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Handbook revised June, 2014
This **Student Handbook** is prepared and presented to each student so that he or she will be knowledgeable of the policies of the program as they are presented during the information sessions, interviews and orientation programs, and to use as a reference as needed throughout the two year program. Please read the entire HANDBOOK and sign the statement below:

My signature below confirms that I have received a copy of the **AnMed Health Radiologic Technology Program Student Handbook**. I understand the program mission and goals and the expectations for student learning outcomes. I agree to abide by the rules and policies of the AnMed Health Radiologic Technology Program, the AnMed Health Radiology Department, and the accrediting agencies while I am a student in the program.

________________________
Signature

________________________
Date
The educational program in Radiologic Technology is a competency-based allied health medical program, located and conducted in a professional environment of the medical center. Meeting the Standards for an accredited program in the Radiologic Technology Sciences is required in order for accreditation of the program to be granted. This program follows a Master Plan which adheres to those Standards and provides a curriculum sequence that is structured for a two-year hospital-based educational program. The curriculum is based on a semester-hour system. Upon completion of the program, the graduate is eligible to sit for the ARRT National Certification Exam. An articulation with Greenville Technical College is in place to allow graduates to pursue an Associate Degree in Radiologic Technology after certification by completing specific general education courses. Course credits may also be transferable to colleges or universities offering a Bachelor of Science degree in the health sciences.

The mission of the Radiologic Technology Program is to provide a quality education that enables our students to passionately blend the art of caring with the science of medicine to optimize the health of patients and become a valuable member of the healthcare team. (2011)

Specific goals and student learning outcomes of the program include:

**Goal: Students will be clinically competent.**
- Student Learning Outcomes: Students will apply positioning skills. Students will select technical factors. Students will utilize radiation protection.

**Goal: Students will demonstrate communication skills.**
- Student Learning Outcomes: Students will demonstrate written communication skills. Students will demonstrate oral communication skills.

**Goal: Students will develop critical thinking skills.**
- Student Learning Outcomes: Students will adapt standard procedure for non-routine patients. Students will critique images to determine diagnostic quality.

**Goal: Students will model professionalism.**
- Student Learning Outcomes: Students will demonstrate work ethics. Students will summarize the value of life-long learning. (2011)

**Accreditation**
The AnMed Health competency-based Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (www.jrcert.org), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606. The JRCERT is recognized by the U.S. Department of Education to evaluate and accredit educational programs in Radiography and Radiation Therapy. JRCERT accreditation demonstrates that a program adheres to national educational standards required to prepare graduates to be eligible to practice in all 50 states.
ADMISSIONS REQUIREMENTS

Applicants must meet specific requirements to be accepted into the Radiologic Technology Program. A point system is used to calculate qualifications. Requirements include:

1. Document a high school diploma, GED or equivalent. Preference is given to applicants who ranked in the upper 50%, have a GPA of 2.5 or higher on a 4-point scale, and have completed math and science courses such as biology, chemistry, physics, algebra, geometry, anatomy & physiology, and health occupations.

2. Submit official scores from a SAT, ACT, COMPASS or ASSET college entrance exam. Scores are:
   - SAT – Minimum 400 for the Math or Verbal sections, recommended combined score of 1000 (prior to 2005) or 1400 (after 2005)
   - ACT – Minimum composite score of 19, recommended score of 22
   - COMPASS/ASSET – scores should be comparable to scores recommended for health career students entering a technical college allied health program

New Requirement beginning with students entering the Radiologic Technology Program on or after July 2013

3. Hold an associate’s degree or higher (in any major) and document:
   - 3 credit hours – Mathematical/Logical Reasoning Course/College Algebra – i.e., Math 109 (course numbers 100 level or less are not acceptable)
   - 3 credit hours – Written/Oral Communications Course/College English or Public Speaking i.e., ENG 101 or SPC 205
   - Two semesters of Anatomy and Physiology including labs, i.e., BIO 210 and BIO 211, are strongly recommended
   - Preference is given to applicants with a strong background in college level science and math

   OR

Potential applicants who do not have an associate’s degree or higher may enroll at Greenville Technical College and complete Phase I of the Radiologic Technology curriculum. General education courses require a minimum grade of “C” or better and a cumulative technical GPA of 2.5 or higher. Phase I must be completed prior to starting the AnMed Health Radiologic Technology Program.

   • Submit an official transcript from Greenville Technical College to document completion of Phase I

For more information go to www.gvltec.edu/radtech/

4. Demonstrate personal traits of character, professionalism, leadership, self-motivation, and empathy.

5. Meet and maintain the physical and technical standard criteria:
   • Physical Abilities
   • Communication Skills
   • Mental Abilities
6. As a condition of acceptance, applicants selected will be subject to AnMed Health’s:
  • Criminal background check
  • Physical Health Screening, including drug testing

After all of the application data is received, the applicant is required to attend a two-hour information session at the medical center. A personal interview with the program director and clinical coordinator is then scheduled, followed by a morning of observation in the radiology department. Prior to the clinical observation a confidentiality statement must be signed and the applicant must have documentation of flu vaccination and a TB test within the past six months. A math assessment and writing sample is completed at the end of the observation period. Forms are mailed to personal references and should be returned prior to the selection process. A student handbook is provided to each applicant. Prior to acceptance a signed acknowledgment must be returned to document that the applicant has read the rules and policies of the program and agrees to abide by them.

A point system is used to evaluate and equate the academic and personal attributes of each applicant. An Admissions Committee selects the students after all admission requirements have been met. Students are accepted on the basis of academic records, character and a general aptitude for the field of Radiologic Technology. Completed application date is also considered. The candidate is notified of the committee's action by mail no later than May 1st. Selection is made without regard to race, religion, age, gender, or national origin. Prior to acceptance, each student must complete a health screening by AnMed Health Employee Health. Drug screening is included as a part of the health screening at AnMed Health for all employees and students. A background criminal check/screening is also required. (Any applicant who fails or refuses to complete the required screenings will not be considered for acceptance.)

Technical standards for admission or duties associated with the profession require that the applicant perform a full range of body motions including lifting and moving patients, manual dexterity, hand-eye coordination for maneuvering radiographic equipment, as well as prolonged sitting/standing. Technical standards are evaluated during the health screening and clinical observation process.

Class size is limited by the Joint Review Committee on Education in Radiologic Technology. The program does not accept transfer students. Advanced placement is not an option due to curriculum sequence and design.

An information package is provided upon request. The package includes a program brochure, an application form and instructions stating requirements and explaining how to apply. An application and instruction sheet may also be downloaded from the anmedhealth.org website.

AnMed Health has implemented a policy which requires all persons participating in clinical experiences to have a state and/or federal criminal background check. This screening process is completed by the Human Resources Department prior to the applicant being accepted into the program.
CONDUCT POLICIES

A high standard of professional conduct is required for Radiologic Technologists. AnMed Health has high expectations for professional behavior in all employees and students. Conforming to the AnMed Health Radiologic Technology Program’s policies and procedures will help the student learn to display the necessary affective behaviors of professional conduct needed to perform the professional duties and responsibilities of a radiographer.

To be eligible to take the national certification exam and become certified, the student must meet the eligibility requirements of the American Registry of Radiologic Technologists (ARRT). These requirements are as follows:

**General Eligibility for ARRT Certification**

In accordance with ARRT’s "Equation for Excellence", candidates for ARRT certification must meet basic requirements in the three components of the equation:

1. Ethics
2. Education
3. Examination

**Ethics**

Every candidate for certification and every applicant for renewal of registration must, according to the governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics."

One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. "Conviction" as used in this provision includes:

- a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or deferred,
- a proceeding in which the sentence is suspended or stayed,
- a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest), or
- a proceeding resulting in a military court-martial.

ARRT investigates all potential violations in order to determine eligibility.

Further information may be found on this web site (www.arrt.org) and in the handbooks for each discipline.

**Education**

Eligibility for certification also specifies the satisfaction of educational preparation requirements.
For the primary categories eligibility requires the successful completion of the respective discipline’s formal educational program that is accredited by a mechanism acceptable to ARRT. Effective January 1, 2002, candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures.

For post-primary categories, candidates must hold registration in a supporting category and document ARRT-specified clinical experience. Further details may be found in the handbooks available for each of the post-primary certification disciplines.

**Examination**

Finally, eligibility requires candidates for certification, after having met all other qualifications, to pass an examination developed and administered by the ARRT. The exams assess the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of staff technologists practicing within the respective disciplines. Exam content is specified on this web site and in the respective handbook for each discipline.

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**AnMed Health Radiologic Technology Program’s Code of Conduct Policy**

**PURPOSE:** To provide the information that serves as guidelines in regard to the necessary affective behaviors that are required for student radiographers. Students are expected to maintain high standards of conduct while enrolled in the program.

**PROCEDURE:** The program has developed consequences for the violation of established professional standards. The following list of actions or behaviors that may occur in class or clinic will result in corrective action. The specific action taken in response to a negative behavior is based on the occurrence and the severity of the action. (Refer to Handbook table of contents for corrective action and termination policies)

1. Falsifying clinical information such as evaluations, competencies, clinical time, etc.
2. Cheating (Refer to Academic Dishonesty Policy)
3. Insubordination
4. Disruptive behavior or harassment
5. Negative attitude
6. Instigating a negative climate among classmates or others
7. Plagiarism
8. Failing to meet course (academic or clinical) objectives
9. Excessive absences or events of being tardy
10. Failure to follow established policies and procedures
11. Jeopardizing patient care
12. Dishonesty; i.e. receiving credit for procedures or competencies that you did not perform or scores that you did not earn without notifying the faculty

**ASRT Code of Ethics** Radiologic Technologists should also adhere to the Code of Ethics established by the American Society of Radiologic Technologists. A copy of this Code is located in the Attachments Section of this Handbook.

Radiologic Technology Program Student Handbook 2014

8
ATTENDANCE POLICY

The student will attend the entire 24-month program to be eligible to graduate. There is no advance placement or early release options available in the program. Each class commences annually the first of July. Student schedules do not exceed 40 hours per week including didactic and clinical time.

SCHEDULING AND OBJECTIVES

Students will become acquainted with every phase of imaging in Radiologic Technology. This is accomplished by scheduling students in the Department of Radiology various hours of the day, including both early morning and late evening hours. The schedule includes weekend clinical rotations, which allows students to participate in more trauma radiography than is available during week day rotations. No more than 25% of clinical hours will be scheduled during off-hours. Off-hours are defined by accreditation standards as earlier than 5 a.m., later than 7 p.m. or any weekend hours scheduled on Saturday or Sunday.

