



Elgin
Community
College

***Radiography Program
2011-2012
Student Handbook***

**Elgin Community College
1700 Spartan Drive
Elgin, Illinois 60123
elgin.edu
847-214-7691**

***These requirements are specific to the radiography program
and are a supplement to the ECC college catalog.***

**RADIOGRAPHY PROGRAM
STUDENT HANDBOOK
Table of Contents**

INTRODUCTION

Accreditation.....	6
Program Mission and Goals.....	6
Philosophy.....	8
Essential Requirements of a Radiographer.....	9
Students with Disabilities.....	10

SECTION 1 – CALENDAR.....	11
----------------------------------	-----------

SECTION 2 - CURRICULUM

Curriculum Display.....	15
Course Descriptions.....	17
Book list.....	22
Program Expenses.....	23

SECTION 3 – RESOURCES AND SERVICES

Library.....	26
Computer Resources.....	26
Tutoring.....	26
Counseling and Student Assistance.....	27
Health Insurance and Services.....	27
Career Planning and Graduate Placement.....	28

SECTION 4 – PROGRAM POLICIES AND PROCEDURES

Admissions Procedures.....	30
Alternate Status.....	31
Attendance Policy.....	31
• Clinical Attendance Policy.....	33
• Clinical Tardiness Policy.....	33
• Snow Day Policy.....	34
• Overtime.....	34
• Excused Absences.....	34
• Emergency Leave.....	34
• Leave of Absence/Temporary Disability Policy.....	35
• Student Withdrawal.....	35
Radiation Protection Policy & Guidelines.....	36
• Pregnancy Guidelines and Procedures.....	37
Cell Phones.....	38
Markers, Badges and Name Tags.....	39
Student Health and Safety.....	39
• Student Safety and Incident Reports.....	40
• Infection Control Policy.....	40
Student Records.....	40
Parking and Transportation.....	40
Smoking Policy.....	41
Drug Free Campus.....	41
Academic Policies	

• Academic Standards.....	41
• Grading Policies.....	42
• Retention and Promotion.....	43
• Failure of a RAD Course.....	43
• Withdrawal and Re-entry.....	44
• Readmission Policy.....	44
• Transfer Guidelines and Procedures for Transfer Students.....	45
• Professional Development.....	46
• Graduation Requirements.....	46
Disciplinary Policies	
• General Disciplinary Policy.....	46
• Coaching and Notice.....	47
• Dismissal.....	47
• Dismissal Procedures.....	48
Due Process/Student Appeals Policy and Procedures	48
• Complaint Resolution Procedures.....	49
• Student Rights and Responsibilities.....	49

SECTION 5 – CLINICAL EDUCATION PLAN

Clinical Education	51
Certification	51
Ethics Requirements	51
Professional Behavior	52
Bulletin Boards and Announcements	53
Lockers	53
Smoking	53
Dress Code	53
• Jewelry.....	54
• Grooming.....	54
• ID Badges.....	54
• Radiation Badges.....	55
Employment Guidelines and Procedures	55
Student Clinical Supervision Policy	55
Guidelines and Procedures for Student Supervision During Repeats	57
Clinical Education Plan	57
• Clinical Plan Orientation.....	57
• Clinical Education Sequencing (of Instruction and Evaluation).....	58
Student Documentation Requirements	59
• Clinical Assessment Tools.....	59
Clinical Grade Policy	61
Clinical Probation	61
Clinical Grade Calculation	61
• Clinical Points.....	62
Glossary of Clinical Education Terms	63
Clinical Competency Requirements	65
Master Plan of Clinical Education	66

SECTION 6 – EDUCATION OUTCOMES AND ASSESSMENT

Mission and Goals	68
Expected Outcomes	68
Review and Reporting	69

APPENDIX

Health Professions Departmental Safety Statement.....	71
Criminal Background Checks & Drug Testing.....	72
Health Professions Discrimination Statement.....	73
Recognized Clinical Education Setting/Clinical Instructor.....	74
Clinical Assessment Tools	
• Clinical Laboratory Evaluation.....	77
• Non-Radiographic Assignment Clinical Evaluation.....	79
• Clinical Performance Evaluation.....	80
• Clinical Competency Evaluation.....	82
• Final Competency Evaluation.....	83
Master List of Clinical Competencies.....	86
Health Professions Academic Integrity Policy.....	87
Health Professions Dismissal Policy.....	88
Agreements for Student Signing.....	89



Elgin
Community
College

Radiography Program
2011-2012
Student Handbook

Introduction

Introduction

Elgin Community College and its clinical affiliates, your instructors, technologists, radiologists and fellow students welcome you to the Radiography Program. We hope that your time spent here will exceed your expectations. We are interested in your professional growth in your chosen field of study - Radiologic Technology. You will find your instructors willing and anxious to help you. Your success will be in direct proportion to the effort YOU put forth.

This manual has been prepared to inform you of guidelines and procedures affecting you as a radiography student at Elgin Community College and its clinical affiliates. The guidelines and procedures stated in this manual are intended to supplement those that are stated in the Elgin Community College Catalog. Keep this manual and the College Catalog to refer to as necessary. Any changes in established guidelines and procedures will be given to you as written memos and you may add them to this manual.

Accreditation

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the JRCERT accreditation *Standards for an Accredited Educational Program in Radiologic Sciences*. The JRCERT is the only agency recognized by the United States Department of Education for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Accreditation of an educational program provides students, as graduates, assurance that the program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the national professional organization, the American Society of Radiologic Technology, it also assures students they will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences.

Accreditation of educational programs assures patients that students who perform procedures have appropriate supervision during the educational process. It also assures them that graduates will have met the minimum level of competency as defined nationally by the profession.

Through the process of programmatic accreditation, educators are assured that their educational programs are keeping pace with the profession and with standards developed through national consensus.

Program Mission

Elgin Community College's radiography program is a JRCERT-accredited associate degree program which provides accessible and relevant education in accordance with the highest professional standards. The Program, in partnership with its clinical affiliates, will provide the healthcare community with competent radiographers that practice quality patient care.

Program Goals and Expected Outcomes

1. The Program will graduate competent radiographers

Expected Outcomes:

- Graduates will produce quality radiographs
- Graduates will practice effective radiation safety for the patient, him or herself and others
- Graduates will demonstrate overall competence in clinical practice

2. The student (graduate) will demonstrate proficiency in problem-solving and critical thinking skills

Expected Outcomes:

- Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **modifying procedures** to accommodate patient condition and other variables
- Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **adapting exposure factors** for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
- Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **evaluating radiographic images** for appropriate positioning and image quality and make appropriate adjustments to obtain a diagnostic radiograph.

3. The student (graduate) will practice effective communication skills in the clinical setting.

Expected Outcomes:

- Graduates will practice effective communication skills in the clinical setting by demonstrating effective oral and written communication skills.

4. The student (graduate) will conduct him or herself in a professional manner.

Expected Outcomes:

- Graduate(s) will conduct him or herself in a professional manner by demonstrating professional values and behavior in clinical practice.
- Graduate(s) will conduct him or herself in a professional manner by demonstrating professional growth through participation in lifelong learning.

5. The Program will provide the healthcare community with qualified radiographers.

Expected Outcomes;

- A retention rate of 75% or higher
- A graduate employment rate of 90% or higher
- An ARRT certification exam pass rate that meets or exceeds that of the state and national statistics.
- An ARRT certification exam mean score that meets or exceeds that of the state and national statistics.
- An employer satisfaction of 95% or higher.

Philosophy

Our role as educators in Radiography is to prepare students to serve the total needs of the patient during clinical practice. To meet the patient's needs, the total person is educated; therefore, we strive to enrich the student's mind while instilling in our students, the ethics and values of the profession. This is necessary for him/her to reach professional maturity, since a professional life is an extension of one's personal life.

The cognitive objectives are achieved best through a strong academic background; good affective behavior is effectively learned by integrating classroom instruction with the exemplary attitudes and ethical behavior of the clinical staff and instructors. The psychomotor skills, which are the most distinguishing characteristics of a skilled radiographer, are best learned through varied and sufficient clinical practice. This natural learning experience incorporates every aspect of technology needed to develop expertise. Clinical practice by students may not be used as a substitute for qualified radiographers performing examinations. Clinical practice properly used as a learning experience requires professional staff to supervise the student through the following phases: (1) Explanation, (2) Demonstration, (3) Participation/Practice and (4) Evaluation.

The clinical facilities and the Radiography Program must be smoothly blended if the program is to furnish an unexcelled laboratory for learning radiography. The clinical staff must feel a responsibility for teaching students, for it is from the radiographic room that a skilled radiographer emerges. When the Program and the clinical facilities work together to reach high goals, both may reach and maintain them.

We are committed to professionalism and discipline. We are flexible when it proves progressive but retain proven principles and practices which produce highly skilled professional radiographers. We are committed to providing the highest level of radiography education and strive to give our best efforts for the patient's and the student's benefit. In return, we expect all students give his/her best effort by demonstrating interest, motivation, and a willingness to work hard. We believe our graduates will serve as the best gauge of the worth of our philosophy.

Essential Requirements of a Radiographer

The Radiography Program has established minimum essential requirements (separate from academic standards for admission) which every student must meet, with or without reasonable accommodations, in order to participate fully in all aspects of training.

Essential Functions:

1. Perform Radiologic examinations including:
 - A. Obtaining and documenting patient history
 - B. Explaining procedure to patient and addressing patient concerns
 - C. Positioning patient properly using immobilization or support devices as necessary
 - D. Producing radiographic images using accepted technique and applying radiation safety principles.
 - E. Assessing patient condition
 - F. Reporting any unusual occurrences or changes in patient condition to appropriate staff
2. Clean and maintain equipment and room
3. Assist in maintenance of room supplies
4. Prepare and administer contrast agents and other chemical mixtures
5. Implement emergency procedures and administer first aid including CPR.

6. Use hospital/medical imaging department information systems to complete required tracking and archiving of images.

Minimum Qualifications Necessary to Perform Essential Functions of a Radiographer:

Physical Requirements: The position of Radiographer has been given a strength rating of **Light Work** by the US Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects in activities or conditions existing two-thirds of the work shift.) Included in the physical requirements are the positioning and moving of patients manually and by stretcher or wheelchair. When performing these functions with large patients, strength necessary may exceed the DOT rating. Position also includes intermittent sitting, standing, walking, frequent reaching, occasional twisting and bending, and exposure to fumes and radiation. Both hands are used for power grip, speed and precision work. Use of both feet is required.

Data Conception: Requires the ability to gather, collate or classify information about data, people or things. Reporting and/or carrying out a prescribed action in relation to the information are frequently involved.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Manual Dexterity/Motor Coordination: Requires the ability to use body members to start, stop, control and adjust the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or material as the work progresses. Controlling involves observing gauges, dials, etc. and turning switches and other devices. Must have good eye/hand/foot coordination.

Interpersonal Communication: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Physical Communication: Requires the ability to speak and/or hear (express self by spoken words and perceive sounds by ear.)

Reasoning Development: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Language Development: Requires the ability to read and understand complex information from scientific and/or technical journals, papers, and verbal instruction etc. Requires the ability to communicate the same types of complex information and data through speech and in writing in English using proper format, punctuation, spelling, grammar and using all parts of speech.

Numerical Ability: Requires the ability to determine time, weight and to perform practical applications of fractions, percentages, ratio and proportion as well as basic addition, subtraction, multiplication, and division operations.

Form/Spatial Ability: Requires the ability to inspect dimensions of items and to visually read information and data.

Personal Temperament: Requires the ability to deal effectively with stress produced by work and guest interaction situations that may be of critical or emergency situation.

Graduates are expected to be qualified to enter the field of radiography. It is therefore the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Students with disabilities must contact the Learning Skills Center to arrange for support services. If a student does not inform the college of a disability, ECC is not required to make any exceptions to any standard procedure

STUDENTS WITH DISABILITIES

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements. Accommodations must be reasonable and are specific to the disability and the course.

The laws in effect at college level are the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and state that a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures.

All students are expected to comply with the Student Code of Conduct and all other college procedures as stated in the current College Catalog.

PROCEDURE FOR REQUESTING ACCOMMODATIONS:

1. Submit documentation of disability to ADA Coordinator.
2. Documentation will be reviewed and student will be contacted, either to provide additional information or to come in for accommodation letter(s) for faculty.
3. Call 847-214-7220 (TTY - 847-214-7392) or e-mail ADA Coordinator at arhoades@elgin.edu



Elgin
Community
College

***Radiography Program
2011-2012
Student Handbook***

***SECTION 1
Calendar***

Program Calendar:

The Radiography Program consists of two academic years (6 semesters), beginning in the summer term of the first-year year. Students attend classes and laboratory experiences at the College in combination with clinical experiences at a variety of clinical locations. The program concludes at the end of the spring semester of the second year.

Each semester students complete a combination of didactic and clinical education. Didactic education includes classroom courses and laboratories. Clinical education is spent in the clinical settings observing, assisting and performing patient procedures. Together, didactic and clinical education prepares students for success as practicing radiologic science professionals.

Semester	# Weeks Didactic(Clinical)	Clinical Hours	Total Credits
Summer Session	10 (0)	0	9
Fall Session	17(18)	288	14
Spring Session	17(17)	272	14
Summer Session	10(10)	120	8
Fall Session	17(17)	340	15
Spring Session	17(17)	408	12
Total	88(79)	1428	72

Student Schedules:

Class schedules and clinical schedules are distributed to students at the beginning of each semester of the program. Attendance policies are outlined in Section 4 of the Student Handbook. Clinical Rotation Schedules are in of Section 6.

Holidays:

The following legal holidays are observed, and no regular didactic or clinical instruction is scheduled on these days: Labor Day, Thanksgiving (2 days), Martin Luther King Day, President's Day, Memorial Day, and Independence Day. Holidays that fall during a scheduled break period are part of that break.

Breaks:

Breaks include Thanksgiving recess, Holiday Recess, Spring Recess.

**Elgin Community College
Radiography Program
Calendar
2011-2012
for
Classes of 2012 & 2013**

SUMMER TERM - 2011	
May 30, 2011	Memorial Day Holiday
May 31, 2011 (Tuesday)	Summer Term Begins
June 22, 2011	Midterm – Summer Session
August 4 , 2011	Summer Session Ends
FALL SEMESTER - 2011	
August 16, 2011	Fall Session begins (Clin) 1st year
August 22, 2011	Fall Session begins (Did)
September 5, 2011	Labor Day Holiday
October 12, 2011	Midterm – Fall Session
November 24-27, 2011	Thanksgiving Recess
December 15, 2011	Fall Session Ends (Did &Clin)
December 21, 2011–January 2, 2012	Holiday Recess
SPRING SEMESTER - 2012	
January 16, 2012	Martin Luther King Holiday
January 17, 2012	Spring Session Begins
February 1, 2012	Deadline to File for May Graduation
February 20, 2012	President’s Day Holiday
March 26 - April 2 2012	Spring Recess
March 11, 2012	Midterm – Spring Session
May 16, 2012	Spring Session Ends
May 18, 2012	Graduation!!!!!!
SUMMER – 2012 TENTATIVE	
May 28, 2012	Memorial Day Holiday
May 29. 2012	Summer Term Begins
July 4, 2012	July 4 th Holiday
August 2, 2012	Summer Session Ends



Elgin
Community
College

***Radiography Program
2011-2012
Student Handbook***

***SECTION 2
Curriculum***

**Curriculum Display
Elgin Community College
Associates in Applied Science – Radiography**

		CR	LEC/LAB
Summer Term – 10 weeks			
RAD 101	Introduction to Radiography	1.0	(0, 3)
RAD 102	Methods of Patient Care	2.0	(1, 3)
PSY 218	Developmental Psychology	3.0	(3, 0)
ENG 101	English Composition I	<u>3.0</u>	<u>(3, 0)</u>
		9.0	
Fall Semester			
RAD 103	Radiographic Imaging I	2.0	(1, 3)
RAD 104	Radiographic Procedures I	3.0	(2, 3)
RAD 124	Radiography Clinical Practicum I	4.0	(0, 16)
BIO 240 or 246	Human Anatomy & Physiology	<u>5.0</u>	<u>(4, 2)</u>
		14.0	
Spring Semester			
RAD 105	Radiographic Imaging II	2.0	(1, 3)
RAD 106	Radiographic Procedures II	3.0	(2, 3)
RAD 107	Radiologic Physics	2.0	(1, 3)
RAD 134	Radiography Clinical Practicum II	4.0	(0, 16)
ENG 102	English Composition II	<u>3.0</u>	<u>(3, 0)</u>
		14.0	
Summer Term – 10 weeks			
RAD 208	Radiographic Procedures III	2.0	(1, 3)
RAD 209	Radiobiology and Radiation Protection	2.0	(2, 0)
RAD 210	Radiographic & Sectional Anatomy	2.0	(1, 3)
RAD 242	Radiography Clinical Practicum III	<u>2.0</u>	<u>(0, 8)</u>
		8.0	
Fall Semester			
RAD 211	Radiographic Imaging III	2.0	(1, 3)
RAD 212	Radiographic Pathology	2.0	(2, 0)
RAD 256	Radiography Clinical Practicum IV	5.0	(0, 20)
SPH 101 or SPH 110	Fundamentals of Speech or Interpersonal Communication	3.0	(3, 0)
Liberal Studies	Elective (recommended HUM 216 Ethics)	<u>3.0</u>	<u>(3, 0)</u>
		15.0	
Spring Semester			
RAD 220	Pharmacology	2.0	(2, 0)
RAD 230	Medical Ethics & Law	2.0	(2, 0)
RAD 240	Career Development	2.0	(2, 0)
RAD 266	Radiography Clinical Practicum V	<u>6.0</u>	<u>(0, 24)</u>
		12.0	
Total Credits		72.0	

