
Radiologic Technology Program Student Handbook



**Southwest Virginia Community College
Virginia Highlands Community College**

Revised: May 2026

PROGRAM HANDBOOK DISCLAIMER AND SIGNATURE FORM:

This Radiography Handbook is provided to you as a guide and to ensure that you understand the academic and conduct expectations that the Program/College has for you during your enrollment in the program. There is no mutuality between you and the College concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the college. Furthermore, the Program/College reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them. You are responsible for regularly reviewing the terms of this policy.

Your signature on this page is simply your acknowledgement that you have received and agreed to read this handbook. Your signature also acknowledges that you have agreed to be governed by the rules/policies of the Radiologic Technology Program, the college, and the clinical facilities in which you attend.

The program faculty are available to assist you with questions regarding policies, procedures, and practices of the program, college, and/or clinical facilities.

Student's name (printed)

Date

Student's Signature

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Radiologic Technology Program

Student Handbook

Type and Length of Program

The Radiologic Technology Program is a specialized college program, which includes didactic instruction and clinical experience at cooperating hospitals. The program is twenty-two (22) months involving six (6) semesters of academic studies and coordinated practice in the radiology departments to complete the requirements for achieving professional certification. The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Degree Awarded

Associate in Applied Science in Radiography (A.A.S.)

ARRT

After completion and graduation from the program, the student is eligible to take the American Registry of Radiologic Technologists (ARRT) registry examination. Per the ARRT policy, the student has three (3) attempts or three years to pass the examination. If the student is not successful, they will have to retake the entire radiography program again. The Virginia Community College System does not allow a student to graduate from the same institution with the same degree.

Some states require separate licensures. Contact the Program Director for details.

Program Mission

The Radiologic Technology Program at Southwest Virginia Community College and Virginia Highlands Community College is a consortium dedicated to serving students from southwest Virginia, eastern Tennessee, southern West Virginia, and eastern Kentucky. The Program will provide quality educational experience in the art and science of radiologic technology and help the students succeed, both academically and clinically, as entry-level registered radiographers. It is the Program's aim to provide a sound foundation for our students towards building a rewarding professional career, and an opportunity to qualify as a valued contributing member in the healthcare team for our region.

JRCERT Program Effectiveness Measures:

Goal 1: The Cooperative Radiography Program will monitor program effectiveness.

- 1.1 Students who enter the program will graduate
- 1.2 Graduates will pass the ARRT registry examination
- 1.3 Graduate will gain employment as a radiographer
- 1.4 Graduates will indicate preparedness for an entry-level radiographer.
- 1.5 Employer satisfaction with graduate's preparedness for entry-level radiographer.

Goal 2: Students will demonstrate clinical competence and entry-level radiographer skills.

- 2.1 Students will demonstrate knowledge of appropriate technical factors
- 2.2 Students will demonstrate the knowledge and ability to apply appropriate CR, tube angle, patient position, and collimated field
- 2.3 Students will demonstrate appropriate collimation

Goal 3: Student will demonstrate problem-solving and critical thinking skills.

- 3.1 Students will practice problem-solving methods using radiographic situations
- 3.2 Students will practice critical thinking and problem-solving skills on non-routine trauma patients with multiple examinations

Goal 4: Students will demonstrate effective communication skills and personal accountability.

- 4.1 Students will practice appropriate communication skills
- 4.2 Students will demonstrate personal accountability by following a prescribed dress code
- 4.3 Students will exhibit mastery of ethicolegal concepts

Goal 5: Students will develop professionally and demonstrate an understanding of the benefits of life-long learning.

- 5.1 Students will demonstrate the ability to seek employment
- 5.2 Students will practice networking with colleagues/peers within the profession

Evaluation and Assessment Procedure

The Radiography Program utilizes an assessment plan to monitor and evaluate the success of the Program and its graduates. Program goals assessment is an ongoing activity and periodically reported to the program's communities of interest, including, but not limited to, the program's Assessment Committee as well as the Advisory Committee. The Program has consistently maintained a process of evaluation to validate instruction and student success. The process is updated and changed as needed to reflect student and program success and any remediation required.

Analysis of all Program goals will be performed on a periodic basis. Satisfaction surveys for each class will be required. These surveys are conducted post-graduation.

Student Rights / Due Process / Grievance Procedure

Each student is guaranteed the privilege of exercising his/her rights without fear or prejudice. Rights include the following:

- Students are free to pursue educational goals; appropriate opportunities for learning in the classroom and on campus shall be provided by the college
- No disciplinary sanctions may be imposed upon a student without due process.
- Free inquiry, expression, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the effective operation of the institution.
- Academic evaluation of student performance shall be neither arbitrary nor capricious.
- The College and members of the College community have a right to expect safety, protection, and the continuity of the educational process.

College Specific - College Handbook

If a student does not feel they are being treated fairly they may discuss their situation with the faculty and/or Program Director. Should they feel the faculty and/or Program Director has not dealt with them fairly they may follow the normal appeals procedure outlined in the student college handbook and/or catalog ([Student Handbook - Southwest Virginia Community College - Modern Campus Catalog™ \(sw.edu\)](#)). Virginia Highlands Community College- [VHCC Handbook-Grievance](#) (page 17)

Program Specific - Student Radiography Handbook

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiography Program. If a student feels that the program is in noncompliance with the JRCERT Standards, the student may discuss their situation with the faculty and/or Program Director. If a resolution of the issues on noncompliance is not met, the student shall be able to notify JRCERT independently at: 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-2901, www.jrcert.org, (312) 704-5300 or Fax to (312) 704-5304, email: mail@jrcert.org. JRCERT and the Program will then address complaints alleging noncompliance and the timeframe for grievance procedures.

Students may access due process information through the web at www.sw.edu. A student may request a hard copy of the JRCERT Standards from the Program Director or may access a copy from the JRCERT website at www.JRCERT.org

Program Entry Requirements/Policies

Criminal Background Check/Drug Screening

Criminal Background Checks and Drug Screens are required of all students accepted into the program! The background check & drug screens will be completed through a company that is contracted with the program. Details and instructions for due dates, payment, registration, and specimen submission will be given to students who are given tentative acceptance into the program.

Students who are given tentative acceptance into the program must complete the drug screen and background check (including purchase and specimen submission) **before the acceptance into the program is official.**

- If a tentative student fails to complete the background check and/or drug screen before the given due date (the date will be given when instructions for BC/DS are given – typically around the end of May), that student will not be allowed to begin the radiography program but will be allowed to reapply to the program the following year.
- If a tentative student completes the background check and criminal activity is found, he/she must also complete the ARRT Ethics Pre-Check ([ARRT Ethics](#)) at his/her cost. The results of this pre-check must be available before the student will be allowed to begin Radiography Classes, therefore, if a potential student knows there will be criminal activity revealed on his/her background check, it is strongly advised for the potential student to complete the ARRT Ethics Pre-Check at the same time in which he/she applies to the radiography program. (This ARRT Ethics Pre-Check process can take 6 weeks or longer.)
 - Students with criminal activity who fail to complete the ARRT Ethics Pre-Check will not be allowed to begin Radiography Classes but will be allowed to reapply the following year.
 - Students with a criminal activity whose ARRT Ethics Pre-Check results indicate that the ARRT will allow them to take the ARRT Radiography Registry Exam upon program completion and then will be allowed to continue with the program.
 - Students with criminal activity whose ARRT Ethics Pre-Check results indicate that the ARRT will NOT allow them to take the ARRT Radiography Registry Exam will NOT be allowed to enter the Radiography program.
- If a tentative student completes the drug screen, and the results show any positive drug not associated with a physician's prescription, he/she will not be allowed to enter Radiography but will be allowed to reapply to the program the following year.

Students who are tentatively accepted, complete the background check and drug screen on time, and reveal no positive results on either are officially accepted into the program.

Background checks for criminal history and sex offender crimes against minors are required for entrance into clinical agencies. Students with convictions may be prohibited from clinical practice and may not complete the program. Students with convictions of barrier crimes (for a list of crimes under this category refer to BARRIER CRIMES, Code of Virginia 63.2-1726 ([Barrier Crimes](#))) will be dismissed from the program with no opportunity to re-enroll.

Drug screens are likewise required for entrance into clinical agencies. Students with positive drug test results not associated with a doctor's prescription will be prohibited from clinical practice and will be immediately dismissed from the program with no opportunity to re-enroll.

The cost of criminal background checks and drug testing will be the responsibility of the student.

Students who miss one or more semesters (including summer) and return to the program will be required to complete a new background check and drug screen, at their cost.

Clinical affiliates have the right to request alcohol/drug testing at any time during clinical rotations. These would occur immediately at the clinical affiliate's request, at the clinical affiliate's location; and, the cost of these drug tests will be the student's responsibility. If a student refuses, the student will be dismissed from the program with no opportunity to enroll. Students with positive drug test results not associated with a doctor's prescription will be immediately dismissed from the program with no opportunity to re-enroll.

Students suspected to be under the influence of drugs or alcohol on college campuses will be reported to campus police and may be subject to program dismissal without the opportunity to re-enroll.

Health Certificate (to be completed only after notification of acceptance)

Each student is required to submit a health certificate signed by a physician, physician's assistant, or family nurse practitioner before entering the program. An appropriate copy of this form will be included with the letter of acceptance to the Radiography Program. Physicals, vaccinations, labs, x-rays, etc. associated with the program are at the student's expense. This health certificate must include the following.

