/Procedure _______________________________ Facility ____________________
Type of Evaluation:   Competency (   ) Repeat Exam: Yes (   ) No (   )
Scale: 3 = Strongly agree; good work! 2 = Agree; Needs Improvement
1 = Disagree; Needs Improvement 0 = Disagree; Requires Remediation and/or Conference
N/A = Not Applicable

<table>
<thead>
<tr>
<th>Performance Evaluation</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Equipment Set-Up/Break Down</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plug-In C-arm in correct order</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Type in patient information (name, MRN#, etc.)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unplug C-arm in correct order</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Maintains Sterile Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drape C-arm properly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains sterile field throughout case</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Undrape C-arm and dispose of drape properly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Equipment Manipulation</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Bring C-arm across field into correct position</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turn and flip image to correct anatomical position</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Being alert and paying attention to doctor’s needs during case</td>
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<tr>
<td>4. Printing and/or Storage of Images</td>
<td></td>
<td></td>
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<tr>
<td>Knows how to save an image from C-arm control panel</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Knows how to annotate image if needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knows how to print images if needed</td>
<td></td>
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<tr>
<td>5. Knowledge of Procedure/Anatomy</td>
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<tr>
<td>Knowledgeable of which procedure is being done and why</td>
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<tr>
<td>Knows which body part is involved in the procedure</td>
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<tr>
<td>Able to identify anatomy within the images taken</td>
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<tr>
<td>6. Overall Performance During Examination</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total Points Scored :                           /</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Comments:

EVALUATOR SIGNATURE: ________________________________   DATE: _____________
STUDENT SIGNATURE: ________________________________   DATE: _____________
APPENDIX H
San Jacinto College
Medical Radiography Program
Portable Equipment Performance Evaluation

Student Name ____________________________ Date ______________

Semester __________________________ Site ___________________

Students must complete the portable equipment performance evaluation check off with competency before attempting patient clinical competency exams utilizing portable equipment. The skills check off is a completion competency only and a grade of 80% or higher must be achieved.

3 – Strongly agree – excellent work, student needs no additional instruction
2 – Agree – good work, student can perform with very little assistance
1 – Disagree – unacceptable, student needs practice
0 – Strongly Disagree – unacceptable, student needs remediation

1 The student is able to drive, steer and stop the portable equipment without difficulty or assistance. 3 2 1 0
2 The student is able to determine and set appropriate SID consistent with the exam. 3 2 1 0
3 The student is able to collimate correctly and consistent with the needs of the exam. 3 2 1 0
4 The student is able to set the tube to place the CR perpendicular to the IR. 3 2 1 0
5 The student is able to manipulate the tube to place the CR at varying angles to the IR. 3 2 1 0
6 The student is able to set appropriate technical factors consistent with the needs of the exam. 3 2 1 0

7 The student is able to competently perform an Abdomen exam utilizing the portable equipment:
   a. Correct part positioning 3 2 1 0
   b. Correct IR/Part alignment 3 2 1 0
   c. Correct CR/IR alignment (including angle, centering and SID) 3 2 1 0
   d. Correct Technical factor Selection 3 2 1 0
   e. Proper patient instructions 3 2 1 0
The student is able to perform an AP Chest Exam utilizing the portable equipment:

a. Correct part positioning 3 2 1 0  
b. Correct IR/Part alignment 3 2 1 0  
c. Correct CR/IR alignment (including angle, centering and SID) 3 2 1 0  
d. Correct Technical factor Selection 3 2 1 0  
e. Proper patient instructions 3 2 1 0  

The student is able to perform a cross table extremity exam utilizing the portable equipment.

a. Correct part positioning 3 2 1 0  
b. Correct IR/Part alignment 3 2 1 0  
c. Correct CR/IR alignment (including angle, centering and SID) 3 2 1 0  
d. Correct Technical factor Selection 3 2 1 0  
e. Proper patient instructions 3 2 1 0  

The student demonstrates proper radiation protection practices when performing a portable exam. 3 2 1 0  

Total Points ______/66=   __ _______grade

Instructor Signature ________________________________________________________________

Student Signature ________________________________________________________________
APPENDIX I
SUPERVISION OF STUDENTS IN CLINICAL AND LABORATORY SETTING

Purpose: To ensure proper supervision is maintained at all times in the clinical setting with all San Jacinto College Medical Radiography students. All radiologic exposures made by students must be performed under the appropriate level of supervision. Any violation of this policy is a direct violation of the guidelines of the JRCERT; violation should be reported to the Program Director (Ms. Phillips) or Clinical Coordinator (Ms. Zerbe) immediately; and violation will result in a disciplinary action against the student.

Policy and Definitions:

- **Direct Supervision** (see definition and related rules to follow): Assures patient safety and proper educational practices. The JRCERT defines direct supervision by a **qualified** radiographer who:
  - Reviews the procedure in relation to the student’s achievement
  - Evaluates the condition of the patient in relation to the student’s knowledge
  - Is physically present during the conduct of the procedures, and
  - Reviews and approves the procedure and/or image

- **Students must be directly supervised until competency is achieved.**

- **All student repeat radiographs are to be completed under direct supervision by qualified radiographer.**

- **Students will always be required to have direct supervision when performing mobile exams of any kind.**

- **Under NO circumstance is a student ever allowed to hold a patient for exams**

- **Indirect Supervision** (see definition and examples to follow): Promotes patient safety and proper educational practices. The **qualified** radiographer must:
  - Check to ensure the student has completed competency satisfactorily in the exam being performed and the correct order is presented to student
  - Feel confident the student has knowledge and patient skills in order to perform the examination independently in a successful manner
  - Must approve and send all images completed
  - Must be “immediately available” to assist students regardless of level of student achievement (see definitions)

Definitions:

- **Direct Supervision** is defined as student supervision by a qualified radiographer who, reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is physically present during the procedure, and reviews and approves the procedure and/or image(s).

- **Indirect Supervision** is defined as student supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

- **“Immediately available”** is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

- **Qualified Radiographer**: A **qualified technologist (radiographer)** is defined as a technologist who is certified by the ARRT in radiography and/or, holds a current unrestricted license in radiography with Texas Department of State Health Services. Supervision by a Limited Scope Radiographer is **not** allowed.
Related Rules/Examples:
• Students must be **directly supervised** until they have been proven competent in the didactic and laboratory settings.

• Students **MUST** have their images checked and verified by a qualified radiographer and may not be given access to the clinical site computer system for any reason unless under **direct supervision** by a qualified radiographer.

• All student repeats are to be completed under **direct supervision** by qualified radiographer. (Any student who performs an exam without proper supervision can be suspended).

• A qualified technologist **MUST** always review the examination request and procedure ordered in relation to the student’s achievement and experience before allowing the student to proceed.

• Students may be indirectly supervised after competency has been reached in the clinical setting. *(Note that clinical competencies can only be done after didactic and laboratory testing).*

• Students will always be required to have direct supervision when performing exams after patient has been administered IV contrast.

  **Hospital/Clinical Affiliate:** ____________________________________________

  **Semester:** Summer 2015

  *All technologists please sign below after reading and understanding the SJC’s Medical Radiography Supervision Policy*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
San Jacinto College Central
Medical Radiography Program

Student Absence Declaration

I _________________________________ hereby declare that I will be absent on the following date(s). I understand the implications of absenteeism as described in the Medical Radiography Clinical Handbook and Syllabus.

Date(s)
____________________________________________
____________________________________________

□ Should you have 3 instances of tardies or leave earlies in any combination, 5 points will be deducted from your clinical average.

□ Should you have 6 instances of tardies or leave earlies in any combination, you will have to make and keep an appointment with the Department Chair/Program Director to be placed on probation.