Required General Education Courses (20 Credits)

✚	ENG 101	English Composition I	3 credits
✚	ENG 102	English Composition II	3 credits
✚	BIO 240	Anatomy and Physiology	5 credits
✚	SPH 101	Fundamentals of Speech	3 credits
OR			
	SPH 110	Interpersonal Communication	3 credits
✚	PSY 218	Developmental Psychology	3 credits
✚	Liberal Studies	HUM 216 Ethics recommended	3 credits

Required Program Courses (54 credits)

✚	RAD 101	Introduction to Radiography	1 credit
✚	RAD 102	Methods of Patient Care	2 credits
✚	RAD 103	Radiographic Imaging I	2 credits
✚	RAD 104	Radiographic Procedures I	3 credits
✚	RAD 124	Radiography Clinical Practicum I	4 credits
✚	RAD 105	Radiographic Imaging II	2 credits
✚	RAD 106	Radiographic Procedures II	3 credits
✚	RAD 107	Radiologic Physics	2 credits
✚	RAD 134	Radiography Clinical Practicum II	4 credits
✚	RAD 210	Radiographic & Sectional Anatomy	2 credits
✚	RAD 242	Radiography Clinical Practicum III	2 credits
✚	RAD 209	Radiobiology and Radiation Protection	2 credits
✚	RAD 208	Radiographic Procedures III	2 credits
✚	RAD 212	Radiographic Pathology	2 credits
✚	RAD 211	Radiographic Imaging III	2 credits
✚	RAD 256	Radiography Clinical Practicum IV	5 credits
✚	RAD 240	Career Development	2 credits
✚	RAD 266	Radiography Clinical Practicum V	6 credits
✚	RAD 220	Pharmacology	2 credits
✚	RAD 230	Medicolegal Issues	2 credits

Required Program Support Courses (minimum 3 credits)

✚	HPE 112	Medical Terminology	3 credits
✚	BIO 110	Principles of Biology	4 credits
✚	MAT 102	General Education Statistics	3 credits
OR (or higher level MAT)			
✚	PSY 100	Introduction to Psychology	3 credits

Other recommended courses which may be considered in the admissions selection process:

CHM 101	Preparatory Chemistry OR:	5 credits
CHM 112	Elements of Chemistry	5 credits
BIO 113	Molecular & Cellular Biology	4 credits
BIO 265	General Microbiology	4 credits
CLT 101	Phlebotomy	3 credits
CLT 120	Clinical Lab Technology Practicum	1.5 credits
CIS 110	Introduction to Computers	3 credits
Any EMT courses		
Any MTH courses numbered 100 and above		
PHY 101	General Physics	5 credits
PHY 102	General Physics	5 credits

Course Descriptions

First Year; Summer Term

RAD 101, Introduction to Radiography (1)

(0,3)

Prerequisite: MTH 102 OR MTH 112 AND HPE 112 AND Acceptance into the Radiography Program

This course introduces the student to Medical Imaging as it relates to the healthcare industry, and Radiologic technology as a profession. It includes an introduction to the healthcare delivery system, outlines the structure of the health system and roles of various departments and health professionals. Other topics include: the history of the profession, an introduction to the various professional organizations, quality customer service, an introduction to medical ethics and law with an emphasis on confidentiality and HIPAA regulations and basic radiation safety. (1.2) Summer

RAD 102, Methods of Patient Care (2)

(1,3)

Prerequisite: MTH 102 OR MTH 112 AND HPE 112 AND Acceptance into the Radiography Program

This course provides the student with the basic concepts of patient care, including consideration for the physical, developmental and psychological needs of the patient and family. The course covers routine and emergency patient care procedures including: basic EKG, infection control, patient assessment, patient education, venipuncture and contrast injection, introduction to pharmacology, and interacting with the terminally ill. The course includes clinical demonstration of patient care skills. (1.2) Summer

First Year; Fall Semester

RAD 103, Radiographic Imaging I (2)

(1,3)

Prerequisite: RAD 101, RAD 102

Recommended: One year of high school chemistry or CHM 101 or CHM 112

This course provides the student with the knowledge of x-ray generation and the prime factors that govern and influence the production of x-rays. Other topics included: conventional radiographic image receptors - radiographic film, sensitometry, intensifying screens and digital radiographic image receptors – CR and DR, conventional automatic processing and processor quality control, digital image processing, beam restriction and grids. This course includes demonstrations and laboratory activities to reinforce concepts. (1.2) Fall

RAD 104, Radiographic Procedures I (3)

(2, 3)

Prerequisite: RAD 101, RAD 102

Co-requisite: BIO 240

This course employs anatomy review, positioning demonstrations, and presentation of radiographs of the human body. The student learns the routine examinations and selected non-routine radiographic examinations of the following body segments: chest, abdomen, upper extremity, (digestive system and urinary system). The curriculum integrates the Radiographic Procedures course and the Radiography Clinical Practicum I course. It promotes student clinical competence in all assigned radiographic procedures as well as a thorough knowledge of related anatomy and positioning theory and concepts. As the course progresses, it integrates clinical applications of radiation protection and technique selection as appropriate. This course includes laboratory experiences. (1.2) Fall

RAD 124, Radiography Clinical Practicum I, (4)
Prerequisite: RAD 101, RAD 102

(0, 16)

In this course, the student progresses through a series of clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Radiographic Procedures I course and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures. Students will complete 240 hours of clinical experience in general (and fluoroscopic) radiographic procedures under direct supervision of a radiographer. The student will begin documenting competency in radiographic and patient care procedures. (1.2) Fall

First Year; Spring Semester

RAD 105, Radiographic Imaging II (2)
Prerequisite: RAD 103, RAD 104, RAD 124

(1,3)

This course is a continuation of Radiographic Imaging I. It is designed to develop the student's understanding of radiographic quality, the photographic and geometric properties which control and influence radiographic quality (density, contrast, detail and distortion), technical factor selection systems including automatic exposure control, and accessory radiographic devices (beam restriction, filtration, grids). This course includes demonstrations and laboratory activities to reinforce concepts. Problem solving and critical thinking skills will be emphasized in technique formulation and exposure calculations. Fluoroscopic and digital imaging are also included in the topics covered in this course. (1.2) Spring

RAD 106, Radiographic Procedures II, (3)
Prerequisite: RAD 103, RAD 104, RAD 124

(2,3)

This course is a continuation of Radiographic Procedures I, and includes all routine and selected non-routine procedures of the: lower extremity, spine, bony thorax, cranium, facial bones and sinuses. The course includes laboratory, and is integrated with the Radiography Clinical Practicum II course. Following completion of Procedures II, the student is able to perform all routine radiographic examinations. The student must integrate concepts from radiation protection and exposure technique to produce optimal quality diagnostic radiographs with minimal radiation exposure to the patient. (1.2) Spring

RAD 107, Radiologic Physics (2)
Prerequisite: RAD 103, RAD 104, RAD 124

(1,3)

Recommended: One year of high school chemistry or CHM 101 or CHM 112

This course reviews the concepts of atomic structure and electromagnetism, and study of radiation -- its nature, production and medical applications. Covered topics include: the electromagnetic spectrum, radioactivity and half life, x-ray production and characteristics, the effects of technique selection on beam quality and quantity, the interaction of radiation with matter, and the circuitry and design of radiographic equipment. The course emphasizes clinical applications of physics concepts in the safe operation of high voltage radiographic equipment. (1.2) Spring

RAD 134, Radiography Clinical Practicum II, (4) (0,16)
Prerequisite: RAD 103, RAD 104, RAD 124

This course is a continuation of Radiography Clinical Practicum I. Students complete clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Radiographic Procedures II course and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures and on continued development of clinical competency and professional development. (1.2) Spring

Second Year: Summer Term

RAD 210, Radiographic and Sectional Anatomy, (2) (1,3)
Prerequisite: RAD 105, RAD 106, RAD 107 RAD 134

This course provides the student with an understanding of anatomy from a radiographic and three dimensional perspective. The study of anatomy in the transverse, sagittal, and coronal planes enhances the student's understanding of gross anatomy and patient positioning. The course provides clinical application of information to the cross sectional imaging modalities of Computed Tomography and Magnetic Resonance Imaging. The course utilizes a body region approach to sectional anatomy, and emphasizes the location and relative position of the structures studied. (1.2) Summer

RAD 209, Radiobiology & Radiation Protection, (2) (2,0)
Prerequisite: RAD 105, RAD 106, RAD 107 RAD 134
Recommended: One year of high school chemistry or CHM 101 or CHM 112

The radiation biology segment of this course provides an overview of the principles of the interaction of radiation with living systems. The course presents the effects of irradiation of biological molecules and organisms, and the factors affecting biological response. Covered topics include: early and late effects of radiation exposure, epidemiological studies of radiation effects, and the acute radiation syndromes.

The radiation protection segment of this course provides the student with an overview of the principles and practices of radiation protection. The course emphasizes the responsibility of the radiologic sciences professional in providing radiation protection to the patient, personnel and the public. (1.2) Summer

RAD 208, Radiographic Procedures III, (2) (1,3)
Prerequisite: RAD 105, RAD 106, RAD 107, RAD 134.

This course covers the advanced radiographic, fluoroscopic and invasive procedures, emphasizing patient care, procedural protocol, and equipment and accessories used. This course covers the following topic areas: trauma radiography, pediatric and geriatric radiography, special procedures (eg. Myelography, sialography etc.) and tomography. Opportunities to explore advanced imaging modalities (CT, MRI, and cardiovascular interventional procedures, Nuclear Medicine, Radiation Therapy, Ultrasound, Mammography and Bone Densitometry) are also provided in this course. (1.2) Summer

RAD 242, Radiography Clinical Practicum III, (2)
Prerequisite: RAD 105, RAD 106, RAD 107, RAD 134

(0, 12)

This course is a continuation of Radiography Clinical Practicum II. The course emphasizes the continued development of clinical competency and professional development. Students complete clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Procedures courses and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures. Students will complete 180 hours of clinical experience in general radiographic and fluoroscopic procedures and trauma radiography under direct and/or indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in radiographic procedures. Students are also provided an opportunity to observe in some of the advanced imaging modality departments. (1.2) Summer

Second Year; Fall Term

RAD 212, Radiographic Pathology, (2)
Prerequisite: RAD 210, RAD 209, RAD 208, RAD 242

(2,0)

This course presents a body system approach to the demonstration of human diseases through medical imaging. The course emphasizes adaptations of routine positioning and radiographic technique to best demonstrate pathology and maximize diagnostic quality. Covered topics include patient care considerations relative to disease processes. Discussions include which imaging method or modality will best demonstrate each pathological condition. The course includes review of radiographs and films from Computed Tomography, Ultrasound, Magnetic Resonance, Mammography, Special Procedures and Nuclear Medicine. Systems covered include the respiratory, skeletal, gastrointestinal, urinary, cardiovascular, nervous, hematopoietic system, endocrine, reproductive, and miscellaneous disorders. (1.2) Fall

RAD 211, Radiographic Imaging III, (2)
Prerequisite: RAD 210, RAD 209, RAD 208, RAD 242

(1.3)

This course covers advanced imaging concepts including fluoroscopic equipment, image intensification, image recording devices, digital radiographic and fluoroscopic equipment. Additional topics include continuous quality improvement programs and the application of quality management concepts in diagnostic radiology. Covered topics include governmental impact on quality management and the JCAHO 10 Step Program. Also included are quality control and quality assurance for darkroom, processors, silver recovery, radiographic equipment, ancillary equipment, fluoroscopic equipment, advanced imaging equipment, and repeat and artifact analysis. (1.2) Fall

RAD 256, Radiography Clinical Practicum IV, (6)
Prerequisite: RAD 210, RAD 209, RAD 208, RAD 242

(0,24)

This course is a continuation of the Radiography Clinical Practicum III. The course emphasizes the continued development of clinical competency and professional development. Students complete clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Procedures courses and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures. Students will complete 384 hours of clinical experience in general radiographic and fluoroscopic procedures and trauma radiography under direct and/or indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining and documenting competency in radiographic procedures. Students are also provided an opportunity to observe in some of the advanced imaging modality departments. (1.2) Fall

Second Year; Spring Semester

RAD 240, Career Development, (2)

(2,0)

Prerequisite: RAD 212, RAD 211, RAD 256

This course reviews each of the content areas of the ARRT examination, to prepare the student for certification. It assists the student in organizing review efforts, and emphasizes the synthesis of information from across the curriculum. The course includes developmental testing, simulated registry examinations, review of radiographs and review games. This course also prepares the students for their professional roles and employment by mastering skills of career planning, resume and portfolio development, interviewing skills, and development of a professional development plan. (1.2) Spring

RAD 220, Pharmacology, (2)

(2,0)

Prerequisite: RAD 212, RAD 211, RAD 256

Recommended: High school chemistry or CHM 101 and CHM 112

This course explores the role of the radiographer in the administration of contrast media and related medications. Covered topics include: the radiographer scope of practice, legal implications, pharmacology overview, drug measurements and dose calculations, contrast media, preventive care and emergency response to contrast media reactions, imaging pharmaceutical compatibility, select drug administration techniques, and documentation requirements. (1.2) Spring

RAD 230, Medical Ethics and Law (2)

(2,0)

Prerequisite: RAD 212, RAD 211, RAD 256

Recommended: HUM 216

This course provides the student with an understanding of the parameters of professional practice and the legal and ethical responsibilities of the radiologic sciences professional. Covered topics include: elements of ethical behavior, ethical issues and dilemmas in health care, interacting with the terminally ill patient, the scope of practice of radiologic sciences professionals, sources of law, elements of malpractice, employment issues, and litigation. The course emphasizes the student's ability to apply concepts of ethics and law in the development of professional attributes. Course requirements include leading class discussions of issues and case studies. (1.2) Spring

RAD 266, Radiography Clinical Practicum V, (6)

(0,24)

Prerequisite: RAD 212, RAD 211, RAD 256

This course is a continuation of Radiography Clinical Practicum IV and provides opportunity for final student learning outcomes assessment. Clinical requirements include successful completion of final clinical competencies in all major areas of radiography including critical thinking and problem-solving. Successful completion of final competencies is a program graduation requirement. Emphasis in this course is on continued professional development and proficient performance of all radiographic procedures, with opportunity for continued exploration during of the advanced imaging modalities. (1.2) Spring

**Elgin Community College
Radiography Program Textbook List**

Year 1 - Summer/Fall/Spring

Course		Author	Title	Regular Price
RAD 101	Sum 1	Adler	Introduction to Radiologic Sciences and Patient Care, 4th edition	\$56.95
RAD 103	Fall 1	Carter	Digital Radiography and PACS	\$52.95
RAD 105	Spring 1	Papp	Quality Management in the Imaging Sciences, 3rd edition	\$52.95
		DeAngelis	The Integrated Radiography Workbook 4th Edition (Health & Allied Science Publishers)	\$54.95
		Carlton Adler	Principles of Radiographic Imaging 3rd Edition (Delmar)	\$166.70
RAD 104	Summer1	Frank	Merrill's Atlas of Radiographic Positioning & Procedures, 11th ed - Volume 1	\$89.00
RAD 106	Spring 1	Frank	Merrill's Atlas of Radiographic Positioning & Procedures, 11th ed - Volume 2	\$89.00
RAD 107	Spring 1	Frank	Merrill's Atlas of Radiographic Positioning & Procedures, 11th ed - Volume 3	\$89.00
RAD 212	(Fall 2)	Frank	Merrill's Atlas of Radiographic Positioning & Procedures, 11th ed - 3 Volume Set	
		Frank	Workbook for Merrill's Atlas of Radiographic Positioning & Procedures, 11th ed - Volume 1	\$46.95
		Frank	Workbook for Merrill's Atlas of Radiographic Positioning & Procedures, 11th ed - Volume 2	\$46.95
		Frank	Workbook for Merrill's Atlas of Radiographic Positioning & Procedures, 11th ed - 2 Vol Set	
RAD 124	Fall 1	Carlton et al.	Principles of Radiographic Positioning and Procedures Pocket Guide 2 nd ed.	\$55.65
			Total Custom Package Student Price for Elsevier Books & Evolve Select =	\$511.09
			TOTAL BOOK FEES FOR SUMMER 1/FALL 1/SPRING 1	\$745.40

Year 2 - Summer/Fall/Spring

Course		Author	Title	Regular Price
RAD 208	Sum 2	Drafke & Naka	Trauma and Mobile Radiography 2nd edition (F.A. Davis)	\$31.95
RAD 209	Sum 2	Statkiewicz Sh	Radiation Protection in Medical Radiography, 5th edition	\$44.95
		Statkiewicz Sh	Workbook for Radiation Protection in Medical Radiography, 5th edition	\$26.95
RAD 210	Sum 2	Kelley	Sectional Anatomy for Imaging Professionals, 2nd edition	\$79.95
		Kelley	Workbook for Sectional Anatomy for Imaging Professionals, 2nd edition	\$36.95
RAD 212	Fall 2	Eisenberg	Comprehensive Radiographic Pathology, 4th edition	\$72.95
		Eisenberg	Workbook for Comprehensive Radiographic Pathology, 4th edition	\$36.50
RAD 220	Spring 2	Jensen	Pharmacology and Drug Administration for Imaging Technologists, 2nd edition	\$41.95
RAD 230	Spring 2	Towsley-Cook	Ethical and Legal Issues for Imaging Professionals, 2nd edition	\$39.95
RAD 240	Spring 2	Callaway	Mosby's Comprehensive Review of Radiography, 4th edition	\$49.95
		Saia	Lange's Q&A for Radiography Examination 6th Ed (McGraw Hill)	\$53.94
			Total Custom Package Student Price for Elsevier Books & Evolve Select =	\$453.03
			TOTAL BOOK FEES FOR SUMMER 2/FALL 2/SPRING 2	\$515.99
			TOTAL BOOK FEES FOR FIRST AND SECOND YEARS	\$1,261.39

PROGRAM EXPENSES

Items	Summer Term	Fall Semester	Spring Semester	Totals
<u>Preadmission expenses</u>				
✚ HP Application fee				\$10
✚ PSB HOA Testing fee				\$20
✚ CPR Training (approximate)				\$35-65
✚ Physical Exam*				\$40
✚ <u>Immunizations needed*</u>				\$75
○ MMR injection OR				\$75
○ MMR screen				\$17.50
▪ Rubella				\$26
▪ Rubeola				\$26.50
▪ Mumps				\$40
○ Tetanus				\$102
○ Varicella injection OR				\$31
○ Varicella titer				\$20
○ Hepatitis B titre OR				\$195
○ Hepatitis B vacc (3 injections)(\$65 each)				\$30
✚ TB* (2 times) (\$15 each)				\$37
Criminal Background Check				\$28
Drug Testing*				
Your Preadmission Subtotal				
<u>Program Expenses</u>				
Registration Fee	\$5	\$5	\$5	\$15
1 st Year	\$5	\$5	\$5	\$15
2 nd Year				
Tuition based on "In District" Residence Does NOT include gen'l educ requirements -See College Catalog for out of district	\$273	\$819	\$1001	\$2093
1 st Year	\$728	\$819	\$1092	\$2639
2 nd Year				
Lab Fees				
1 st Year	--	\$50	\$50	\$100
2 nd Year	\$50	\$50	\$50	\$150
Textbooks (prices are approximate and are subject to change without notice) Does NOT include gen'l education textbooks				
1 st Year				\$745
2 nd Year				\$516
Supplies: Lead Markers – 2 sets (approximate)	\$22.99/2 sets			\$45.98
***Uniforms: 3 sets (pants, tops, shoes, Lab coats (approximate)				\$200
Graduation Fee – 2 nd Year			\$15	\$15
ARRT Certification Exam Fee – 2 nd Year			\$200	\$200
Application for State License – 2 nd Year			\$120	\$120
Subtotal				\$7119
YOUR TOTAL (includes preadmission expenses)				

*Prices from Provena St. Joseph Occupational Health Services

The student is responsible for transportation between clinical sites and ECC campus activities and all expenses associated with this travel.