Students complete objectives as they are scheduled in each of the diagnostic areas, including conventional and fluoroscopic rooms, emergency/trauma areas; surgery; mobile radiography and multiple computer related systems including computed/digital radiography, radiology information systems, and PACS. Students gain experience at both the AnMed Health Medical Center and in the radiology facilities at the AnMed Health North Campus. Additional rotations may be provided in area physician offices to allow the students to practice conventional film-screen radiography systems and processing areas, including daylight systems and conventional darkrooms. Clinical experience is also provided in Computed Tomography to compliment basic didactic CT instruction. A brief rotation is provided through Vascular and Cardiac Catheterization labs; Radiation Therapy, Nuclear Medicine, Stereotaxis, Mammography, Medical Sonics to include Echocardiography and Non-Invasive Vascular Lab, ECG, Bone Densitometry, PET/CT and Magnetic Resonance. Objectives must be turned in to the clinical coordinator weekly. Two weeks without completing objectives for the clinical areas will result in the student’s ineligibility to attend clinic until the objectives are completed and turned in.

Regular attendance in class and scheduled participation in clinical procedures are necessary for a student to gain competency in all phases of Radiologic Technology. During the two-year program, each student (in addition to regularly scheduled time off) is allowed a designated number of vacation and personal/sick days. Any additional days missed must be made up at the end of the two-year program or during semester/spring breaks, as approved by the Program Director. Absences may be excused due to scheduling, sickness or prior permission. (Refer to rules concerning schedules.) Classes are not in session during vacation/semester breaks.
The following is a list of scheduled days off:

**FIRST YEAR STUDENTS:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Sick/Personal days</td>
</tr>
<tr>
<td>1</td>
<td>July 4th</td>
</tr>
<tr>
<td>1</td>
<td>Labor Day</td>
</tr>
<tr>
<td>1</td>
<td>Thanksgiving Day*</td>
</tr>
<tr>
<td>1</td>
<td>Christmas Day*</td>
</tr>
<tr>
<td>1</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>5</td>
<td>Vacation Days during Christmas/New Year's class break</td>
</tr>
<tr>
<td>1</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>10</td>
<td>Vacation Days during summer of first year (during second semester class break prior to August 1)</td>
</tr>
</tbody>
</table>

**SECOND YEAR STUDENTS:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>July 4th</td>
</tr>
<tr>
<td>1</td>
<td>Labor Day</td>
</tr>
<tr>
<td>1</td>
<td>Thanksgiving Day*</td>
</tr>
<tr>
<td>1</td>
<td>Christmas Day*</td>
</tr>
<tr>
<td>1</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>5</td>
<td>Vacation days during Christmas/New Year's class break</td>
</tr>
<tr>
<td>4</td>
<td>Spring Break Days (in spring of 4th semester)</td>
</tr>
<tr>
<td>1</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>10</td>
<td>Sick/personal days</td>
</tr>
</tbody>
</table>

* Designated holiday observed by AnMed Health

In addition, 2 or more days are scheduled off for a student seminar if student chooses to attend the educational seminar.
RULES CONCERNING SCHEDULED ATTENDANCE

The student must be in attendance 90% of scheduled didactic and clinical hours each semester.  

1st Year

Five personal days are allotted for scheduled or unscheduled absences from class and/or clinic. Five call-in events are allowed per semester without receiving prior permission or without requiring a physician's statement if all sick/personal days have not been used. A call-in event is excused only with notification prior to the students scheduled hours. (Refer to excused/unexcused absences) Hours and/or partial days of absence are cumulative and are subtracted from these five allotted days.

(If a student is absent more than the 5 excused sick days, these additional days/hours will be deducted from the vacation or break days scheduled off.)

2nd Year

Ten days are allotted for sick days or unscheduled absences. The same rules apply. Only five call-in absences per semester will be excused without a physician’s statement. Any other missed days must be pre-approved by program faculty and total absences cannot exceed 10% of the scheduled clinical/didactic hours with or without a physician’s statement. (Exception: refer to Extended Illness Policy). Vacation/break days are scheduled as outlined in the preceding attendance section.

Clinical Schedules/Changes or Modifications

Students attend clinical areas as scheduled by program faculty. At the discretion of the supervisor or clinical instructor (depending on patient procedures), a student’s request for time off may be granted. The student must have the supervising R.T. to initial the time card for verification. If a student leaves more than 5 minutes prior to his/her scheduled time the time will be deducted from his/her allotted personal days.

There is NO changing or switching assigned areas without prior permission from school faculty, unless due to an emergency or illness. A change of schedule form must be completed for any change. This form should be completed prior to the scheduled date if possible, and must be verified by school personnel. Each student must complete the clinical objectives in the area he/she is scheduled. An unauthorized switch will result in reassignment of clinical hours.

The student must never leave an assigned clinical area without reporting to the staff technologist or supervisor. A patient is NEVER left unattended because it is lunch, class time, or the end of a clinical period. Students are not expected to stay after their scheduled time unless patient procedures (usually due to trauma) warrant additional personnel. If the student must stay longer than 15 minutes after his assigned time, he/she should ask the supervising R.T. to initial the time card for verification and he/she will receive time compensation.
ABSENCES WILL BE EVALUATED AND EXCUSED/UNEXCUSED ACCORDING TO THE FOLLOWING:

An absence is **excused** due to/with

1. **Advance permission from school personnel**

2. **Illness**
   - The following criteria are mandatory for the illness to be excused:
     a) **Without exception, the student must notify the Clinical Coordinator and a departmental supervisor (of the area of assignment, i.e. AHMC or AHNC).** This notice should be given prior to the student’s assigned time. Failure to do so will result in a “failure to notify”. Messages sent by other students, friends, etc. will not be accepted.
     Each “failure to notify” will result in a 1% overall clinical grade reduction.

     - AHMC Phone (864) 512-1407
     - Ms. Merrill’s Office (864) 512-3705 or (864) 512-1249 Information Line
     - Ms. Boye’s Office (864) 512-2824
     - AHNC Radiology (864) 512-6568 OR (864) 512-6554

   - b) Due to the limited days that are scheduled on weekends (Saturday or Sunday), in addition to notifying the department supervisor, a written excuse from a physician stating the student was sick must be presented to program personnel on the first day of return.

     More than five (5) absences from class in any one semester are considered excessive. Additional days of absence will not be excused without a physician’s statement.

   - The student may attend class without attending clinical if patient contact is not permitted or advisable.

   - c) If there are more than 5 absences due to call-in illnesses, the 6th absence and any thereafter must be accompanied by a written excuse from a physician and presented to school personnel on the first day of return. The same rules apply even if the first five absences have been excused by a physician.

3. **Unexpected emergency with notification as soon as possible.**
(4) **Death in family**
   a) For immediate family (mother, father, spouse, child, sister, brother, mother-in-law, father-in-law, grandparent, or grandchild) three (3) days are excused without affecting allotted days.
   b) The student may take time off for deaths other than immediate family, but time is deducted from the allotted sick/personal days.

(5) **Previous appointments**
   Doctor and dental appointments should be made during scheduled time off if possible; however, if an appointment is necessary during scheduled time, this time is deducted from allotted sick/personal days.

(6) If a student is not able to report at his/her scheduled time, the occurrence is documented as follows.
   a. The occurrence will be documented as a call-in if the student arrives more than 4 hours after the student’s scheduled clinical time
   b. The occurrence will be documented as a tardy if the student arrives less than 4 hours later than the student’s scheduled clinical time

*Note: If a partial day absence is necessary for any reason, arriving late or leaving early, the time missed will be deducted from the student’s allotted bank of time.*

An absence is **unexcused** if......
   (1) No prior notice is given
   (2) More than 5 absences on a call-in basis per semester without physician's statement.
   (3) More than 5 class absences in any one semester without a physician's excuse.
   (4) A call-in on a scheduled Saturday or Sunday without a physician’s excuse.

Unexcused absences will result in 3% reduction to the overall clinical grade per event:
   *1 results in a 3% reduction*
   *2 results in a 6% reduction*
   *3 results in a 9% reduction*
**Tardiness**

A student is considered tardy if he/she is not present at his/her scheduled time for class or for clinical practice.

If a student is tardy due to oversleeping, car trouble, etc., he/she should call the department supervisor and/or school personnel as soon as possible. Three occurrences of being tardy are excused per semester and are documented as warnings. Accumulating more than three tardy warnings per semester will result in a grade reduction in the overall clinical grade as follows:

- 4 results in a 4% reduction
- 5 results in a 5% reduction
- 6 results in a 6% reduction
- 7 results in a 7% reduction
- 8 results in a 8% reduction
- 9 results in a 9% reduction

A student, who has 10 or more events of tardiness including the warnings, may be subject to dismissal.

Minutes missed as the result of being tardy are deducted from the bank of time for sick/personal days.

**Excessive Absenteeism/Unexcused Absences**

Student attendance for didactic classes and clinical procedures is necessary for successful completion of all objectives of the program. When a student uses all days allotted for absences, with or without a physician’s excuse, additional absences are considered excessive and will result in a 5% grade reduction. Excessive absenteeism in excess of 10% of the total scheduled didactic and/or clinical hours during any semester and will result in a 10% grade reduction. Excessive absenteeism will affect the student’s completion date for the program, or may result in dismissal from the program.

- If a student documents excessive absenteeism in one semester, he/she is placed on probation. An additional absence occurring during that semester must be medically excused or it will be documented as an unexcused absence.
- If the student has been placed on probation for excessive absenteeism during the previous semester (but not terminated), the student is eligible to continue in the program; however, termination will result if the student documents absenteeism in excess of 10% of his/her scheduled hours, without the option of additional unexcused absences. (Exemption: Extended Illness Policy)

**Clinical Grade Points related to attendance:**

Points will be deducted according to the clinical grading point system (provided to the student) for the following reasons:

1. excessive absences
2. excessive events of being tardy
3. unexcused absences
4. Failure to notify
EXTENDED LEAVE AND MAKE-UP TIME POLICY

If a medical condition prevents the student from attending the program for an extended period of time, the student’s future status in the Program will be evaluated and a plan for making-up the clinical and didactic requirements will be established.

Depending on the degree of completion of the Program at the time of the incident, either a normal or revised clinical schedule will be determined by the Clinical Coordinator. This is to assure that the student will complete all objectives in an educationally sound manner.

- The student must immediately provide the Clinical Coordinator with written documentation from a physician that a medical condition exists that does not warrant ability to perform clinical procedures for a period of time. The student must submit a written statement identifying his/her desire to take a medical leave.

- Upon the student’s return, written consent from a physician must be submitted to the Clinical Coordinator stating that the student is able to participate in clinical procedures to meet program requirements.

Any medical leave that extends beyond 10% of the total contact hours may result in the need for the student to withdraw from the program or he/she may have the option to re-apply for the following academic year.