□ Should you meet or exceed 10% absence, you will not receive a passing grade for this clinical course. If you reach or exceed 10% clinical absence you will be advised to withdraw from the course. If you do not withdraw from the course and the withdrawal date passes or if you reach or exceed 10% after the withdrawal date has passed you will receive a grade of F for the clinical semester.

Absences are considered unexcused except in the rarest of circumstances such as military service or court ordered subpoena to serve as a witness. In any case as those, written documentation must be provided to the clinical coordinator as soon as the student is notified, and clinical time missed must be made up before the completion of the semester. The following point deductions for clinical absence will be applied:

Point deductions for Promptness and Attendance:*
Percentage absent Points Deducted
0% – 3.7% 0 points
3.8% – 6.99% 3 points
7% – 7.99% 6 points
8% – 8.99% 8 points
9% - 9.99% 10 points

______________________________________________                 _________________________________
Student Signature                        Date                        Instructor Signature
APPENDIX K
SKILLS LABORATORY

The Skills Lab provides services that are designed to assist students in the acquisition of skills presented throughout the curriculum.

The medical radiography lab contains three energized radiographic rooms (one with DR capability), darkroom, and light/viewing room and a computed radiography processing unit. The lab is designed to simulate a small radiology department. Students have the opportunity to practice radiographic skills and techniques with selected part phantoms and other teaching equipment under the supervision of an instructor and/or faculty. Students also participate in radiologic positioning activities on classmates and therefore must consent to participate in lab activities. (see Appendix L)

SKILLS LABORATORY RULES AND GUIDELINES

- Schedules for lab practice and experiments are posted on the RADR bulletin boards and in the viewing room of the laboratory. Students are expected to attend ALL scheduled lab practices according to the defined schedule.
- Students must sign in providing name, date and time preceding lab practice or performance of experiments as well as when leaving.
- Students are strongly encouraged to use the skills laboratories on a continuous basis by advance appointment and during scheduled lab hours.
- Handle materials and equipment with care. Destructive use of equipment and supplies will not be tolerated. Students are responsible for the equipment while using it.
- No eating or drinking in the lab.
- Student must dress appropriately for laboratory assignments.
- All phantoms and auxiliary equipment must be properly stored. All used linen must be properly disposed of.
- Students are responsible for the condition of the laboratory rooms. Equipment and work area must be clean. Any soiling or unsafe condition that cannot be corrected immediately must be reported to the lab instructor.
- A clinical instructor or a faculty member will be available to supervise and assist students with procedures. Exposures cannot be made without supervision.
- Radiation safety practices must be applied during laboratory practice (Refer to the Section on Radiation Protection Guidelines). Dosimeters must be worn when in the skills laboratory (C11.1090).
- Students must safely operate the Skills Lab imaging equipment and accessories and report any malfunctions to the Instructor/Faculty.
- During certain laboratory assignments it will be necessary for students to utilize various types of needles. If a needle stick occurs on campus it is the student’s responsibility to seek medical attention. If the student has any questions he/she will need to contact the San Jacinto College Central Safety Office at 281-998-6183. Needle sticks in any other setting should follow the full exposure control protocol.
Laboratory evaluations/competencies are considered assessments of students’ skills (i.e. examinations). Students must attend laboratory evaluations according to schedule and promptly.

In the event that a student does not pass a portion of the evaluation, he/she will need to schedule an appointment to for remediation and revaluation. That portion of the evaluation must be repeated and successfully completed. The grade achieved in the first skills evaluation will be used for grading purposes.

Should a student continuously fail to adhere to the laboratory rules and guidelines, an affective evaluation will be given resulting in a reduction in points from the laboratory grade, including laboratory evaluations. The number of points deducted will be at the discretion of the faculty member.

Clinical Simulation: When the laboratory is used for clinical competency simulation exams all laboratory rules and guidelines must be followed. Simulations will be assigned by appointment only. The student must prove competency with a grade of 80 or better. If the student fails to prove competency he/she will need to schedule an appointment for reevaluation. The student will repeat the simulated exam until competency is proven; however the grade achieved in the first attempt will be utilized for final grading purposes. Grades are calculated into the student’s clinical semester.

SKILLS LABORATORY HOURS

Students must adhere to the posted lab schedules. Students requiring additional practice must schedule use of the lab with the lab instructor. Students who miss any scheduled lab practice without an excuse will not be permitted to participate in extra practice sessions.

There will be open (extra) lab times posted at the discretion of the instructors/faculty. If this occurs a sign-up sheet will be posted and only a specific number of students will be allowed in the lab at any given time.

Laboratory rules and guidelines are subject to change at the discretion of the program management and faculty.
CONSENT TO LABORATORY and CLINICAL/PRACTICUM PARTICIPATION

Please read the following statements carefully and sign the form as indicated below.

I agree to participate in simulated laboratory activities required by the Medical Radiography Program at San Jacinto College for the duration of my enrollment in the program. I understand that the activities include the performance of radiographic skills, techniques and experiments and are supervised by a certified and licensed practitioner of Medical Radiography, as part of the learning experience for students enrolled in the program. I understand that all efforts will be made to provide modesty and safe conditions for me. If I feel uncomfortable with any position or manner of touch, I will tactfully provide feedback to my classmate and the lab instructor. If the issue is not resolved by this means, I will report the behavior to the department chair/program director immediately. I will report any physical condition or change that may present a potential health or safety risk.

Instruction may periodically require physical contact between faculty and preceptors for the purpose of physically guiding appropriate techniques. This contact may be necessary for proper instruction and student/patient safety during laboratory and clinical experiences under the supervision of clinical personnel and instructors from San Jacinto College.

I understand that I must continue to comply with the Core Performance Standards as stated in the Medical Radiography Handbook. I will inform my instructor of any allergies, such as latex or asthma before lab sessions begin.

I agree to follow the Radiation Safety and Protection Guidelines as well as the Skills Laboratory Policies found in Medical Radiography Handbook. I will practice considerate and respectful non-verbal and verbal communication during all lab activities. I will promptly report any malfunctioning equipment or unsafe practice to my instructor immediately.

During laboratory skills rotation students manipulate equipment and position other students. If an injury, allergic reaction of any kind, or any other medical issue occurs during these rotations or in the classrooms, it is the students’ responsibility if needed, to seek medical attention at their own expense.

If a student is exposed to any blood, body fluid, air born or droplet pathogen the student must complete the post exposure procedures as required by the agency/affiliate and/or school (San Jacinto College and/or Imaging Department) at the student’s own expense. The student and instructor will complete a San Jacinto College Departmental Incident Report Form and submit it to the department chair/program director within 7 days of the incidence. The return to school and/or practicum (clinical rotations) will be determined by the school with the advice the physician’s statement.

During certain laboratory assignments it will be necessary for students to utilize various types of needles. If a needle stick occurs on campus it is the student’s responsibility to seek medical attention at their own expense. If the student has any questions he/she will need to contact the San Jacinto College Central Safety Office at 281-998-6183.

My signature below certifies that I have read and understand these laboratory/clinical/practicum guidelines, accept that it may be an appropriate and necessary part of instruction, and am accepting of this practice.

___________________________________  ____________________
Print Name                                          Date

___________________________________
Student’s signature
# Appendix M
San Jacinto Medical Radiography
Skills Lab Testing: Performance Evaluation

Name ___________________________  FINAL GRADE ________________

Date ____________________________
Evaluator __________________________
Patient ___________________________  Exam ____________________________

<table>
<thead>
<tr>
<th>Position</th>
<th>Bod y Part (cm)</th>
<th>I. Radiation Protection/ Patient Care</th>
<th>II. Positioning Skills</th>
<th>III. Equipment Manipulation</th>
<th>Total Per Row</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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<td>0 1 2 3</td>
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<td>0 1 2 3</td>
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</tr>
</tbody>
</table>

Total points _____________

Exam Grade _______________
(Pts. earn / possible pts.)