This expense sheet does not include the cost of purchasing a health insurance policy (if needed) through ECC.

Additional miscellaneous expenses such as professional membership dues and out-of-town seminars that are part of the student's professional development will be encountered during the two-year program. An attempt is made to inform the student in advance so this will not be burdensome.

Cost of any of the above is subject to change without notice.

UNIFORMS

Women's

3 White Swan V-neck top Model No. 14100 in Royal	price \$16.88	plus sizes 20.78
3 White Swan Athletic-Type Scrub Pant Model No. 14120 in Royal	price \$10.69	plus sizes 14.49
1 White Swan Classic Warm up Jacket Model No. 14140 in White	price \$17.58	plus sizes \$21.68
1 White Swan Ladies Long Lab coat Model No. 15113	<u>price \$19.78</u>	<u>plus sizes</u>
<u>\$23.48</u>	\$120.09	\$150.97

Men's

3 White Swan Unisex V-neck top Mod no. 14000,	price \$13.88	plus sizes \$16.88
3 Unisex drawstring pant 14020	price \$10.99	plus sizes \$13.79
1 White Swan Men's Long Lab coat Model No. 15112	<u>price \$17.98</u>	<u>plus sizes</u>
<u>\$22.18</u>	\$92.59	\$113.92

Uniforms must be ordered through the ECC bookstore office to ensure the correct, color, style and stitching to identify the student as an ECC Radiography Student. Samples are available for sizing.

Payment will be due upon delivery. Expect delivery in approximately 3 weeks from the time of the order.



Elgin
Community
College

***Radiography Program
2011-2012
Student Handbook***

***SECTION 3
Resources & Services***

Academic Services

Renner Learning Resources Center

- ECC's library on the main campus (SRC-242) maintains reference books, periodicals and audio-visual aids related to radiography and are available for student use. The hours of operation are Monday through Thursday from 7:45 a.m. to 10 p.m. and Fridays from 8a.m. to 4p.m. The library is closed Fridays and Saturdays from June through August.
- The Program also maintains a reference library in the faculty's offices.

Computer Resources

- Students have access to computers, located in the Radiography classroom and laboratory (HBT 198) and also in HBT 183 and HBT 199A. Computer-assisted instructional (CAI) modules are assigned to supplement the curriculum in many of the courses.

Copy Services

Students who wish to make copies of printed materials while on campus should purchase a copy card from one of the card dispensers. A copier is available for student use in the HBT building.

Tutoring / Remedial Instruction

- Tutoring is available in the Learning Centers (SRC-108) by calling 847-214-7256 or at www.elgin.edu/tutoring; or tutoring@elgin.edu. Hours of operation are Monday through Thursday 9a.m. through 8 p.m. and Friday noon to 4 p.m. and Saturday 8 a.m. to 1 p.m. The Center is closed Fridays in June through August.
- Tutoring and remedial instruction in the radiation sciences is available to all radiography students on an individual basis, as needed by requesting assistance of the program faculty.
- Instructors may initiate remedial instruction when deemed to be in the best interest of the student.

Retention

- The Health Professions Department has its own retention specialist, Beverly Felder, RN, MPA. She is available to help students overcome barriers that might cause them to leave school before completing the program. Her office is located in HBT 170. Her phone number is 847-214-7611. (See below)

NEED HELP?????

I provide individual, supportive, FREE services in developing Time Management skills, Note Taking skills, Test Taking skills, community referrals, as well as, coordinating personal, academic, financial and career-related assistance.

Beverly Felder

Health Professions Retention Specialist

(847) 214-7611

bfelder@elgin.edu

HBT 160

Assisting students to develop or improve their skills to be a success in their chosen field.

Counseling and Student Assistance

- The Counseling & Transfer Center (SRC-107) provides advising and counseling services for all ECC students. See the College Catalog for additional information on the services provided.
- Radiography Program faculty provide students with a written progress report at midterm and at the end of each semester. Program faculty may schedule a private conference with students if deemed necessary. Students should seek assistance from any of the instructors as needed.

Health Insurance

- Students enrolled in the Radiography Program are covered by accident insurance that covers student injuries that occur during participation in on-campus activities and during the clinical experience. This plan does not provide any other coverage. **It is mandatory that students maintain adequate health insurance during enrollment.** Students' medical insurance coverage serves as the primary coverage and the college's accident insurance serves as the student's secondary coverage for injuries that occur on ECC campus or on site at any of the clinical affiliates.

Health Services

- ***At this time there are no health services on ECC Campus.*** In case of injury while on ECC campus, please review information on Emergency Response included in the College Catalog, p.98.

Career Planning and Graduate Placement

- Sessions on resume writing and interviewing skills are conducted for second-year students as part of the Career Development course during the last semester of the second year.
- Job postings can be found on the Program bulletin board or via email from your instructors.
- Information regarding application to educational programs in the advanced modalities is also posted on the bulletin board in the Radiography classroom. A copy of the *AMA Health Professions Education Directory* is maintained in the college library and is available for student use.
- Students are advised of educational and employment-planning options during regularly scheduled counseling sessions with the Program Director and as a part of the assigned activities during the Career Development course.
- Students are encouraged to request letters of reference from instructors, clinical supervisors and RT's. Official copies of transcripts will be forwarded by the Records Department upon completion of a written request.

See College Catalog for additional information regarding Resources and Services available to Elgin Community College students.



Elgin
Community
College

***Radiography Program
2011-2012
Student Handbook***

***SECTION 4
Program Policies
& Procedures***

Admissions Steps and Packet

Admission Steps

All radiography candidates must complete the following steps prior to applying for admission to the radiography program by the December 15th deadline (If December 15 falls on a weekend, packets are due on the Friday before that date. Late applications will be considered for the next year.):

1. Attend a radiography information session
2. Submit completed ECC application for admission if not already enrolled
3. Take and submit the COMPASS Reading Assessment (Minimum score 85) OR ACT Reading (Minimum score of 22)
4. Take the PSB Health Occupations Aptitude pre-admission test (\$20 fee to register)- Minimum score 25thile in each section.
5. Completion of prerequisites: BIO 110, MTH 102, HPE 112 and PSY 100 or completion with a grade of "C" or better (as shown on college transcript).
6. Have official transcripts from other colleges sent and request transcript evaluation be done
7. Submit Health Professions application (\$10 nonrefundable fee upon submission) with complete admission packet.

Admission Process

- All information **MUST** be turned in by the deadline in order to be considered as a candidate!
- Acceptance/ letters go out in mid January, Alternate/Nonacceptance by end of February. It is the applicant's responsibility to ensure that the contact information in the student record is up-to-date and correct.
- Candidates will be asked to confirm status. Failure to send confirmation by the stated deadline will result in forfeiture of the position.
- New Student Orientation will be scheduled in March and is mandatory **for all candidates** (accepted students **and** alternates) in order to continue with the enrollment process. A "no show" will result in forfeiture of the position in the program. Any consideration of an "emergency" absence is at the discretion of the program director.

Once ACCEPTED and after attending orientation, students must:

- Purchase uniforms and supplies
- Submit pre-clinical medical forms showing evidence of required immunization (titers) and proof of health/fitness,
- Submit to criminal background checks and drug testing
- Provide proof of health insurance coverage and
- Provide proof of CPR certification prior to starting the program.
- Register for classes
- Classes begin in May.

*alternates are only required to complete the CPR course prior to summer term and register for classes. The other items must be completed only if the alternate is awarded a position by the end of the summer term.

Alternate Status

Enrollment in the Radiography Program is restricted due to the limited clinical resources that are required to operate a quality, accredited educational program. It is at the program director's discretion to accept a number of alternates in addition to those accepted into the program. Alternate status means that if a student that has been accepted into the program is unable to begin the program in the summer for any reason, the next alternate on the list will be contacted to fill that position. In the event that an enrolled student withdraws from classes during the summer term, is unable to progress on to the fall semester courses or an additional clinical position becomes available, it would be too late for an alternate to step in to fill that position. In an effort to provide alternates the opportunity to meet his/her educational goals and to enable the program to maintain its limited enrollment as close to full capacity as possible, the following provisions will be made with the stipulations outlined below:

1. Alternates may be allowed to register for and enroll in the summer term RAD courses with the understanding that there is **no guarantee** that an alternate will be able to continue into the fall semester due to the limited number of clinical slots.
2. However, in the event a position becomes available during or at the end of the summer term, the position(s) will be filled with the next available alternate(s), according to his/her rank.
3. In order to qualify to fill a vacated position, the alternate must have maintained a minimum of a "C" (80 average) in all enrolled courses during the summer term.
4. In addition, in order to continue into the fall semester, the alternate must successfully complete all of the required steps (criminal background check, drug testing, documentation of immunity etc.) as outlined in the new student orientation prior to the beginning of the first clinical term (Fall semester).
5. In the event that a position does **not** become available, the alternate will be guaranteed a position in the next year's class along with any other alternates that could not be accommodated according to the alternate ranking as assigned. Confirmation must be received in response to the acceptance letter for the next year and attendance at the New Student Orientation will also be mandatory.
6. Because coursework in the radiography curriculum is sequential, and courses offered in one term are prerequisite to those in following terms, students who must wait a year to continue in the program may be required to undergo some assessment to demonstrate retention of the course content for the courses completed the prior summer term. Depending on the outcome of the assessment, some remediation may be necessary and is a condition for continuing on in the program. This assessment and remediation will be at no additional cost to the student.

The alternate's "opportunity to enroll" is contingent upon the student signing an agreement that outlines the stipulations. The outcomes of this pilot study will be evaluated at the end 2010 and again in 2011 to determine the benefit to the student and the program.

Attendance Policy

Students must be familiar with and comply with all policies and procedures of Elgin Community College, the Radiography Program, and its affiliating Medical Imaging Departments and clinics. Failure to comply with these policies would make the student subject to Disciplinary Procedures, as outlined in Section 7 of this *Student Handbook*.

Student Schedule

- Student clinical and didactic schedules do not exceed forty hours per week. Regular and prompt attendance is expected.

Student Hours

- The student schedule includes alternating days of clinical rotations and classes. Students receive printed class and clinical schedules at the beginning of each semester.
- Clinical assignments:
 - Shift times for clinical assignments will vary, including various day rotations. A limited number of second shift (evening) rotations are assigned during the second-year.
 - The supervising technologist or preceptor schedules student breaks, depending on department workload. A student must have the approval of the designated clinical instructor to leave the assigned clinical area.
 - On clinical assignments, the student is allowed a 30 minute lunch break unless otherwise notified.

Time and Attendance System

- Students are to record all clinical hours as instructed during program orientation.
- Students are expected to clock in and out at the assigned clinical site using the E*Value electronic system. IP addresses of clinical site computers are monitored. A clock in/out entry from an unauthorized IP address will result in disciplinary action. If a student records clinical time and was not in the facility of the clinical assignment, the student will be subject to disciplinary action.
- Any time record cheating will result in a two day suspension for all students involved. A second incident will result in immediate dismissal. Time missed shall be made up double time as scheduled by program officials. Unexcused absences are also to be made up at double time.

General Attendance Policy

- Attendance records are part of the permanent student file. Attendance is calculated in both didactic and clinical course grades.
- For clinical absences: the student must place TWO phone calls when absent:
 - ECC (847-214-7691 PD) **OR** (847-214-7976 CC)
 - Clinical Instructor at the assigned clinical site
 - The student must speak to either the Program Director or Clinical Coordinator at the College **AND** the Clinical Instructor (or designate) at the clinical site, **OR** leave a message on voice mail at each facility.
 - The student must notify program faculty at least 15 minutes prior to the scheduled clinical or class time.
 - The student must call in on each successive day she / he is absent.
 - **When a student fails to provide proper notification, the absence is unexcused, and must be made up as double the number of hours of actual absence.**
- Violation of any of the provisions of the attendance policy will result in reduction in the clinical grade. For repeated offenses, the student may also be subject to disciplinary action, up to and including dismissal from the program.

Class Absence Policy

- The absent student is responsible for all class work missed, and must complete all make up assignments within the due date at the discretion of the instructor(s).
- Instructors may include attendance as a portion of the academic course grade.

Clinical Attendance Policy

- A student absent during a clinical assignment must also notify the clinical instructor. (see instructions above)
- The student must make up missed clinical time in excess of the two allowed days as required. Make up time is scheduled only by program officials. It is the student's responsibility to complete all required clinical objectives.
 - The Clinical Coordinator will reassign missed clinical time (not to exceed 40 hours per week unless a waiver is signed by the student). Due to supervision issues, student clinical make-up time may be scheduled during the break or (for graduating second-years) after graduation. Depending on the assignment missed, make up time MAY be made up on 2nd shift or weekends at the discretion of the clinical instructor and program faculty.
 - Each student is allowed two days of clinical absence in each semester. **These days do NOT have to be made up.** Faculty reserve the right to reschedule the student into the area missed if it is deemed a unique or limited assignment. **Any absences over the two days per semester may result in a reduction of the clinical grade and must be made up. Make up days are scheduled at the discretion of the program faculty.**
- Each student must remain in the assigned clinical area. The Clinical Coordinator or supervising technologist must approve any non-scheduled student assignments or absences from scheduled assignments (including leaving early).
 - **A student with an unauthorized absence from the assigned clinical area may be required to make up the lost time at double time, as assigned by program faculty.**
 - Repeat instances of unexcused clinical absence will result in disciplinary action and will result in a reduction of the clinical grade.
 - **Any student accumulating more than 24 hours of clinical make up time will automatically be placed on Clinical Probation.**
 - The clinical grade depends, in part, on clinical attendance.

Clinical Tardiness Policy

- A student is tardy if she/he is more than five minutes late for scheduled clinical assignments.
 - **Three incidences of tardy in a semester will count as one (8 hour) absence. The absence must be made up at double time, as scheduled by program faculty.**

- **Tardiness for clinical assignments will also result in a reduction in the student's clinical grade.** (Please see the "Clinical Grading Policy" Section 6)

Snow Day Policy

If the college is closed, students are not required to attend practicum; however, any missed days deemed a unique or limited assignment may be re-assigned. Site visits will not occur when campus is closed.

The following radio and TV stations will report college closings: WGN, WBBM, WRMN, FOX, STAR, CBS TV, NBC TV, ABC TV, WGN TV, FOX TV, and CLTV. Students may also call the college at 847-697-1000 or log on to the college website at www.elgin.edu. It is recommended that students register for ECC's emergency alert system. Students, faculty and staff receive text messages if there is a campus emergency or cancellation of classes due to inclement weather.

1. Log on to emergency.elgin.edu
2. Enter your name, cell number & email address
3. Click to register

Overtime

Although it may be necessary at times for a student to stay later than his or her assigned time if involved in a case where it would not be in the patient's best interest for the student to leave in order to assure continuity of quality of patient care, it is not the program's policy to allow the accrual of "overtime". Due to strict supervision guidelines, program officials prefer that students maintain hours consistent with those reflected in the student clinical schedule in order to assure adequate supervision of students. In extenuating circumstances, early arrival or staying over the scheduled time will require special permission from the clinical instructor on site.

Excused Absences

- **Jury duty** and **funeral leave** are the only excused absences.
- Funeral leave is only excused for members of the immediate family. Immediate family is considered: spouse, children, mother, father, brother, sister, grandparents, in-laws.
- Documentation must be provided for either type of leave for those days to be excused.
- Unexcused absences in excess of the maximum allowed absences per semester may result in an unsatisfactory grade in the clinical course.