All hours absent in excess of allotted days off are reassigned at the end of the program after graduation and prior to writing the national registry. Students may schedule make-up days for excused absences during semester breaks, or possibly on a holiday, if approved by the program director. Scheduled hours will not be in excess of 40 hours per week or 10 hours per day. The student’s diploma will not be signed and the program will not be complete until after all clinical competencies and objectives have been documented. The program will not be extended longer than three calendar months.
ATTENDANCE VERIFICATION

Clinical hours are verified by the use of time cards. Time cards are placed in a designated area of the Radiology Department. Each time card covers a seven-day period. The student clocks in when he/she arrives in the Radiology Department and clocks out when leaving the department. Failure to clock in or out will result in deduction of the scheduled clinical hours for that day, unless the student notifies program personnel within 24 hours and verifies by a CI/Supervising R.T. Failure to be in a clinical area as assigned will result in a deduction of clinical hours. Time cards are evaluated at the end of each week. The card is then returned to the student for his/her signature and filed in the clinical coordinator’s office.

DIDACTIC RESPONSIBILITIES FOLLOWING ABSENCES

(1) Students are responsible for all material missed in class.

(2) Previously announced exams missed due to excused absence must be taken the first day of return. The student should receive prior approval for an absence on test day from the testing instructor. Failure to do so may result in a 10 point grade deduction. Previously announced exams missed due to an unexcused absence will result in a “zero” score.

(3) Students are responsible for all tests (scheduled or unscheduled) as well as a consultation with the instructor for make-up times and dates. The period of time allotted by the instructor for preparation for make-up exams is dependent on the course material missed, but cannot exceed 4 class days. Any exam not made-up as scheduled will be averaged into the final grade as a "zero".
HEALTH & SAFETY POLICIES

Drug Screening Policy

Drug screening is required for all AnMed Health employees and students. Compliance with the Drug policy is a condition of acceptance. A random drug screening may be required by Employee Health as a condition of being an employee of AnMed Health.

Drug Screening with Reasonable Suspicion Policy

A drug screening may also be performed at the request of program faculty for just cause; i.e., events in which student actions constitute reasonable suspicion. Factors which may indicate reasonable suspicion for drug testing include but are not limited to:

- Contributing to a clinical accident
- Possession of drug paraphernalia
- Unexplained, abnormal, or erratic behavior
- Arrest or conviction for drug related offenses
- Observed or conviction for drug or alcohol use
- Odor of alcohol
- Other behavior that suggest reasonable suspicion

Flu Vaccination and TB Policy

AnMed Health requires that all employees, students, vendors etc. receive a flu vaccination every year. Students enrolled in the program will receive this at no cost. Employee Heath also offers the flu vaccination and TB test to prospective students prior to the Clinical Observation for a small fee. To attend the Clinical Observation documentation of flu vaccination and TB test must be within the previous six months.

Physician / Health Screenings

Upon entrance to the program, each student must submit completed designated medical statement forms from his or her own physician. A pre-acceptance health screening and a following-up health screening is completed by Employee Health at the beginning of the second academic year.
REPORTING ILLNESS AND ACCIDENTS/COMMUNICABLE DISEASES

The student must report to the Program Director/Clinical Coordinator any illness or communicable disease which might affect the health of patients, staff, or other students. To re-enter the clinical area, a physician's and/or health nurse's return to work form must be presented.

If the student becomes sick at work, he/she is referred to the Employee Health nurse or nurse practitioner. Employee health personnel may then provide limited healthcare or may refer the student to his/her personal physician.

If a student is involved in an accident on site, an incident report (SREO) is completed and the student is referred to the Employee Health nurse. If the accident occurs during the hours when the Employee Health nurse is not available, the patient care coordinator is paged to determine if the student should be seen immediately or referred to the Employee Health nurse the following morning.

If a student is involved in an accident off site, he should see his personal physician. Depending upon the extent of the injury, a physician's excuse and/or a return to class and/or clinical statement may be necessary to return to the clinical area.

Safety Training Requirements

Students are required to attend the medical center's two-day new employee and safety training during the first two weeks of the program. This course gives students information about safety policies, procedures and covers the requirements that must be followed to make a safe work environment. Included are emergency codes, the use of Personal Protective Equipment (PPE) and how to recognize and report or correct safety hazards. In addition, classroom instruction is provided the first week on blood-borne pathogens, infection control, fire and introductory level radiation safety practices to observe while in the radiology department.

A computer-based safety review program with post-testing is required for each student at the beginning of the second year.

Standard Precautions - Students are instructed not to handle contaminated needles. They must follow the infection control guidelines for the Department of Radiology and the protocol for reporting a needle stick should an incident occur. Exposure of students to communicable disease is controlled by the use of immunizations, standard precautions and by the use of tracking by the RIS when original contact to the condition was unknown. (i.e. TB) The medical center's Infection Control Nurse coordinates with Radiology to assure compliance and follow-up. All health records are maintained in the Employee Health Department.
UNIFORM DRESS CODE POLICY

Students are required to be in dress code at all times while on AnMed Health property.

Radiologic Technology students are required to wear white professional uniforms. Designated styles are presented on Orientation Day, along with instructions on how to purchase them. A smooth plain crew-neck white knit shirt should be worn under the uniform top/lab jacket of the uniform. The top may be buttoned or unbuttoned as desired. Sweaters are not allowed in the clinical area. A white long sleeve lab/consultation jacket may be worn if it is cool. Each uniform top and jacket must have a Radiology student patch attached to the left sleeve.

An additional option is the choice of a royal blue or yellow crew-neck knit shirt, worn under a white uniform top or lab jacket. Colored shirts must MATCH the blue or yellow color of the student patch. Sleeves must be short enough not to extend beyond the uniform sleeve. No long-sleeve colored shirts may be worn under short-sleeved uniform tops/jackets. White long sleeved shirts must be the smooth plain crew-neck style; no thermal like material. NO logo shirts may be worn under uniform tops.

White underwear or a solid color that is not readily visible through the uniform should be worn. Clean, white professional duty shoes and white hose/socks are required. Athletic shoes may be worn if leather and if approved by the faculty as duty shoes. Open toed shoes are prohibited and a heel strap/heel ridge must be present for open-heal shoe styles.

An AnMed Health name identification badge is provided and must be worn on the left upper chest area according to AnMed Health policy. If the ID badge is lost, a replacement fee will be charged by the medical center. In addition, a student patch must be affixed to the upper left sleeve of each uniform and lab coat.

GROOMING

Students are to be neat and well groomed at all times. This includes proper personal hygiene and daily change of uniform. Uniforms are to be clean and ironed. Hair must be styled in a professional manner that is away from the face and above the shoulders at all times when in uniform. Long, unsecured hair is a safety hazard. For the protection of the student technologist and the patient, long hair must be styled in a manner that cannot sweep across a sterile field or patient. Conservative hair accessories may be worn to secure hair. These include small, neutral colored ribbons or bows and exclude large, bright colored ribbons or fashion bows. If a beard or moustache is worn, it must be neatly groomed.

Jewelry should be modest – a watch and one ring or ring set per hand. If a necklace is worn it must be inside the uniform at all times. Earrings are limited to a small post styles only. No dangle or large loops are permitted due to personal safety. Other visible body piercing jewelry is not permitted. Nails must be kept short and clean according the medical center’s nail policy (1/4 inch or shorter length). Acrylic nails and nail enhancements are prohibited for patient care givers. Tattoos that are visible outside the uniform are not permitted and must be covered. Wearing perfume or lotion with strong fragrances is restricted in the clinical area.
**CLASS DRESS CODE**

The student may dress according to approved AnMed Health dress code for "Class Only" scheduled days (no clinical involvement). For the Department of Radiology, the dress code for females includes dresses, skirt/tops and pantsuits. Specifically excluded are any color of denim jeans, shorts, miniskirts, and knit pants (such as leggings).

For male students the Department of Radiology dress code excludes denim jeans, sleeveless or "muscle" shirts, logo tees and shorts. Casual pants and tucked in shirts are considered acceptable dress.

A copy of departmental dress code is available in the radiology policy manual on the Radiology I drive.

**CLINICAL GRADE POINTS RELATED TO DRESS CODE**

Clinical grade averages include adherence to dress code. Points will be deducted for failure to conform to dress policies. Students may not be allowed to attend or participate in patient procedures if not dressed in designated uniform/dress code. The Program Director and Clinical Coordinator reserve the right to make the decision whether dress code is appropriate. The number of points deducted from the clinical grade follows the clinical grade scale provided to the student.
Each student is instructed in the principles of radiation protection and ALARA prior to clinical rotations and will adhere to the departmental Radiation Safety Policy, Radiation Dosimetry Plan and Radiation Safety ALARA Plan. In accordance with DHEC Regulation 4.2.3 students will read and agree to adhere to the operating procedures located in the Policy and Procedure Manual of the Department of Radiology at AnMed Health.

Students are required to practice radiation safety at all times. Safe practices include, but are not limited to:

- Students must be able to correctly operate equipment.
- The door(s) to the radiographic room are to be closed when exposures are made.
- Students may not hold patients or image receptors during exposures.
- The use and care of leaded accessories and shielding is to be practiced in the clinical area for both patients and personnel.
- Collimate the x-ray beam to the area of interest and never larger than the size of the image receptor.
- Never make exposures on another person unless ordered by a physician.
- Follow the direct and indirect supervision policy.
- Repeat exposures are made only under direct supervision of the technologist.
- Student should not operate radiographic equipment for the experiments listed in the Clinical Objectives without a readily available radiographer.
- In the event a radiographer asks the student to break any policy, the student is permitted and expected to inform the staff that they are being asked to break a policy that the student is required to follow. The student should report such events to the program faculty.

Students are required to wear a personnel monitoring device (dosimeter) at all times when in the clinical area. If a student reports to the clinical assignment without their current dosimeter the student will be dismissed from clinical assignments until this infraction is corrected. The dosimeter is to be worn at the collar level, facing forward, and outside the apron. At the end of each month, the student is responsible for turning in and replacing the dosimeter. The used monitoring device is returned to the dosimeter company each month with the appropriate control monitor, and the exposure is determined. Reports are posted in the classroom after being reviewed by the Radiation Safety Officer. Students must review
and initial the report. The report is verified and filed by faculty within 30 days of receipt of report. An cumulative record of exposure is retained in the permanent files. The student will immediately report to the Program Director any loss or mishandling of the dosimeter.

As established in the *Radiation Dosimetry Plan* the process for review, notification, and follow-up for dosimeter reports is as follows:

A dosimeter report is received monthly from Landauer and is available electronically at a password protected site in the radiology administrative office. Each dosimeter report is reviewed by the Radiation Safety Officer (RSO) for exposure levels consistent with ALARA standards. At the end of each quarter, participants that exceed the AnMed Health Level I threshold for ALARA levels are identified by the RSO. Level I investigational limit participants are notified, and the RSO determines appropriate action.

Participants that exceed a Level II threshold are notified and are requested to complete and sign a counsel form which includes in writing, a summary of his/her work habits that might have resulted in the excessive exposure.