COMMENTS
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
San Jacinto College Medical Radiography Procedures

Laboratory Evaluation Deductions

Patient Care and Radiation Protection:
(-1) Incorrect Dressing Instructions would not cause a repeat (1 deduction per exam)
(-2) No dressing Instructions or instructions that would cause a repeat (1 deduction per exam)
(-2) Did not correctly Identify Patient (2 ways: ex name & DOB) (1 deduction per exam)
(-1) Failed to explain exam to patient
(-2) Failed to secure patient safety before and after exam
(-1) Left patient in an uncomfortable position for too long
(-2) Did not ask female pregnancy status (1 deduction per exam)
(-2) Did not shield when appropriate
(-2) Shielded and compromised the Exam
(-2) Improper Collimation- under collimated

Positioning Skills:
(-1) Part-IR alignment error: Minor. Not a Repeat
(-3) Part-IR alignment error: Major. Repeat
(-1) Minor Positioning error: Not a repeat: ex. slightly over/under rotated
(-3) Major Positioning error: Wrong exam or caused a repeat
(-2) Wrong tube angle: wrong direction, no angle when required. Repeat
(-1) Wrong tube angle: by more than 5 degrees but less than 10
(-2) Incorrect breathing instructions
(-1) Incorrect Patient Instructions: body placement, incorrect order causing time or patient discomfort.

Equipment
(-3) Marker in anatomy/Mismarked/No marker. Repeat
(-1) incorrect marker placement (If outside collimation and scatter would pick it up)
(-1) IR wrong direction (CW vs LW)
(-3) IR wrong direction causing repeat
(-3) IR upside down
(-1) Wrong IR size not to cause a repeat
(-3) Wrong IR size causing a repeat
(-2) Failed to use needed Grid
(-3) Used Grid in Bucky
(-1) CR to IR alignment: not a repeat
(-3) CR to IR alignment: Repeat
(-2) Improper collimation- over collimated clipping anatomy
(-2) Incorrect SID by more than 2”
(-3) Failed to change IRs between exposures (double exposure)
(-1) Left IR in the X-Ray room
(-1) Inappropriate use of locks (tube or Bucky)
(-1) Incorrect measurement of patient (3 cm or more)
(-2) major technique error (caused a repeat)
(-1) Minor technique error
(-1) Failed to use or improperly used necessary ancillary equipment (ex. Sponges, lead masking)

Revised 7/2015
APPENDIX N
SAN JACINTO COLLEGE CENTRAL
HEALTH SCIENCES STUDENT RELEASE OF INFORMATION REQUEST

I (student name) ______________________________ request that (faculty name)
_________________________________________ release information to (name of institution/hospital)
_________________________________________ regarding my academic/clinical performance in the
_________________________________________ program.

Expiration Date: ______________________________

_________________________________________ Student Signature _________________ Date

I (faculty name) ______________________________ agree to provide (student name)
_________________________________________ a reference document to (name of
institution/facility) _____________________________.

_________________________________________ Faculty Signature _________________ Date

_________________________________________ Faculty Contact Phone Number

This student release form is required from every Central Campus Health Science student, for each
letter of reference submitted to San Jacinto College Central Campus Health Sciences Division.

Faculty will provide a copy of the letter given to the student.
APPENDIX O
San Jacinto College Central
Medical Radiography
Statement of Declaration of Pregnancy

☐ I, ____________________________, am declaring that I am currently pregnant and enrolled in the Medical Radiography Program. I agree to abide by the following guidelines, as listed in the Medical Radiography Student Handbook/Syllabus.

☐ I, ____________________________, withdraw my declaration of pregnancy while enrolled in the Medical Radiography Program. I do not wish to obtain a fetal radiation dosimeter.

Student Pregnancy Policy
The Medical Radiography program policy on student pregnancy has been adopted for the radiation protection of the fetus of students who are pregnant upon enrollment, or who may become pregnant while enrolled in the Medical Radiography Program.

- The disclosure of a student’s pregnancy is on a voluntary basis.
- Students who choose to withdraw from the Medical Radiography program may return in a subsequent semester (not to exceed one year) by notifying the Department Chair/Program Director at the time of their return.
- The student may continue the program without modification.
- A second radiation dosimeter will be issued to measure fetal exposure at the student’s discretion. This fetal dosimeter will be changed monthly.
- The fetal radiation dosimeter is to be worn under the lead apron during fluoroscopy exams.
- The radiation safety officer will monitor radiation exposure reports to assure compliance with dose limits established for embryos and fetuses in occupationally exposed women. Dosimeter readings that exceed “M” per wear period will be investigated by the RSO. Remediation and an advisement notice will be given if dose limits are exceeded.
- Students are encouraged to consult with a physician regarding pregnancy and pre-natal care.

I have read the policy listed above and agree to abide by all rules and guidelines. The risks have been explained and I fully understand the risks involved with working in or around ionizing radiation to my unborn fetus. NOTE: Neither the College nor any Clinical Education Center will accept responsibility for alleged radiation damage to the fetus.

Due Date/Declaration Date

______________________________________

Signature

______________________________________

Date

Radiation Safety Officer

______________________________________

Date
APPENDIX P
Medical Radiography Program

DOCUMENTATION OF RADIATION MONITORING DOSIMETER READINGS OVER 80 mrems

STUDENT __________________________________________ Date __________

CLINICAL SITE _________________________

Radiation Dosimeter Reading ___________ mR for the month of ________

If a student’s radiation dosimeter reading is over 80 mrems for any month, the following procedure
will be followed and documented.

   Date
1. Discussion between student and Radiation Safety Officer 
   concerning reason for over exposure. ____________

2. Discussion with the instructor 
   concerning possible reasons for overexposure. ____________

3. Recommendations made by the 
   instructor or RSO to prevent future overexposure. ____________

POSSIBLE REASON AND RECOMMENDATIONS:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Signature of Student

Signature of Radiation Safety Officer

Signature of Department Chair/Program Director

Date

Date

Date
APPENDIX Q
Medical Radiography Program
Dosimeter Violation Acknowledgement Form

Student___________________________________________Date___________________

Course:________________________

All students will fall into one of the following categories for the purpose of determining possible penalties.
1. Students enrolled in RADR didactic and clinical courses.
2. Students enrolled only in courses involving the Skills Laboratory.
3. Students enrolled in only a clinical course.
   ▪ A 2 point AE (see Affective Evaluation section) will be written on each student who has not changed their dosimeter by the 10th of the “change” month. This 2 point AE will cumulate and be deducted for each day that it is not changed.
   ▪ Should the student fail to change the dosimeter within two weeks of the change date, this will be considered a lost dosimeter. The 2 point AE will apply in addition to a 5 point deduction (see Lost Dosimeter section).
   ▪ Lost dosimeters will cause a 5 point deduction from the course.

Comments
____________________________________________________________________
____________________________________________________________________

Signature of Student ____________________________________________________________________________ Date _______________

Signature of Radiation Safety Officer ____________________________________________________________________________ Date _______________
# APPENDIX R

**MEDICAL RADIOGRAPHY PROGRAM**

**CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION**

*****APPLICANTS PLEASE READ*****

Below are listed the performance standards for the Medical Radiography Program. You should read these standards carefully and be sure you can comply with them. The Medical Radiography Program expects all applicants for admission to possess and be able to demonstrate the skills, attributes, and qualities set forth below. Accepted students must continue to comply with the Core Performance Standards while enrolled in the Medical Radiography Program.