Vaccinations

Evidence of **two** live measles vaccinations, documentation of physician-diagnosed measles disease, or rubella and rubella serology showing positive titer. If the titer is negative, the individual should receive an MMR vaccination.

Proof of a Tetanus booster is suggested.

Proof of T-DAP vaccination is required.

A TB skin test (PPD), via the **Mantoux testing method**, is a requirement. A student whose last PPD was greater than a year ago, should be given a Two-step PPD (PPD given and read in 48-72 hrs., if negative, a second PPD given in **1-3 weeks**, read in 48-72 hrs.). The result of the second PPD is the true result. If students' two PPDs are farther apart than 1-3 weeks, then three negative PPD results within the previous two years will substitute. If students have a positive PPD result, then the student must provide the program with an annual negative Chest X-ray report.

Due to possible exposure and infection to **Hepatitis B and Varicella** (Chickenpox) through patient contact, the student is strongly advised to consider vaccination prior to entering clinical observations. The student may decline either or both. Each student must document the forms that follow their choice and submit these forms to the Program for placement in the student's record.

Influenza Vaccine documentation will be required each year student is access to clinical. (religious and medical exemption form can be found on **pages 14 &16**).

Covid vaccine may be required, per clinical facility and/or college policy (religious and medical exemption form can be found on **pages 13 &15**).

Students who are granted a medical or religious exemption for the influenza or COVID-19 vaccine may be required by the clinical site to adhere to specific safety protocols, which may include wearing a mask at all times while on the premises.

Any addition vaccination(s) or proof of vaccinations required by clinical sites during the course of the program must also be submitted to the program.

Students must complete all clinical requirements (such as health form, CPR, drug screen, background check, all vaccination, and etc.) before the first day of first year of fall semester or the student will not be allowed to continue in the program.

If any required clinical documentation lapses, the student will be removed from clinical until renewed.

Consent/Waiver Form(s) for Hepatitis B Vaccination, Varicella Immunization and Influenza Vaccine may be found on the next three pages.

Radiologic Technology Program**Consent/Waiver Form
For
Hepatitis B Vaccination**

_____ Yes, I will begin the Hepatitis B vaccination on _____.

Vaccination administered by _____.
I authorize my health care provider to provide information regarding my immunization status.

_____ **No**, I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring a Hepatitis B virus (HBV) infection. I have been told about the opportunity to be vaccinated with the Hepatitis B vaccine. However, I decline the Hepatitis B vaccination at this time. I understand that by declining to take this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease.

_____ **No**, I decline the Hepatitis B vaccine because:
(Circle either A, B, or C)

- (A) I have previously received the Hepatitis B vaccination series, **or**
(B) I have had antibody testing which reveals that I am immune, **or**
(C) Medical reasons prevent me from taking the vaccine.

If either A, B, or C above are chosen, please provide the Program Director with a statement from your attending physician.

Student's Signature

Date

**Radiologic Technology Program
Consent/Waiver Form
For
Varicella Immunization**

Chickenpox is a disease caused by a virus known as Varicella Zoster. The virus is highly contagious and can spread by an airborne route, for example, by coughing or sneezing, so it can spread without physical contact. This means that you can easily catch it just by being around someone who is infected.

For adults, this risk of complications associated with chickenpox is much higher than in children. Complications such as upper and lower respiratory tract conditions including pneumonia may occur. Also developing encephalitis is a possibility. A pregnant woman who may contract chickenpox may experience serious consequences for both the mother and fetus. Adults who have never had chickenpox need to be especially aware of the risks of the disease and obtain Varicella immunization.

Yes, I had chickenpox at the age of _____.

No, I have not had chickenpox, because:

(Circle either A, B, or C)

(A.) I have previously received the varicella vaccination, **or**

(B.) I have had antibody testing which reveals that I am immune, **or**

(C.) Medical reasons prevent me from taking the vaccine.

If either A, B, or C above are chosen, please provide the Program Director with a statement from your attending physician.

(Please submit a copy of the laboratory results).

No, I have not had chickenpox. I understand that due to occupational exposure, I am at risk of acquiring chickenpox. I have been told about the opportunity to be vaccinated with the Varicella vaccine. However, I decline the vaccination. I understand that by declining to take the vaccine I continue to be at risk of acquiring chickenpox.

Student's Signature

Date

Influenza Vaccination Policy

I understand that for most hospitals the Influenza Vaccine is **mandatory** for all students that will be in patient contact (within 6 feet of a patient) during the influenza season (October through March). Notification of refusal must be immediate upon reading this document.

- If the hospital has the influenza vaccination as mandatory, the student must have the vaccination.
- If the student still refuses to have the vaccination due to documented medical contraindications or religious beliefs, there will be an effort to move them to an alternate clinical site where they can wear a mask.
 - The student must make the Program Director or Clinical Coordinator aware of either reason as soon as possible.
 - If an outbreak is identified prior to or extended past the usual season, a mask will be required for students declining the influenza vaccination
- If relocation is not available, the student may choose to withdraw from the program.
 - Once clinical rotation schedules are published a student who refuse for the Influenza Vaccine, for whatever reason, will not be allowed to impact the rotation schedule of any other student for relocation purposes

Should a student fail to adhere to these guidelines and stipulations, he/she must understand that the following corrective measures will be taken:

First Offense	Investigated non-compliance - documented oral conference with the clinical instructor.
Second Offense	Investigated non-compliance - documented oral conference with the clinical coordinator and/or PD
Third Offense	Investigated non-compliance - dismissal from the program

Contraindications for not receiving the Influenza Vaccination:

1. **Severe egg allergy** – Must have documentation from a physician for exclusion.
2. **Guillain-Barre' Syndrome** – Persons who have experienced GBS within 6 weeks of receipt of the vaccine – Must have documentation from a physician for exclusion.
3. **Religious Beliefs** – Must have documentation from Pastor for exclusion.

See program faculty for an exception form that must be completed. A mask must be worn during clinical at all times when a vaccination is not taken regardless of the reason.

I have read and understand this Influenza Vaccination Policy:

Student Signature

Date

Religious Exemption to COVID-19 Vaccine

Student Name (print): _____

University ID: _____

Date of Birth: _____

The College will grant an exemption to the vaccine requirement when a student's sincerely-held religious beliefs preclude vaccination. Please describe below why your sincerely-held religious beliefs preclude you from receiving the COVID-19 vaccination. Add extra pages as necessary.

As a student with this exemption, I understand and certify:

- I will comply with the COVID-19 requirements set by the facility.
- I will not go to the facility or campus if I believe that I have been exposed to COVID-19 or have tested positive for COVID-19. I will self-isolate until I receive a negative COVID-19 test.
- I certify that the information I have provided for this request is accurate to the best of my ability, and understand that I may be subject to disciplinary action if I provide false information.

Student Signature: _____

Student ID: _____ Date: _____

Signature (parent/guardian if student is under 18):

Religious Exemption to Flu Vaccine

Student Name (print): _____

University ID: _____

Date of Birth: _____

The College will grant an exemption to the vaccine requirement when a student's sincerely-held religious beliefs preclude vaccination. Please describe below why your sincerely-held religious beliefs preclude you from receiving the COVID-19 vaccination. Add extra pages as necessary.

This exemption is only valid for the clinical rotations for the 2022-2023 academic year.

As a student with this exemption, I understand and certify:

- I will comply with the Flu requirements set by the facility.
- I will not go to the facility or campus if I believe that I have been exposed to the flu or have tested positive for the flu. I will self-isolate until I am asymptomatic.
- I certify that the information I have provided for this request is accurate to the best of my ability, and understand that I may be subject to disciplinary action if I provide false information.

Student Signature: _____

Student ID: _____ Date: _____

Signature (parent/guardian if student is under 18):

Flu Vaccine Medical Exemption Form

Student Name: _____
(Last) (First) (MI)

Student ID Number: _____ Date of Birth: __/__/_____

I certify that administration of the COVID-19 vaccine(s) would be detrimental to this student's health. The COVID-19 vaccine(s) is(are) specifically contraindicated because (please specify):
This contraindication is:

Permanent

Temporary and expected to preclude immunizations until: Date: __/__/_____

HEALTHCARE PROVIDER:

Signature of Medical Provider: _____

Medical Provider Printed Name: _____

Date: __/__/_____

Address: _____

Phone: _____

Mandatory Facility Requirements:

Clinical facilities have the authority to create their own rules and requirements surrounding any and all vaccinations or contagious diseases, including any new vaccination or disease in the future.

Vaccine exemptions are at the discretion of each individual clinical facility. Most facilities do currently recognize religious and/or medical exemptions for student/faculty rotations.

Testing and clinical policies are subject to change at any time. Consult with Program Director or Clinical Coordinator for the latest list.

Physical Demands

- A. Duties frequently require squatting, bending, kneeling, reaching, and stair climbing. Also includes occasional crawling and climbing.
- B. Duties include lifting/positioning of patients and equipment required to provide care:
 - Frequent lifting and carrying up to 50 pounds
 - Frequent pushing and pulling up to 200 pounds with assistance
 - Occasional lifting up to 200 pounds with "team assistance"
 - Occasional carrying up to 51-74 pounds
- C. Duties require constant use of the acute sense of sight, hearing, and touch.
 - Ability to read orders, test results, instructions/labels, differentiate color
 - Must be able to hear heart sounds, etc.
 - Must be able to speak, communicate audibly
 - Must be able to palpate and distinguish heat/cold
- D. Duties require the ability to wear Personal Protective Equipment (PPE) as indicated by clinical or college facility and as appropriate for the patient's condition, possibly/frequently for long periods of time. PPE can include but is not limited to, gloves, gowns, hats/bonnets, shoe covers, surgical masks, N95 respirators, Powered Air Purifying Respirator (PAPR), etc.