Investigational levels (ICRP Report 26) are as follows:

<table>
<thead>
<tr>
<th>MREMS PER QUARTER</th>
<th>Level I</th>
<th>Level II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Whole Body</td>
<td>125 mrems</td>
<td>375 mrems</td>
</tr>
<tr>
<td>2. Extremities/skin</td>
<td>1875 mrems</td>
<td>5625 mrems</td>
</tr>
</tbody>
</table>

AnMed Health radiography students should not exceed **125 mrem per quarter**, whole body radiation.
The National Regulatory Commissions (NRC) regulations and guidance (10 CFR 20.1208) are based on the conservative assumption that any amount of radiation, no matter how small, can have a harmful effect on an adult, child or unborn child. Because of the sensitivity of the fetus, the National Council on Radiation Protection and Measurements (NCRP) has recommended that the dose equivalent to the unborn child from occupational exposure be limited to 500 millirems for the entire pregnancy, or 50 millirems per month. The Radiologic Technology Program has adopted the NRC position that special protection of the unborn child should be voluntary and should be based on decisions made by persons who are well informed about the risks involved.

Each new female student is provided with information to inform her of the possible effects from radiation exposure during pregnancy. A copy of The Nuclear Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure will be made available to the student as requested. In the event a pregnancy occurs, the student radiation worker is strongly encouraged to declare her pregnancy to the Program Director. Disclosing pregnancy is a completely voluntary decision of the student and is not a requirement of the Program. Only by declaring pregnancy, is the fetus subject to lower radiation dose limits. This is in accordance with federal and state regulations. Once a pregnancy is declared, the student has the right to undeclare the pregnancy at any time. The student must submit a written withdrawal of pregnancy declaration.

The student may choose not to declare her pregnancy, in which case, the student will be treated as though she is not pregnant and may continue her studies without modification. Any pregnant student who chooses to either not declare or undeclare her pregnancy assumes total responsibility for the safety and welfare of the unborn child.

If a decision is made to declare pregnancy, the student must:

- Complete a written Declaration of Pregnancy form and submit to the Program Director.
- Receive a second dosimeter (fetal dosimeter) to be worn over the abdomen, under the lead apron, if applicable. This dosimeter will be worn in addition to the dosimeter worn at the collar level outside the lead apron.
- Adhere to radiation safety practices as outlined in the AnMed Health ALARA Policy and Radiation Safety Policy including, but not limited to:
  - Wear apron when required
  - Avoid all unnecessary exposure and stand behind a protective barrier when possible
  - Never hold a patient or image receptor for an exposure
When a Declaration of Pregnancy is made:

- The Radiation Safety Officer will monitor the dosimeter reports to assure dose limits of 50 mrem(0.5mSv) per month are not exceeded. The student will be contacted should limits be exceeded. If dose limits approach the maximum permissible dose of 500mrem(5mSv) during the course of pregnancy the student may request a reassignment to a low exposure clinical rotation, she may request to continue with the clinical assignment with additional precautions to limit the exposure to the fetus, or she may request to take a leave of absence.

_I have read the above pregnancy policy and understand its content._

_____________________________  ________________  
Student Signature                                      Date

_I have read the above pregnancy policy and understand its content._

_____________________________  ________________  
Student Signature                                      Date
Declaration of Pregnancy – Student

I, ____________________________________________________________________________, have read the Pregnancy Policy for students and wish to declare my pregnancy. I understand that this declaration is not mandatory and that by declaring my pregnancy, the following applies:

1. My exposure limit will be 500 mrem (0.5 rem/ 5 mSv) during the entire gestational period not to exceed 50 mrem (0.05 rem) per month.
2. I will be issued a second radiation dosimeter (fetal dosimeter) to be worn over the abdominal area, under a leaded apron if a lead apron is worn.
3. I may continue my assigned clinical rotations with no reassignment of clinical duties unless I receive cumulative exposures in excess of the 500 mrem limit.

The approximate date of conception was __________________________________________________________________________ and my expected due date is __________________________________________________________________________.

______________________________________________________________________________
Signature
______________________________________________________________________________
Date

______________________________________________________________________________
Social Security Number
______________________________________________________________________________
Birth Date

OR Participant dosimeter number can be substituted for BD and SSN.

Dosimeter Number __________

Department: ____________________________ Extension: __________

______________________________________________________________________________
Program Director's Signature
______________________________________________________________________________
Date

Declaration accepted by radiology administration on __________________________________________________________________________
by __________________________________________________________________________.

Signature
Written Documentation to Withdraw Declaration of Pregnancy

Without a voluntary disclosure of pregnancy or with submission of a written withdrawal of declaration, a student is considered to be not pregnant regardless of the obviousness of the condition.

I, ____________________________________________, am withdrawing my declaration of pregnancy. I understand that I will now be considered “not pregnant.”

_________________________________________  ______________________________
Signature                                      Date

_________________________________________  ______________________________
Program Director’s Signature                   Date
Supervision and Repeat Policy

Supervision Policy
Students must have adequate and proper supervision during all clinical area assignments. **Direct supervision** is defined as having the R.T. present with the student. Direct supervision is required until student has proven academic competency on the specific procedure to be performed. **Indirect supervision** is defined as having the R.T. within visual or hearing distance from the student (on the premises, in the vicinity of the radiographic area, and is available for immediate assistance to the student). Indirect supervision is permitted after the student has proven academic competency for the specific procedure being performed.

The following are prerequisites to allowing a student radiographer to perform any radiologic procedure, either with direct or indirect supervision:

*A qualified registered radiographer reviews the physician order/request for the radiographic examination to be performed and determines the status of the student’s academic competency.*

(a) to determine the capability of the student to perform the examination with reasonable success
(b) to determine if the condition of the patient contraindicates performance of the examination by the student.

*If either of the above determinations is questionable or negative, the radiographer must be present in the radiographic room.*

*The qualified registered radiographer critiques and approves the images prior to the dismissal of the patient.* (The R.T. completes the procedure and sends the images to PACS.)

*Direct Supervision is required for all mobile procedures, contrast media procedures, pediatric procedures, and procedures performed in the Operating and Emergency departments.*

Students that have proven clinical competence (academic plus final competency) must continue to perform radiologic procedures under the **indirect supervision** of a registered radiographer. Students may **NEVER** perform procedures without R.T. supervision.

Repeat Policy
Without exception, repeat radiographic examinations must be performed with the registered radiographer present as defined by direct supervision.
SCHOLASTIC REQUIREMENTS AND GRADES

A grade of 90 percent or higher is recommended on each course. A student will not graduate with less than an 80 percent on any didactic course. Requirements are addressed in each course syllabus and in the list of required terminal competencies that are provided for each student.

Grades are issued every six months at the end of the semester. Interim grade reports are issued as deemed appropriate by the director. In order to ensure consistency of high cognitive skills on each portion of the curriculum, failing scores on three consecutive exams (below 80) in the same course will result in corrective action. Students may continue in the program with scores above 80 on specified subjects, but exam corrections and additional make-up or extra credit may be required. Each Course Syllabus details the grading methods and prerequisites for that course.

Didactic grade averages are available on the computer in the didactic office during the semester. An interim report is given to the student if there is a deficiency in any course. A probationary period is allowed for the student to improve his/her grades. After this period, if scores are still not satisfactory, the student must retake the subject(s) or withdraw from the program.

AnMed Health will award a certificate of completion and will provide documentation of eligibility for certification after students’ successfully complete 24 months of didactic and clinical instruction.

AnMed Health will also provide a transcript of courses and credits to a college or university if requested by a graduate in writing. Credits awarded or transferred vary per college/universities and are not guaranteed. Students will designate in writing anyone that may be given information about their progress.

GRADING SCALE

Grading Scale
A = 94 – 100
B = 85 – 93
C = 75 – 84
D = 70 – 74
F = < 70
Academic Dishonesty Policy

As medical imaging professionals, academic dishonesty or cheating will not be tolerated in the Radiologic technology program. The ARRT Code of Ethics require technologists to uphold high ethical standards. Therefore the following activities are deemed as unethical acts that will result in immediate corrective action, including termination without a previous verbal or written warning:

Cheating includes:
   a) copying from another student's test paper
   b) using during a test, notes/materials not authorized by person giving the test
   c) collaborating with another student during a test
   d) knowingly using, buying, selling, stealing, or transporting an administered test or a test that has not been administered
   e) looking at another student’s paper or talking during a test in a way that is perceived to be cheating by the instructor or other students.
   f) assisting another student during academic competencies, including the use of signals or gestures
   g) use of any programmable electronic device during a test

Plagiarism is defined as the act of copying, stealing, or using another’s ideas, words, or specific substances as one’s own without giving credit to the source. For example: submitting written work which is not the work of the student; failure to identify in part or in whole the original author; failure to use quotations for an idea which has not been assimilated in the writer’s own language; or rewording a passage so it is not grammatically changed.

Misrepresentation is defined as work submitted improperly or falsely to meet course requirements. Examples include falsifying information at clinical educational settings such as attendance, documenting procedures into the HIS system that you did not perform to obtain credit for said procedure, or presenting the same experiment for clinical assignments as another classmate when you did not participate in performing the experiment.

Any student who is suspended or expelled due to an act of academic dishonesty has the right to due process. (Refer to the Appeal/Due Process Policy)
Harassment Policy

Harassment is infringement of the rights of others. Harassment will not be tolerated and is grounds for dismissal from the program and termination of employment from AnMed Health. Harassment includes, but is not limited to the following:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Sexual harassment inflicted on another person. This is defined as sexual discrimination when the harassing conduct creates a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual’s ability to participate in or benefit from the education program or to create a hostile or abusive educational environment.
4. Stalking that would place a reasonable person in fear for their safety.

Anyone subjected to such conduct should report it immediately to the program director, clinical coordinator, or a clinical instructor/supervisor in the radiology department or to the Corporate Compliance Office. All information will be kept confidential.
CORRECTIVE ACTION

Corrective Action - A student will receive a written corrective action statement should any of the following incidents occur:

(1) Unsatisfactory performance in clinical areas
(2) Unsatisfactory academic performance
(3) Failure to maintain confidentiality
(4) Falsification or improper handling of records
(5) Unauthorized absence from assigned area
(6) Theft
(7) Insubordination
(8) Tardiness
(9) Absenteeism
(10) Use of non-prescribed drugs or intoxicants
(11) Inappropriate use of prescribed or “over the counter” medications.
(12) Failure to report as scheduled
(13) Inappropriate language or behavior
(15) Sleeping in the clinical areas
(16) Unethical behavior
(17) Failure to notify

Corrective action will be taken according to the seriousness of the offense and may include, but is not limited to, the following:

(1) Reprimand
(2) Probation
(3) Suspension
(4) Termination

TERMINATION

A student may be terminated should the following incidents occur:

(1) Acting in a manner that causes school faculty to lose confidence in the student’s ability to successfully complete the program curriculum
(2) Academic dishonesty
(3) Abusive or threatening behavior
(4) Insubordination
(5) Unsatisfactory scholastic progress - clinical or didactic
(6) Excessive absenteeism/tardiness
(7) Conduct that discredits, embarrasses, or damages the reputation of the school or its faculty
GRIEVANCE PROCEDURE

In the event that a student strongly disagrees with an Instructor or Program Coordinator's decision regarding a disciplinary action and wishes to appeal, or if he/she has a grievance, the following protocol should be followed:

1. Address the complaint to the program director for further consideration within 15 days of the event or address the complaint to the Director of Radiology if the grievance is in regard to the Program Director.