<table>
<thead>
<tr>
<th>FUNCTIONAL ABILITIES</th>
<th>STANDARD</th>
<th>EXAMPLES: Relevant Activities Provided In This Document Are Not Inclusive, But Simply Suggestive</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MOTOR SKILLS</strong></td>
<td>Physical ability sufficient to move from room to room, maneuver in small places, and physical health stamina needed to carry out radiographic procedures.</td>
<td>Manipulate and adjust radiographic equipment into proper position for radiographic procedures including fixed and mobile units. Operate the control panel for manipulation of technical and exposure factors. Position patients for various radiographic procedures.</td>
</tr>
<tr>
<td><strong>MOBILITY/PHYSICAL ENDURANCE</strong></td>
<td>Physical ability sufficient to move from room to room, maneuver in small places, and physical health stamina needed to carry out radiographic and other medical procedures.</td>
<td>Move about in radiographic room, work spaces and patient rooms; administer cardiopulmonary procedures. Lift, move, and transport patients (from bed to wheelchair/stretcher and from wheelchair; stretcher to radiographic table) without causing pain or discomfort to patient or one’s self. Wear lead aprons for extended periods of time. Stand or walk for extensive periods of time. Transport mobile equipment in a timely and cautious manner.</td>
</tr>
<tr>
<td><strong>SENSORY</strong></td>
<td>Sufficient use of the senses of vision, hearing, touch, and smell to observe, assess and evaluate effectively (both close at hand and at a distance) in the classroom, laboratory, and clinical setting.</td>
<td>Hear monitor alarms and emergency signals. Hear and understand patients and other healthcare providers. Observe patient responses. Assess changes in patient color and skin texture. Perform palpation for positioning of patient.</td>
</tr>
<tr>
<td><strong>COGNITIVE</strong></td>
<td>Cognitive ability to remember previous learned materials. Ability to comprehend written and verbal information. Ability to apply learned material in new and concrete situations. Ability to organize and synthesize facts and concepts.</td>
<td>Remembrance of previous learned materials. Comprehension of written and verbal information. Application of learned materials in new and concrete situations. Ability to organize and synthesize facts and concepts.</td>
</tr>
<tr>
<td><strong>INTERPERSONAL</strong></td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.</td>
<td>Interact with patients, family, and other healthcare professionals. Function as part of a team.</td>
</tr>
<tr>
<td>CRITICAL THINKING</td>
<td>Critical thinking ability sufficient for clinical judgment; sufficient powers to intellect to acquire, assimilate, integrate, and apply information and solve problems.</td>
<td>Recognize and correct problems that may affect the outcome of radiographic procedures; assess the patient and determine priorities for care during procedures; respond with precise, quick, and appropriate actions in an emergency situation. Evaluate radiographic images in relation to exposure factor, image quality, and proper position of anatomical parts.</td>
</tr>
<tr>
<td>BEHAVIORAL</td>
<td>Possess and exhibit sufficient psychic equilibrium, motivation, and flexibility to environments Utilize and exercise professional conduct and behavior.</td>
<td>Appropriate behavioral responses include but are not limited to: Acceptance of possible changes in client behavior/response or health status and ability to demonstrate caring/empathetic responses to client behavior. Acceptance of assignment/schedule changes in the classroom, practice laboratory, and clinical setting. Compliance with all college/agency policies. Ability to respond appropriately to constructive criticism and direction from faculty/agency staff during the learning experience. Adapt to a progressive increase in classroom/clinical workload, clinical responsibilities, and patient assignments. Ability to organize tasks in order to utilize time in an effective manner. Ability to perform skills while under stress. Professional behavior and decorum for all activities related to college duties and program is mandatory.</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>Abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain procedures and give effective instruction to patient; document patient history and all pertinent information. Communicate information effectively to other healthcare providers. Evaluate written requisitions.</td>
</tr>
</tbody>
</table>

*I have read the above standards carefully and am sure that I can comply with these. I understand that I must continue to comply with these standards while enrolled in the Medical Radiography Program.*

Applicant’s signature: ____________________________________________

Printed Name: ____________________________________________ Date: ________________
# APPENDIX S

## MEDICAL RADIOGRAPHY PROGRAM

### MEDICAL HISTORY CHECKLIST: IMMUNIZATION RECORD

<table>
<thead>
<tr>
<th>STUDENT’S NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
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<tr>
<td>Physical Completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Immunization Record</th>
<th>Titer:</th>
<th>Results:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MMR</strong></td>
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</tr>
<tr>
<td>2 documented vaccines with Titer results (no older than 10 years)</td>
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<tr>
<td><strong>Tdap</strong> (2005 or newer)</td>
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<td></td>
</tr>
<tr>
<td><strong>Varicella</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 documented vaccines with Titer results (no older than 10 years)</td>
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<td></td>
</tr>
<tr>
<td><strong>Hep B Series</strong></td>
<td></td>
<td></td>
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<tr>
<td>with Titer results (no older than 10 years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hep 1</td>
<td></td>
<td></td>
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<tr>
<td>Hep 2</td>
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</tr>
<tr>
<td>Hep 3</td>
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<td></td>
</tr>
<tr>
<td><strong>PPD (TB/TST)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or negative CXR report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issued:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expires:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Flu Vaccine</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Seasonal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issued:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CPR Card</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issued:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expires:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MCV4</strong> (Meningitis)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised Spring 2013
APPENDIX T
MEDICAL RADIAGRAPHY APPEALS GUIDELINES FOR READMITTANCE

All students must meet the following minimum standards of academic achievement and successful course completion while enrolled at the Medical Radiography Program, San Jacinto College Central. Students will be evaluated at the end of each semester to establish their eligibility to enroll for the next semester. Students not meeting these standards will be academically dismissed.

- San Jacinto College requires each student to maintain a 2.0 grade point average in order to graduate.
- All RADR courses appearing on the student’s transcript, including D, F, or W will be included in the number of courses attempted.
- Grades of A, B, or C will be counted as courses successfully completed.
- Three grades of D, F, or W in any combination from a RADR course will cause suspension from the Medical Radiography Program.
- A student may appeal their suspension with the Medical Radiography Appeals Committee.

Appealing an Academic Dismissal / Suspension

If a student believes his or her performance has been negatively impacted by some type of unusual circumstance, student has the right to appeal his or her dismissal as follows:

1. Student must present a written appeal to the Department Chair of Medical Imaging/Program Director of the Medical Radiography Program.
2. Student should be prepared to provide reasons for seeking a reversal of the academic dismissal. Student is responsible for gathering and presenting all relevant documentation of facts in support of their suspension appeal. The appeal documentation will set forth:
   a. the nature of the appeal;
   b. a summary of events that resulted in the Appeal;
   c. the reason why the decision should be changed.
3. Student will be provided with an appropriate date and time to meet with the Appeals Committee.
4. Following an interview with the Appeals Committee, a decision is made to approve or deny the re-admittance of the student. The student will be notified by mail or in person from the Department Chair of Medical Imaging/Program Director of the Medical Radiography Program of the results of the appeals within 5 business days.
5. If the student is readmitted, he or she may register for the RADR courses, taking into account any restrictions/parameters that have been imposed.
6. Students are not eligible to appeal the results of this procedure any further within the Medical Radiography Program.
7. If the hearing is favorable for the student clinical placement is contingent upon availability of a clinical space at one of the clinical education centers. In some cases the student may have to wait until a clinical space becomes available.
8. If the student wishes to challenge the results of this committee he/she may appeal further by following the guidelines outlined in the San Jacinto College Student Handbook.
APPENDIX U

Consent for Release of Information
San Jacinto College – Central Campus
Medical Radiography Program

My signature below indicates that I agree to allow San Jacinto to release my health information, criminal background investigation, drug/alcohol screening, and/or relevant education information to clinical education settings, as requested. I understand this information is confidential, will be kept secure at all times, and is shared with faculty and clinical administration only as appropriate.