Students admitted to the Radiography Program must be able to perform the essential functions required of a radiographer. These standards are necessary to ensure the safety of patients and the public. Failure to meet these standards may result in denial of admission, inability to progress in the program, or immediate dismissal from the program.

Physical Requirements

Students must possess sufficient strength, mobility, coordination, and endurance to safely perform radiographic procedures in the laboratory, and clinical settings. Essential functions include:

- Standing and walking for prolonged periods.
- Squatting, bending, kneeling, reaching, stair climbing, and maneuvering in confined spaces.
- Occasional crawling and climbing.

- Lifting, transferring, and positioning patients and equipment.
- Operating mobile imaging equipment, wheelchairs, and stretchers.
- Responding quickly during emergency situations.

Sensory, Communication, and Cognitive Requirements

Students must possess visual, hearing, tactile, communication, and cognitive abilities to safely care for patients and operate radiographic equipment. Essential functions include:

- Reading and interpreting charts, physician orders, labels, equipment displays, and imaging protocols.
- Evaluating radiographic images and distinguishing colors, shades, and contrast differences.
- Observing patient conditions and recognizing alarms and verbal instructions.
- Communicating effectively in English with patients, faculty, staff, and healthcare personnel.
- Demonstrating critical thinking, sound judgment, concentration, and the ability to respond appropriately in stressful or emergency situations.
- Palpating anatomical structures and distinguishing heat/cold.

Environmental Conditions:

Each student must be aware that the environmental conditions for the fulfillment of clinical objectives, which include procedures that involve exposure to *ionizing radiation, and communicable diseases, as well as handling blood, bodily excrements, and fluids*. Further, the student must be aware of the hazards of strong magnetic fields is found in Magnetic Resonance Imaging is often located in the Radiography Department. *Potential dangers exist for anyone who may have implants or foreign bodies in their bodies due to magnetic waves or radiofrequency hazards.*

Medical Insurance

Each student is responsible for his/her medical expenses including injuries that occur in the clinical facility. Therefore, students are required to have their own medical insurance, per the clinical affiliate policy. Students are required to submit proof of insurance once per year.

In the event of any changes to insurance coverage, it is the student's responsibility to promptly inform the program faculty. The student must secure new coverage without delay. Attendance at clinical is strictly prohibited without valid insurance coverage.

Transportation

As a student of the radiography program, you are considered a student of either Southwest Virginia Community College or Virginia Highlands Community College, so all policies and schedules associated with any other campus, including those closer to your geographical location, are no longer an alternative. You will be required to travel to the other campus to achieve needed learning objectives.

Reliable transportation for all travel requirements associated with the Radiography Program is the responsibility of the student. This includes attendance for both classroom and clinical education requirements. Lack of transportation is not an excuse for missing required radiology program events. Students are responsible for maintaining reliable transportation, including possessing a valid driver's license and the ability to transport themselves to and from campus and clinical sites, as well as having immediate transportation available in the event of an emergency requiring them to leave campus or the clinical site.

Social Media Policy

The Radiography Program urges all students to be conscious and careful when using social media (i.e., Facebook, YouTube, X, Instagram, Snap Chat, Tinder, TikTok, Discord, etc.). At this time there is no way to erase digital content and inappropriate use can diminish your personal reputation as well as the reputation of the school, program, employers, and the community of your area. False and defamatory comments spoken and heard are called slander, and when these comments are written and published it is libel. Together, slander and libel are referred to as defamation. Legal actions have been taken when inappropriate content has been published and confidentially has been compromised.

The Virginia Community College System (VCCS) does not allow the use of TikTok on any of the program campuses. Failure to comply with this policy could result in immediate dismissal from the program.

Posting of information relative to clinical sites and activities, technologists, patients or their families, faculty, and didactic course content is considered an ethical breach of confidentiality and is in direct violation of HIPAA and the Professional Code of Conduct to which you have agreed to adhere. Failure to comply will result in disciplinary action which may include immediate dismissal from the Program.

This statement is not meant to inhibit your freedom of expression or speech. However, extreme caution is urged when mixing professional and personal online information and communication. Remember that multiple individuals will be able to read and/or see your posts.

Didactic Studies Policies

Grading

Grades for all courses with a RAD prefix will have the following grading scale.

A – 100-94 B – 93-87 C - 86- 80 D – 79-73 F – 72-below

Students must maintain a grade of "C" for all classes in the Radiology curriculum (including the general education courses listed within the Radiologic Technology curriculum).

Didactic Attendance Requirements

Regular attendance is a requirement for this course. If you must miss a class session it is **mandatory to notify the instructor as to the reason**. All missed work must be made up.

Students are permitted up to one (1) absence during each individual class per semester. Three (3) tardies or early departures are equivalent to one (1) absence. Upon the second (2) absence, the student's final class grade will be reduced by one letter grade.

One (1) Zoom attendance is permitted per semester. Any additional attendances via Zoom will be counted as an absence. Students planning to attend class via Zoom must inform the instructor at least 15 minutes prior to the start of class. Failure to do so will result in the student not being admitted to the class.

Certain provisions will be made on a case-by-case basis for valid reasons. Documentation must be provided to support each occurrence. Examples include personal health, hospitalization, legal issues, etc.

Any assignment, discussion board, or quiz/test will be subject to a 5% grade drop for each day being late.

Late assignments will be accepted **ONLY** on the following condition:

- Prior authorization of instructor, in writing (e-mail is acceptable) or verbally, for homework assignments, discussion boards, and quizzes
 - A grade deduction will occur for any assignment, discussion board, and/or quiz. Each will be subject to a 5% grade drop per late day.
 - 7 days late would constitute a "0" unless an exemption is approved by the instructor.
 - Without discussing late assignments with the instructor, a grade of "0" will automatically be earned.

Students who wait until the end of the semester and attempt to make up any missed work will not be allowed to resubmit or retake any missed assignments or quizzes.

Students should remember that it is **their responsibility** to check with the instructor after each absence to see what was missed and to discuss how the missed work or quiz may be made up.

Inclement Weather - Didactic

In the event of schedule changes/cancellation of didactic classes due to snow and/or hazardous conditions, students will **adhere to the SWCC schedule**. Students must exercise good personal judgment in regard to travel.

Holidays and Breaks

Students will observe the SWCC academic calendar for holidays and breaks. An academic calendar may be found on the SWCC Webpage.

Energized Radiography Laboratory Policies

1. Access and Supervision

Access to the energized radiography laboratory is restricted to authorized personnel and students under direct faculty supervision. Unauthorized use is strictly prohibited.

2. Approval for Use

Students must obtain prior approval from a faculty member before using the laboratory outside of scheduled class times. All requests must be scheduled in advance and will be granted based on academic necessity and laboratory availability.

3. Radiation Safety Compliance

All individuals in the laboratory must adhere to radiation safety protocols, including the proper use of personal protective equipment (PPE), dosimeters, and radiation shielding. Compliance with ALARA (As Low As Reasonably Achievable) principles is mandatory.

4. Equipment Operation

Only trained and authorized students may operate radiographic equipment, and they must do so under faculty supervision. Equipment must be used in accordance with institutional guidelines and manufacturer instructions.

5. Patient and Phantom Usage

Only approved phantoms may be used for exposures. Live patients or unauthorized individuals are not permitted in the energized lab at any time.

6. Incident Reporting

Any equipment malfunctions, safety concerns, or accidental exposures must be reported to faculty immediately. A formal incident report may be required for documentation.

7. Cleanliness and Organization

Students must maintain a clean and organized laboratory environment. All equipment must be properly stored, and workspaces must be cleaned after use. Failure to comply may result in restricted access to the facility.

8. Students in the lab will observe all rules and standards of the practice of radiation safety as covered in:

- RAD 105 – Introduction to Radiology Protection and Patient Care
- RAD 110- Imaging Equipment and Protection
- RAD 112 – Radiologic Science II
- RAD 121-221 – Radiologic Procedures I, II
- RAD 205 – Radiation Protection & Radiobiology
- RAD 270 – Digital Imaging Acquisition and Display

Students who blatantly refuse to adhere to these rules are subject to immediate dismissal from the radiography program.

Laboratory Dress

Students must wear clinical dress to all radiography labs. For more details, see clinical/lab dress policy.

Southwest Virginia Community College Cooperative Radiography Program

Created: March 2025

MRI Safety Policy & Procedure

The SWCC Cooperative Radiologic Technology student will view an MRI video orientation that meets current American College of Radiology (ACR) guidelines and complete an associated quiz prior to visiting any clinical site location during their time in the radiography program.

This orientation will be provided by the SWCC faculty, during the first summer semester orientation at the SWCC campus for all students before an MRI observation or entrance to a clinical facility. Screening forms will be completed during this orientation and reviewed prior to the start of the first fall semester before students attend any clinical site observations or internships.