Emergency Leave

- Due to emergency or special circumstances, a student may have up to three days of leave. The student must submit a written request to the program faculty.
- The student must make up all missed clinical time and/or class assignments.

Leave of Absence/Temporary Disability Policy

Purpose: This policy is to accommodate the student who is temporarily unable to maintain required attendance in the program, due to unforeseen circumstances beyond his/her control. A student may not use a leave of absence to avoid dismissal from the Program for disciplinary reasons.

- Any student absence in excess of two weeks requires that the student request a Leave of Absence, in writing, to the Program Director.
- The Program Director must approve all requests for Leave of Absence. All information concerning student leave of absence is confidential.
- Student Leave of Absence for medical or personal reasons may not exceed one year.
- The "Student Pregnancy Policy" outlines Student Leave of Absence due to pregnancy (see Section 4).
- When a Leave of Absence is granted, a written LEAVE OF ABSENCE AGREEMENT is prepared. The student signs this agreement, and receives a copy. The agreement will outline the terms of the student's leave; including the requirements the student must meet to stay eligible for return to the program.
- A student granted a leave must complete all clinical and didactic requirements of the program within one year of the original graduation date, or be subject to dismissal from the program.
- Ineligibility: Denial of approval of leave of absence results when the student has:
 - Failed to maintain the required clinical or didactic grade point averages.
 - Accumulated make-up clinical hours in excess of 40 hours.
 - been placed on probation.
- Any student who fails to meet the requirements of the Leave of Absence Agreement and/or the Attendance Policy will be subject to dismissal. The student may not re-enter the program at a later date.

Student Withdrawal

- A student who wishes to withdraw from the Program must submit his/her resignation in writing to the Program Director and/or the Associate Dean of Health Professions. The Program Director meets with the student.
- The student has two weeks to reconsider the withdrawal and return to the program. The student must make up all missed clinical time and class assignments.
- A student who withdraws must return all program/clinical site property (including ID badges, film badges etc.); meet any outstanding debts to the College by the end of the two week notice period.
- The student is responsible for applying for any refunds that may be due.

Radiation Protection Policy

The Radiography Program advocates strict adherence to the principle of ALARA, that all radiation exposures be kept "As Low As Reasonably Achievable". Students must comply with the Program's Radiation Protection Policy Infractions of radiation protection policy and procedures will result in disciplinary procedures and a reduction in the clinical grade.

Radiation Dosimeters

- Each student receives a radiation dosimeter to monitor radiation exposure.
- The student must wear the dosimeter at all times while in the clinical area and during laboratory experience when exposures are made. The proper location of the dosimeter is on the collar, facing forward, on the outside of the protective lead apron when one is worn.
- The student must report lost or damaged badges, or any exposure to the badge that does not reflect the student's exposure.
- Students are responsible for exchanging dosimeters in a timely manner. Failure to do so may result in a reduction in the student's clinical grade.

Radiation Dosimetry Reports

- Reports of student radiation exposure are available in the Program Director's office. Students can check the report, and initial it.
- The Program Director monitors these reports. Students may address questions about the report to either the Program Director or the Clinical Coordinator.
- Student dosimetry reports are part of the permanent student record. Students are responsible for forwarding a personal record of their cumulative radiation exposure to an employer upon graduation. The Program Director will forward the student dosimetry record to employers upon written request of the student, at no charge.

Radiation Protection Guidelines

- No student will perform radiologic procedures without the consent of a physician.
- No student will ever be exposed to DIRECT radiation of the beam. The practice of students holding patients is not recommended unless absolutely necessary for the procedure and patient's safety.
- Lead aprons must be worn during fluoroscopic assignment or any time it is necessary for a staff member to remain in a room during an exposure. (i.e.: portables, surgery)
- Lead gloves must be worn by the students if his/her hands will be exposed to the primary beam. Thyroid shields and lead glasses should also be worn whenever possible while working in fluoroscopy areas.
- Dosimetry badges will be worn at all times while assigned to the clinical area and on ECC campus while in the energized lab making exposures.
- Non-technical staff (other healthcare workers, patient's family, etc.) assisting the patient during the radiographic exposure should be supplied with an apron and gloves at all times.
- All radiation reports will be available periodically for the student's review and must be initialed for documentation.

- Any student meeting or exceeding 50% of the quarterly dose limit will be counseled and the possible causes of the high readings will be documented.
- Students are prohibited from making radiographic exposure using portable equipment unless wearing a lead apron and maintaining at least six foot distance from the x-ray tube whenever possible.

Pregnancy Guidelines and Procedures

Due to the number and variety of courses in the radiography curriculum and the necessary clinical assignments required of students in meeting the clinical educational objectives for each clinical course, students enrolled in the radiography program are encouraged not to become pregnant during the educational program. During orientation, each female student must sign a statement of understanding of the program's pregnancy policy to ensure her understanding of the risk and the student's rights. **In the event that a student becomes pregnant during her enrollment in the Radiography Program, she has the option to declare or not declare her pregnancy.**

Federal regulations require that ECC's Radiography Program ensures that the dose to an embryo/fetus, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rems during the entire pregnancy. A limit of 0.05 rems per month of a declared pregnancy is also enforced. The student can refer to the Nuclear Regulatory Agency's website for additional information: <http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1208.html>

The Program, in order to comply with these lower dose limits, has adopted the following policy concerning student pregnancy. The purpose of this policy is to :

- Allow the pregnant student to make an informed decision regarding voluntary declaration of pregnancy.
- Provide for the well-being of the unborn embryo/fetus and reduce the risk of adverse effects.
- Provide for the fair treatment of the pregnant student, and maintain the quality of her clinical education.

Exposure to any level of radiation is assumed to carry with it a certain amount of risk. As a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of the effects increases as the dose increases. At the occupational dose limit for the whole body of 5rem (50mSv) per year, which applies to occupationally exposed individuals, the risk is believed to be very low.

The Nuclear Regulatory Commission (NRC) has reviewed the relevant scientific literature and has concluded that an exposure of 0.5 rem (5mSv) provides an adequate margin of protection for the embryo/fetus. (Reference Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13)

Through proper instruction, strict adherence to safety precautions and through personnel monitoring, it is possible to limit occupational exposure to under 0.5 rem during the period of gestation.

Declaration of pregnancy is at the discretion of the student.

- To take advantage of the lower exposure limit (0.5 rem) and additional dose monitoring provisions, the pregnant student **must declare her pregnancy in writing** to the Program Director.

- If the pregnant student elects not to declare her pregnancy, normal occupational exposure limits will continue to apply.
- Whether or not pregnancy is declared, the pregnant student is advised to consult with her physician and may select one of the following options:
 - **Continued full-time status:** The student must be able to meet the academic requirements and clinical objectives to continue in the program.
 - Class time missed due to pregnancy/maternity leave will be treated as any sick time (See Attendance guidelines and procedures in this Manual and attendance policy in the ECC catalog).
 - Clinical time missed due to pregnancy/maternity leave will be treated as any clinical sick time. (See clinical attendance guidelines and procedures in this Manual).
 - Due to College policy, if an incomplete grade is given due to illness, temporary disability or any other reason, the student is given 120 calendar days into the next semester in which to complete assignments or the “incomplete” will convert to an “F”.
 - **Withdrawal from clinical rotations with continued participation in didactic instruction:** A student may choose to continue in the didactic courses, but to withdraw from the clinical courses.
 - In this instance, the student must be able to meet the academic requirements to continue in the program.
 - Class time missed due to pregnancy/maternity leave will be treated as any sick time (See Attendance guidelines and procedures in this Student Manual and attendance policy in the ECC Catalog)
 - Due to College policy, if an incomplete grade is given due to illness, temporary disability or other reasons, the student is given 120 calendar days into the next semester in which to complete assignments or the “incomplete” will convert to an “F”.
 - After delivery, the student’s continuation of the clinical component of the program will be at the Program Director’s discretion based on which clinical semesters that were missed, and the availability of space in the clinical schedule (ie. Student capacity).
 - **Leave of Absence (“Stopping Out”):** Upon learning that she is pregnant, a student may opt to “stop out” of both the didactic and clinical components of the program until after she has delivered.
 - Because radiography courses are only taught once a year and during the same semester every year, this may mean that the student must sit out for an entire year before the student may re-enter the program and re-enroll in the semester’s courses at the point where she withdrew (See Readmission Guidelines and Procedures in this Manual).

Any student who elects not to declare her pregnancy will be considered to be in continued full-time status. Any student who elects to withdraw from the clinical component of the program or to take a leave of absence should refer to the Readmission Guidelines and Procedures in Section 5 of this Handbook.

Cell Phone/Pager Policy

Students should not bring cell phones/pagers into the classroom or clinical site. If an emergency situation arises where it is absolutely necessary to carry a cell phone/pager to class, it must be set to vibrate mode (inaudible) so as not to disturb the learning environment. Students who must answer a call/page must step out of the classroom/lab to do so or wait until an appropriate break time. **You may not carry cell phones with you during clinical duty.**

Markers, Badges and Name tags

Photo ID Badge (Clinical site)

Some clinical facilities may require that students wear a photo ID during the clinical practicum. In clinical facilities where this applies, the following applies:

- Each student receives a photo identification badge. The student must wear the ID at all times while in the clinical area or when in the hospital.
- The ID badge is the official form of identification within the hospital, and is an important security measure.
- A security code in the ID badge allows entry into restricted areas (for example, the Emergency Department). Some facilities provide a “prox reader” in place of an ID badge.
- The badge is worn facing forward and clearly visible.
- The badge must not be obscured with film markers, stickers, or anything else.
- The student must immediately report a lost ID badge to the Safety and Security Office of the clinical facility and the Program Director.
- The ID badges are property of the Hospital, and must be returned to a Program official upon leaving the program.

Dosimetry badges

See Radiation Protection Policy (refer to this section of the Handbook).

Radiographic Identification Markers

- Two sets (Two left (L) and two right (R) lead film markers) must be purchased by each student. The markers identify the images exposed by the student.
- The student must have these markers with him/her at all times while in the clinical area in the radiography lab on campus.
- The student must not loan these markers to anyone else as they identify the student's work.
- Failure to have markers on site may result in the student being sent home which will result in an unexcused absence. Unexcused absences are made up double time.
- Failure to have markers on site may result in a reduction in the student's clinical grade.

Student Health and Safety

- Students must have a physical examination prior to enrollment, including documentation of immunization records.
- Students must undergo a two-step Mantoux tuberculin test prior to enrollment and as required during enrollment. (At minimum, additionally at the beginning of the 2nd year)
- Students are strongly advised to undergo a hepatitis B vaccination. Students refusing the vaccination must sign a declination form.
- Flu shots & pneumonia shots are strongly recommended.

- Student Illness or Injury
 - Student absence due to illness or injury must comply with the Attendance Policy.
 - Any student who contracts a communicable disease must comply with the appropriate Infection Control and Communicable Disease policies of the clinical site where the student is assigned as well as the Communicable Diseases Procedure outlined in the College Catalog.
 - In cases of injuries that occur during regularly scheduled hours on ECC's campus or on the property of a clinical affiliate, the student must complete an incident report in consultation with the clinical supervisor or program faculty.
 - If a student becomes ill while in the clinical area, the student is to report to the supervising technologist and/or the program faculty.
 - Student illness or injury that results in an absence in excess of three days requires that the student obtain a physician's clearance to return.
 - Any temporary or permanent restriction on the student's ability to perform clinical assignments requires a physician's release.

Student Safety and Incident Reports

- Students must comply with hospital policies for reporting unusual occurrences. Hospital orientation/student clinical orientation presents information about safety issues, hospital security, and incident reporting.
- A student with any concern or problem relative to safety issues should seek assistance from the supervising radiographer or the program faculty.
- The student must immediately report any unusual occurrence or incident to the department supervisor and program faculty.
- Students should also refer to the Health Professions Safety Statement in the Appendix of this Handbook.

Infection Control Policy

- Standard Precautions prevent the transmission of communicable diseases, and provide for the safety of students, staff and patients. Successful completion of the Methods of Patient Care course serves as documentation of successful completion of these competencies.

Student Records

During enrollment, the Program's student record includes but is not limited to:

- Clinical and didactic grades
- Attendance records
- Clinical education records
- Records of student conferences
- Health record
- Radiation dosimetry record

After completion of the program (either through graduation or termination), the permanent record includes:

- School transcript (including attendance record)
- Registry result (pass/fail)
- Health record
- Radiation dosimetry record

The College and the Program maintain the confidentiality of student records in compliance with the Family Educational Rights and Privacy Act. A locked file in the office of the Program Director houses all program student records. Information from student records is released ONLY after receipt of a written request from the student. The College mails official transcripts directly to other institutions, upon written request by the student. The College will send unofficial transcripts directly to the student.

The Program Director will forward dosimetry reports to employers or schools, following written request of the student.

Parking and Transportation

- ECC's Main Campus has restricted parking which requires display of a parking permit or tag. Refer to the ECC Catalog for additional information
- Some clinical sites may require students to park in designated parking spaces only.
- Any parking fines or traffic citations are the sole responsibility of the student.
- Students reported as parking in unauthorized parking spaces at any clinical site may be restricted from that clinical site permanently.

Smoking Policy

ECC campus buildings are all smoke-free. Students must comply with this policy. Smoking is only allowed in designated areas outside the buildings. Many of the Program's clinical affiliates prohibit smoking on all properties (including in personal vehicles). Violation of affiliates' smoking policies may result in permanent restriction from that clinical site.

Drug Free Campus

Students accepted into the program must submit to a drug test prior to enrollment and at the beginning of the summer term of the second year. Program officials can request a random drug test be done at any time if a student's behavior becomes problematic and characteristic of drug use. Refer to the Drug Free Campus Procedure in the College Catalog.

Student Handbook

Each student receives a copy of the *Student Handbook* during orientation. Students are to familiarize themselves with its contents, and abide by all policies and procedures.

Academic Standards

Due to the discipline of studies in Radiography, some of the academic guidelines are stricter than any other programs offered at Elgin Community College. Please be advised of the following guidelines:

- Classes are not to be missed without prior notification and/or approval of the instructor. This includes all RAD classes as well as your clinical assignments. It is the student's responsibility to call the instructor prior to the expected time for reporting to class or clinical assignment in the event of an absence.
- If a test is missed, it must be made up within 1 week after the originally scheduled testing day. Being allowed to make up a scheduled test is a privilege which may be withdrawn if the privilege is abused. The student is limited to 2 make-up tests per class per semester without extenuating circumstances at the discretion of the instructor.
- Tests will always be announced; however pop quizzes may be unannounced. Any student missing an unannounced quiz may not be allowed to make it up and will receive a grade of 0. Unannounced quizzes are normally averaged together in a semester to count as 1 test grade.
- Except in exceptional circumstances, days missed in excess of 10% of the number of class meetings will result in an unsatisfactory grade, which will result in dismissal from the program. If it is necessary to miss a day of class, it is the student's responsibility to get the notes and material missed from your classmates.
- A syllabus with course outline, objectives, and instructor lecture notes for each course will be available in D2L. It is the student's responsibility to log on to D2L and check emails regularly.
- All homework and reading assignments are listed in the course syllabus. It is the student's responsibility to refer to these syllabi for his/her assignments.
- If "extra help" is needed with a RAD course, the student should approach the instructor prior to the day of a test. Waiting until the night before a test to study is not a good idea. Each instructor has his or her office hours posted on the office door. Students can refer to the schedule to determine the availability of the instructor during designated office hours.

Grading Policies:

Academic Course Grades:

For each didactic course, a course syllabus outlines the method of student evaluation and grading. Instructors may include any or all of the following in calculating and weighting the course grade: homework assignments, quizzes, unit examinations, final examinations, class participation, written papers, presentations, group projects, laboratories and attendance. The Unit Objectives and/or course calendar included in the course syllabus outline required assignments and learning objectives for each segment of a course.

Clinical Course Grades:

Section 6 of the Student Handbook, "Clinical Education Plan" describes the clinical grading policy.

The following grading scale will be the one used for didactic and clinical performance:

93 - 100	-	A
86 – 92	-	B
80 - 85	-	C
70 – 79	-	D
below 70	-	F

- **A student MUST maintain a MINIMUM of an 80 (C) average in all RAD courses in order to remain in the program.** This includes both didactic and clinical courses. Any grade below a "C" in any RAD course will result in withdrawal from the program, since all sequential courses are prerequisite to the courses in the following term.
- **In addition, all required and support courses require a minimum grade of "C".**
- **A G.P.A. of 2.0 MUST be maintained to remain in the program.**
- In the event of a failed RAD course (below a C), the student may request to "stop out" and, with the program director's approval, re-enter the program the following year at the point at which the student stopped. Re-entry is contingent upon the status of the student capacity at the time of intended re-entry. (See Withdrawal and Re-entry Policy in this Section.)
- **A student may re-enter the program only once.**
- Acceptance and continuation in this program are contingent upon acceptance by the clinical facilities for practicum training. If a student does not appear to be in good physical and/or mental health, as evidenced by his or her performance or behavior in the clinical practicum, a physical examination and a written report from a physician can be requested by faculty.

Progress Reports:

Students receive a progress report for each course for which they are enrolled at midterm and at the end of each semester. The Program Director or faculty member meets with students individually as needed. All students are provided with regular feedback concerning academic and clinical progress and professional development including identification of student strengths and areas for improvement. Coaching may occur at any time deemed necessary by the faculty, or upon the request of the student.

Retention and Promotion

Students must maintain a minimum 80% average in all RAD courses. Instructors periodically calculate a course grade for the purpose of monitoring student progress. Students can expect to receive progress reports at midterm and following completion of each term.