I certify that I do not have any positive criminal history or drug/alcohol screen as listed in the policy that would disqualify me from a clinical rotation or prevent me from being eligible to write the examination for licensure or certification.

I further understand that refusal to sign this consent will result in my inability to participate in clinical courses.

_____________________________________________
Signature

_____________________________________________
Printed Name

_____________________________________________
Date
APPENDIX V
MEDICAL RADIOGRAPHY PROGRAM
STATEMENT OF UNDERSTANDING OF POLICIES AND PROCEDURES

I, the undersigned, have read the San Jacinto College Bulletin and Student Handbook and I am aware of the College Policies, Rules and Procedures as presented in these two documents.

I have read the Medical Radiography Program Student Handbook concerning Progression Requirements, Classroom and Clinical Policies, Student Expectations, Grading and Attendance Policies, Core Performance Standards, Pregnancy Policy, Laboratory and Clinical Policies, and all other Department Policies, Guidelines, and Procedures.

I have an understanding of the Curriculum Requirements of the Medical Radiography Program and I am aware of the Graduation Requirements of the Medical Radiography Program.

__________________________
Print Name

__________________________        ________________
Student's Signature        Date
I, the undersigned have read and been informed of the danger of radiation to an embryo/fetus. Being fully aware of this, I am signing this document verifying that I am aware and understand the danger should I become pregnant while a student in the Medical Radiography Program.

Print Name: _______________________________________
Signature: _________________________________________
Date: _____________________________________________
Witness: __________________________________________
Date: ________________ _______________________________
APPENDIX X

E-Books (Textbook) Purchases

E-Book packages must be purchased and are available through the college bookstore. All required e-books (textbooks) for the first two semesters are included in this package. The following are first semester courses with e-books included in package:

**RADR 1203-Patient Care**
Ehrlich, Ruth Ann; *Patient Care in Radiography, With an Introduction to Medical Imaging*, 8th Edition, Mosby

**RADR 2209-Radiographic Imaging Equipment**
Bushong, Stewart; *Radiologic Sciences for Technologists: Physics, Biology, and Protection*, 10th Edition

Fauber; *Radiographic Image & Exposure*, 4th Edition

**RADR 1202-Radiographic Image Evaluation I**
McQuillen Martensen, *Radiographic Image Analysis*, 4th Edition

**RADR 1411-Basic Radiographic Procedures I**

**RADR 1201 Introduction to Radiography**
Introduction to Radiography is taught as a pre-requisite course and is not included in the E-Book package.

*RADR1201-Introduction to Radiography*
APPENDIX Y

DISCLAIMER

The content of this handbook is provided for the information of the medical radiography student. The content is accurate at the time of printing but may be modified or changed at any time to correspond with decisions of the San Jacinto College District Board of Regents, local, state or federal requirements. This handbook serves as an addendum to the San Jacinto College Student Handbook and students are held accountable for all of the policies, guidelines and rules included in such handbook. Students should be aware that modifications in cost, procedures, rules/regulations and course offerings may occur without advance notice.

The faculty reserves the right to assess and modify the educational requirements as information is available and student and/or curricular needs are identified.
APPENDIX Z

San Jacinto College
Department of Medical Imaging
PHOTO RELEASE FORM

I, __________________________________________, give the Medical Imaging Department of San Jacinto College permission to use my photograph in any publications, presentations and/or web applications for educational, recruiting purposes, or other program events. I understand that I may give the Medical Imaging Department a written request to withdraw my permission at any time. I also understand that my photo will not be released to any other individual, agency or institution without my written consent.

Printed Name: ______________________________

Signature: ______________________________ Date: __________

Witness: ______________________________ Date: __________
APPENDIX AA  
San Jacinto College Medical Radiography Program  
CRIMINAL BACKGROUND CHECK/ DRUG SCREENING  
I, _______________________the undersigned student of the Medical Radiography Program at San Jacinto College, do hereby acknowledge:

- That I understand I am responsible for submitting a criminal background check at a designated facility as part of the admission process to the Medical Radiography Program.
- That if I have ever been convicted of a crime such as a misdemeanor, felony or similar offense in a military court-martial, that it could result in my NOT being eligible to take the national certification examination to become a registered technologist in radiography and may NOT be eligible to work as a radiologic technologist.
- Depending on the results of the background check, a student may NOT be able to participate in clinical/practicum courses which will mean that the student cannot complete the program.
- I am required to report charges or convictions that have been withheld, deferred, stayed, set aside, suspended, or entered into a pre-trial diversion, or involved any pleas of guilt or no contest.
- I also realize that if convicted, as stated above, while enrolled as a student in the program, the result will be the same, and it is my responsibility to file a pre-application with the ARRT in order to obtain a ruling of the impact of my eligibility.
- If convicted as stated above while enrolled as a student in the program, it is my responsibility to report this conviction to the Department Chair/Program Director of Medical Radiography and if I do not do so it may result in suspension from the program.
- That I understand if I have any offenses on my criminal background check and decide to enter into the program, that San Jacinto College will NOT be held responsible for the inability of my assignment to a clinical education center and completion of clinical/practicum courses.
- That at any given time, if I do not have the availability of a clinical/practicum assignment by not having a clear background, I will NOT hold San Jacinto College and the Medical Radiography Program responsible. Each clinical education center has its own contractual requirements for the radiography students and may not allow anyone convicted of a criminal offense or a background that does not come back as clear to enter as a student at their site.
- That I understand students enrolled in the medical radiography program will be required to undergo and pass a drug screening or a drug screening analysis at a designated facility in order to be eligible for placement in a clinical facility.
- Students who are assigned to clinical/practicum education experiences at the clinical facilities may be required to undergo and pass random drug screening or random drug & alcohol screening analysis in order to remain at a clinical facility.
- Students who either fail to pass, or refuse to submit to, or fail to report within the required time frame for a drug screening or a drug & alcohol screening analysis will be deemed ineligible for clinical/practicum placement, which may affect their status in the program and their ability to complete the program.

___________________________________  
Printed Name of Student  

___________________________________  
Signature of Student  

___________________________________  
Date  

- Pre-application may be submitted at any time either before or after entry into an accredited program
- Further information regarding reporting requirements for certification may be accessed on the ARRT website at http://www.arrt.org

Revised 6/21/13
APPENDIX BB

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Authorization for Use, Disclosure or Release of Health Information and
Consent for Release of Educational Records

I understand that clinical facilities affiliated with SJCD may require disclosure of a student's educational records and/or health information records prior to permitting me to participate in an educational program or clinical rotation at the facility.

I hereby request and authorize the use, disclosure, and/or release by the San Jacinto Community College District (SJCD) and its employees, agents and representatives, of my educational records and protected health information, including information regarding any background check report, my medical history, record of illness, record of immunizations, blood-borne pathogen infection status, and test results as they may be requested by an institution or facility (and/or its employees, agents, or representatives) at which I may be placed for the purposes of obtaining clinically-based educational experiences as part of a clinical rotation.

I also understand that my educational records and medical information are protected by federal regulations under either the Health Information Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act of 1974 (FERPA) and may not be disclosed without either my authorization under HIPAA or my consent under FERPA. I understand that my signing of this authorization is voluntary. If I decide not to sign this Authorization and Consent, I understand I may not be permitted to participate in a clinical rotation.