1. Students will complete MRI education and screening prior to visiting any clinical site required by the program.
2. Students are scheduled for an orientation at SWCC prior to the first summer class of the program.
3. Students must watch the MRI Safety video, sign a documentation form acknowledging the student watched the video, and complete an associated quiz prior to visiting any clinical site required by the program.
4. Upon completion and review of the MRI Screening Form, students will have the opportunity to ask any questions or address any concerns of the Clinical Coordinator or designated Registered MRI Technologist of the program's choosing. A copy of the MRI screening form will be maintained in the student's physical folder.
5. If the student has any changes on the MRI screening form (surgery, pregnancy and/or metallic object injury) the student is required to notify the Program Director or Clinical Coordinator immediately. A full review of the updated information will be reviewed by the Program Director or Clinical Coordinator.
6. Failure to complete any of the above requirements will result in a delay to the start of a student's clinical observations or internships. This may result in the student being unable to complete certain program requirements.

Southwest Virginia Community College Cooperative Radiography Program Magnetic Resonance Screening Form for Students

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves. This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Student Name: _____ Date: _____

	Circle Yes or No	
1. Have you had prior surgery or an operation of any kind?	Yes	No
If yes to question 1, please indicate the date and type of surgery:		
Date: _____ Surgery Type: _____		
Date: _____ Surgery Type: _____		
Date: _____ Surgery Type: _____		
Date: _____ Surgery Type: _____		
Date: _____ Surgery Type: _____		
<i>Please list any additional on next page.</i>		
2. Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)?	Yes	No
If yes to question 2, please describe:		
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?	Yes	No
If yes to question 3, please describe:		
Please indicate if you have any of the following:		
Aneurysm clip(s)	Yes	No
Cardiac pacemaker	Yes	No
Implanted cardioverter defibrillator (ICD)	Yes	No
Electronic implant or device	Yes	No
Magnetically-activated implant or device	Yes	No
Neurostimulator system	Yes	No
Spinal cord stimulator	Yes	No
Cochlear implant or implanted hearing aid	Yes	No
Insulin or infusion pump	Yes	No
Implanted drug infusion device	Yes	No
Any type of prosthesis or implant	Yes	No
Artificial or prosthetic limb	Yes	No
Any metallic fragment or foreign body	Yes	No
Any external or internal metallic object	Yes	No
Hearing aid	Yes	No
Other device: _____	Yes	No

I attest that all information provided on this form is correct to the best of my knowledge. I have read

and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my program director or clinical coordinator immediately.

Student Signature: _____ Date ____ / ____ / ____

- The student has not identified any contraindications to entering MR Zone III or IV.
- The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Form Information Reviewed By:

_____	_____
Print name	Title
_____	_____
Signature	Date

Student Initials	

Remember: The magnet is always on!

Academic Assistance

A student experiencing academic difficulty should schedule an appointment with the instructor, Program faculty, or Program Director immediately. Any student with a total grade of 80 or below at midterm must schedule a meeting with the instructor on the next class day. This meeting is **mandatory**, early attention to this matter is essential. Steps will be taken to identify difficulties and assist the student toward a successful solution to the situation. Course instructors, advisors, college counselors, and student services provide academic assistance. Program faculty and College staff will assist the student in identifying problems and solution.

Any student who makes a C or D in a radiography course must meet with the program retention specialist, tutor, or program faculty.

Probation/Dismissal

Students in the Radiography Program are to maintain a “C” average in all Radiography and related curriculum courses (i.e., Anatomy & Physiology, English, Psychology, Medical Terminology, etc.).

Students who fail to maintain a minimum “C” average in these courses must see the Program Director to continue in the program. A student who obtains one “D” will be placed on academic probation. A written contract, along with the procedure for remediation, will be drafted between the instructor and student and signed by the Program Director and involved instructor and student. If the student fails to complete the contract or makes a grade of less than “C” in any radiography or related course in subsequent semesters until the student repeats the course in which he/she earned a “D” with a “C” or better, the student will be dismissed from the program. Students may be considered for readmission when the course is offered in the next sequence, provided Program space is available.

A student who obtains two “D”’s or one “F” in any course will not be allowed to continue in the radiography major (will be dismissed from the program). If a student who is on academic probation for one “D” earns a second “D” or one “F” in any Radiologic Technology curriculum class, that student will be dismissed from the program.

Readmission Requirements

Students wishing to reenter the Radiography Program following academic dismissal must apply in advance of the semester in which they wish to be readmitted, and will be considered on an individual basis. Evaluation of student status in courses completed and courses required will be reviewed by the Program Director. Retaking didactic coursework or clinical rotations may be recommended. Students who return following academic dismissal have only one opportunity to complete the program as returning students. Students have two options for reentry:

- Students can officially apply to the program (similar to a brand-new prospective student) before the February 15 application deadline. Re-applying students will not need to complete additional shadowing but may need to send new transcripts to the campus to which they are applying. Re-applying students’ applications will be

placed into the applicant pool and evaluated with the same scoring criteria used for all radiography applicant selections. Re-applicants are not guaranteed acceptance.

- Students can choose not to officially apply, but can formally petition to reenter the program for a specific semester. This can be accomplished by sending the program director an email explaining that the student wishes to petition for re-entry into the program. Students should include the specific semester in which they wish to reenroll and an essay titled "What I will do differently in order to promote my own success in the Radiography Program". Petitioning students are not guaranteed re-entry. There must be available seats in the semester in which the students petition reentry.

*Students who reenter the program must complete a new background check and drug screen (at the student's cost) before reentry is possible.

Students who left the Program in good standing due to extended sick or personal circumstances and wishing to reenter the Radiography Program must apply in advance of the semester in which they wish to be readmitted. Retaking didactic coursework or clinical rotations may be recommended. Students who return after leaving the program for personal reasons have two opportunities to complete the program as returning students

A student who is dismissed from the program following two failed attempts will not be eligible for readmission.

A student dismissed from the Program for inappropriate conduct is ineligible to return. Students dismissed for inappropriate conduct will not be considered for readmission.

Students dismissed from the program for documented patient safety concerns, radiation safety ALARA violations, HIPAA violations, or any other behavior which could be harmful to patients in the clinical setting are ineligible to return.

Students should be aware that the program maintains a strict policy regarding academic and personal conduct and program continuation. These policies are in place to ensure the highest standards of academic integrity and program efficacy. Students are encouraged to utilize all available resources and support services to succeed in their studies and avoid dismissal. It is crucial to understand that the program's rigorous standards are designed to prepare students for the demands of their future professional roles as healthcare professionals.

Health Technologies Division Readmission Following Dismissal for Patient Safety Violations

Students dismissed from any Southwest Virginia Community College (SWCC) Health Technologies program because of patient safety violations are not eligible for readmission to any SWCC Health Technologies program for five years following the dismissal date. Following the five-year period, students may request consideration for readmission, which will include an interview with all Division of Health Technologies program heads. Readmission is not guaranteed and will be determined based on the committee's assessment.

RATIONALE:

The Health Technology Programs at SWCC have an ethical, legal, and professional obligation to protect the safety, rights, and well-being of patients, clients, students, faculty, and clinical partners. Health Technology students are expected to demonstrate safe, competent, and professional

behavior at all times in clinical, laboratory, simulation, and academic settings.

Dismissal for patient safety violations reflects a serious breach of clinical judgment, professional accountability, and/or ethical practice that is incompatible with the standards required for progression in Health Technology education and entry into professional practice. Allowing readmission following dismissal for patient safety violations would pose a risk to patient welfare, undermine program integrity, and conflict with regulatory and accreditation standards.

DEFINITIONS:

For the purpose of this policy, patient safety violations include, but are not limited to, any behavior or action that places a patient, client, peer, faculty member, clinical staff member, or the public at risk of physical, emotional, or psychological harm. Examples include, but are not limited to:

- Failure to follow established safety protocols, policies, or procedures
- Medication administration errors or failure to adhere to safe medication practices
- Performing skills or procedures outside the student's scope, preparation, or authorization
- Failure to appropriately assess, monitor, intervene, or report changes in a patient's condition
- Breach of patient confidentiality or privacy
- Unsafe clinical decision-making or judgment
- Ethical violations or unprofessional conduct that compromises patient safety
- Repeated unsafe behaviors following prior instruction, remediation, or formal warning

PROCEDURE:

I. Identification of Patient Safety Violations

Patient safety violations may be identified in any learning environment, including clinical settings, simulation, laboratory experiences, classroom activities, or other program-related settings.

II. Documentation and Notification

A student dismissed from a Health Technologies program due to patient safety violations will receive formal written notification of dismissal. Documentation will include a description of the patient safety concern(s) and the basis for dismissal, in accordance with program and college procedures.

III. Finality of Dismissal

Dismissal from a Health Technologies program for patient safety violations is immediate and supersedes all other progression, remediation, and standard readmission policies within Southwest Virginia Community College (SWCC) Health Technologies programs. Students dismissed for patient safety violations are subject to a mandatory five-year ineligibility period for readmission to any Health Technologies program at SWCC.

IV. Readmission Restrictions

Students dismissed for patient safety violations are not eligible, for a period of five years from the date of dismissal, to:

- Apply for readmission to any Health Technologies program at SWCC
- Re-enter a Health Technologies program at any level, cohort, or campus location
- Seek re-entry based on remediation, additional coursework, passage of time less than five years, or extenuating personal circumstances

Following the five-year ineligibility period, students may request consideration for readmission. Requests will require an interview with all Division of Health Technologies program heads, and readmission is not guaranteed. Final decisions will be based on committee review and assessment of the student's readiness to safely re-enter a Health Technologies program.

V. Advising and Alternative Academic Pathways

Students dismissed for patient safety violations are encouraged to consult with academic advising or student services personnel to explore alternative academic or career pathways during the five-year ineligibility period or to pursue educational options outside of the Health Technologies division.