Failure of a RAD Course

A failed course may be retaken **one** time. If the course is failed, withdrawn from or incomplete the second time, the student will not be allowed to continue in the program and will not be allowed to re-enter. When a student fails the third course with a RAD prefix, the student will be required to leave the program and will not be allowed to re-enter.

Procedure: First Failure

1. Conference between faculty and student
 - Instructor and student will discuss with the student the reason for failure.
Examples:
 - Test taking
 - Lack of knowledge – general or specific

- Clinical probation contract - initiated, in progress
 - Personal - i.e. extreme commitment (work, family, illness, financial)
 - Course requirements
3. Plan for improvement contract.
Examples:
- Counseling
 - Tutoring
 - Personal, what will they change i.e., work schedule, home
 - Repeat class: for example, A & P
 - Special program of self study - computer simulation
 - Other

Procedure: Second Failure

1. The student will be notified of the policy regarding three failures. The student will be required to sign and return this notice to the office before they go on to next class.
2. Steps 1, 2, and 3 for first failure are repeated.

Withdrawal & Re-entry Policy

Students must follow the college withdrawal policy. Refer to the college catalogue for this policy. Radiography students shall inform the individual instructor and/or the Program Director of withdrawal from a RAD course and the Program Director/Associate Dean of Health Professions of withdrawal from the program and complete the forms for withdrawal. **Students who wish to re-enter must complete the required re-entry forms available in the Health Professions Office.** Placement in the course is determined on a space available basis.

Readmission Policy

First Semester

- First semester admission is based on a ranking process for the 16 spaces.
- All students who either fail or withdraw must be re-screened to re-enter the program.

All Other Semesters

Students who have been accepted and enrolled in the Radiography Program at Elgin Community College within the past year and who wish to be considered for readmission into the Radiography Program must:

- Submit the Health Professions Program Application for readmission to the Health Professions Department (first semester) or re-entry form (all other semesters).
- Meet all admissions requirements for entry into the Radiography Program for the academic year in which reinstatement is requested.
- Meet the following additional requirements prior to the first day of classes:
 - Submit evidence of a satisfactory physical examination taken within the year preceding the requested term of re-entry, this will require updated PPD test.
 - Submit documentation of current CPR certification.
 - Submit to another criminal background check
 - Submit to another drug test
 - Complete re-orientation procedures for all clinical education sites as they may require.

Students who are readmitted must register for all of the co-requisite courses during the term of re-entry in addition to the course(s) to be repeated. Co-requisite courses for which passing grades have previously been received may be monitored on an audit basis. Students who audit Radiography courses must still meet all of the course requirements as outlined in each of the course syllabi. Failure to do so will result in the student's withdrawal from the program. The following additional criteria will apply to students auditing a clinical course during the term of re-entry:

- All competency examinations that had been attained in the previous year will be carried over into the new academic term, however rechecks for competency will be conducted at random during the re-entry term in order to monitor and ensure student progress.
- If the student fails to pass the recheck competency examination, it will be removed from the student's Master List of competencies. The student must complete two additional practices for remediation before attempting to challenge the competency exam again. When the student successfully passes the competency exam, it will be reinstated on the student's Master List.

Final Decisions for Readmission into the Radiography Program

The decision to grant readmission into the Radiography Program will depend upon:

- There being **space** available in the requested re-entry radiography course.
- The **completion by the student of all criteria for readmission** into the Radiography Program.
- A cumulative technology **GPA of 2.00** is required. Students will be readmitted on a first come, first served basis according to the date all criteria for readmission are met.

All students who meet the criteria for consideration for readmission into the Radiography program will be notified of the status of their request as soon as space becomes available. Any student requesting readmission into the second term of the first year will be considered on a space available basis after any alternate positions have been filled.

Students who are not granted readmission in a specific term and who wish to continue to be considered for readmission must reapply and meet all criteria for consideration for readmission into the Radiography program.

Transfer Guidelines and Procedures for Transfer Students

Students who wish to transfer from another accredited radiography program to Elgin Community College must submit the following for consideration by the Program Director:

- Contact Program Director by telephone or in writing to discuss the possibility of a transfer.
- Submit transcripts, course descriptions, documentation of completed competencies, completed clinical time, letters of recommendation and any other information requested by the Program Director that would be helpful in determining the feasibility of a transfer between the two programs.
- Complete Elgin Community College application for admission to the college.
- Complete Health Professions application for admission to the program.
- Meet with the Program Director to discuss the details of such a transfer.
- Transfer students are only accepted from JRCERT accredited radiography programs. Determination of the feasibility of such a transfer is at the discretion of

the Program Director based on available space in the class and the qualifications of the applicant.

Professional Development

Students are expected to participate in professional development activities while in the Radiography program. Examples of professional development activities include:

- Becoming a member of the ISSRT (Illinois State Society of Radiologic Technologists) and the ASRT (American Society of Radiologic Technologists). Applications can be downloaded from the organizations' websites @ www.ISSRT.org and www.ASRT.org.
- Planning the National Radiologic Technology Week celebration on campus in November.
- Mentoring first year students and helping with recruitment activities.

Graduation Requirements:

ECC's Radiography Program is a competency-based program, completed in 24 months. A radiography student is eligible for graduation only after meeting the following criteria:

- Candidates for graduation must complete a formal "Notice of Intent to Graduate" during the semester in which they will intend to complete graduation requirements. For Radiography students "on track", this will be **before February 1st**.
- Successful completion by attaining a minimum 80% grade of all required didactic and clinical courses.
- Completion of all required clinical education requirements, including
 - Clinical rotation objectives
 - Clinical competency evaluations
 - Final competencies
- Completion of any make-up clinical hours.
- Payment of all tuition, graduation and other fees and/or fines.
- Return of any hospital ID badges, radiographic markers and/or film badges.

General Disciplinary Policy

- While enrolled in the Radiography Program, all students must conduct themselves professionally. Students must abide by the *American Registry of Radiologic Technologists' Code of Ethics*, (<http://www.arrt.org/ethics/standardethic.pdf>) and comply with the policies and procedures of Elgin Community College and the clinical affiliates of the Program.
- Any student who does not comply with policies and standards is subject to disciplinary action.
- The Program Director and the Clinical Coordinator determine the type and severity of disciplinary action employed.
- The Radiography program officials are responsible for all decisions regarding student dismissal.
- Students who have grievances regarding the Radiography program should discuss them first with the faculty member or clinical instructor involved. A problem that is not resolved at this level should then be brought to the program director's attention. If a problem is not resolved informally at this level, the student should follow the Student Appeal and Complaint Procedure or the Student Grade Appeal Procedure outlined in the college catalog.

Coaching and “Notice”

- Coaching is an immediate remedy, utilized by the faculty or staff to correct a student's conduct, performance, or attendance.
- All coaching sessions are confidential and conducted in a positive and constructive manner.
- The student receives goals and solutions for the problem(s) that prompted the coaching session.
- Documentation of each coaching session becomes a part of the confidential file.
- If, after coaching, the problem(s) is (are) not corrected, the student will be subject to additional discipline, the severity of which will depend on the student's violation(s).
- Students can be placed “on notice” for a period of time ranging from one to four months. During “notice”, the student must correct misconduct, poor attitude, and/or failure to demonstrate adequate progress.
- When a student is placed “on notice”, the Program Director has a coaching session with the student, and presents the student with a written *Notice*. The Program Director discusses the reason for the notice and the length time provided to correct the problem. The student is provided with goals that must be accomplished by the end of the notice period. The student and the Program Director sign the written *Notice*. The student receives a copy of this *Notice*, with the original placed in the student's confidential file.
- At the end of the notice period, the student has a second coaching session with the Program Director.
 - If the student has met his/her goals, the notice period ends. A written *Release from Notice* is given to the student.
 - If the student has failed to meet these goals, dismissal from the program can result.
- Examples of instances that will result in notice are not limited to the following:
 - Unprofessional behavior
 - Failure to follow school or program policy
 - Failure to demonstrate clinical progress

HEALTH PROFESSIONS DISMISSAL POLICY

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe Radiography program regulations and meet professional standards as outlined in the Radiologic Technology code of ethics.

A written warning will be issued for infractions of program regulations or professional standards. A copy of the written warning will be kept on file in the Dean of Health Professions office.

Students who continue to violate program regulations or professional standards in which they have previously been given a written warning will be permanently dismissed from the Radiography program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Radiography program without a written warning.

Students who have been permanently dismissed from the Radiography program are permanently dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy
4. Academic or clinical failure
5. Abusive treatment of classmates, patients or visitors.
6. Discrimination against anyone associated with the hospital because of race, color, national origin, gender, handicap, creed, or disabilities.
7. Willful damage of college or hospital property.
8. Threatening, intimidating, harassing or coercing other persons.
9. Unauthorized possession of any weapon on hospital or college premises.
10. Being under the influence of drugs, narcotics, or intoxicants on hospital or college property.
11. Insubordination or refusal to perform assigned duties.
12. Disorderly conduct or fighting on hospital premises.
13. Malicious gossip or derogatory attacks concerning anyone associated with the clinical facilities or College.
14. Unauthorized disclosure of hospital acquired confidential information, including information regarding physicians, fellow students and employees.
15. Accumulation of three reprimands

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
2. If warranted, the program official will prepare a *Notice of Permanent Dismissal* that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the *Notice of Permanent Dismissal*. A student who is dismissed from the Radiography program will not be permitted to attend any further Radiography classes/clinical and will receive failing grades in the Radiography courses in which they are enrolled.

Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog.

Complaint Resolution Procedures

The Joint Review Committee on Education in Radiologic Technology accredits the Radiography Program. This accreditation is important because it indicates that the program is committed to academic excellence, health care quality and patient and professional safety. JRCERT accreditation demonstrates that a program adheres to the national educational standards that have been accepted by the profession. **The Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) are available upon request in the Program Director's office.** Students who have concerns regarding the program's compliance with the **STANDARDS** should follow the procedures outlined in the program's Due Process/Student Appeals Policy. If the student does not feel that the Program and the College have satisfactorily addressed the complaint, the student may contact the JRCERT with the concern. The JRCERT can be contacted at:

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

Student Rights and Responsibilities

- **Students have the right** to institutional policies and procedures safeguarding the freedom to learn.
- **Students are responsible** for knowledge and application of the policies and procedures.

- **Students have the right** to admission without discrimination on basis of race, creed, national origin, gender, marital status or handicap.
- **Students have the responsibility** to accept others without discrimination on the basis of race, creed, national origin, gender, marital status or handicaps.

- **Students have the right** to take reasonable exception to the data or view offered in any course of study and to reserve judgment.
- **Students are responsible** for knowing material offered in any course of study.

- **Students have the right** to orderly procedures of academic evaluation without prejudice.
- **Students are responsible** for maintaining standards of academic performance for each course.

- **Students have the right** to confidentiality by all Program/College employees.
- **Students have the responsibility** to respect the confidentiality of others.

- **Students have the right** to a carefully considered policy regarding the information that is part of the student's permanent educational and financial record and the conditions of records disclosure.
- **Students are responsible** for maintaining confidentiality of their records.

- **Students have the right** to discuss appropriate issues and to express opinions.
- **Students are responsible** for maintaining positive public relations for Elgin Community College and the Radiography Program and its clinical affiliates.

- **Students have the right** to printed institution clarification of standards of behavior that are considered essential in appropriate situations.
- **Students are responsible** to know these policies. Disciplinary action may result from violations of these policies.

- **Students have the right** to adequate safety precautions within the hospital and its facilities.
- **Students are responsible** for practicing safety measures within the College and its clinical affiliates.

- **Students have the right** to participate with faculty in periodic review of the grading system.
- **Students are responsible** for seeking clarification or assistance from faculty regarding academic status.



Elgin
Community
College

***Radiography Program
2011-2012
Student Handbook***

***SECTION 5
Clinical Education Plan***

Clinical Education

The process of becoming a radiographer is a complex one involving a combination of mastery of patient care and technical skills and the development of professional behavior and attitudes. To facilitate this adjustment, the student radiographer must develop an awareness of the expectations of the educational program. This section of the STUDENT HANDBOOK is dedicated towards the goal of providing guidelines and standards for accepted behavior and providing incentive for the student radiographer to develop into a mature, responsible radiographer.

Affiliated Clinical Education Centers which offer the necessary clinical education for the Radiography Program include: The Imaging Departments of **Provena St Joseph Hospital** (Elgin), **Sherman Hospital** (Elgin), **Mercy Harvard Hospital** (Harvard), **Fox Valley Orthopedic Institute** (Geneva and Elgin), **Midwest Bone and Joint** (Elgin), **McHenry County Orthopaedics** (Crystal Lake), **Mercy Woodstock Medical Center**, **Mercy McHenry Medical Center**, and **Mercy Crystal Lake South**, **Provena MedCare Acute Care Center** (Lake in the Hills), **Sherman Family Healthcare on Randall Road** (Algonquin), **Royal Blvd.** (Elgin) and **McDonald Road** (South Elgin). During the two years of education the program provides approximately 1428 hours of clinical education. It includes routine (fluoroscopic, portable, surgical) and emergency radiographic procedures and is scheduled during weekdays on first and evening shifts during both years. The student will, on a regular schedule, rotate through all diagnostic and record keeping areas of the departments. In addition, the student will have be assigned to CT and will have the opportunity to observe in the advanced modalities including Ultrasound, Nuclear Medicine, and MR Imaging, Bone Densitometry, Angiography and Cardiac Catheterization Laboratory and Radiation Therapy departments in the second year. In compliance with accreditation standards, the classroom work at Elgin Community College along with the clinical education comprise approximately no more than 40 hours each week.

Certification

Graduates of the associate of applied science degree Radiography program are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Graduates who successfully pass the ARRT examination may use the initials RT(R) behind his/her name and are eligible for employment in all but a few states without additional licensing examination requirements. In Illinois, graduates are also eligible for accreditation (licensure) by the Illinois emergency management Agency – Division of Nuclear Safety.

Ethics Requirements

There are legal limitations for national certification with the American Registry of Radiologic Technologists (ARRT) for graduates with prior convictions or disciplinary action. Applicants for examination for the ARRT certification examination must declare any felony or misdemeanor convictions. Individuals with convictions or charges resulting in any of the following must also be reported and may prevent the applicant from being able to pursue certification in the field:

- plea of guilty
- plea of nolo contendere
- withheld adjudication

- suspended sentence
- military court-martial

Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use.

Professional Behavior

The manner in which the student expresses him/herself is very important. The student's tone and mannerisms could easily project an "I couldn't care less" attitude. REMEMBER, the student's behavior represents him/herself, his/her profession, school, program and hospital!

When communicating with patients follow the five fundamentals of patient communication by following AIDET: It is a simple acronym that represents a very powerful way to communicate with people who are often nervous, anxious and feeling vulnerable. It allows us as trained health care professionals to share our experience, knowledge and training.

- ACKNOWLEDGE the patient
- INTRODUCE yourself to your patient
- DURATION let the patient know approximately how long the procedure will last.
- EXPLAIN what you are going to do.
- "THANK YOU" for allowing X hospital to meet your health care needs.

Advantages of using AIDET:

- Reduced patient anxiety
- Increased patient compliance
- Improved clinical outcomes
- Increased patient satisfaction

Other considerations:

- Loose conversations with personnel or students in front of patients or in their hearing distance is distracting. Sound carries within the department and what you say may be misinterpreted with serious results! Refrain from use of foul language while in clinical areas!
- Speak in a moderate tone of voice to patients and fellow workers.
- Giggling or loud outbursts of laughter should not be displayed anywhere near patient care areas as it could be interpreted as irresponsible by patients and/or their families.

When communicating on the telephone:

- Promptly identify the department and yourself on incoming and outgoing calls.
- Personal phone calls are not permitted during working hours unless absolutely necessary. Cell phones, if carried, should be used only when absolutely necessary and should be maintained in a silenced/vibrate mode. **If you are with a patient, the patient is your priority!**
- Always practice good telephone courtesy by:
 - Answer promptly (by the third ring) with a "smile" in your voice. Delayed answering irritates your caller.

- Take messages accurately -- keep paper and pencil by the phone. After writing down the message, read it back to the caller.
- Transfer properly, understand your telephone equipment and transfer the call to the right person or office the first time.
- Explain delays. Waiting seconds seems like an eternity to the person on the other end of the phone line.
- Eliminate slang.
- Terminate your call with a polite "Goodbye"--hang up gently.
- **Remember, there is no unimportant telephone call. You are the voice of the hospital's business.**

Bulletin Boards and Announcements

All radiography courses are web-enhanced using the D2L platform. Messages of interest and calendar changes are posted in D2L as related to each specific course. Student clinical schedules are posted in D2L for each clinical course and a copy is maintained by each clinical instructor on site. Online bulletin board messages/calendars through *D2L* should be checked regularly for updates and deadline notifications. It is the student's responsibility to check for updates.

Lockers

- If lockers are assigned at the clinical site, you are required to supply a lock for your locker.
- Do not leave valuables in an unlocked locker.
- Clinical education facilities and ECC will not be responsible for lost or missing articles.

Smoking

- All clinical affiliates are "Smoke-Free" institutions; therefore smoking is not permitted during clinical hours (This includes personal vehicles).
- On ECC campus, smoking is allowed only in designated areas outside.

DRESS CODE

Uniforms for male and female students are ordered/purchased from the ECC Bookstore by each student prior to the designated deadline date. These include:

For Women: (1) Royal blue scrub pants, (2) Royal blue scrub shirts, (3) Royal blue warm up jacket (4) white lab coat (5) Solid white socks, white, non-textured stockings, knee hi's, or solid white socks may be worn, (5) White soft-soled shoes or white leather athletic style shoes are permitted (there shall be minimal color on the athletic shoes).