   The Program Director (or Radiology Director) will respond to the student within a 24-hour period.

2. If the student is still dissatisfied with the Program Director's decision, the student should address the grievance to the Director of the Department of Radiology within one week following the grievance.

   The Director of Radiology will respond to the student within three days.

3. A third appeal may be directed to the Vice President of Clinical and Support Services within one week following the response from the Director of Radiology, who may choose to render the final decision or delegate the rendering of the decision to Human Resources or to the Corporate Compliance Officer of the medical center for appropriate action.

   The Vice President, Human Resources, or Corporate Compliance Officer should respond to the grievance within one week.

After the institutional procedure is exhausted, a complaint may be made to the JRCERT (address available under Accreditation on page 4 of this Handbook) by a student or graduate to allege non-compliance of the program with the Standards. If the program is notified by the JRCERT that a complaint was received, a response will be addressed jointly by the Director of Radiology and the Program Director, with advisement from the Vice President of Clinical Services.
EVALUATIONS

Students are evaluated by the clinical instructors or staff technologists for their performance during each weekly rotation in the clinical area. The student is responsible for giving the evaluation form to the technologist, obtaining their signature, and for turning the completed evaluation in to the clinical coordinator along with the clinical objectives for the week. The student initial the evaluation form to confirm that they have had the opportunity to see the evaluation.

Quarterly or semester evaluations are completed by clinical instructors, supervisors and staff technologists at least twice per year and are returned directly to the program director. The program director discusses the evaluations with each individual student and identifies opportunities for improvement.

Student evaluations are scored and constitute a portion of the student’s clinical grade according to the clinical grade scale provided to the student.

Students evaluate courses and instructor presentation upon completion of each course and complete an end-of-the-first-year evaluation form. Graduates complete an EXIT INTERVIEW form to allow for further evaluation of the overall program and instructor competencies. Students also evaluate clinical instructors and staff technologists periodically.
TUITION and REFUND POLICY

• A tuition of $2500.00 per year is charged* and paid to AnMed Health R.T. Program General Ledger account # 35307300015 as follows:
  $ 100.00 admissions fee - upon acceptance
  $2,400.00 first year balance is payable the first day of class
  or
  Student may use the following payment plan for the $2400 balance and make three payments for the 2014 tuition:
  $ 800.00 the first day of class
  $ 800.00 by August 1
  $ 800.00 balance by September 1

• The $2500.00* second year tuition is due by July 1, 2015 and cannot be paid later than August 1 of the second year
  *tuition is subject to change annually.

Refund Policy

The following refund policy is available for first year tuition if a student voluntarily withdraws from the program with notice:

The $100.00 admissions fee is non-refundable

  Withdrawal within the first 3 months.................................50% of the tuition paid
  Withdrawal between the 3rd & 6th months...............................25% of the tuition paid
  Withdrawal after the 6th month .............................................. 0% (no refund)

Second year tuition is refunded as follows if a student voluntarily withdraws from the program with notice:

  Withdrawal within the first 3 months of the 2nd year.............50% of the tuition paid
  Withdrawal between the 3rd and 6th month..............................25% of the tuition paid
  Withdrawal after the 6th month .............................................. 0% (no refund)

The program provides student patches, class pins, diplomas, and other miscellaneous items.

The student purchases uniforms and textbooks, pays the required fee for the National Registry Exam, and is responsible for state society dues and optional seminars.

A $50.00 state certification fee is required for second year students who choose to be employed as a limited licensed technologist in SC and/or to allow for unlimited temporary employment in SC after graduation and prior to receiving certification by the ARRT. All AnMed Health property (including ID, dosimeters and parking decal) must be returned prior to receiving a refund.
EXPENSES

Textbooks and Uniforms
Textbooks and uniforms are selected by the program faculty. A list of required textbooks is provided. Students are responsible for purchasing textbooks and designated uniforms for the two years.

Approximate cost for required textbooks $800-$1,000
Approximate cost for uniforms and shoes $500-$600

Extracurricular Functions
Extracurricular functions such as student seminars are recommended. Students are responsible for expenses involved in attending extracurricular activities.

Membership in the South Carolina Society of Radiologic Technologists is required. The 2014-2016 membership fee is $25 and is payable in July 2014.

American Registry of Radiologic Technologists
Students will pay the fee set by the ARRT to take his or her National Certification/Registry Exam after graduation. The estimated cost of this fee is $200.

SCQRSA (South Carolina Radiation Quality Standards Association)
As required by law, a second year student who is employed as a limited-radiographer must pay a fee of $50 to the SCQRSA for certification. This fee is payable after July 1, 2015 if the student chooses an available employment option as a limited-radiographer.

FINANCIAL AID

The Radiologic Technology Program is approved for Veterans Administration and similar financial aid organizations. There are various civic organizations that provide scholarships for students entering Radiology. AnMed Health Volunteer Services provides the D.K. Oglesby, Jr. scholarship for the rising senior with the highest academic average. The Auxiliary may consider one or more additional scholarships for second year tuition. Applications for the scholarship must be submitted to the Volunteer Office by May of the first year. The R.T. Program does not participate in federal loan programs (Title IV).
STUDENT SERVICES

Free employee healthcare benefits equivalent to other AnMed Health employees
Employee meal discounts
Parking in designated areas without charge
Employee Assistance Program
Student limited employment opportunities

All available student services are in compliance with the Americans With Disabilities Act of 1990.

STUDENT EMPLOYMENT

Students are eligible for employment in the Department of Radiology at AnMed Health. Any work schedules or assignments as an employee are provided by the Department of Radiology management as job opportunities are available, and are independent of the educational program. No employment hours are guaranteed. Students will wear their student uniform and ID when working for pay. Employment is linked to student status. Employment should be evaluated carefully by the student to assure that it does not interfere with the educational process. Students are not permitted to work in Radiology during suspension days or unexcused absence days.

The SCRQSA (South Carolina Radiation Quality Safety Act of 2000) requires that anyone using radiation be certified. Therefore, first year students may not be employed as radiographers and second year students must be certified ($50.00 fee to SCRQSA) as a limited radiographer (no fluoroscopy, trauma, pediatric, mobile or surgical radiography or contrast media procedures) in order to be employed. In addition, if a student is employed in a radiation area other than AnMed Health, he/she is required to report this employment so that the total amount of radiation exposure can be monitored and determined according to appropriate site (i.e. METER – Multiple Employment Total Exposure Report).

The copy of the South Carolina Medical Radiation Safety Act is located in the Attachments section of this HANDBOOK.
COMMUNICATION POLICY

PURPOSE: To provide guidelines for radiography students in regards to communication with patients, clinical staff, and faculty.

1. PATIENT INFORMATION: The student technologist is expected to communicate with the patients in order to obtain a clinical history and to question a procreative patient for the possibility of pregnancy. Accurate information must be passed on to the radiologist to determine any modifications in protocol and/or to aid him or her in the interpretation of the radiographic images. The student should never communicate to the patient information regarding the patient’s condition, prognosis, or diagnosis. The attending physicians or radiologists are the only ones who should discuss the patient’s condition and/or diagnosis with the patient.

2. VERBAL COMMUNICATION: The student not only represents himself to the public, but also AnMed Health. It is important for student technologists to utilize proper titles when addressing all patients or personnel in the medical center and radiology department; i.e., Mr., Ms., Dr., sir, etc.

3. WRITTEN COMMUNICATION: The student should use correct spelling and grammar when writing medical information, as well as when completing clinical objectives. The student should avoid the “do not use” abbreviations recognized at AnMed Health.


Although HIPAA also deals with other healthcare issues such as health insurance access, the prevention of healthcare fraud and abuse, tax-related issues, and group health plan requirements, this policy focuses upon the confidentiality of patient information. During the program, students are required to review and discuss medical records during radiographic examinations. Patient information is typically obtained through verbal, written, pictorial, and electronic means. These records often contain very sensitive information about a patient. At no time will a radiologic technology student release or discuss, in public, any information contained in a patient’s medical record.

Students, who violate a patient’s right to confidentiality, may be subjected to immediate dismissal from the program. Additionally, HIPAA establishes both civil and criminal penalties for privacy violations. Wrongful disclosures of any health information may result in sizeable fines and possibly prison time.

Patient information should only be released to those individuals or organizations on an official “need to know” basis. Prior to the release of any healthcare information, the student should contact the immediate supervisor in charge. At no time, should patient information be discussed with co-workers or other healthcare personnel unless it affects the care of the patient or the procedure being performed. Patient information should never be discussed in public areas of the medical center or outside of the medical center. This includes areas such as elevators, cafeteria, etc.
Students receive training on HIPAA requirements during orientation, and must complete the computer HIPAA module and examination at the beginning of the second year.

CONFIDENTIALITY STATEMENT

All students must sign a Confidentiality Agreement prior to beginning his/her clinical education (Agreement located in Attachments Section of the Handbook).

Inclement Weather Policy

The Radiologic Technology Program adheres to the AnMed Health Inclement Weather policy. The policy states in part “In view of AnMed Health’s obligation to provide uninterrupted service at all times, it is the policy of AnMed Health to maintain adequate staffing during periods of inclement weather. Employees who have been scheduled to work are expected to report to and remain at work as they normally would. Each individual is expected to prepare for inclement weather and to make appropriate arrangements for transportation in order to arrive in a timely manner. Every effort will be made by senior management to consider inclement weather conditions involving travel to and from work, but conducting AnMed Health medical services will be the first priority.” Students scheduled for class or clinical hours are expected to report during inclement weather as transportation is deemed safe. During inclement weather didactic classes will be held as scheduled, however the content of class presentation is determined by the number of students able to attend, and in consideration of AnMed Health medical services as the first priority. Any time missed from class or clinic should be documented by the normal call-in process and will be deducted from vacation/sick/personal days allotted.

CLINICAL EDUCATION

AnMed Health offers a competency based clinical education program. Each student must pass academic competency testing on a radiographic procedure before performing that procedure on a patient. The students will perform under the direct supervision of a registered staff technologist until he/she has proven clinical competency and under the indirect supervision of a technologist throughout the clinical educational program. The student documents all procedures performed via the RIS system. In addition, mandatory and elective competency categories/procedures are completed by Clinical Instructors or designated RTs via standardized competency forms.
CLINICAL AREA REGULATIONS

Markers:

Each student is issued one set of Right and Left leaded markers to be used for patient image identification. If the student loses a marker, he/she is responsible for reporting the loss to the clinical coordinator so a new marker can be ordered. A small fee is charged for replacement markers.