Program Transfer

Transfer from SWCC

The Program will provide the student with the means by which to apply to a higher-level institution or specialty school to continue education beyond the confines of this program. School counselors, advisors, and radiography faculty will assist the student in the selection of another institution and the interpretation of its requirements.

It is the responsibility of the student to inform faculty regarding potential transfer institutions being considered since individual universities and colleges have different degree requirements for admission.

Transfer into SWCC

The SWCC Radiologic Technology Program will accept requests for transfer into its program, from students already enrolled in another radiologic technology program, on a case-by-case basis. The student requesting the transfer must provide the following documentation.

1. A letter of recommendation from the Program Director of the program in which the student is currently enrolled.
2. An official set of transcripts for courses taken in the current program.
3. A letter of introduction explaining reasons for their transfer. After a review of the documentation, an appointment with the SWCC Radiologic Technology Program Director and Clinical Coordinator will be scheduled to discuss the options available for transfer.

Student Employment

1. Student employment in the radiography department is permitted, provided that the student consults with the Program Director and Clinical Coordinator before accepting any position. Any student who obtains employment at a clinical site must complete the Student Attestation for Internship employment form.
2. Student employment shall not interfere with clinical schedules and academic assignments. Work-related absence(s) will not be excused.
3. Student “employees” will not be permitted to use the Program **radiation-monitoring device or name tag** when working for wages at any clinical facility.
4. Student employees are **not permitted** to complete clinical competencies while working, nor will they be permitted to complete clinical competency evaluations for

- other student radiographers.
5. Students cannot replace paid-employment hours with clinical hours. These are completely separate opportunities/experiences.
 6. Students cannot do clinical hours and paid-employment hours at the same time.
 7. Students cannot complete any clinical work (logs, objectives, comps, evaluations, etc.) while doing paid employment hours.
 8. Students cannot use any patient exams done during paid employment for clinical log sheets or clinical competencies (aka check-offs).
 9. Students need to have a separate dosimeter -- and make sure Students keep those separate. Wear the Student one from school for clinical/labs, and the one supplied by Student's employer for paid-employment hours.
 10. Students cannot wear a Student's employment uniform while completing clinical hours, nor can students wear the student uniform while on the clock for an employer. So, for example: If students do clinical 7:30 am-3:30 pm on Friday and are scheduled to work for the facility 4-11 pm that same day, students must change uniforms between those shifts.
 11. During Students' clinical hours, Students still cannot do portables, surgery, or repeats on their own. Direct/Indirect supervision and Repeat policies still apply as long as Students are doing clinical hours. Students still fall under the student JRCERT guidelines.
 - a. What the site allows/expects Students to do as an employee, while Students are on the clock with them, is up to them and their written policies and procedures. That may include doing portables, surgery, and repeats on their own. That may include doing any other highly communicable disease patients.
 12. Students are prohibited from using employee badge access or computer logins while in the capacity of a student. Students employed at a clinical facility are expected to adhere to the same protocols as any other student and must not utilize any employee privileges.
 13. Students are strictly prohibited from evaluating or checking off another student while they are clocked in as an employee.

Clinical Affiliate / Coordinated Internship Policies

Background Check and Drug Screen

The student shall complete this requirement before being allowed to participate as a student radiographer in the clinical affiliate to which they are assigned. The student must be able to access documentation demonstrating their BG/DS results from the approved company website if requested for proof of same by the Human Resources department or Radiology department management of their assigned clinical rotation. Likewise, the student must be aware of their susceptibility to unannounced spot checks for alcohol/drug testing at any time during their clinical participation at any radiography program clinical affiliate, at the student's cost. Clinical affiliates have the right to request drug testing at any time during clinical rotations. These would occur immediately at the clinical affiliate's request, at the clinical affiliate; and, the cost of these alcohol/drug tests will be the student's responsibility. If a student refuses, the student will be dismissed from the program with no opportunity to enroll. Students with positive drug test results not associated with a doctor's prescription will be immediately dismissed from the program

with no opportunity to re-enroll.

Some clinical site may require additional testing prior to attending clinical at that facility.

Confidentiality/ HIPAA

Student radiographers are required to complete the Health Information Portability and Privacy Act (HIPAA) training to be able to complete the clinical objectives requirements of the Program through the privileges granted them from the clinical affiliates associated with the Program. Documentation of completion must be provided to the Program.

While in the clinical area students will be privy to confidential information for each patient examined. Any discussion of patient information beyond the purpose of fulfilling clinical assignments is prohibited. Appropriate discussion of patient information with co-workers and hospital employees must be accomplished in a confidential manner and place to restrict information only to the healthcare personnel involved in that patient's care. Conversations in elevators, eating places, or other places of common assembly within the hospital must be avoided. Conversations outside the hospital are strictly forbidden.

All radiographs and reports are considered legal documents. Under no circumstances are students allowed to obtain the following:

- Radiographs or radiographic reports of family, friends, self, or patients
- Medical chart information on family, friends, self, or patients
- Pictures of a radiograph, report, patient, or medical record on the student's personal electronic device.

HIPAA violations can result in immediate dismissal from the program with no option to return.

Liability Insurance

Professional liability insurance to protect students from malpractice suits that may occur when working with patients in a clinical facility is provided through the Commonwealth of Virginia. Each clinical facility is provided a copy of this certificate. The authorized coverage period is reinstated each July and is continuous under the Commonwealth of Virginia Risk Management Plan and §§ 2.2 – 1837 and 2.2 –1840 Code of Virginia.

Clinical Facility Orientations:

Each student must complete the facility orientations for each clinical affiliate through which they will be rotating. Each clinical facility sets the requirements for their individual orientation and can include separate fees.

LewisGale Hospital – Pulaski requires a \$20 additional fee per semester for students as part of their organization's My Clinical Exchange by Healthstream Students wishing to rotate through LewisGale Hospital – Pulaski will be required to pay the \$20 per semester fee, in addition to college tuition/fees, books, and other program-related expenses at the college.

Tobacco, Nicotine, Smoking/Vaping

Students are encouraged not to smoke or vape due to the negative health consequences of the use of tobacco, nicotine, and vape products. Students who choose to engage in this activity must follow the rules of the college and/or clinical facility. Neither smoking nor vaping is ever allowed inside college buildings or the buildings of clinical affiliates. Each facility will have its own rules surrounding if/where smoking/vaping can take place on their respective properties. Some facilities do not allow it on the property at all. Consult the individual clinical instructor of each facility for clinical affiliate guidelines (or the facility orientation information). Students caught breaking the smoking/vaping rules of the facility are subject to immediate change of clinical site placement (which may require additional travel), program probation, or immediate dismissal.

Program's Expectations for Students

Professionalism and Ethics

Each student has an obligation to present and conduct themselves in a manner that honors the profession of Radiologic Technology in both their personal and professional activities. Through adherence to moral standards and ethical practices, the student will make their greatest contribution to society, the profession, and to their fellow members within the profession.

Any student whose behavior or actions pose a safety risk to themselves, fellow students, clinical staff, faculty, or patients may be immediately removed from the clinical or academic setting. Following an investigation, the student may be immediately dismissed from the program.

Duties of a Student Radiographer

The duties include producing radiographic images, assisting the radiologist in fluoroscopy and special procedures, processing images, setting and adjusting equipment controls, and positioning patients for routine radiographic examinations. In small institutions and clinics, radiographers may also be responsible for keeping records of the patient's images. The radiographer is responsible for the mental and physical comfort of the patient.

Professional Conduct

As a student radiographer, you agree to abide by the program policy and adhere to the established policy. Your behavior must be pleasing to others. Your appearance, attitudes, and technical skill, in short, your professional image, must be without blemish.

1. Student radiographers must notify the clinical affiliate or the clinical instructor when they are unable to be present for clinical rotations. This must be done prior to the clinical start time for that semester.

2. Student Radiographers are to report to the clinical assignment in a timely and prepared manner. It is necessary that students follow the documentation protocol for reporting attendance at each respective clinical affiliate.
3. If a student radiographer appears to be under the influence of drugs or alcohol, or is functioning in any impaired manner, the faculty or clinical personnel responsible for that student have the authority to dismiss that student from clinical for that day. Violation of the Virginia Community College System and Program policies may result in disciplinary action up to, and including, dismissal from the Program, even for a first offense. If allowed to continue with the program, all missed time must be made up **within 7 days**.

Students will not at any time be seen with alcohol or drugs while in program uniform. If a student is suspected of being intoxicated or using drugs or alcohol while in class, lab, or clinical that student will be required to test immediately at the student's expense. If the suspicion is found correct, the student will be automatically dismissed from the program. If the suspicion is found correct, the student will be automatically dismissed from the program.

4. Student Radiographers will not leave the hospital at any time without permission of the clinical instructor or designated assistants (staff). If at any time it is necessary for the student to leave the department, he/she must inform the clinical instructor or staff radiographer in the assigned clinical area.
5. Student Radiographers **must never** accept gratuities from patients.
6. Student attitude will be professional at all times in class, clinical, and while addressing the program faculty. Student will show respect and courtesy to all patients, co-workers, faculty, staff, physicians, and other healthcare professionals. This includes verbal, written, and physical forms of communication.

Failure to comply with any of these policies can lead to immediate dismissal from the program.

Radiation Safety and Monitoring Policy:

Environmental conditions include procedures that involve exposure to ionizing radiation. Students will be instructed in the principles of radiation protection with a respect to its proper use for both patient and personal exposure limits.