For Men: (1) Royal blue scrub pants, (2) Royal blue scrub shirts, (3) solid white socks, (4) white lab coat (4) White soft-soled shoes or white leather athletic style shoes are permitted (there shall be minimal color on the athletic shoes).

All scrub uniforms must be purchased through the ECC Bookstore to ensure that they have the necessary ECC logo and "Radiography Student" stitched on the left chest area. Photo id name badges must be worn at all times.

Each student should have at least three (3) full uniforms to begin with. Additional uniforms may be purchased for the second year when clinical rotations will include three full days. On weeks scheduled in the O.R., student uniforms must be worn to and from the clinical assignment.

Every student must be attired in full uniform in order to enter the clinical area - NO EXCEPTIONS. If improperly attired, a student may be sent home for the day or allowed to change outfits and return. If the student is sent home for the day, it will be documented as an absence in the clinical assignment.

Shoes must be all white in nature and may be athletic or healthcare in style (no clogs/ no crocs). Shoes (and shoestrings) must be washed regularly. White shoes must be kept white. **Failure to adhere to the dress code policy will result in a reduction of the clinical grade and/or disciplinary action.**

Depending on the clinical site, surgical scrub suits are required when assigned to the operating room and are normally furnished by the hospital. These uniforms are not to be taken from the hospital and are to be worn only when scheduled to work in the operating room. Some clinical sites require that the long white lab coat be worn over hospital scrubs when leaving the operating room environment.

Jewelry

Jewelry should be kept to a minimum as it places the patient at risk of injury and it places the student at risk for potential infection. Also, jewelry can get caught on equipment. The following rules apply to jewelry:

- NO hoop earrings
- NO facial piercings
- NO bracelets other than a wristwatch (one with a second hand is recommended)
- NO large rings

Grooming

- Nail polish is permitted, but should be well kept (non peeling). Nails must be short to moderate in length. NO ACRYLIC NAILS ARE PERMITTED DUE TO HOSPITAL INFECTION POLICIES.
- Wear make-up in moderation.
- NO PERFUMES, COLOGNES OR AFTERSHAVE in the clinical setting.
- Students should also be aware of offensive odors such as smoke on clothing. Patients who are not feeling well may be sickened by odors such as perfume or smoke.
- Severe hairstyles, ornamental clips, ribbons, or bows in your hair are not acceptable. If clips or hair bands are worn they must be neutral in color, style, and design.
- Facial hair should be neat & trim. This is not only an aesthetic issue, it is necessary in order for face masks and respirators to fit properly.

ID Badges

The student's hospital ID badge will be worn at all times while on duty. Badges will be worn within 10" of the shoulder with the picture clearly visible.

Radiation Badges

Radiation monitoring badges will be worn at collar level. Badges worn to monitor pregnancy will be worn at waist level under the lead apron (if worn). Lab fees cover the cost of film badges that are provided for each student. Students are responsible for changing the film badge as directed by the Program officials. Failure to exchange badges in a timely fashion will result in points deducted in the clinical grade.

Employment Guidelines and Procedures

In the event that a radiography student is placed on the payroll to perform related work in the Imaging Department at any of the clinical education centers, the following guidelines shall apply:

- Employment of radiography students by the clinical education centers shall be left to the student's discretion and remains independent of the radiography program and its requirements.
- A student's employment shall not interfere with class or clinical schedules or the quality of performance in the educational program.
- Students shall not be used to substitute regular staff while participating in the clinical education component of the program.
- Students participating in the clinical education component of the program should not be supervised by other students employed in the department.
- Students shall **not** wear the program/ECC uniform **or** student name tag while on duty as a hospital employee. Students shall adhere to the appropriate hospital dress code as determined by that facility.
- Students shall not wear the film badge provided by ECC while on duty as a hospital employee. Students should be provided with a separate film badge provided by the hospital. The student will be responsible for wearing the correct film badge according to their respective role(s).
- Time for hospital in-service/orientation required of the employee must not conflict with clinical education assignments. In other words, time missed counts as clinical absence and time exceeding allowed sick time must be made up during the semester break.
- **Under no circumstances should a student make exposures while working as paid hospital staff without proper licensing.**

Student Clinical Supervision Policy

Each student is assigned to a supervising registered radiographer on every clinical assignment.

- The student must report to the supervising RT or clinical instructor of the assigned clinical area at the beginning of each clinical shift.
- The student must inform the supervising RT or clinical instructor of any scheduled class or clinical activity that will require the student's release from the clinical area.
- The student must obtain permission from the supervising RT or the clinical instructor before leaving the assigned clinical area for any other reason. (Please refer to the Attendance Policy, Section 5 of the *Student Handbook*)

The following student supervision guidelines are based on the *JRCERT Standards for an Accredited Educational Program in the Radiologic Sciences (2010)*.

- The ratio of staff to students prior to student competency in a given examination or procedure shall not exceed 1:1.

- **Direct supervision** is required before a student proves competence in a particular exam. Direct supervision is defined as the supervising RT being **in the room** with the student while the student performs the radiographic procedure.
 - ALL students must also have a technologist evaluate the request and the patient's condition before attempting to radiograph a patient.
 - The student should never attempt an examination without the supervising technologists' knowledge.
 - ALL students must have a technologist approve their images in compliance with the facility's procedure.
 - A qualified radiographer must be present during the performance of any repeat of an unsatisfactory image
 - Students that fail to comply with the guidelines and procedures above will be reprimanded by being placed on clinical probation.
- A student is permitted to perform procedures under indirect supervision **ONLY** after demonstrating competency in a specific procedure **AND** after an RT has evaluated the patient request.
- A student may challenge for competency evaluation **ONLY** after being checked off on a performance test under simulated conditions in the lab and completion of testing in didactic course work covering the procedural material.
- It is recommended that a minimum of **TWO** practices on actual patients is performed prior to challenging an exam for competence. Competency evaluation is at the discretion of the evaluating RT or clinical instructor.
- After demonstrating competency, students are allowed to perform examinations under ***INDIRECT supervision*** -- meaning that a qualified radiographer is ***immediately available*** to assist the student, regardless of the level of student competency.
 - The radiographer must be in close proximity (adjacent) to the room in which the examination is being performed.
 - This immediate availability applies to all areas where ionizing radiation equipment is in use, including portable radiography, surgical radiography, and the emergency department.
 - Telephones, beepers and electronic devices **do not** constitute immediate availability.
 - A qualified radiographer reviews the images with the student before approving them.
 - Unsatisfactory images shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.

- Any student who performs radiographic examinations without proper supervision is subject to disciplinary procedures and a ten point deduction in the clinical grade. Repeated infractions will result in dismissal.

Guidelines and Procedures for Students Repeating Unsatisfactory Radiographs (Images)

Unsatisfactory radiographs (images) shall be repeated by students ONLY in the presence of a radiographer. This includes both first and second-year students. Students that fail to comply with the guidelines and procedures will be reprimanded and may be placed on clinical probation. Repeated infractions will result in dismissal.

Clinical Education Plan

- The Clinical Education Plan outlines the systems, methods, and instruments used to develop, evaluate, and document student clinical progress. The Plan integrates clinical and didactic education to maximize student achievement of program objectives.
- The Clinical Education Plan was designed using the *JRCERT Standards for an Accredited Educational Program in the Radiologic Sciences (2010)*, the *ASRT Professional Curriculum for Radiography (2008)*, the *ASRT Scope of Practice for the Radiographer*, and the *ARRT Radiography and Clinical Competency Requirements (2005)*.
- The method used for clinical education involves the use of the following methods/instruments:
 - Clinical Rotation Objectives, (all clinical courses excluding RAD 266)
 - Clinical Laboratory Evaluations, (pink)
 - Clinical Competency Evaluations, (blue) (all)
 - Clinical Performance Evaluations, (purple) (all)
 - Final Competency Evaluations. (salmon) (RAD 266 only)
 - Comprehensive Clinical Assessment Project (RAD 134 and 266)

The Clinical Coordinator, clinical instructors and the supervising technologists are responsible for the evaluation of student achievement of clinical objectives. Overall progress and affective behaviors are evaluated on an ongoing basis, and achievement of all program objectives is audited periodically and verified prior to completion of the program.

Clinical Plan Orientation

- Student Orientation
 - Student orientation to the Clinical Education Plan occurs during RAD 101-Clinical Orientation Unit during the first Summer term. A review of the Clinical Education Plan occurs again at the beginning of the second year.
- Radiographer Orientation
 - All technologists involved in clinical supervision of students receive an orientation packet containing the Clinical Education Plan. The Program encourages the imaging departments of all clinical affiliates to include technologist supervision and evaluation of radiography students in the staff radiographer position descriptions so that the effectiveness of these duties are evaluated during the annual performance review of each staff technologist to ensure a quality of the clinical experience.

Clinical Education Sequencing

The following outlines the step by step progression of the student through the Clinical Education Plan. Clinical rotation objectives follow a logical sequence of increasingly complex assignments, and are closely correlated to the didactic curriculum. This allows the student to progress from observation of radiographic examinations, to assisting, and finally to performing examinations under direct, and later, under indirect supervision with increasing independence. The student gains a level of knowledge and competency that allows for successful performance as a radiographer.

1. Didactic Instruction

Classroom lectures and discussions introduce students to the assigned unit of the Procedures courses.

2. Clinical Laboratory Demonstration

- The instructor demonstrates and simulates the projections discussed in the classroom.
- The students practice performing their positioning skills through simulation.

3. Didactic Evaluation

A written test evaluates student cognitive learning relating to the procedures studied.

4. Clinical Laboratory Evaluation

An instructor evaluates student clinical skills by observing the student simulate the performance of radiographic examinations. The Clinical Laboratory Evaluation does not involve actual exposures. These evaluations constitute a portion of the Procedures course grade, and successful completion of the Clinical Laboratory Evaluation (pink sheet) is a prerequisite to the performance of the examination on a patient in the clinical setting.

5. Performance of Patient Examinations Under Direct Supervision

Following successful completion of the Clinical Laboratory Evaluation, the student may perform that examination on patients under the **direct** supervision of a registered technologist. It is recommended that the student perform a minimum of two practices on an actual patient when possible prior to competency evaluation.

6. Clinical Competency Evaluation

Following successful completion of didactic and clinical instruction, and after having performed a radiographic examination under direct supervision, the student requests a Clinical Competency Evaluation (blue sheet). The student must notify the evaluating technologist his or her intent to be evaluated **PRIOR** to performance of the exam so that the evaluator can observe the entire process. The Radiography Clinical Coordinator, a clinical instructor or supervising technologist directly observes the student perform a patient exam, and evaluates the student's performance. Successful completion of a Clinical Competency Evaluation by the student is a prerequisite to the performance of that particular examination on patients under **indirect** supervision.

7. Performance of Patient Examinations Under Indirect Supervision:

Following successful completion of a Clinical Competency Evaluation for a specific radiographic examination, the student may then perform that exam on patients under **indirect** supervision, in compliance with the Clinical Supervision Policy.

8. Recheck Laboratory and Clinical Competency Evaluations

The Radiography Clinical Coordinator, clinical instructor or designate periodically conducts unannounced recheck evaluations. By either simulating an exam or observing the student perform a patient exam for the purpose of evaluating student retention and continued clinical proficiency. Students may also request a recheck evaluation.

9. Final Competency Evaluations

During the last clinical term of the second year, the student must complete the Final Competency Objectives. The student must perform each of the listed radiographic examinations on a patient, under the direct supervision of the supervising technologist, a clinical instructor or Clinical Coordinator. The Final Competencies evaluate and document student performance of each required exam. The student must notify the technologist or the evaluation prior to performance of the exam so that the she can observe the entire process. The Clinical Coordinator documents the completion of all Final Competencies. Successful completion of Final Competencies is a graduation requirement.

Student Documentation Requirements

Each student must complete and hand in documentation of completion of clinical requirements and assessment activities. A portion of the clinical grade depends on the student's timely completion of all required documentation.

Clinical Rotation Objectives and Equipment Competencies

- Each weekly Clinical Rotation has its own objectives. The student must carry the objectives sheet with her/him at all times, or access them electronically, in order to have the supervising technologist initial each objective as completed.
- The student must meet the objectives for each clinical assignment to demonstrate acceptable clinical progress. A student not meeting objectives during the allotted time is scheduled for additional time in the assigned area or may be placed on clinical probation.
- The student submits the Clinical Rotation Objectives and Equipment Competencies to the Clinical Coordinator. These sheets are due on the Monday following completion of each rotation.

Clinical Performance Evaluations

- A Clinical Performance Evaluation must be completed by a supervising technologist for evaluation of the student's overall clinical and affective performance in each assigned rotation.
- Each student must have at least one Clinical Performance Evaluation completed for each clinical rotation.

- The evaluation should be completed by the technologist who supervised the student for the longest time during the week.
- The completed Clinical Performance Evaluations are placed in predetermined secure location by the evaluating technologist or are submitted electronically.
- Radiography faculty collect completed evaluations from a designated location at least once each week or access them electronically after they have been submitted.

Clinical Competency Evaluations

- Each student must successfully complete the required number of competency evaluations per semester as outlined in the clinical course syllabus to maintain a satisfactory rate of progress within the program.
- Competency evaluations should be recorded whether the attempt is successful or unsuccessful, as this provides important information to faculty regarding the clinical progress of each student.
- The student must notify the evaluating technologist of his or her intent to be evaluated prior to performance of the exam so that the evaluator can observe the entire process.
- The total number of comps completed per term constitutes a portion of the clinical grade. Failure to complete the required number of competencies will result in a reduction in the student's clinical course grade and will result in being placed on clinical probation. Completing more competencies than required will result in a point addition to the clinical grade.
- The student should complete all routine examination comps by the end of the Fall term of the second year, if possible, in order to avoid overlap with Final Competency requirements.

Clinical Education Modules (CEM)

These modules are student self-study projects, correlated to the clinical rotations in the special modalities.

- Prior to a Clinical Rotation in CT, MRI, etc., the student must complete a reading assignment and a study guide, **which is due the Friday before the Clinical Rotation.**
- Timely completion of these requirements constitutes a portion of the clinical grade. The CEM Study Guides comprise a portion of the base clinical grade.

Final Competency Evaluations

- During the Spring term of the second year, the student must be evaluated while performing twenty two (22) examinations on actual patients under the direct observation of the supervising technologist, Clinical Instructor or Clinical Coordinator.
- The technologist documents completion of each examination by signing off on the Final Competency. The completed Final Competency Evaluations are placed in a predetermined secure location by the evaluating technologist or instructor.
- The Clinical Coordinator tallies the completion of each exam.

- All Final Competency Evaluations must be completed prior to graduation.

Clinical Grade Policy:

- Students will receive a clinical grade for each clinical course.
- Each student receives a progress report at midterm and at the end of each term.

Clinical Probation

- Students must maintain a minimum 80% at the midterm progress report and at the end of the term. Any student not maintaining an 80% at midterm is placed on Clinical Probation.
- The Clinical Probation period extends through the end of the term. At the end of this probation period, the student must have attained an 80% grade.
- Any student failing to attain the 80% clinical grade at the end of the term is subject to dismissal from the program.
- A student is allowed only three clinical probationary periods during enrollment, with dismissal from the program being enforced upon issuance of the third probation. Please refer to the Retention and Promotion Policy (Section 4) of the *Student Handbook*.

Clinical Grade Calculation:

The student's clinical grade is first calculated as the Base Clinical Grade, expressed as a percentage which varies from semester to semester. Refer to each clinical course syllabus for information regarding the grading for each specific course. Clinical points are added or deducted to the base grade obtain the final clinical course grade.

Base Clinical Grade**

Fall Semester

- Clinical Competency Evaluations (blue forms)
- *Clinical Performance Evaluations (purple forms)*
- *Clinical Rotation Objectives (white)*
- *Equipment Competencies (white)*
- Final Exam (written)

Spring Semester

- Clinical Competency Evaluations (15)
- Competency Rechecks (3)
- Clinical Performance Evaluations
- Clinical Rotation Objectives
- (includes equipment check offs)
- Comprehensive Clinical Assessment
- Final Exam

2nd Summer Term

- Clinical Competency Evaluations
- Recomps
- Clinical Performance Evaluations
- Clinical Rotation Objectives
- Comprehensive Clinical Assessment
- Final Exam

2nd Fall Semester:

- Clinical Competency Evaluations
- Clinical Performance Evaluations
- Advanced Modality Modules
- Clinical Rotation Objectives
- (includes equipment)
- Comprehensive Clinical Assessment
- Final Exam

2nd Spring Semester:

- Clinical Competency Evaluations
- Clinical Performance Evaluations
- Final Competency Evaluations
- Comprehensive Clinical Assessment
- Advanced Modality Journals
- Final Exam

** Subject to change. Refer to each clinical syllabus.

Clinical Points**

This is a list of circumstances that would cause point additions or deductions from the Base Clinical Grade. The list aids students in determining how each will affect the Clinical Grade, and is not meant to be all-inclusive. Point additions for exemplary performance, or point deductions for inappropriate actions occur at the discretion of program faculty, and on the recommendation of supervisors, technologists or radiologists. Under all circumstances, program policies concerning disciplinary procedures will take priority over the clinical grading system. Repeated violations of program policies result in a reduction in the student's clinical grade. They will also cause the student to be subject to disciplinary procedures, up to and including dismissal from the program.