<table>
<thead>
<tr>
<th>SECTION A. Records to be released (check all that apply):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Academic Information (grades/GPA, registration, student ID number, academic progress, enrollment status)</td>
</tr>
<tr>
<td>☐ Background Check Reports</td>
</tr>
<tr>
<td>☐ Health Information (immunization records, blood-borne pathogen infection status)</td>
</tr>
<tr>
<td>☐ All records listed above</td>
</tr>
<tr>
<td>☐ Other (please specify):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION B. Person(s) or Entity(ies) to whom access to education records and health information may be provided (attach additional pages as necessary):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>Name and address of person or entity to whom access to records may be provided</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>Name and address of person or entity to whom access to records may be provided</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>Name and address of person or entity to whom access to records may be provided</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION C. Purpose of release (check one):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Placement in a clinical rotation program for educational purposes.</td>
</tr>
<tr>
<td>☐ Employment</td>
</tr>
<tr>
<td>☐ Other:</td>
</tr>
</tbody>
</table>

I understand that (1) I have the right not to consent to the release of my education and/or health records, (2) I have the right to inspect any written records released pursuant to this consent, and (3) I have the right to revoke this consent at any time by delivering a written revocation to ________________________. This authorization expires one calendar year from the date it is signed.
APPENDIX BB – con’t

I have read and understand the above statements and authorize the disclosure of the information requested above.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
<th>Signature of Parent or Guardian (if under 18)</th>
<th>Date</th>
</tr>
</thead>
</table>

Instructions for completing this form:

1. The form must be fully completed and signed by the student (or the student’s parent or guardian if under 18 years of age.) Records cannot be released, and the student may not be placed in a clinical rotation if any section of this form is not filled out entirely.
2. Completed forms should be submitted to _________________.
3. If I have not already received a copy of the Privacy Notice, I may request one. If I have any questions or concerns about my privacy rights, I should contact _________________.

This information is released subject to the confidentiality provisions of applicable state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such laws and regulations.
APPENDIX BB – con’t

Attachment of

Authorization for Use, Disclosure or Release of Health Information and Consent for Release of Education Records

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Hospital Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayshore Medical Center</td>
<td>Memorial Hermann Southeast</td>
</tr>
<tr>
<td>4000 Spencer Highway</td>
<td>11800 Astoria Blvd.</td>
</tr>
<tr>
<td>Pasadena, TX 77504</td>
<td>Houston, TX 77089</td>
</tr>
<tr>
<td>East Houston Regional Medical Center</td>
<td>Methodist St. John Hospital</td>
</tr>
<tr>
<td>13111 East Freeway</td>
<td>18300 St. John Drive</td>
</tr>
<tr>
<td>Houston, TX 77015</td>
<td>Nassau Bay, TX 77058</td>
</tr>
<tr>
<td>Baytown San Jacinto Methodist Hospital</td>
<td>Houston Methodist Hospital (Medical Center)</td>
</tr>
<tr>
<td>4301 Garth Road</td>
<td>6565 Fannin Street</td>
</tr>
<tr>
<td>Baytown, TX 77504</td>
<td>Houston, TX 77030</td>
</tr>
<tr>
<td>Clear Lake Regional Hospital</td>
<td>VA Medical Hospital</td>
</tr>
<tr>
<td>500 Medical Center Blvd.</td>
<td>2002 Holcombe Blvd.</td>
</tr>
<tr>
<td>Webster, TX 77598</td>
<td>Houston, TX 77030</td>
</tr>
<tr>
<td>Kelsey Seybold Clinic</td>
<td>St. Luke’s Catholic Healthcare Center</td>
</tr>
<tr>
<td>2727 West Holcombe</td>
<td>4600 East Sam Houston Pkwy South</td>
</tr>
<tr>
<td>Houston, TX 77025</td>
<td>Pasadena, TX 77505</td>
</tr>
<tr>
<td>Park Plaza Hospital</td>
<td>Methodist Center for Orthopedic Surgery</td>
</tr>
<tr>
<td>1313 Hermann Dr.</td>
<td>6550 Fannin Street, Suite 2600</td>
</tr>
<tr>
<td>Houston, TX 77004</td>
<td>Houston, TX 77030</td>
</tr>
<tr>
<td>Houston Methodist West Hospital</td>
<td></td>
</tr>
<tr>
<td>18500 Katy Freeway,</td>
<td></td>
</tr>
<tr>
<td>Houston, TX 77094</td>
<td></td>
</tr>
</tbody>
</table>

___________________________________  ______________________  ______________________  ______________________
Student’s Name                        Student’s Signature Date
## APPENDIX CC

SAN JACINTO COLLEGE  
MEDICAL RADIOGRAPHY PROGRAM  
ADVISEMENT FORM

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course # &amp; Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

This student has been counseled regarding:

1. [ ] Failing Exam(s)
2. [ ] Danger of failing
3. [ ] Excessive absence/tardiness
4. [ ] Laboratory Infraction(s)
5. [ ] Other ___________________________

**COMMENTS / RECOMMENDATIONS/ACTION PLAN:**

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

**STUDENT COMMENTS:**

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Student’s Signature ___________________________  Instructor’s Signature ___________________________

Date ___________________________  Date ___________________________
# APPENDIX DD

## Student Clinical Semester Grade Sheet

<table>
<thead>
<tr>
<th>Student</th>
<th>Semester/Term</th>
<th>Course</th>
</tr>
</thead>
</table>

### 1. Competency Exams

<table>
<thead>
<tr>
<th>Grades</th>
<th>C-arm/Recomp/no grade</th>
<th>P/S</th>
</tr>
</thead>
</table>

### 2. Evaluations

<table>
<thead>
<tr>
<th>Mid semester</th>
<th>End semester</th>
<th>Average</th>
</tr>
</thead>
</table>

### Attendance

<table>
<thead>
<tr>
<th>Hours Absent</th>
<th>Date</th>
<th>Hours Absent</th>
<th>T/LE</th>
</tr>
</thead>
</table>

### 3. Attendance % and Point Deductions

<table>
<thead>
<tr>
<th>Time missed</th>
<th>Total hrs</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% – 3.7%</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>3.8% – 6.99%</td>
<td></td>
<td>-3</td>
</tr>
<tr>
<td>7% – 7.99%</td>
<td></td>
<td>-6</td>
</tr>
<tr>
<td>8% – 8.99%</td>
<td></td>
<td>-8</td>
</tr>
<tr>
<td>9% – 9.99%</td>
<td></td>
<td>-10</td>
</tr>
</tbody>
</table>

### 4. Course Reductions: AE-NCNS-Probation-3T/LE

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

My signature below confirms that all competency exams, semester evaluations, and course reductions have been made available to me for review. I fully understand how my clinical semester grade for the semester was calculated. See program progression section in the Medical Radiography Student Handbook if this calculated course grade is below 70%.

---

**Student Signature**

**DATE**

**Clinical Coordinator**

**DATE**

**Clinical Instructor Signature**

**DATE**

**KEY:**

<table>
<thead>
<tr>
<th>AVG</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE</td>
<td>Affective Evaluation</td>
</tr>
<tr>
<td>T</td>
<td>Tardy</td>
</tr>
<tr>
<td>LE</td>
<td>Leave Early</td>
</tr>
</tbody>
</table>
Student Clinical Semester Grade Sheet Instructions:

1. Compute the average of competency exams and independent clinical assignments completed this semester and multiply the average by .85 to calculate exam points.
2. Average the two semester evaluations and multiply by .15 to calculate evaluation points.
3. Determine percentage of absence and apply appropriate point deduction
   
<table>
<thead>
<tr>
<th>Percentage absent</th>
<th>Points Deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0 points</td>
</tr>
<tr>
<td>3.8%</td>
<td>6 points</td>
</tr>
<tr>
<td>7%</td>
<td>6.99%</td>
</tr>
<tr>
<td>8%</td>
<td>7.99%</td>
</tr>
<tr>
<td>9%</td>
<td>8.99%</td>
</tr>
</tbody>
</table>

4. Subtract Course Reductions
   a. -5 points if student reaches 3 tardies or leave earlies in any combination
   b. The sum of Affective Evaluation points
   c. -5 No Call No Show or -10 Probation if applicable.
5. Subtract 10 points for failure to meet competency on fourth attempt. (if applicable)

The result is the semester percentage grade.