1. The student will exercise extreme caution when radiation exposure is imminent. The following measures shall be instilled in student learning.
 - a. The student should always be outside of the radiographic room when an exposure is to be made.
 - b. In situations that demand the student be inside the examination room during live exposure (i.e. Fluoroscopy, Portables, Surgery), they must don protective apparel and exercise the radiation practices of distance and time.
 - c. The student will be educated in the use of alternative methods of patient and/or image receptor immobilization including devices such as the Pigg-O-Stat,

- Papoose-boards, sponges and sandbags, head supports, cassette holders, or another immobilization equipment that may be available.
- d. In the event these devices are ineffective, an accompanying adult should be instructed on how to effectively assist/hold the patient while wearing appropriate radiation protective apparel and how not to stand in the primary beam.
 - e. **No** student should ever hold a patient during exposure regardless of circumstance. The student should never be in the path of the primary beam.
 - f. The student will **not** hold the image receptor for any situation. Utilization of immobilization devices must be identified should this occurrence present. This Program action shall supersede the policy described in the Virginia Department of Radiological Health "Radiation Safety Procedures", item #4.
2. Each student must be responsible for learning and exercising the principles of Radiation Protection, and exhibit that knowledge in the daily performance of their duties to protect the patient, co-workers, other hospital personnel, and themselves.
 3. The student must wear a radiation monitor whenever in clinical or energized exposure lab
 1. Lost Dosimeters must be reported immediately to CI or faculty
 - a. Lost or late returned dosimeters will require a \$12 (late) \$85 (lost) fee payable by the student for additional Landauer fees.
 2. Student will be asked to review and sign monitor reports quarterly
 3. Excessive exposure outcomes will be reviewed for inappropriate use and/or conduct
 - Must not exceed 125 mrem/quarter (1.25 mSv)
 - Investigate if exposure exceeds 100 mrem/quarter (1 mSv)
 - Students exceeding these limits will be counseled by a program official (program director, clinical coordinator, or another program appointee) at the first occurrence.
 - Student may be restricted in clinical activities, which may include delayed clinical rotations and program completion, with larger doses.
 - Annual Occupational Dose Limits for Adults as set by the Commonwealth of Virginia Administrative Code 12VAC5-481-640, Article 3 is available at [Virginia Code](#). The total annual effective dose equivalent is 5 rem (0.05 SV) or the sum of deep-dose equivalent and the committed dose equivalent to any individual organ or tissue is 50 rem (0.5 Sv). The annual eye lens dose equivalent is 15 rem (0.15 Sv), and the shallow-dose equivalent of 50 rem (0.5 Sv).

Infection Control and Reporting of Communicable Diseases

Environmental conditions include procedures that involve exposure to the handling of blood, bodily excrement, and fluids. Students who come in contact with a person having a communicable disease must report to the clinical instructor/college faculty immediately.

1. Each student must be responsible to learn the principles of Infection Control and apply these guidelines in compliance with established procedures for each of the clinical affiliate sites to which they are assigned, including but not limited to the following.
 - a. Student must exhibit appropriate personal hygiene and dress
 1. Cleanliness of body
 2. Cleanliness and professional presentation of clothing
 3. Handwashing technique
 4. Appropriate selection and donning protective garb when applicable

Students with infection should report to their clinical instructor/faculty prior to entering a patient care area. If the infection poses a hazard to patients or other personnel, they should not enter the clinical area unless directed by the clinical instructor/faculty.

*Note: Refer to the Infectious Disease Handbook at your specific clinical site for detailed information on the measures stated above.

Supervision and Repeat Radiographs Policy

All medical imaging procedures must be performed under the **DIRECT** supervision of a qualified Radiographer until the student achieves competency for that examination. Direct supervision is defined as being physical present with the student during the exam. All Portable/Mobile and Surgery examinations must be performed under Direct supervision, even after the student demonstrates competency.

After a student demonstrates competency for a given radiographic examination, said student may perform that examination with **INDIRECT** Radiographer supervision. Indirect supervision is defined as being immediately available, and physically able, to assist a student.

All **REPEAT** radiographs shall be performed under the direct supervision of a qualified radiographer regardless of student competency or the radiograph being repeated.

Pregnancy Policy

A student who becomes pregnant during her enrollment in the Radiography Program is encouraged to declare her pregnancy in writing, even though such a declaration is not mandatory, so that informative discussion and precautionary measures may be implemented. It is recommended that the student notify the Program Director in writing. If the student volunteers to declare her pregnancy, the student will be counseled regarding her pregnancy and following counseling, the student will be required to:

1. Keep exposure levels to a minimum.
2. Be responsible for completing clinical objectives.
3. Wear two (2) radiation monitoring devices at all times while in the clinical site and/or lab. One badge must be worn on the collar (outside the lead apron) and the other at the waist (under the lead apron).
4. Review NRC regulation 8.13 and document for the program at [NRC regulation](#).
5. Complete **the Declaration of Pregnancy** form that follows the next page.

Please note that the student does have the option to continue in the program, specifically

the clinical component of the program, without modification. The program will monitor dosimeter readings and may offer clinical component options such as clinical reassignments and/or leave of absence from the program.

A pregnant student does have the option to NOT officially declare her pregnancy with the program. The declaration is voluntary and can be withdrawn in writing at any time by the student.

Voluntary Declaration of Pregnancy

In accordance to the NRC's regulations at 10 CFR 20.1208, "Dose to the Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in _____ . (provide only month and year).

I understand that my occupation radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert). I also understand that meeting this dose limit may require a change in my clinical schedule during my pregnancy. I affirm that I have read the NRC Regulatory 8.13 ([NRC Regulation 8.13](#)) and have had the opportunity to ask questions for my understanding and clarification of the information presented.

I agree the missed time or uncompleted objective(s) will be made-up before I am allowed to graduate or complete the program.

If I find out that I am not pregnant, or if my pregnancy is concluded prior to the previous date indicated, I will promptly inform the Program Director and Clinical Coordinator in writing

Student's Printed Name

Student's Signature

/_____
Date

Director's Signature

/_____
Date

Withdrawal of Declaration of Pregnancy

I have decided to withdraw my declaration of pregnancy in writing. I understand that the program cannot offer a fetal dosimeter service after the declaration of pregnancy is withdrawn. I understand that, if I had clinical reassignments in place, those reassignments will revert back to the original clinical assignment.

Student Print Name

Student's Signature

/_____
Date

Director's Signature

/_____
Date

**Southwest Virginia Community College
Virginia Highlands Community College
School of Radiologic Technology**

Discipline Record

Student Name: _____ Date: _____

Instructor Name: _____

Location of Counseling: _____

Explanation of reason(s) for disciplinary action. Include what, when, where, and who was involved in incident and why it cannot continue and/or behavior that is unacceptable and why it cannot continue:

Instructions; including time period, given to student to correct situation:

Anticipated disciplinary action if situation continues:

Disciplinary action taken:

Instructor Comments:

Student Comments:

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

**Southwest Virginia Community College
Virginia Highlands Community College
School of Radiologic Technology**

Counseling Record

Student Name: _____ Date of Counseling: _____

Instructor Name: _____

Location of Counseling: _____

Explanation of reason(s) for counseling.

Instructor Signature: _____

Date: _____

Student Signature: _____

Date: _____

Disciplinary/Counseling

A counseling form will be completed on a student when there is any minor violation of policy such as:

- Attitudes, lack of professional behavior, and unbecoming actions
- Minor time violations (e.g. leaving early, lunch violations, tardies)
- Clinical dress code
- Electronics violations

A disciplinary form will be completed on a student when there is:

- A repeat of a minor violation.
- Major time violation (e.g. falsifying time records)
- Professional misconduct
- Any completed disciplinary form will result in a 5-point deduction from the total score or most applicable class.

Responsibilities as a Student Radiographer in the Clinical

Each student will abide by the rules and regulations set forth by the clinical affiliate for the governance of its employees and volunteers. These rules and regulations may supersede those established by the Program/College to which you attend.

Clinical/Lab Dress, Appearance, and Hygiene

Students will present a neat and professional appearance at all times. Students must exhibit appropriate personal hygiene, with attention to oral care and personal body odors. Proper laundering/cleanliness of clothes and uniforms is required.

1. Specific styles of uniforms will be prescribed for students. These will be in accordance with program and hospital recommendations. Students will be given this information before entering the program's clinical area.
2. All scrub tops, scrub jackets, or lab coats must have a program patch on the left sleeve, 2 inches below the sleeve seam.
3. All students must wear all-black shoes (tennis or nursing). No mules, clogs, or slides will be worn in clinical. All black socks must be worn (no ankle socks).
4. Only solid black prescribed scrub jacket or white lab coat may be worn by the student radiographer.
5. All students must wear a black shirt under the assigned uniform at all times.
6. All students will present a professional image at all times. Students will have clean oral and physical hygiene. Uniforms will be clean, pressed, and wrinkle-free. Shoes will be neat and clean. Uniforms will not be worn or faded.
7. Hair must be clean and neatly combed. Hair must be worn back from the face using a simple hair tie at all time while at the clinical site. Any braided hair must be pulled back. Hair may not touch the shoulders and must be out of the student's face to be worn down. Hair color must be found in nature. No ornate hair accessories or hair clips.
8. Cosmetics must be professional and restrained at all times. No excessive

eyelashes.