Clinical Points:	
Number of competencies performed	
3 or more < than required # of competencies	-3
2 < than required # of competencies	-2
1 < than required # of competencies	-1
minimum required # of competencies for the semester	0
3 or more over the required # of competencies	+1
Special Occurrence	+ 1
Number of clinical days absent	
0 days absent	+1
1 day absent	-1
2 days absent	-2

3 days absent	-3
each subsequent day absent	-1
Number of clinical lates (tardies)	
No lates	0
First late sign in	-1
Second late sign in	-2
Third late = 1 day absent	
Failure to follow Time and Attendance Policy (ie. Failure to call in)	- 1
Performing examinations without proper supervision	-10
Failure to follow professional appearance (dress code) policy	- 1/occurrence
Failure to properly mark images, or using others markers	- 1/occurrence
Failure to comply with Radiation Protection Policy	- 5
Failure to comply with radiation dosimeter policies	- 1/occurrence
Failure to follow standard infection control precautions	- 3
Unprofessional language or behavior	- 5
Refusing to do an examination	- 5
Clinical Probation	-5
Documentation of attendance at approved CE activity (per activity)	+1

Glossary of Clinical Education Terms:

CLINICAL COMPETENCY EVALUATION:

Also known as a COMP. The student performs a radiographic examination on a patient under the direct observation of the supervising technologist or the Clinical Instructor. This must be completed successfully before the student can perform this examination under indirect supervision.

CLINICAL EDUCATION MODULE (CEM):

A student self study project correlated to a clinical rotation in a special modality. Includes a worksheet due before the rotation and a paper due after the rotation.

CLINICAL ROTATION OBJECTIVES:

A form that lists all of the goals the student is expected to achieve upon the completion of a specific one week clinical assignment. The student must carry this form with him, and have the supervising technologist complete sections as each is accomplished. The Clinical Rotation Objectives are handed in to the Clinical Coordinator, and are due the Monday following completion of the rotation.

COMPETENCY:

The ability to function with indirect supervision and assume those duties and responsibilities that are set forth in the clinical objectives.

COMPREHENSIVE CLINICAL ASSESSMENT (CCA):

A project that the student completes as part of the clinical course requirements. The Comprehensive Clinical Assessment Project is designed to provide progressive growth and evaluation of a student's clinical progress. It provides a semester by semester assessment of written communication, critical thinking, technical skills application and image evaluation skills. This information is also used to assess student learning outcomes.

DIDACTIC:

A term used when discussing classroom learning experiences, as opposed to CLINICAL experiences.

DIRECT SUPERVISION:

A registered radiographer is present in the control area with the student during the performance of the examination.

FINAL COMPETENCY CHECKOFF:

These are completed by the supervising technologist to document student achievement of final comps prior to graduation.

FINAL COMPETENCY EVALUATION:

The final clinical rotation evaluation, used to document the completion of all Final Competency Checkoffs .

INDIRECT SUPERVISION:

A registered radiographer is immediately available to assist the student (within line of sight or within a distance to hear the student request assistance). Telephones, beepers and electronic devices are not considered indirect supervision.

INSTRUCTIONAL PROJECT;

A remedial written assignment that must be completed by the student for each Procedures course Unit Evaluation score below 85%. The I.P. is used as a portion of the student's clinical grade.

LABORATORY:

A work time scheduled for demonstration of clinical procedures by the Radiography Instructor, for return demonstration by the students, and for positioning practice.

OBJECTIVES:

See Clinical Rotation Objectives

PROFICIENCY:

An advancement in knowledge and skills that is acquired through the repeated performance of patient radiographic examinations. Proficiency is being able to perform above the minimum competency level.

SIMULATED CLINICAL EVALUATION:

A positioning test done with the Radiography Instructor, and a non-patient positioning model. No exposures are made. This evaluation is used as a portion of the clinical grade, and four are required per term.

CLINICAL EXPERIENCE SHEET:

This form is used to document repeat images done by the student with the direct supervision of a radiographer. This repeat will be initialed by the radiographer who witnessed the repeat. (See Student Clinical Supervision Policy)

Clinical Competency Requirements

YEAR	TERM	NUMBER OF COMPS REQUIRED	NUMBER OF RECOMPS REQUIRED
FIRST YEAR	SUMMER	0	0
	FALL	5	0
	SPRING	15	3
SECOND YEAR	SUMMER	10	7
	FALL	15	7
	SPRING	15	Final Comps (22)
		<p>* During the Spring Session, Final Comps may be attempted on any exam that an initial comp has been achieved.</p> <p>*A total of 60 (45 required/minimum of 15 elective) competency exams must be completed before graduation.</p> <p>*22 Final Comps must be completed before graduation.</p>	

*****Refer to the Master List of Clinical Competencies in the Appendix

**Elgin Community College
Radiography Program
Master Plan of Clinical Education**

FIRST YEAR		TU/TH (7.5hrs/day)
FALL SEMESTER (18 weeks)		288 Clinical Hours
RAD 124 (4.0 credits) RADIOGRAPHY CLINICAL PRACTICUM I		
1	FLURO (#)	TBA
2	GEN'L RAD/IVP	TBA
3	PORTABLES	TBA
4	OR	TBA
5	ORTHOPEDICS	TBA
6	PACS	TBA
7	CLERICAL/RECEPTION	TBA
8	TRANSPORTER	TBA
SECOND YEAR		TU/TH (6hrs/day)
SUMMER SESSION (10 Weeks)		120 Clinical Hours
RAD 242 (2.0 credits) RADIOGRAPHY CLINICAL PRACTICUM III		
1	FLURO	TBA
2	GEN'L RADI/IVP	TBA
3	TRAUMA / PM	TBA
4	PORTABLES	TBA
5	OR	TBA
6	ORTHOPEDICS	TBA
SECOND YEAR		MWF (7.5hrs/day)
SPRING SEMESTER (18 weeks)		408 Clinical Hours
RAD 266 (6 credits) RADIOGRAPHY CLINICAL PRACTICUM V		
1	FLURO	TBA
2	GEN'L RAD/IVP	TBA
3	TRAUMA / PM	TBA
4	PORTABLES	TBA
5	OR	TBA
6	ORTHOPEDICS	TBA
7	CT	TBA
8	ELECTIVE MODALITIES (NUC MED; BONE DENSITOMETRY, HEART CATH/ANGIO LAB, RAD THERAPY)	TBA

FIRST YEAR		TU/TH (7.5hrs/day)
SPRING SEMESTER (18 weeks)		272 Clinical Hours
RAD 134 (4.0 credits) RADIOGRAPHY CLINICAL PRACTICUM II		
1	FLURO (#)	TBA
2	GEN'L RAD/IVP	TBA
3	PORTABLES	TBA
4	OR	TBA
5	ORTHOPEDICS	TBA
SECOND YEAR		MWF (6.5hrs/day)
FALL SEMESTER (18 weeks)		340 Clinical Hours
RAD 256 (5.0 credits) RADIOGRAPHY CLINICAL PRACTICUM IV		
1	FLURO	TBA
2	GEN'L RAD/IVP	TBA
3	TRAUMA / PM	TBA
4	PORTABLES	TBA
5	OR	TBA
6	ORTHOPEDICS	TBA
7	CT	TBA
8	ELECTIVE MODALITIES (MR, US)	TBA



Elgin
Community
College

***Radiography Program
2011-2012
Student Handbook***

***SECTION 6
Educational Outcomes***

**Elgin Community College
Mission Statement**

To improve people's lives through learning

**Elgin Community College
Radiography Program
Mission Statement**

Elgin Community College's radiography program is a JRCERT-accredited associate degree program which provides accessible and relevant education in accordance with the highest professional standards. The Program, in partnership with its clinical affiliates, will provide the healthcare community with competent radiographers that practice quality patient care.

**Elgin Community College
Radiography Program
Goals**

1. Graduate competent radiographers.
2. Develop proficiency in problem solving and critical thinking skills.
3. Practice effective communication skills in the clinical setting.
4. Demonstrate professional conduct
5. Provide the healthcare community with qualified radiographers.

**Elgin Community College
Radiography Program
Goals and Expected Outcomes**

In order to fulfill the mission, the Program has established specific and measurable outcomes for program and student learning outcomes. These outcomes and benchmarks are used to evaluate the degree to which the Program has met its mission, and to guide and provide impetus for continuous program improvement.

1. The Program will graduate competent radiographers

Expected Outcomes:

- Graduates will produce quality radiographs
- Graduates will practice effective radiation safety for the patient, him or herself and others
- Graduates will demonstrate overall competence in clinical practice

2. The student (graduate) will demonstrate proficiency in problem-solving and critical thinking skills

Expected Outcomes:

- Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **modifying procedures** to accommodate patient condition and other variables
- Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **adapting exposure factors** for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.

- Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **evaluating radiographic images** for appropriate positioning and image quality and make appropriate adjustments to obtain a diagnostic radiograph.

3. **The student (graduate) will practice effective communication skills in the clinical setting.**

Expected Outcomes:

- Graduates will practice effective communication skills in the clinical setting by demonstrating effective oral and written communication skills.

4. **The student (graduate) will conduct him or herself in a professional manner.**

Expected Outcomes:

- Graduate(s) will conduct him or herself in a professional manner by demonstrating professional values and behavior in clinical practice.
- Graduate(s) will conduct him or herself in a professional manner by demonstrating professional growth through participation in lifelong learning.

5. **The Program will provide the healthcare community with qualified radiographers.**

Expected Outcomes;

- A retention rate of 75% or higher
- A graduate employment rate of 90% or higher
- An ARRT certification exam pass rate that meets or exceeds that of the state and national statistics.
- An ARRT certification exam mean score that meets or exceeds that of the state and national statistics.
- An employer satisfaction of 95% or higher.

**Elgin Community College's Radiography Program
Assessment Plan
Review and Reporting**

1. **The Program Director** provides leadership for the development of the program's assessment plan. The Clinical Coordinator and other program faculty provide input into the development and revision of the program's *Assessment Plan*, gathering of data and writing the *Annual Outcomes Assessment Report*.
2. **The Radiography Program Advisory Committee** meets a minimum of once a year and is responsible for providing input into the assessment process and making recommendations for program improvement.
3. **The Clinical Education Committee** meets once each semester and is responsible for providing input into the assessment process by participating in student assessment activities in the clinical setting and providing input into the development of assessment tools and measures of student learning outcomes. The Clinical Education Committee makes recommendations for program improvement as it relates to clinical education outcomes.



Elgin
Community
College

Radiography Program
2011-2012
Student Handbook

Appendix

Health Professions Departmental Safety Statement for all Handbooks

Elgin Community College (ECC) students must adhere to the Student Code of Conduct Discipline Procedure as stated in the college catalog. In addition, during on-campus laboratories and clinical experiences, the Health Professions Department requires health profession students to practice safe techniques, remain drug and alcohol free, maintain clear criminal background checks, and demonstrate professional behavior at all times. These additional requirements are necessary because health professions programs require students to perform procedures on fellow students and patients in the laboratory and clinical setting.

Program Directors, faculty and Laboratory Coordinators/Directors may immediately remove a student from a clinical experience on or off campus and recommend to the Associate Dean of Health Professions a failing grade for a student in the clinical or laboratory setting for unsafe behavior or technique, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The Associate Dean of Health Professions with consultation from the Dean of the Math, Engineering, Science, and Health Professions and the Dean of Student Services will either uphold the recommendation or reinstate the student. The recommendation for removal may result in permanent dismissal from the Health Professions Department.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Department through the Disciplinary Procedures as stated in the college catalog.

*Wendy Miller, MS, MLS
Interim Associate Dean for Health Professions
Associate Dean Health Professions
Elgin Community College
1700 Spartan Drive
Elgin, IL 60123
847-214-7326 work
847-732-4628 cell
847-214-7527 fax
wmiller@elgin.edu*

ELGIN COMMUNITY COLLEGE (ECC)
HEALTH PROFESSIONS DEPARTMENT
CRIMINAL BACKGROUND CHECKS (CBC)/ DRUG TESTING (DT)

The Illinois Department of Public Health (IDPH) and the Joint Commission on Accreditation for Hospitals (JCAHO) have laws and regulations that require Elgin Community College to require Criminal Background Checks (CBC) and Drug Testing (DT) of all students in the Health Professions Department. The College will comply fully with the IDPH and JCAHO regulations and requirements governing CBC and DT, and those requirements have been incorporated into this procedure. The results of all individual CBC and DT will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal Background Checks and Drug Testing are required of all students after admission to and no more than 90 day before the beginning of classes in the Health Professions Department. These checks and tests are based on the Illinois Healthcare Worker Background Check Code (IDPH) and the JCAHO requirements. Students with a history of a felony or disqualifying offense without a waiver from IDPH and/or a positive drug test for illegal substances, will be denied admission and/or dismissed from the Health Professions Department.

In addition Students:

- who are absent for one semester will be required to be re-tested upon re-admission
- who are convicted of a disqualifying offense after program admission are responsible for reporting that conviction immediately to the Health Professions Department
- who refuse to be tested will be considered to be positive for CBC and/or DT
- with a positive drug test will be referred to the Student Assistance program at ECC
- with a positive drug test may not reapply to a Health Professions program for a period of one year, and must supply a letter from a professional source documenting successful rehabilitation
- with a second positive Drug Test will be permanently dismissed from the Health Professions Department
- must have DT repeated annually and for cause
- will be responsible for all costs associated with CBC and DT
- will send results of CBC and DT to the Associate Dean Health Professions
- will be responsible for independently securing all CBC and DT from a drug testing and criminal background check source recommended by the Health Professions Department

Health Professions Discrimination Statement

Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the students beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.



Radiography Program
Recognized Clinical Education Settings/Clinical Instructors

Sherman Hospital

1425 N. Randall Road
Elgin, IL 60123

Clinical Instructor: Reyris Dino, RT(R)

224-783-8466 Work Area
224-783-8112 ER X-ray
224-783-2279 Office/ Voice mail
Email: dino4565@gmail.com

Sherman Family Healthcare – Randall Road

600 Randall Road
Algonquin, IL 60102

Clinical Instructor: Kelli Biel, RT(R)

847-429-4328 FAX: 847-429-4453
Email: Kelli.Biel@ShermanHospital.org

Sherman Family Healthcare – Royal Blvd.

2320 Royal Blvd
Elgin, IL 60123

Clinical Instructor: Debbie Petges, RT(R)(M)

847-429-4700 FAX: 847-429-4705
debbie.petges@shermanhospital.org

Sherman Family Healthcare – McDonald Road

2000 McDonald Road
South Elgin, IL

Clinical Instructor: Tina Gonzalez, RT(R)

847-429-5027 FAX: 847-429-5018
tinag35@gmail.com

Provena St. Joseph Hospital

77 N. Airlite Street
Elgin, IL 60123

Clinical Instructor: Kellie Pautz, RT(R)(M)

(847) 695-3200 FAX: (847) 931-5581
Direct line 847-888-3757
Kellie.Pautz@Provena.org

Bright Choice. Bright Future.

1700 Spartan Drive • Elgin IL 60123-7193 • 847-697-1000 • elgin.edu

Provena MedCare Acute Care Center

2250 Algonquin Road

Lake in the Hills, IL

Clinical Instructor: Marcia Block, RT(R)(CT)

(847) 854-5511 X1 FAX:

blockheads3@comcast.net

Mercy Harvard Hospital

901 Grant Street,

Harvard, IL 60033

Clinical Instructor: Cynthia Weir, M.A., RT(R)(CT)(M), CDT

(815) 943-8640 FAX: 815-943-8649

cweir@mhsjvl.org

Mercy Healthcare Systems

Mercy Crystal Lake South

415 E. Congress Parkway

Crystal Lake, IL

815-356-7234 x-ray

815-356-7494 main number

Clinical Instructor: Joanne M. Gleichauf, B.S.R.T., RT(R)(M)(CT)

jgleichauf@mhsjvl.org

Mercy McHenry Medical Center

3922 Mercy Drive

McHenry, IL 60050

Clinical Instructor: Joanne M. Gleichauf, B.S.R.T., RT(R)(M)(CT) (temp)

815-578-2021 FAX: 815-578-2019

jgleichauf@mhsjvl.org

Mercy Woodstock Medical Center

2000 Lake Street

Woodstock, IL 60098

Clinical Instructor: Terri Kaywood, B.S., RT(R)(M)

815-337-3792 FAX: 815-337-4298

tkaywood@mhsjvl.org

McHenry County Orthopaedic

420 N. Rt. 31

Crystal Lake, IL 60012

Clinical Instructor: Mary Elkins, RT(R)

(815) 356-5200 FAX:

elkins921@comcast.net

Midwest Bone and Joint

(formerly Orthopedic and Spine Associates, LTC)

2350 Royal Blvd. Suite 200

Elgin, IL 60123

Clinical Instructor: Teri Carlson, RT(R)(M)

(847) 931-5300 FAX:

tcarlson6@gmail.com.