Reception Area:

Students are to refrain from being in the reception area unless scheduled (especially behind the reception desk. students may not answer telephones in the main reception area unless specifically asked to do so by a supervisor. When answering phones in work areas, the student should first identify the area and then state his/her name.

Loitering:

Students should not loiter in the Department of Radiology at times not specified for clinical assignment.

Cell Phones/Telephones:

Students may not use telephones in the clinical area for personal phone calls. The telephones in the hospital are for business purposes only. Cell phones may be used only during breaks and meals. Additionally, students should advise friends and relatives not to call during clinical hours unless it is an emergency. Important messages may be left with the receptionist or on the answering machine in the program office.

<table>
<thead>
<tr>
<th>Department phone number</th>
<th>(864) 512-1407</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Line</td>
<td>(864) 512-1249</td>
</tr>
<tr>
<td>Office phone number</td>
<td>(864) 512-3705 or (864) 512-2824</td>
</tr>
<tr>
<td>Department Administrative Secretary</td>
<td>(864) 512-1401 or (864) 512-2341</td>
</tr>
</tbody>
</table>

Electronic Devices:

The use of cell phones, personal computers, cameras, iPods, etc. is strictly prohibited while in the clinical area. Failure to comply with this regulation will result in a formal disciplinary action.
**ID and Monitoring Badges:**

An AnMed Health identification badge must be worn on the left chest area where it is visible to patients at all times while in the clinical area. Objects may not be placed on the badge as they obscure ID. A radiation monitoring dosimeter must be worn in all radiographic areas. If lost, the student should notify the clinical coordinator/administrative secretary as soon as possible for a replacement. The monitoring dosimeter is to be left on the designated “badge board” when leaving the clinical area. Exception: If scheduled at the North Campus, the student should take the dosimeter with them to this site, taking care to return the dosimeter to the main campus for the next clinical schedule.

**Bulletin Boards/Student Boxes:**

Students are responsible for reviewing all memos and information posted on the bulletin board located at the student entrance to the clinical area and for checking the individual's student box in the classroom on a daily basis.

**Clocking In/Out:**

Students may not clock in or out for another student. Each student is responsible for using his/her time card for verification of clinical attendance. Failure to clock may result in loss of clinical hours. Manipulating the accuracy of the student's clinical hours is considered as falsification of records and is grounds for disciplinary action, including termination. *(Refer to Attendance Verification section in this Handbook and the Protocol for Documenting Clinical Hours in the Attachments Section)*

**Professionalism:**

Students are to be in designated uniform and well groomed when in the clinical area. Eating and excessive gum chewing in patient procedure areas are prohibited. Students are to show respect to all AnMed Health personnel. Failure to conduct behavior in a professional manner may result in the loss of privilege to participate in the clinical area.

**Use of Computers/Confidentiality**

Students may not use the computers in the clinical area for private use or entertainment purposes. A computer confidentiality statement must be signed before a security code will be issued. Students should use the computers in the classroom area, instead of the clinical areas, for related assignments and research.

**Parking**

Students must park in areas designated by Security as Student Parking. At the Medical Center parking is provided in the North Street Parking Lot. At the North Campus parking is allowed in the last 3 rows of any lot.
GRADUATION EXERCISES

A Graduation / Pinning ceremony is held annually in late June. In addition to the program and medical staff, a guest speaker, parents, and friends are invited to attend. Each student that has successfully completed the program is awarded a diploma (certificate of completion) and a program pin.

Special awards are presented to the student receiving the “Highest Academic Achievement”, the student voted "Most Outstanding" by the clinical staff, the student selected by classmates for the "Nichols Best All Around Student Award", and a Professional Promise Award for the student who demonstrates the greatest potential to excel in the field of Radiology in the future.

FACULTY

Program Director                Susan Merrill, M.S., R.T. (R)
Clinical Coordinator/Instructor  Mandy Boye, M.S., R.T.(R)
Didactic Instructors            Susan Merrill, M.S., R.T. (R)
                                Mandy Boye, M.S., R.T. (R)
Clinical Instructors            Earline Madden, R.T. (R)
                                Chris Payne, R.T.(R)
                                Tonya Cowan, R.T.(R)
                                Medley McIntosh, R.T. (R)
                                Teresa Smith, R.T. (R)
                                Brooke Latham, R.T (R)
                                Ashley Mullinax, R.T.(R)
                                Anna Tollison, R.T.(R)
Medical Advisor                 Veena Mathur, M. D.
Nursing Instructor              Heather Chandler, R.T., R.N.
CT Instructor                   Sharon Vickery, R.T. (R)
Ultrasound Instructor           Suzanne Jones., R.T.(R), RDMS
Nuclear Medicine Instructor     Brian Howland, C.N.M.T
Radiologists:                  Thomas Tuten, M.D.
                                David Holt, M.D.
                                Bruce Burns, M.D.
                                Joseph Yon, M.D.
                                Kyle Bryans, M.D.
                                Monica Grier, M.D.
                                Carrie Cousar, M D.
                                Veena Mathur, M.D.
                                Alex Tuten, M.D.
AnMed Health
RADIOLOGIC TECHNOLOGY PROGRAM
COURSE DESCRIPTIONS

The following courses are presented during the twenty-four month competency based program. A syllabus is provided for each course which includes references, outlines and objectives. The curriculum is inclusive of the 2012 ASRT Curriculum for a Radiology Program, and meets the 2014 Standards for an Accredited Program in Radiology as published by the Joint Review Committee on Education in Radiologic Technology.

Introduction to Radiologic Technology 40 Clock Hours

This course offers the student an overview and understanding of the historical perspectives of the medical field and hospitals, as well as an introduction to the goals, philosophies and organization of the Radiology program and the Radiology Department.

First Semester (40 hours)

Medical Ethics, Patient Care, and Legal Issues 120 Clock Hours

This course offers a comprehensive study of medical ethics, diversity, the medico-legal responsibilities of a radiologic technologist, and patient care skills, including standard precautions, first aid, drug administration, contrast agents and pharmacology.

First Semester (80 hours)
Third Semester (40 hours)

Medical Terminology 90 Clock Hours

This course introduces the language of medicine including body organization terms, root words, prefixes and suffixes, symbols, abbreviations, anomalies and other terminology associated with the radiology curriculum.

First Semester - Introductory terms (30 hours)
Second, Third, and Fourth Semesters - Terminology that is related to the anatomy and positioning of each section presented. (20 hours each Semester)

Pathology 50 Clock Hours

This course offers the student a study of systemic disease classifications and acquaints the student with the effects of these diseased conditions on the radiographic process.
Fourth Semester (and integrated with Medical Terminology in each semester) (50 hours)
Radiation Protection  
70 Clock Hours

This course offers a study of the standards of protection associated with the ALARA concept. It includes sources of radiation, the need for radiation protection, methods of limiting radiation to patients and personnel, units of measurement, acceptable limits and dosimetry.

Orientation - Introductory principles, ALARA, cardinal rules of protection, use of personnel monitors (10 hrs)
First Semester - Types & sources of radiation, behavior, interactions of radiation, units of measurement (10 hrs)
Second Semester - Methodology of protection – patient & personnel (30 hours)
Fourth Semester - Required standards for radiation protection and dosimetry. Review of protection methods and effects of radiation on biological systems (20 hours)

Radiation Biology  
50 Clock Hours

This course offers a study of the effects of ionizing radiation on living systems and how cells and tissues react to acute and chronic radiation exposure.

Second Semester - Cell biology, stochastic & nonstochastic effects, dose-response, radiation events/responses (50 hours)
Fourth Semester - Review - Integrated with Radiation Protection Course

Anatomy and Physiology  
220 Clock Hours

This course offers a comprehensive study of the human structure and function, including body organization, sectional and topographic anatomy, cytology, histology, articulations and body systems. This course extends throughout four semesters.

First Semester - Introduction to human anatomy, body structure and habitus, cavities, body organization, systems, major bones, chest and abdominal structures (40 hours)
Second Semester - Upper and lower extremities, pelvis, thorax and vertebral column (80 hours)
Third Semester - Nervous System, digestive system, circulatory and lymphatic systems (50)
Fourth Semester - Skull & facial bones, genitourinary, respiratory, muscular and endocrine systems, sectional anatomy (50)

Radiation Physics  
180 Clock Hours

This course offers a study of the production and behavior of x-rays and other forms of radiation used for medical imaging. The course includes atomic structure, electricity, x-ray circuitry, preventative maintenance and proper use of radiographic equipment.

First Semester - Atomic structure, production, behavior of x-rays, interactions of radiation and matter (40 hrs)
Third Semester - X-ray circuitry (60 hours)
Fourth Semester - Equipment calibration, malfunctions, and maintenance (80 hours)
**Equipment and Instrumentation** 80 Clock Hours

This course deals with the radiologic equipment used for both diagnosis and treatment. It includes the various imaging modalities, as well as the use of radiologic equipment and instrumentation not included in other courses such as computer applications or radiation physics.

First Semester - Imaging/Fluoroscopic Equipment, X-Ray Units, Control Panels, Nuclear Medicine, Tomography, AEC (20 Hours)
Second Semester - CT-generations & operations, and Radiation Oncology Equipment (20 hours)
Third Semester - ECG, Vascular and Heart Cath Equipment, CT and MRI (20 hours)
Fourth Semester - Integration CR, DR, PACS, Teleradiography; Bone densitometry; Heating & Cooling curves; Quality Control (20 hours)

**Digital Image Acquisition and Display** 40 Clock Hours

This course is designed to introduce and reinforce computer terminology, to provide an understanding of PACS as it is used in Radiology, and to help the students adapt to the variety of computers used in CT, MR, and Digital modalities, as well as Radiology Information Systems in today’s modern radiology departments.

First Semester - Introduction to Computers, Radiology Information Systems, PACS (24 hours)
2nd Semester - CR/DR, Digital Imaging Pre & Post-Processing, Image Display & Storage (16 hours)

**Quality Assessment/Management Principles** 30 Clock Hours

This course provides the methodology for performing quality control procedures that result in continuous quality improvement in radiography.