   A = 100% - 90%
   B = 89% - 80%
   C = 79% - 70%
   D = 69% - 60%
   F = 59% - less
Appendix EE
Clinical Education Plan

Graduates completing an accredited radiography program are required by the American Registry of Radiologic Technologists to successfully complete the Core Clinical Competency Requirements. These require the graduates to demonstrate competency in specific radiologic procedures and general patient care competencies for certification eligibility. Demonstration of competency requires that designated personnel have observed the student performing the procedure and that the student performed the procedure independently, completely, consistently, and effectively.

ARRT required competencies are:
- 6 mandatory general patient care activities
- 31 mandatory imaging procedures
- 15 elective imaging procedures to be selected from a list of 35 procedures
  - 1 elective imaging procedure to be selected from the head section
  - 2 elective imaging procedures from fluoroscopy studies section, one of which must be a Barium Enema or Upper GI

San Jacinto College required competencies are:
- 6 mandatory general patient care activities
- 34 mandatory radiologic procedures
- 14 elective radiologic procedures.
  - 1 elective imaging procedures to be selected from the head section
  - 3 elective imaging procedures from fluoroscopy studies section, one of which must be a Barium Enema or Upper GI
- 4 final category competencies to be selected by the clinical instructor

See entire list on Appendix A of the Medical Radiography Student Handbook.

The Clinical Education Plan describes the method by which the students will achieve compliance with the ARRT Clinical competency requirements while progressing through practicum/clinical courses. It will provide an explanation of how competency is achieved, what is expected of students, and specific responsibilities during clinical/practicum rotations. A detailed explanation will be given in the syllabus provided at the beginning of each clinical/practicum course as to semester expectations. It is our objective to help students gain the qualities, knowledge, and skills necessary to function as an integral part of an Imaging Department as well as meet ARRT certification eligibility requirements relevant to clinical competency.

Goals of the Clinical Education Plan are to:
1. Provide students with a structured method of evaluating overall clinical performance.
2. Explain the integration of clinical education with didactic curriculum.
3. State the level of supervision required during clinical/practicum courses.
4. Provide standard against which competencies, skills and behaviors of students can be measured.
5. State the pre-requisites for competency evaluation.
6. State the score required to become deemed competent for each evaluation.
7. Explain the remedial procedure for unsuccessful evaluation.
9. Assure students compliance with ARRT Core Clinical Competency Requirements.

During the 5 semester period in the medical radiography program, students will be exposed to a variety of radiographic examinations in select health care settings. Students use these clinical assignments to gain the necessary experience required to achieve course outcomes. During their clinical training, students are to pursue, perform, and demonstrate competence in the imaging examinations categories and general patient care activities listed below:
The clinical education plan is divided into 5 radiographic practicum (clinical) courses. Each course is described in the form of a syllabus which consists of student learning outcomes, clinical rotations, and progression of required competencies. The requirements for each course are listed below:

RADR 1166 – 4 exams
RADR 1266 – 11 exams (total of 15 completed)
RADR 1267 – 11 exams (total of 26 completed)
RADR 2266 – 11 exams (total of 37 completed)
RADR 2267 – 11 exams + 4 final Category Competency Exams

A clinical rotation schedule is provided that lists the clinical affiliate(s) that a particular student is assigned for the clinical course each semester. Rotational assignments while assigned a particular clinical affiliate will vary in length according to student level. Schedules are posted for clinical assignments each semester. Students must report to the clinical instructor daily, at the beginning and end of each clinical assignment and as deemed required by each instructor. The clinical rotations are sequenced to allow student equal opportunities to gain the experience needed to successfully master the required outcomes for each clinical/practicum course.

Documentation of examinations is accomplished by accessing Trajecsys. It is mandatory for the students to acquire the Trajecsys Reporting System. The Trajecsys system is an online clinical management and tracking system for students of the Medical Radiography program. The clinical coordinator and clinical instructors will utilize the system to oversee the student’s time records, monitor the student’s clinical progress, evaluate the student's clinical performance, and communicate with clinical instructors/supervisors. The student will utilize the system for time and daily log sheets. The student may access the system to review all clinical documents.

The clinical education plan consists of the integration of all six aspects of the curriculum:

1. Didactic instruction
2. Laboratory practice and evaluation
3. Clinical participation
4. Competency evaluations
5. Competency re-check evaluations
6. Final competency evaluations

**Didactic Instruction:**

Students must successfully complete didactic pre-requisites before progression though the clinical competency requirements. Students will be given instruction and demonstration of designated radiographic procedures followed by laboratory practice sessions in the radiography skills laboratory. Students’ comprehension of course materials will be evaluated by a variety of means including written examination and laboratory evaluations. The student will also be given instruction in image evaluation in two separate courses. These courses also utilize laboratory sessions to support didactic material. (See Laboratory Practice and Competency for addition details).
**Laboratory Practice and Competency (Evaluation):**

The student must participate in scheduled laboratory practice sessions to develop the skills necessary to perform radiographic examinations. Following a demonstration by the instructor students may use the procedures textbook and positioning grid handout as a pre-simulation assessment tool to assist in identifying weak positioning skills prior to actual laboratory evaluations. Students will then be evaluated on positioning performance, patient care, and technical skills to determine satisfactory completion of laboratory competency/evaluations. The instructor will complete the laboratory competency evaluation form to document the level of proficiency. The minimum acceptable level of Laboratory Evaluations is 80%. In the event that a student does not pass a portion of the evaluation, he/she will need to schedule an appointment for remediation and reevaluation. Students are required to repeat all unsuccessful laboratory competency evaluations at the acceptable level of 80%. The first attempt to prove competency will count for grading purposes. If a student does not prove competency by the second attempt, 5 points will be deducted from the student’s lab evaluation grade and for each additional unsuccessful reevaluation. Course grade may be in jeopardy after unsuccessful attempts depending on course average.

Image Evaluation is performed in a classroom setting in two didactic courses with required laboratory sessions. These courses and laboratory sessions are generally held in a computer classroom. These courses (RADR 1202 and RADR 1250) are designed to be co-requisites of the first 2 procedures courses RADR 1411 and RADR 2401).

**Clinical Participation:**

Students will be given clinical assignments and are required to observe and assist the technologists in performing various procedures. The CI or RT will assign various tasks related to the clinical learning outcomes. Performance of these tasks and skills must be supervised by an RT. Student must demonstrate initiative and interest by participating in all procedures being performed by the RT. As the student gains experience in various procedures, he/she gradually moves from an observation mode into an independent clinical performance stage. At this point, the student is actually performing procedures under the direct supervision of the RT (See “Guidelines for Supervision”). Participation examinations must be documented accurately on a clinical daily log sheet and on Trajecsys and approved by the RT/CI. A list of routine radiographic procedures required by each clinical affiliate is found on BlackBoard and Trajecsys for Clinical Education Centers.