9. Earrings are prohibited unless medically necessary, in which case documentation must be provided. Visible body piercings or tattoos are not permitted at any time. The only acceptable jewelry is a plain, rubber or silicone wedding band.
10. Clinical sites may require students to remove smartwatches or other such jewelry or devices. Students must adhere to these policies.
11. Mustaches and/or beards must be neatly trimmed. If respirators must be worn, students may be required to be clean-shaven to ensure proper PPD fit.
12. No strong cologne or perfumes will be permitted.
13. No colored fingernail polish or nail extensions are allowed.
14. No chewing gum in patient care areas.
15. Students reporting for clinical out of uniform will be sent home to change and return. The time missed for this procedure will be made up at the direction of the clinical supervisor and within 7 days of the event.

Any infraction of the clinical dress code will lead to the completion of a written counseling form by faculty. A second violation will result in the immediate dismissal of the student from clinical, with all missed time required to be made up within 7 days of the incident. A third violation will be dismissal from the program.

Cell Phone / “Personal” Electronic Device Policy

The Radiography Program has adopted this policy for cell phone/electronic device possession and use for the student radiographer. This policy may be superseded by policies established by the clinical facilities with which the student is affiliated for clinical rotations. The policy states that:

- The use of personally-owned electronic devices (i.e. cellular phones, tablets, earbuds, etc.) is prohibited during work hours and in work areas due to the distractions and disruption of regular work routines.
- Cellular phones/ electronic devices **cannot** be carried in work areas and can only be used before you start clinical, at lunch, and when you leave clinical.
- The use of earphones of any kind is strictly prohibited during both class and clinical.
- If you are caught having a cellular phone/electronic device in the work area...
 - 1st offense - A written warning.
 - 2nd offense - Sent home; clinical time must be made up.
 - 3rd offense – dismissal from the Program
- Because emergencies do happen, you should give your family the radiology department number so that they could reach you in an emergency situation.
- Students must follow the clinical site policies for smartwatches, cell phones, and other electronic devices.

Infectious Disease Policy

All students are to strictly adhere to the Infection Control and Bloodborne Pathogen Policies of the clinical site to which they are assigned.

The following precautionary measures are to be utilized with all patients:

1. Maintain proper standards for personal care and dress.
2. Hands are to be washed after each patient.
3. Use "Blood and Body Fluids" precautions consistently for all patients.
4. Report any contamination (definite or suspected) to the clinical instructor or supervisor assigned to the clinical site.
5. Review and refer to the clinical site infectious disease handbook/policies. *
6. Students are advised about the Hepatitis B virus (HBC) and the Hepatitis B vaccine.
7. Students are advised about chicken pox and Varicella immunization.
8. Students are advised about Covid vaccination.
9. Students will wear appropriate PPE correctly.
10. Students will don/doff PPE correctly.

Absence Policy – Clinical

Regular attendance in clinical rotations is required. When a student must be absent it is the student's responsibility to inform the instructor prior to the absence, if possible. The student is responsible for making up all work missed during an unexcused absence.

1. Students will be allowed two (2) absence days each fall and spring clinical semester, and one (1) absence day for any summer clinical semester.
2. All additional clinical absences must be made up **within 7 days unless a doctor's excuse or funeral announcement of an immediate family member is provided.**
3. On the third (3rd) occurrence of illness, students are required to provide a signed medical excuse from a licensed healthcare provider to verify the absence or illness.
4. Students unable to complete their clinical time, objectives, rotations, and competencies before grades are due may request an **INCOMPLETE** for that course. Incompletes are NOT guaranteed. Each college has rules regarding the availability of an Incomplete, and the student must meet these guidelines before an incomplete may be requested. The division deans have to approve the Incomplete request, and these requests are NOT always granted. Incompletes are only for extenuating circumstances, and students must have shown significant progress toward completion. The student must plan with the Clinical Coordinator for makeup clinical time necessary to clear an INCOMPLETE grade.
5. It is the responsibility of each student to call the clinical affiliate and/or clinical instructor when they are unable to attend clinical rotations due to sickness or other reasons. If a student does not call the clinical affiliate and/or Clinical Instructor, he/she will receive a verbal warning for the first offense and be subject to

suspension for a second offense. The student must meet with the Program Director to discuss the reason for attendance infraction(s) and gain permission to return to clinical. Should a student not heed policy after these two actions, dismissal from the Program will be enacted for a third offense. A directory of numbers is available at the end of this handbook.

6. Students absent more than twenty-five (25) days during one school year, or over 3 occurrences in a semester, may be subject to probation, suspension or dismissal from the program unless a valid doctor's excuse is provided.

Tardy Policy - Clinical

Students will be allowed a 5-minute window to arrive at the clinical site before they are considered tardy. Students must find and notify the Clinical Instructor (CI) as to the nature of each tardy occurrence.

Students will be allowed (3) tardy incidents per semester. These limits are set realizing that emergencies and unforeseen circumstances may arise spur of the moment. Wise use of time management will be strongly encouraged so that unexcused tardiness does not lead to disciplinary action for multiple occurrences. The CI will counsel the student concerning the impact that being tardy may pose. Students will receive 5 points will be deducted from their final grade for each tardy that exceeds the limit.

In the event of any tardy that is greater than two hours where the student cannot demonstrate proof of an excusable nature, the student will be sent home, marked absent, and required to make up that time within the same semester.

Time

All clinical time must be completed on a facility owed device. Cell phones are strictly prohibited from being used to clock in and/or out. If a time exception must be used then a technologist or clinical instructor's name must be placed in comments as verification. Time can and will be monitored by the clinical coordinator.

Any student caught falsifying time records will be automatically dismissed from the program.

All time exceptions must be placed into the time records within 48 hours of the exception. If the exception is used as a clinical clocking with the exception of weather changes, a technologist's name must be included in the comments as a witness of the clocking. A reason must also be placed in comments. Violation of this policy will result in the time being reverted back to the original time entered.

Any student requesting a non-emergent time for early departure from clinical must make the request to the clinical coordinator **48 hours prior** to the day of leaving.

Clinical Lunch and Break Periods

Clinical Instructors or staff radiographers will arrange the lunch and breaks for students assigned to their area. The time allotted for lunch and breaks will be consistent with what is allowed employees of each respective department.

Students are required to take a 30-minute lunch every day, and must stay clocked out for the entire 30 minutes. A 30-minute lunch break must be reflected by a clock in and clock out in Trajecsys. After 3 lunch violations, the student will have 5-points deducted from their final grade, **for each occurrence**.

Lunch breaks must be taken as a continuous 30-minute period and may not be divided into smaller increments.

Inclement Weather – Clinical

In the event of schedule changes/cancellation of didactic classes due to snow and/or hazardous conditions, students will **adhere to the SWCC schedule**. Students must exercise good personal judgment in regard to travel.

If either of the **SWCC or VHCC campus** is closed or on a snow schedule for inclement weather, all **clinical** travel is canceled or delayed for that day. Observation clinical visits will follow this policy but must be rescheduled. A snow schedule reporting time of 10 am will be observed for that day.

Should an unusual number of days be missed in any semester due to inclement weather, it shall be the discretion of the SWCC administration to schedule makeup days which will be observed by each student regardless of their campus placement.

Students must reach the required number of clinical hours per semester, based on the number of clinical credit hours registered (RAD 190/290). One clinical credit hour equals 75 clinical contact hours. This may require students to complete clinical hours during exam week to account for missed/delayed days due to inclement weather.

Local radio stations and TV stations (Channel 5 Bristol, and Channel 6 Bluefield) will announce any class changes. Information regarding schedule changes may also be accessed at the following:

Southwest Virginia Community College (800) 822-7822 or (276) 964-2555. The website may be checked for inclement weather schedule changes at: www.sw.edu and www.vhcc.edu. The rescheduling of classes **will** be determined by the college.

Students may also receive text alerts from all campuses by registering for the alerts on each college website.

Clinical Snow Day Alternative

Due to the diverse geographically region that the program encompasses, there is a snow day alternative option. If a student feels that it is unsafe to travel to the clinical site, neither SWCC or VHCC campuses are closed or on delay and the student does not wish to use personal time, the student may choose to use a Snow Day.

The Snow Day Alternative:

- The student will contact the Clinical Coordinator informing him that the student wishes to use a Snow Day.
- The student will provide photographic proof of inclement weather.
- The student will then clock into Trajecsys and begin the snow day clinical assignments which will be available on Canvas.
- The student will complete 8 hours of work, clocking in and out of Trajecsys, showing a 30-minute lunch break, and enter "Snow Day" in comments.

Actions and Attitudes

The actions and attitudes of each student will be closely monitored. Each student must conduct themselves in an adult manner with highest consideration of the patient's physical health and state of mind during their illness and/or injury. Alike consideration must be afforded family members also in attendance.

In all clinical, classroom, and lab settings, students are required to maintain a respectful demeanor towards faculty, clinical instructors, and lab instructors. Within this healthcare program, emphasis is placed on learning and patient care, not engaging in gossip or monitoring others' actions. Tattling will not be condoned. Language must always be professional, and any use of vulgar or disrespectful language will result in immediate dismissal from clinical for the day, with all missed time to be made up within 7 days. All infraction in class or lab will result in the student being dismissed for the day with a grade of 0.

Likewise, the manner of communications to the following individuals must be appropriate.

To the Physician:

1. The student radiographer should strictly carry out orders of the Physician under whom he or she is working.
2. The student radiographer shall never discuss or criticize a physician. The student radiographer should never express preference for the services of any physician.
3. The student radiographer will never interpret radiographs or fluoroscopic examinations.
4. The student radiographer should always accord to a physician the proper amount of respect and consideration.
5. See ASRT Code of Ethics.