First and Third Semesters - Presented as a part of Image Production and Evaluation, and experiments assigned with clinical objectives (10 hours)
Fourth Semester - Quality management programs, QC tests, Economics of radiology – Presented with Equipment & Instrumentation (20 hours)

**Image Production and Analysis** 200 Clock Hours

This course offers a study of the principles of radiographic exposure needed to integrate the use of various image receptors in imaging with the appropriate processing techniques. This course provides the student with the tools needed to apply radiologic science theories to the selection of technical factors necessary to produce optimum images of the highest diagnostic quality. Critiquing images for quality, accuracy, and identification/evaluation of anatomical structures is a major part of this course.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Image receptors, imaging principles, technique selections, basic processing principles, image evaluation (60 hours)</td>
</tr>
<tr>
<td>Second Semester</td>
<td>Radiographic factors, accessory devices, causes of poor quality, sensitometry (60 hours)</td>
</tr>
<tr>
<td>Third Semester</td>
<td>Control of secondary radiation- Image evaluation (15 hours)</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>Radiographic perimeters, density maintenance equations and math, automatic processing methodology &amp; systems, quality control, and image critique (65 hrs)</td>
</tr>
</tbody>
</table>

### Technical Writing

10 Clock Hours

This course offers the student an opportunity to research a topic of interest for the purpose of writing and presenting a technical paper. On a monthly basis, the student is required to read articles from technical journals and submit abstracts. These assignments are designed to create and stimulate an interest in good communication skills.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Semesters</td>
<td>Abstracts</td>
</tr>
<tr>
<td>Second Semester</td>
<td>Technical Research (10 hours)</td>
</tr>
<tr>
<td>Third Semester</td>
<td>Oral Presentation</td>
</tr>
</tbody>
</table>

### Registry Review Course

28 Clock Hours

This course includes test-taking strategies, objective exams at the end of each semester, and practice exams during the 4th semester that covers an overview of all didactic subjects presented during the 24 month program.

Fourth Semester (28)

### Radiographic Positioning/Clinical Procedures & Competencies 2500 Clock Hours

This course offers a comprehensive study of positioning nomenclature, contrast media classification and applications, and radiographic projections and procedures including pediatric & geriatric modifications, and trauma/mobile applications for a competency-based clinical educational program.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Positioning nomenclature, radiography of the chest and abdomen (564 hours)</td>
</tr>
<tr>
<td>Second Semester</td>
<td>Radiography of Upper and Lower Extremities, Pelvis, and Thorax. (720 hours)</td>
</tr>
<tr>
<td>Third Semester</td>
<td>Radiography of the Vertebral Column and Contrast studies to include Vascular, GI &amp; Biliary Procedures, Arthrography, Cerebral Imaging and Neuroradiography. (689 hours)</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>Radiography of the Skull / Facial Bones, Sinuses, Sialography, Bronchography, Urography, Pediatric and Geriatric Radiography, and Male and Female Reproductive Systems (527 hours)</td>
</tr>
</tbody>
</table>
Radiologic Technology Program
Terminal Competencies

Radiologic Technology students will complete multiple competencies as an ongoing part of the competency-based program. The following list of required competencies is used to identify and assess expected student outcomes. Mastery of each competency is assured by using the didactic and clinical methods described.

UPON COMPLETION OF THE RADIOLOGIC TECHNOLOGY PROGRAM, THE STUDENT WILL BE ABLE TO ........

1. COMMUNICATE EFFECTIVELY

The student will have an average of 80 or higher on didactic medical terminology and pathology courses.

The student will successfully complete clinical objectives, including interpreting patient information on requests and documenting clinical histories to demonstrate competency of communication skills in the clinical areas.

2. DEMONSTRATE KNOWLEDGE OF HUMAN STRUCTURE, FUNCTION, AND PATHOLOGY

The student will have an average of 80 or higher on didactic anatomy and physiology courses and on film critique courses related to the identification of normal anatomy and pathology.

The student will document knowledge of radiographic anatomy on competency critiques of radiographs for each recommended radiographic procedure.

3. ANTICIPATE AND PROVIDE OPTIMUM PATIENT CARE AND COMFORT, RECOGNIZE ALLERGIC REACTIONS AND EMERGENCY PATIENT CONDITIONS, AND INITIATE FIRST AID AND BASIC LIFE SUPPORT PROCEDURES

The student will have an average of 80 or higher on didactic ethics and patient care courses, including standard precautions, infection control, contrast media considerations, pharmacology & drug administration, and medical legal issues.

The student will complete patient care and clinical competency objectives and will demonstrate application of affective domain skills, meeting staff evaluation criteria for patients of all ages. The student will score 90 or higher on each patient care competency including vital signs, venipuncture, aseptic technique and will pass the CPR test with score accepted by American Heart Association.
4. OPERATE RADIOGRAPHIC IMAGING EQUIPMENT

The student will have an average of 80 or higher on didactic equipment instrumentation and equipment maintenance courses.

The student will complete all equipment objectives and experiments for each semester and demonstrate competency in the operation of radiographic and ancillary equipment in the clinical areas.

5. PERFORM RADIOGRAPHIC PROCEDURES

The student will have an average of 80 or higher on didactic patient positioning courses each semester.

The student will demonstrate psychomotor skills in performing radiographic procedures and will document clinical competencies for all required radiographic procedures specified in the ARRT Radiography Didactic and Clinical Competency Requirements. Thirty-one mandatory radiologic procedures, six mandatory patient care activities, and fifteen elective radiologic procedures are required.

The process for each competency will include academic competency, followed by patient competency procedures, and a final competency evaluation by a clinical instructor/technologist. The student will score 90 or higher to validate each procedure.

Each student is challenged with the goal of obtaining 4000 patient procedures during the course of the program. A minimum of 3000 procedures must be documented in order to graduate.

6. MODIFY STANDARD PROCEDURES TO ACCOMMODATE FOR PATIENT CONDITION AND/OR OTHER VARIABLES

The student will document competency in performing mobile procedures, radiographic procedures in the OR, trauma procedures in the ED, and c-arm/fluoroscopic procedures. The student will complete clinical objectives for invasive vascular and heart catheterization procedures. The student will apply critical thinking skills and document age specific patient care considerations for patients undergoing these procedures.
7. DETERMINE EXPOSURE FACTORS TO OBTAIN DIAGNOSTIC QUALITY RADIOGRAPHS WITH MINIMUM RADIATION EXPOSURE

The student will have an average of 80 or higher on didactic image production and evaluation courses.

The student will demonstrate clinical competency in the selection of manual exposure techniques appropriate for the radiographic procedure, type of image receptor, patient condition, and/or age considerations. The student will demonstrate competency in the use of AEC for automatic exposure or APR automated techniques that will result in more consistent outcomes and that will reduce the number of repeats. The student will document competency in both CR and conventional film processing and knowledge of processor artifacts, processor systems and quality control. The student must score 90 or above on technique selection for documented clinical competencies.

8. APPLY PRINCIPLES OF RADIATION PROTECTION

The student will have an average of 80 or higher on principles of radiation protection didactic courses.

The student will demonstrate a thorough knowledge of radiation protection by using time, distance and shielding correctly, by shielding gonads of procreative patients when the shields do not interfere with the radiographic procedure, by reducing the number of repeats, by questioning female patients about the possibility of being pregnant, by collimating appropriately, and by practicing ALARA in all aspects of radiation protection. The student will evaluate techniques used for CR images for “dose creep” during clinical rotations. A score of 90 or higher is required on radiation protection practices for clinical competencies.

9. EVALUATE RADIOGRAPHIC IMAGES FOR QUALITY

The student will have an average of 80 or higher on film critique/image analysis exams incorporated in image production and evaluation didactic courses.

The student will demonstrate clinical competency in the evaluation of radiographic images by critiquing the radiographs for optimum quality and verifying quality by a supervising technologist. The student will participate in the repeat analysis program and critique rejected radiographs for cause. The student will score 90 or higher on image critique/analysis competency for radiologic procedures.
10. DEMONSTRATE A KNOWLEDGE OF PHYSICS AND MATHEMATICAL SKILLS

The student will have an average of 80 or higher on didactic physics courses and will score a 90 or higher on a basic math examination.

The student will document an understanding of physics by evaluating the performance of the radiographic equipment, recognizing safe limits, performing tube warm-up procedures, and reporting malfunctions properly. The student will demonstrate an understanding of mathematics by manipulating exposure factors, problem-solving in techniques/distance situations, computing percentages of change, using logs to represent densities on radiographs, and reading charts and graphs.

11. OPERATE COMPUTERS, COMPUTER SYSTEMS, AND DIGITAL RADIOGRAPHIC IMAGING EQUIPMENT

The student will have an average of 80 or higher on didactic computer related courses.

The student will demonstrate competency in the use of information systems including RIS, PACS and in the operation of CR and DR, radiographic equipment in conventional radiography as well as other computer-based procedures in the various imaging modalities.

12. DEMONSTRATE A BASIC UNDERSTANDING OF THE PRINCIPLES OF COMPUTED TOMOGRAPHY

The student will score 80 or higher on a Computed Tomography exam requiring cognitive learning skills regarding the principles of CT imaging.

The student will complete clinical objectives that will demonstrate a basic understanding of the operation of CT, including spiral and multi-slice units. The student will demonstrate knowledge of the data acquisition process, selectable scan factors, methods for reducing radiation dose to the patient, use of contrast media, and how to critique and manipulate CT images, including post-processing and reconstruction.

13. PARTICIPATE IN MANAGEMENT & QUALITY CONTROL ACTIVITIES. COMPLETE OBJECTIVES THAT GO BEYOND CURRICULUM REQUIREMENTS THAT WILL RESULT IN INCREASED MARKETABILITY FOR THE GRADUATE

The student will have an 80 or above on didactic quality assurance/quality control, management, and technical writing courses. The student will research and write a scientific essay on the Radiologic subject of choice and will make a presentation to his/her class.
The student will complete clinical objectives for management, quality control including reject analysis, equipment QC, demonstrate competency for ECG, and complete objectives for Interventional & Vascular procedures, Nuclear Medicine/PET-CT, Radiation Oncology, US, Mammography, and MRI.

14. PROVIDE PROOF OF COMPLETION OF GENERAL EDUCATION REQUIREMENTS

The student will provide a college transcript documenting completion of an associate degree or higher or completion of Greenville Technical College Phase I verifying courses that meet the ASRT Radiography Curriculum requirements (effective for 2013 class).

15. MEET ATTENDANCE REQUIREMENTS

The student will attend the entire two-year program as a full-time student, not to exceed 40 hours per week of academic and clinical involvement. The possibility of advanced placement or early release is not an option for a student. Extension of the program length for a student is possible for any student that lacks completion of clinical or didactic requirements and/or competencies. The length of the program extension will not exceed three months. Students who require additional time to complete competencies or that have not been successful in meeting academic standards are required to repeat courses with the next calendar year class. All requirements for completion of the AnMed Health Radiologic Technology Program will be met before the student can graduate and be eligible to sit for the ARRT national certification exam.

Student _________________________________
Completion of Terminal Competencies verified by __________________________ 
(Program Director’s Signature)
Date _________________________________
DISCLAIMER STATEMENT

Policies within this HANDBOOK are in compliance with AnMed Health policies for employees and the Policies and Procedures for the Radiology Department. Policies will be revised annually or as needed. Any changes or additions to the policies in this HANDBOOK prior to reprinting will be presented to the student in writing.
Code of Ethics

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations, exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

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

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

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

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

Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, February 2003
South Carolina Medical Radiation Health and Safety Act
Eligibility for S.C. State Certification
Effective: June 30, 2000

PURPOSE: To inform the student of the eligibility requirements to obtain certification to use ionizing radiation on humans in the state of South Carolina.