Until the student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. The parameters of direct supervision are:

1. A qualified radiographer reviews the request for examination in relation to the students’ achievement
2. A qualified radiographer evaluates the condition of the patient in relation to the students’ knowledge
3. A qualified radiographer is present during the performance of the examination
4. A qualified radiographer reviews and approves the radiographs

During this component of the clinical education plan, students must adhere to professional standards of conduct. These include all rules, guidelines, and policies listed in the Medical Radiography Student Handbook, San Jacinto College Student Handbook and Catalog, ASRT professional code of ethics and practice standards, ARRT principles of professional conduct and Rules of Ethics, and specific performance standards listed in each course syllabus. Guidelines for unsatisfactory clinical behavior (affective evaluations) are identified in Section 5.11 of the Medical Radiography Student Handbook.

These evaluations are not recorded for grading purposes but are used by the clinical instructor when conducting their performance evaluations of the students. The clinical instructor will record 2 performance evaluations a semester. This evaluation is based on specific outcomes, skills, participation, enthusiasm, attitude, initiative, and professionalism. These evaluations are reviewed by students and the CI will discuss strengths as well as deficient areas that the student will need to improve.
While radiographic image evaluation is taught in specific courses within the program, sessions may be held during clinical rotations to support the content covered. Image evaluation is included in the clinical competency evaluations.

Periodic visits will be made by the Clinical Coordinator for observation of student performance when deemed necessary, to assess clinical progression of students, and to support clinical instructors at the various clinical education centers.

**Competency Evaluations:**

The clinical competency evaluation is employed to determine student clinical progression and the level of student achievement. Upon successful completion of clinical objectives, the student is then eligible to attempt designated competency evaluations. A list of these evaluations are listed in the Medical Radiography Student Handbook Section A.

Once students have successfully completed laboratory evaluations, the students are allowed to perform examinations under the direct supervision of an R.T. These laboratory competencies are recorded as complete in Trajecsys to allow CI access to that information at any time. The student and RT will adhere to the parameters of direct supervision listed under the “Guidelines for Student Supervision”. The procedure by which the student may initiate competency on actual procedures in the clinical setting is:

1. Students may initiate a competency at any time following successful completion of skills laboratory evaluations.
2. Students must assertively initiate competencies and in most circumstances the student may choose procedures for competency.
3. If in the judgment of the clinical instructor, the student is not aggressively seeking the opportunity to perform competency evaluations, the CI may choose the competency exams for the student.
4. If a particular exam is performed more frequently at a clinical site or if a rarely performed exam is ordered, the clinical instructor/Coordinator may require the student to complete a competency exam. The student will be required to perform the competency exam or receive a grade of “0” for that competency. The student must complete that exam in the future even if receiving a grade of “0” for refusing the exam a date set by the clinical coordinator.
5. Students must perform all required competency evaluations with a minimum mastery level of 80%. The competencies account for a percentage of the clinical course grade.
6. When the student successfully completes the competency evaluation for a given procedure, he/she will be considered clinically competent for he particular procedure/exam and then will be allowed to perform the exam under indirect supervision (See “Guidelines for Supervision”). Failure of students to adhere to direct/indirect supervision may result in suspension/dismissal from the Medical Radiography Program.
7. Completed Competency Evaluations are recorded in Trajecsys for students to review.
8. If the student fails to meet competency on any exam an Advisement Notice will be completed and the instructor will remediate with the student, and document the remediation. The first attempt to prove competency will count for grading purposes; however, the student must prove competency before the completion of the semester. If a student does not prove competency by the fourth attempt, 10 points will be deducted from the student’s final clinical grade. A student must obtain competency by the fifth attempt or will fail the course due to a lack of competency. Lack of competency will cause the student to earn a grade of D or F.
9. After demonstrating competency, students may perform procedures with indirect supervision. (See “Guidelines for Supervision”)
**Competency Re-Check Evaluations**

To ensure continued competence, students may and will be required to complete competency Re-Check Evaluations at any time during their clinical education. Competency re-check evaluations will be performed at the discretion of the clinical instructor at any given time during a radiographic clinical course. These will include any radiographic examination in which primary competency has been successfully completed. Students must perform competency recheck evaluations at the same mastery as any competency evaluation. Recheck competency grades are averaged with the semester competency grades. Failure of recheck competency evaluation requires the same remedial procedure as does the primary competency evaluation.

Each student must complete all 34 mandatory and 14 elective competencies by a date specified by the clinical coordinator. Failure to complete all competencies by the specific date set by the Clinical Coordinator will result in a reduction of 10 points from the clinical course grade. If any simulations are needed to complete the mandatory and/or elective competency testing due to patient unavailability the simulation must be approved and scheduled with the clinical coordinator to be completed in the lab (see 5.13 simulation testing). Any student who does complete simulations will be required to complete a “recheck” competency on the simulated exam on a patient before the completion of the semester if the opportunity presents itself (see 5.20 Recheck Competency). After the 34 mandatory and 14 elective exams completion date, each student must successfully pass final category competency testing to complete the clinical course. This consists of a total of four successfully completed competencies selected at random by a San Jacinto College Instructor. The SJC Instructor chooses the exam, patient, and the exam room and grades the entire procedure. These competencies are scored using the same criteria required for all other competencies.

When possible, one final competency will be obtained from each of the following categories:

- **Category I - Chest, Abdomen**
- **Category II - Extremities**
- **Category III - Contrast Study**
- **Category IV - Craniofacial, Spine**

Successful completion of a competency is based on evaluation criteria found in the most current edition of Merrill’s Atlas of Radiographic Procedures.

This completes the requirements for the Clinical Education Plan. A flow chart demonstrating the relationships of all components of the clinical education plan and “Guidelines for Supervision” follows in Appendix FF.

**“GUIDELINES FOR STUDENT SUPERVISION”**

- Students must be **directly supervised** until they have been proven competent in the didactic and laboratory settings.
- Students may be **indirectly** supervised after competency has been reached in the clinical setting. (Note that clinical competencies can only be done after didactic and laboratory testing).
- Students **MUST** have their images checked and verified by a qualified radiographer and may not be given access to the clinical site computer system for any reason unless under **direct supervision** by a qualified radiographer.
• All student repeats are to be completed under **direct supervision** by qualified radiographer. (Any student who performs an exam without proper supervision can be suspended).

• A qualified technologist **MUST** always review the examination request and procedure ordered in relation to the student’s achievement and experience before allowing the student to proceed.

**Direct supervision** is defined as student supervision by a qualified radiographer who, reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is physically present during the procedure, and reviews and approves the procedure and/or image(s).

**Indirect supervision** is defined as student supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. “**Immediately available**” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients. See section 4.15 Probation, Suspension, Dismissal

• **At no time can a student perform portable exams outside of the department, or Surgery procedures without direct supervision:** RT must be immediately available.

• **Students are not allowed to perform injections of any kind, remove IV’s, or draw/inject contrast unless under direct supervision of qualified technologist. The only technologists allowed to make this decision and provide supervision are the clinical instructors and full time instructors from San Jacinto College.**
Appendix FF CLINICAL EDUCATION FLOWCHART

Didactic Education

Laboratory Demonstration and Practice

Laboratory Competency Evaluation

Observation & Participation in Clinical Rotation under Direct Supervision

Success

Successful Remediation

Unsuccessful Remediation

Unsuccessful Laboratory Competency Evaluation

Unsuccessful

Successful

Successful

Unsuccessful

Continued Clinical Participation with Indirect Supervision

Successful

Competency Evaluations

Continued Indirect Supervision

Competency Re-Checks

Successful

Successful

Final Category Competency

Unsuccessful

Successful

Successful

Successful

Competes Clinical Requirements for Graduation

Unsuccessful

Successful

Unsuccessful

Successful