Fox Valley Orthopaedic Institute

2525 Kaneville Road

Geneva, IL 60134

Also

1975 Lin Lor Lane Plaza Suite

Elgin, IL 60123

Clinical Instructor: Mary Holton, RT(R)

(847) 468-1400 FAX: 630-584-1733

mholton@fvortho.com

Radiography Program

CLINICAL LAB EVALUATION

STUDENT _____ **PROCEDURE** _____

DATE _____ **EVALUATOR** _____

PROJECTIONS:

- A. _____
- B. _____
- C. _____
- D. _____

SCORING:

- NA = not applicable
- 0 = not acceptable
- 1 = needs improvement
- 2 = acceptable
- 3 = competent

	A	B	C	D
1. Patient Care & AIDET				
2. Equipment / Technique Utilization				
3. Positioning Skills & Evaluative Criteria				
4. Radiation Protection				
5. Work Efficiency				
6. Film/Cassette				
7. Identification				
TOTAL				

GRADING

- 100 - 93% = A
- 92 - 86% = B
- 85 - 80% = C
- 79 - 70% = D
- Below 70 = F

GRAND TOTAL _____

TOTAL POSSIBLE _____
(#projections X 21)

PERCENT SCORE _____

COMMENTS: _____

CRITERIA

CLINICAL LABORATORY EVALUATION

1. Patient Care
 - a. Verify Rx (order) & Requisition Match
 - b. Identify patient and self
 - c. Assist patient to table, chest board, etc
 - d. Explain procedure
 - e. Ask patient to remove radiopaque items, i.e., false teeth, clothing, necklace
 - f. Give proper instructions for moving and breathing
 - g. Other

2. Equipment & Technique Utilization
 - a. Manipulate tube, bucky, detents, & locks adequately
 - b. Measure patient
 - c. Use technique chart correctly
 - d. Select correct exposure factors on control panel
 - e. Proper SID used
 - f. Understanding & usage of any applicable imaging software functions (CR, DR, & PACS)
 - g. Other

3. Positioning Skills
 - a. Position patient correctly on table
 - b. Position part correctly
 - c. Center CR to the center of film
 - d. Oblique patient correctly if required
 - e. Angle the CR to center of film if required
 - f. Use immobilization techniques when needed
 - g. Good use of verbal & non-verbal directions /explanation of what is being done
 - h. Knowledge of all evaluative criteria
 - i. Other

4. Radiation Protection
 - a. Cone or collimate to part
 - b. Shield patient when appropriate
 - c. Other

5. Work Efficiency
 - a. 1-2 minutes = 3
 - b. 3-4 minutes = 2
 - c. 5-6 minutes = 1

6. Film/Cassette/ Image Receptor (IR)
 - a. Correct cassette / IR field size used
 - b. Correct screen speed/ CR/ DR settings
 - c. Correct placement of cassette / IR field (landscape, portrait)
 - d. Proper use of grids
 - e. Other

7. Identification
 - a. Marker properly placed
 - b. Marker not obscuring anatomical parts of interest
 - c. Patient information clearly visible

**Radiography Program
Non-Radiographic Assignment Clinical Evaluation**

Student's Name:	Score: (faculty use only)
Evaluator:	Date:

Please rate the student along a 1-5 scale by circling the corresponding number based on your impressions of the student as they interact with staff/patients/radiologists during their non-radiographic rotation. The student **need not exhibit all traits listed** to achieve the corresponding rating. Descriptors provide examples of behaviors within dimensions that reflect some of the most positive and negative behaviors than a student might exhibit. You may add your comments on the back of this sheet. Thanks.

Communication Skills:

Does not relate well; Communicates poorly; Poor grammar; Difficult to understand; Inappropriate language; Exhibits negative body language.		Average Communication Skills		Communicates well; Responsive; Speaks clearly; Uses correct grammar; Uses appropriate language; Exhibits positive body language.
1	2	3	4	5

Appearance:

Untidy or inappropriately dressed; Poorly groomed or poor hygiene; Makes a poor impression; fails to instill confidence		Average Appearance		Clean; Appropriately dressed; Well-groomed; Good hygiene; Professional-looking; Good impression.
1	2	3	4	5

Attitude:

Very negative; Did not make good use of time. Complains; Does not accept direction/constructive criticism well; Lacks a cooperative spirit.		Average Unremarkable		Very Positive; Constructive use of time; Responds well to direction/constructive criticism; Cooperative team member.
1	2	3	4	5

Punctuality:

Late		On Time
1		5

Enthusiasm/Interest Level:

Inattentive to surroundings; Failed to ask pertinent questions or asked inappropriate questions or asked at inappropriate times; Failed to engage in activity; Lacked initiative.		Average		Attentive; Asked pertinent questions at an appropriate time; Engaged in activity; Demonstrated interest in surroundings consistently; Took initiative to learn new things.
1	2	3	4	5

Understanding:

Does not demonstrate an understanding of what radiography entails; Had difficulty discussing procedures observed; No evidence that student has researched the profession; Does not seem prepared to engage in clinical activity;		Average		Demonstrates a good understanding of what radiography entails; Spoke freely and enthusiastically about procedures observed; Evident that student has researched the profession; Seems prepared to engage in clinical activity.
1	2	3	4	5

Maturity:

Conducts self in an immature manner. Fails to exhibit discretion or sound judgment.		Average		Conducts self in a very mature manner; Demonstrates discretion and sound judgment.
1	2	3	4	

**Radiography Program
CLINICAL PERFORMANCE EVALUATION
STUDENT**

ROTATION _____

DATES: FROM _____ **TO** _____

Please consider prior instruction, experience and time in the program when evaluating a student's clinical performance and using the following rubric. "D"s or "F"s require explanation in COMMENTS section on back.

NOT OBSERVED (No opportunity)	N/O
UNSATISFACTORY (performance not consistent with education level; unable to perform; did not exhibit behavior)	F
BELOW AVERAGE (performance did not consistently meet expectation; minimally demonstrated behavior).	D
AVERAGE (Satisfactory performance - meets expectation for level of education)	C
ABOVE AVERAGE (Above average performance for level of education)	B
OUTSTANDING (Consistently exceeds expectations for level of education.)	A
COMPETENCE	
1. Ability to evaluate requisitions.	
2. Ability to prepare room properly for exams (ie. Supplies, contrast, etc.)	
3. Ability to manipulate equipment and controls.	
4. Ability to prioritize and organize work, apply knowledge and follow directions.	
5. Ability to position patient and imaging system	
6. Consistent use of markers	
7. Ability to complete required tracking and archiving of images.	
8. Ability to select appropriate technical factors and settings	
9. Application of radiation safety principles (for self, patient and others).	
COMMUNICATION	
10. Obtains a pertinent patient history	
11. Communicates effectively with patient, using age-appropriate language to explain the procedure, give patient instructions and provide patient education.	
12. Communicates effectively with radiologists, radiographers and others	
13. Effective use of computer to communicate and record data and patient information	
CRITICAL THINKING & PROBLEM SOLVING	
14. Ability to evaluate radiographic images and make appropriate adjustments to obtain a diagnostic image.	
15. Ability to modify procedure to accommodate patient condition and other variables	
16. Ability to adapt exposure factors for patient's condition and other variables	
PROFESSIONAL CONDUCT AND PATIENT CARE	
17. Demonstrates compassion and empathy (provided for patient's comfort; offers reassurance)	
18. Is attentive to patient's physical safety (patient observation; infection control)	
19. Shows Initiative (Displays interest, enthusiasm & motivation; seeks additional information)	
20. Demonstrates cooperativeness/teamwork; Demonstrates positive Interpersonal skills (Helps others willingly; develops professional relationships)	
21. Projects a positive professional image (Personal appearance; Adheres to dress code; Hygiene)	
22. Attendance, punctuality and constructive use of clinical time.	

Radiography Program CLINICAL COMPETENCY EVALUATION

NAME _____ COMP/RE-COMP _____ MRN _____
(CIRCLE ONE) **EXAM (BE SPECIFIC ie. Trauma, peds etc.)**

Technical factors used for the competency **MUST** be recorded by the student in order to pass. **EACH** skill must be performed **INDEPENDENTLY, COMPLETELY**, and **CORRECTLY** to earn a (Y) yes score. Skills not performed to this standard are to be scored (N) no. **DO NOT RETURN COMPLETED FORM TO THE STUDENT.** Students should make a copy for his or her file.

Goal 1: Competence:				TECHNICAL FACTORS			
A. The student properly evaluated the doctors order, requisition & patient ID	Y	N		Position	kVp	mA	Exposure (S#)
B. The student adequately prepared & cleaned the exam room (before AND after exam)	Y	N					
C. The student completed all required tracking and archiving of images in order to submit to radiologist for interpretation	Y	N					
D. The student CORRECTLY positioned the patient & imaging system	Y	N					
E. The student correctly marked the films	Y	N					
F. The student selected appropriate technical factors	Y	N					
Goal 2: Critical Thinking and Problem Solving:							
A. The student used critical thinking skills to adjust technique due to patient condition	N/A	Y	N				
B. The student used critical thinking skills to determine the need to adjust standard positioning to accommodate patient condition	Y	N					
C. The student was able to evaluate the radiographic images for appropriate positioning, image quality, & made appropriate adjustments to obtain a diagnostic image	Y	N					
Goal 3: Effective Communication:				PASS = ALL items scored (Y) yes, (Y-NI) yes but needs improvement, or (N/A) not applicable FAIL = ANY item scored (N) no, tech factors not recorded by student, or ANY need to repeat an image <p style="text-align: center; font-weight: bold; margin-top: 20px;">PASS / FAIL</p>			
A. The student was able to obtain a pertinent patient history and use	Y	N					
B. The student communicated effectively with radiologist,	N/A	Y	N				
Goal 4: Professionalism & Patient Care:							
A. The student provided for the physical safety of the patient	Y	N					
B. The student demonstrated good radiation protection for all (Shield, IR size, Tight Collimation, ALARA, others out or shield & as far from	Y	N					
C. The student performed the exam in a reasonable amount of time	Y	Y-NI	N				
D. The student displayed appropriate compassion and empathy towards the patient	Y	N					

Comments (use back if needed) _____

**Radiography Program
FINAL COMPETENCY EVALUATION**

NAME _____ EXAM _____

EVALUATOR _____ DATE _____

For each of the following objectives, circle the number that corresponds to the following scale:

- 1=Did not exhibit the behavior
- 2=Minimally demonstrated the behavior
- 3=Exhibited the behavior with exceptions
- 4=Demonstrated the behavior without exception
- 5=Exemplary performance

For scores of 1, 2 or 3, please explain the deficiency using specific examples in the comment section.

For a score of 5, please explain the how the student exceeded your expectations.

****Note:** If any images need to be repeated, the student must recognize this and make appropriate adjustments independently in order to pass the final competency.

Goal 1: Competence	Avg=				
1.1 The student was able to position the patient and imaging system to perform the exam or procedure.	1	2	3	4	5
1.2 The student was able to determine exposure factors to obtain diagnostic quality images with minimum radiation exposure.	1	2	3	4	5
1.3 The student practiced radiation protection for the patient, him or herself and others.	1	2	3	4	5
1.4 The student provided for the physical safety of the patient, him or herself and others	1	2	3	4	5
Goal 2: Critical Thinking and Problem Solving	Avg=				
2.1 The student used critical thinking skills to determine the need to modify standard procedures to accommodate patient condition and other variables.	1	2	3	4	5
2.2 The student used critical thinking skills to adapt exposure factors for the patient's condition, equipment, accessories and/or contrast media to maintain appropriate radiographic quality.	1	2	3	4	5
2.3 The student was able to evaluate the radiographic images for appropriate positioning and image quality and made appropriate adjustments to obtain a diagnostic image.	1	2	3	4	5
2.4 The student evaluated the performance of the equipment and was familiar with the limits of safe operation (reported any malfunction appropriately)	1	2	3	4	5

Student:												
Mandatory	RAD 124	RAD 134	RAD 242	RAD 256	RAD 266	Elective	RAD 124	RAD 134	RAD 242	RAD 256	RAD 266	RA
THORAX						THORAX						
Chest PA/Lat						Chest Decub						
Chest under 6						Chest W/C						
Chest (Cart)						Ribs (Lower)						
Ribs (Upper)						Sternum						
UPPER EXTREMITY						UPPER EXTREMITY						
Finger/Thumb						Scaphoid						
Hand						Transthoracic						
Wrist						Shoulder (axial)						
Forearm						Scapula						
Elbow						AC/SC joints						
Clavicle						LOWER EXTREMITY						
Humerus						Toes						
Shoulder						Os Calcis						
Shoulder (trauma)						Intercondylar fossa						
Upper Ext under 6						SKULL						
Trauma Upper Ext						Skull (5)						
LOWER EXTREMITY						LOWER EXTREMITY						
Foot						Sella Turcica						
Ankle						Orbits (w/ Rhese)						
Tibia/Fibula						TMJ's						
Knee						Zygomatic Arches						
Patella						Orbits (mod MRI)						
Lower Ext under 6						Facial Bones						
Trauma Lower Ext*						Nasal Bones						
Femur						Mandible						
Hip						NECK & SPINE						
Trauma Hip*						Soft tissue neck						
Pelvis						Sacrum/Coccyx						
SKULL						SKULL						
Skull (2)						Sacroiliac Jts.						
Sinuses						Scoliosis series						
NECK & SPINE						FLUOROSCOPIC AND MISCELLANEOUS PROCEDURES						
C Spine (5)						Colon, air						
Trauma Cervical*						Voiding Cysto						
T Spine						ERCP						
L-S Spine (5)						Venogram						
ABDOMEN						ABDOMEN						
KUB**						Myelogram						
Abdomen Up						Arthrogram						
Abd Decub						Hysterosalping						
Abd under 6						PICC line						
FLUOROSCOPIC AND MISCELLANEOUS PROCEDURES						FLUOROSCOPIC AND MISCELLANEOUS PROCEDURES						
UGI						Bronchoscopy						
Small Bowel						Esophagus						
Colon, single						Speech Esoph						
MOBILE/SURGERY/C-ARM PROCEDURES/MISC						MOBILE/SURGERY/C-ARM PROCEDURES/MISC						
Portable Chest						IVP						
Portable Abd						MOBILE/SURGERY/C-ARM PROCEDURES/MISC						
Portable Ortho						OR Retrograde						
C-Arm Case						OR Open Reduct.						
CT Head						OR Cholangiogram						
CT Abdomen						Portable Peds						
PATIENT CARE PROCEDURES						PATIENT CARE PROCEDURES						
CPR						* denotes X-table lateral required						
Vital Signs						** denotes supine or prone acceptable						
Sterile Technique						Mandatory exams must be done on actual patients.						
Venipuncture						Clinical Competency Requirements						
O2 Admin						YEAR	TERM	# OF COMPS REQ'D	# RECOMPS R			
Pt. Transfer						FIRST YEAR	SUMMER	0	0			
							FALL	5	0			
							SPRING	15	3			
						SECOND YEAR	SUMMER	10	7			
							FALL	15	7			
							SPRING	15		Final Com		
						TOTAL		60	39			

*A total of 60 (45 required/minimum of 15 elective) competency exams must be

**Trauma is considered a serious injury or shock to the body. Modification

HEALTH PROFESSIONS ACADEMIC INTEGRITY POLICY

Academic integrity is expected of all health professions students. Health professions students who obtain passing grades through dishonest means may be incapable of practicing safely and are likely incapable of practicing ethically. A dishonest health professions student presents risks to patients and to the reputation of the profession.

Furthermore, maintaining integrity within the profession is the responsibility of all health professions students. Therefore, a student who witnesses dishonest behavior on the part of another student must report such an incident. In such cases, the witnessing student should make their peer aware of the unacceptable behavior and then report the incident to the instructor.

Students should refer to the Code of Conduct/Discipline policy outlined in the ECC college catalog for additional information.

Academic Dishonesty is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic activity. Academic dishonesty includes any form of cheating, lying, or deceitfulness in connection with the responsibilities of a health professions student in the classroom, clinical, student lab, or online environment.

Academic Dishonesty Discipline Procedure

- In instances where academic honesty is in question, faculty will gather all material evidence which may include the word of a reliable witness to the incident. [Note: This witness must agree to take part in a formal hearing if required as part of an appeal process.]

- A meeting will be arranged between the faculty member and the accused student within 5 school days to discuss the matter.

- When academic dishonesty is discovered, at the discretion of the instructor, the student will be issued one of the following:
 - written warning and an F for the assignment/test/activity*
 - dismissal from course with a grade of F
 - dismissal from the health professions program/division

*Note: A second reported infraction of the health professions academic integrity policy will result in the student's permanent dismissal from the Health Professions Division.

- The Dean of Student Services will be notified of the situation and a letter will be placed in the student's permanent college record.

- Students have the right to **due process** and should follow the Grade Appeal procedure outlined in the ECC college catalog.

HEALTH PROFESSIONS DISMISSAL POLICY

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe Radiography program regulations and meet professional standards as outlined in the Radiologic Technology code of ethics.

A written warning will be issued for infractions of program regulations or professional standards.

A copy of the written warning will be kept on file in the Dean of Health Professions office.

Students who continue to violate program regulations or professional standards in which they have previously been given a written warning will be permanently dismissed from the Radiography program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Radiography program without a written warning.

Students who have been permanently dismissed from the Radiography program are permanently dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

Dismissal Procedure

4. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
5. If warranted, the program official will prepare a *Notice of Permanent Dismissal* that outlines the specific reasons for the dismissal.
6. The program official will meet with the student to present the *Notice of Permanent Dismissal*. A student who is dismissed from the Radiography program will not be permitted to attend any further Radiography classes/clinical and will receive failing grades in the Radiography courses in which they are enrolled.

Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog.

HEALTH PROFESSIONS STUDENT HANDBOOK AGREEMENT

Elgin Community College’s Radiography Program Student Handbook provides information regarding the policies and procedures in effect for the Radiography Program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

_____ I have received a copy of the Radiography Program student handbook.

_____ I am aware that it is my responsibility to ask questions about the contents of the Radiography Program student handbook and have those questions answered to my satisfaction.

_____ I understand that failure to follow any of the policies in the Radiography Program student handbook may result in my dismissal from the Radiography Program.

_____ I agree to fully participate in the lab portion of the Radiography Program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

_____ I agree that while enrolled in the Radiography Program I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a Radiographer, but also strive to develop professional behaviors and attitudes.

Student (signature)

Date

Student (print name)

CONFIDENTIALITY STATEMENT

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Radiography Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Radiography Program Director.

Student (signature)

Date

Student (print name)

PHOTOGRAPHY RELEASE

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC’s Radiography Program to the affiliated clinical facilities where I will be assigned.

Student (signature)

Date

Student (print name)

PERMISSION TO SURVEY FUTURE EMPLOYER

I give permission to survey my future employer as part of the Radiography Program program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

Student (signature)

Date

Student (print name)