Effective June 30, 2000, registrants of x-ray or other equipment, which emits ionizing radiation are required by law to ensure that only operators certified by the South Carolina Radiation Quality Standards Association (SCRQSA) can use ionizing radiation, or equipment emitting or detecting ionizing radiation on humans for diagnostic or therapeutic purposes.

PROCEDURE

Students enrolled in the Associate degree program for Radiologic Technology are eligible to apply for a limited general radiography certificate through the SCRQSA. However, students must complete the following program requirements:

• Must successfully complete the first two semesters of didactic coursework.
• Must successfully complete a minimum number of designated clinical competencies (Appendix R).
• Obtain a letter from the program director indicating that the above mentioned requirements have been met.
• Submit an application and appropriate fee to the SCRQSA.

NOTE: Students who receive a limited general radiography certificate are only to work within the scope of practice of a limited general radiographer. (Appendix S).

Once a student graduates from the program:

• Application can be made to the SCRQSA for a temporary certificate to work as a radiographer. This must be done prior to working as a General Radiographer (not limited).
• Upon successful completion of the ARRT certification exam, the graduate will receive a permanent certificate after submitting a copy of his/her ARRT card.

In the case that a student does NOT complete the RAD program, it is the responsibility of the student to obtain eligibility information from the SCRQSA on maintaining certification.

Additional information can be found on the SCRQSA website: www.scrqsa.org.
CONFIDENTIALITY AGREEMENT

Health Insurance Portability and Accountability Act of 1996

Please read the following information relative to HIPAA’s Privacy Rule and Protected Health Information. You are responsible for protecting the confidentiality of all patients and for any patient information you gain access to during your didactic and clinical education classes/rotations in the Radiologic Technology Program.

The following guidelines will assist you in conforming to this law.

THE PRIVACY RULE

Protected Health information includes:

- Demographic information collected from an individual and information contained in their medical record (chart or EMR)

- Any information relating to past, present or future physical or mental health of an individual

- Information that identifies an individual or may be used to identify the individual including:
  - Name, address, social security number, phone, e-mail, medical record number

What you see, hear or talk about in the medical center is Confidential!

Your signature below indicates understanding and compliance with HIPAA patient privacy rules while you are enrolled as a student in the Radiologic Technology Program at AnMed Health.

___________________________________________         _________________
Student Signature                                                                    Date
In order to accurately and fairly document your clinical time, the following steps must be completed by each student:

The student will:

1. use time clock correctly to enter the time he/she arrives and leaves the clinical area. (This includes each time the student leaves for didactic class and arrives back in the clinical area. Lunch breaks do not have to be indicated)

2. take responsibility to assure the clocking transaction was printed on the correct date and place on the timecard.

3. report to the clinical office (3705 or 2824) any failure to clock as soon as the error is realized. To get credit for the clinical hours not indicated by the time card entry, the student must manually write the time on the left column of the card, NOT NEAR THE AUTOMATIC TIME CLOCK ENTRY COLUMN and a clinical instructor or the supervisor in charge must sign that the student was present at the time written. Failure to properly complete this step will result in the assumption that the student was tardy and/or was absent for the clinical hours scheduled.

4. NEVER complete a clocking transaction for another student. This is considered cheating and is grounds for automatic dismissal from the program.

5. NOT tamper with the timecards or with the time clock or its power source in order to attempt to falsify attendance records.

Errors on clocking transactions are assessed, and multiple errors result in reduced clinical points and corrective action as appropriate to the type, cause and number of errors.

Leaving the clinical area without proper notification is grounds for corrective action.

I understand the protocol for documentation of my clinical time. I am competent in the use of the time clock.

Name_______________________________________________________

Date________________________________________________________
### Clinical Grade Form

**Student:** ___________________________                **Dates of Attendance:** ______________________

#### Clinical Components

<table>
<thead>
<tr>
<th>Patient Procedures (0-10 pts.)</th>
<th>1(^{st}) Sem.</th>
<th>2(^{nd}) Sem.</th>
<th>3(^{rd}) Sem.</th>
<th>4(^{th}) Sem.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(^{st}) semester – 300 procedures</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>2(^{nd}) – 4(^{th}) semester – 1,000 procedures</td>
<td>-1 pt. for each 50 not completed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Clinical Objectives (0-25 pts.)
  - objective books
  - clinical experiments

- Clinical Competency Record (1-5 pts.)

- Clinical Assignments (0-10 pts.)
  - journal
  - in-service

- Instructor & Staff Evaluations (0-20 pts.)
  - affective behavior, attitude, professionalism, patient care

- Ethics – Dress Code (0-30 pts.)
  - 5 pts. per dress code infraction
  - 5 pts. per ethics infraction

**TOTAL POINTS (0 – 100)**

#### Competency Performance

**Average Total Points (0-100)**

**Average Clinical Components + Competency Performance**

**Attendance Grade Reduction**
- -% per tardy
- -3% per unexcused absence
- -% per Failure to Notify
- -5% excessive absence

**TOTAL CLINICAL EDUCATION AVERAGE**

**STUDENT’S INITIALS**

1\(^{st}\) Year Average _______________       Rank _________ in class of

2\(^{nd}\) Year Average _______________       Rank _________ in class of

Overall Average _______________          Rank _________ in class of

Clinical Coordinator Signature _______________________________________________

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Radiologic Technology Program Student Handbook 2014
As a radiation worker, you are required to wear a radiation dosimeter if you are present during a fluoroscopic procedure or work in radiation areas at AnMed Health. (Employees are identified as radiation workers by the Radiation Safety Committee and are monitored based on state and federal regulatory guidelines.) To receive your dosimeter the following information is required.

_________________________________  _______/_______/_______  _______________________________
Name                                           Birth Date                                          Social Security #

Department _______________________    Extension  __________       Supervisor_________________________________

Your whole body dosimeter should be worn at the collar level (and outside the lead apron if an apron is worn) for a period of one month or one quarter, depending on the radiation area. At the end of each month/quarter, a new dosimeter is issued and the previous dosimeter is returned to Radiology Administration no later than the 5th of the month. The dosimeters are batch-mailed to our designated monitoring agency, along with a required control badge. If you fail to return your dosimeter on time an erroneous exposure reading may result.

The Radiation Safety Officer assumes the responsibility of monitoring your occupational exposure to radiation on a monthly/quarterly basis. A report of the radiation exposure is received approximately four weeks after the dosimeters are returned to the monitoring agency. If you received an exposure for the month or quarter that is greater than ALARA (As Low As Reasonably Achievable), you will be notified. In February or March each year, you will also receive an individual annual report of the total amount of radiation exposure you received during the year.

Regulatory agencies require the radiation safety officer to monitor and evaluate exposure that you have previously received, or that you may be getting at any other radiation facilities as well as the exposure you receive while working at AnMed Health. Please read the information below and check the box(es) that are applicable.

☐ I do not work in any radiation facility other than AnMed Health. In the event I accept employment that involves radiation exposure, I will notify Radiology Administration.

☐ In addition to AHMC/AHNC I work in a radiation work area at ___________________________________.

I (do/do not wear) a radiation dosimeter at that location.

☐ I have worked in a radiation area prior to accepting employment at AnMed and have previously worn a dosimeter. (If you check this box, you will need to complete a request for accumulated dose records from your previous employer.)

The Radiation Safety Program for the Department of Radiology is located on the Employee Portal on the left hand side of the home page entitled Safety.

________________________________________                  ______________________________
Signature of Employee                                                                          Date

Note: Dosimeters issued by AnMed Health are to be worn only at AnMed Health. The same dosimeters should not be worn at other radiation facilities. Employees are not to take dosimeters home. If a dosimeter is lost, you may contact Radiology Administration or your department Radiation Safety Assistant.

Female employees have the option whether to declare a pregnancy, if applicable. A fetal dosimeter is issued to a declared pregnant radiation worker (in addition to her personal dosimeter) upon request. Please contact Radiology Administration (Ext 1401) for a declaration of pregnancy form.
Maintenance of Student Records

The AnMed Health Radiologic Technology Program maintains student records within the scope of the provisions established by the Family Educational Rights and Privacy Act.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student educational records. It states that the institution will not disclose any personally identifiable information from those records without the written consent of the student. The law allows several exceptions that permit school officials at the institution to inspect and review the educational records of students and that permit certain information to be disclosed to the public and to the parents of students with proper identification. http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

FERPA provides students the right:
- To inspect and review their own educational records;
- To request corrections in their own educational records;
- To withhold the release of personally identifiable information from their own educational records;
- To file a complaint with the US Department of Education concerning institutional compliance;
- To obtain a copy of the institutional policy concerning access to educational records.

FERPA does not provide students the right:
- To review copies of confidential letters and confidential statements for which they have waived that right;
- To review personal/unofficial record kept by instructors, advisors and administrators;
- To review financial statements of their parents;
- To review institution law enforcement records maintained apart from their educational records.

Generally the Program must have written permission from the student in order to release any information from the student’s educational record. However FERPA does allow schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
- School officials with legitimate educational interest*;
- Other schools to which the student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- State and local authorities, within a juvenile system, pursuant to specific State law.

* School officials include instructors, directors, administrators, health staff, counselors, attorneys, clerical staff, trustees, members of committee and disciplinary boards. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Directory information is generally considered not to be harmful or an invasion of privacy is disclosed and may be released without written consent of the student. Directory information allows the Program to include information of the student in program, in honor recognitions, in the graduations program and on the AnMed Health website.

Educational records are maintained in the program faculty offices. Students may request copies of their transcripts by submitting a Consent For Release of Personal Information/Education Records form or other acceptable documentation.

AnMed Health will notify students annually of their rights under FERPA. This mechanism will be at the discretion of the Program and may include the Handbook, electronic posting, or posting in student areas.

Complaints regarding alleged failures with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
CONSENT FOR RELEASE OF PERSONAL INFORMATION/EDUCATION RECORDS

I, the undersigned, understand that my consent is required, by the Family Education Rights and Privacy Act of 1974, as amended (“FERPA”), for AnMed Health Radiologic Technology Program to release information from my educational records not excluded under the FERPA policy.

Please provide information from the educational records of:

___________________________________________________________________________ to
(Student’s name)

____________________________________________________________________________
(Name and relationship to the student such as “educational institution” or “prospective employer”)

Mailing Address: ____________________________________________________________

______________________________________________________________________________

The information to be released under this consent is:

_____ transcript

_____ recommendations for employment

_____ all records

_____ other (specify) ______________________________________________________

This information is to be released for the following purpose:

_____ employment

_____ admission to an educational institution

_____ other (specify) _______________________________________________________

_______________________________________________________ __________________
(Print full name: First, Middle, Maiden, Last)     (SS# last 4 digits)

_______________________________________________________
(Year of graduation)

_______________________________________________________
(Signature)

_______________________________________________________
(Date)     This release is valid for one year from the above date.

Revised 6/13/13