To the Patient:

1. The student radiographer should be deeply conscious of the responsibility of his or her position. In no instance should the radiographer be guilty of carelessness or neglect of any duty.

2. Every patient the student radiographer receives for the examination should be treated with an equal amount of respect and concern for patient care and comfort. The student radiographer shall approach the patient with confidence and tact but will never be allowed to mistreat the patient either physically or mentally. The student radiographer shall demonstrate reasonable indulgence to the ill, injured and those patients whose mental capabilities may be impaired. The patient-radiographer relationship should remain on a professional level and not include personal involvement. The obligation of confidentiality shall extend beyond the period of technical services. No information, either observed or informed, related to the patient's examination, their character or lifestyle should be discussed outside the immediate circle of patient care requirements.
3. See ASRT Code of Ethics.

To Other Radiographers and Student Radiographers:

1. The relationship of one radiographer/student to another implies that cooperation in the radiographic examination of patients must be built upon an appreciative understanding of the contributions and responsibilities of each other. This implies that the radiographer/student:
 - a. Be generous in his or her recognition and appreciation of the technical assets and contributions of his or her fellow radiographers/students.
 - b. Be understanding of his or her co-worker's limitations and inadequacies when these are present and do all in his or her power to guide and assist such individuals.
 - c. Resist from adverse criticism of other radiographers/students, professionally and privately, except if appropriate to those who have an official responsibility in relation to such critical judgments.
 - d. Resist from gossip and derogatory remarks.
 - e. Pilfering and destruction of property are unacceptable under any circumstances.
2. The unity and dignity of radiologic technology demands that members of one school cultivate a courteous recognition of all other schools in good standing, of their work and their graduates.
3. See ASRT Code of Ethics

To the Radiography Faculty and Clinical Instructors:

1. The student radiographer has an obligation to show respect to the clinical instructors at all facilities.
2. Students will follow instructions and guidance, without negative attitudes, facial expressions, or comments.

3. Students will cooperate in order to complete appropriate rotations, objectives, competencies, and schedule requirements.
4. Students will communicate regularly and respectfully.

To the Profession and Self:

1. The student radiographer has an obligation to uphold the dignity and honor of their profession through their personal and professional life and to demonstrate those standards that will enhance and promote the status of both. This implies that the student radiographer:
 - a. Practice radiologic technology in accordance with recognized and accepted criteria and identify themselves as registered radiologic technologists with the American Registry of Radiologic Technologists (ARRT).
 - b. Support and cooperate with local, state, and national societies which strive to advance the quality of radiologic technology and to increase the sphere of usefulness of the profession and of themselves by broadening their understanding of radiologic technology and of its developments and by cooperating in programs of research which aim to improve the art and science of radiology.
 - c. Do all they can to embody in themselves that state of physical and emotional health which will make possible their maximum proficiency and their own personal, professional, social, and economic security.
 - d. Respect the dignity and individuality of every human being regardless of race, creed, nationality, color, economic or other status and be willing to serve and cooperate with all as needs demand.
 - e. Interpret, whenever appropriate, the art and science of radiology, its role and functions to individuals and to the public so that a better understanding of radiologic technology may be secured and greater interest in radiography may lead to a steady flow of qualified individuals into the profession.
2. See ASRT Code of Ethics.

Any infraction of these policies will result in dismissal from the program. Students are expected to act as professionals at all time

Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics and serves as a guide by which Registered Technologists may evaluate their professional conduct as it relates to patients, employers, colleagues, and other members of the healthcare team. The Code of Ethics is aspirational. See the entire document for ethics rules.

- 1 The radiologic technologist acts in a professional manner; responds to patient needs, and supports colleagues and associates in providing quality patient care.
- 2 The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- 3 The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
- 4 The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
- 5 The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 6 The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- 7 The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing 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.



THE AMERICAN REGISTRY
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GOLD STANDARD
PATIENT CARE 

Clinical Assignment Regulations and Policies

1. No clinical assignment (days, hours in shift) can be changed without prior approval from the clinical coordinator.
2. Any posted roster or schedule containing errors should be reported to the clinical instructor.
3. All students are required to have a different primary and secondary clinical site. No student can attend one hospital for all rotations.
4. Any falsification of records, including but not limited to time, logs, and competencies, can result in immediate dismissal.
5. Students must use plain program approved (red and blue) markers with 3 initials.
6. Students cannot participate in live venipuncture.
7. Students must submit a Schedule Change request form inside Trajecsys for any requests to change the clinical schedule, to work more than 10 hours in any given day, and/or to work more than 40 hours in any one week (including didactic class time). Students will also need to discuss this request with their facility Clinical Instructor prior to the schedule change.
8. Student placement in a clinical setting is done by random selection. The applicants are informed during the information day, and selected students are informed at program orientation, that they will be required to drive extended distances from their home for clinical rotations. Consideration is given regarding the travel time required of students in their clinical placement. Travel time, however, cannot preclude the educational needs of students and thus travel time may not influence the decision for clinical placement. Students placed in a larger clinical setting generally spend their second rotation at a smaller facility or vice versa.

Schedules Policy

1. All clinical rotations will require the student to clock in and out of Trajecsys for the hours spent in the department, not including lunch. The times entered by the student must be verified for accuracy by the facility's clinical instructor. Any falsification of time-in or time-out will not be tolerated and may lead to immediate dismissal from the Program.
2. Dayshift hours are 7:30 a.m. to 3:30 p.m. unless the clinical site has different hours of operation. Evening shift hours are 2:00 p.m. to 10:00 p.m.
3. Student radiographers will be assigned Saturday, Sunday, and evening assignments on a rotational basis during their coordinated clinical experience. Required Saturday and Sunday assignments will be posted in advance.

4. Assignments for student radiographers may be changed only with the approval of the clinical instructor. Change requests must be 1) entered into Trajecsys, 2) made 48-hours in advance, and 3) approved by all concerned with the change. (This written permission must be obtained prior to attending clinical for the student's liability insurance to be in effect.)

Common Objectives During Clinical Rotations

1. Familiarize yourself with all functions of the assigned areas of the department.
 - a. Assist and be involved with the handling of patients in the assigned area with professional ethics, care, and safety.
 - b. Assist and perform setting, adjusting, and control of radiographic equipment located in the assigned area.
 - c. Follow all recommended safety factors.
2. Report any malfunction of equipment to the designated supervisor or staff radiographer.
3. Be responsible for increasing your knowledge and experience in the assigned area by keeping up-to-date with practical experience and doing procedures assigned to the radiographic rooms.
4. Be responsible for reviewing and completing daily duties posted in each assigned area for the student radiographer.
5. Be responsible for attending ALL classes. Each student will be responsible for reviewing material covered in all clinical areas. Students who find it necessary to work must plan to meet all clinical assignments regardless of their work schedule.
6. Be responsible for maintaining a passing grade in the clinical assignments.
7. Support and adhere to all hospital and department policies, rules, and regulations.
8. Report to the clinical supervisor any problems related to personnel, work schedules, procedures, discipline, and other actions related to the clinical assigned area.
9. Wear a radiation monitoring device in the proper location at all times. Never wear a radiation-monitoring device at home. Radiation monitoring devices are to be kept at the clinical site except when needed for energized lab classes. Students will review and initial monthly radiation monitoring device reports.
10. Students must observe, assist or perform **5 examinations prior to** attempting to comp/check-off on a minimum of six (6) exams. If a student attempts to comp/check-off on any exam prior to number 6 then the student may have to comp/check-off again on that examination.
11. If students are unable to replicate a comp/check-off under similar circumstances then a comp/check-off may be revoked.

Evening Rotation Objectives (2:00 p.m. to 10:00 p.m.)

The primary goal of this rotation is to provide the student with the opportunity to engage in an environment that is primarily trauma and critical care cases. This rotation requires greater use of individual cognitive and psychomotor skills due to the decreased staffing environment of evening shifts.

1. Students may work independently under indirect supervision if there is a qualified radiographer immediately available should the student need help, and if the student has completed competencies for the examination performed. Immediately available is interpreted as the presence of a radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing equipment is in use. Repeat exams, portable procedures, and surgery require direct supervision at all times.
2. It should be the goal of the technologists during the evening shift to educate the students in areas of weakness. Surgery, portables, and trauma cases should be assigned also and not just the "easy" cases because they can perform them independently. It is important to note that the student is not assigned the evening shift to supplement the need for registered technologists, nor should they be expected to perform in such a capacity.
3. The supervisor or their designate is to review each radiograph of the student. No student shall critique their own examination. (Initials of the responsible technologist shall be placed on the request).
4. The evening supervisor may exercise flexibility over these policies within a reasonable range. The school fully understands there may be extenuating circumstances on certain occasions requiring adjustment. However, the supervisor, on these occasions, must assume the responsibility. It is hoped that the evening supervisor and Clinical Instructor/Coordinator will maintain open lines of communication regarding all student activities while on evenings.

Student Expectations:

1. Student Radiographer will report to the evening supervisor by 2:00 p.m.
2. The same rules, regulations, and policies concerning the dress code apply during evening rotations.
3. The student will maintain a list of all examinations performed and note they were assisted by a registered technologist or unassisted.
4. The student will demonstrate proper conduct, ethics, and good patient care skills at all times.
5. The student will practice the highest degree of radiation protection to both

themselves and the patient, at all times.

6. The student will carry program-approved radiographic markers with them at all times.

Objectives:

1. Demonstrate use of acquired knowledge in technical factors dealing with trauma and/or critical care patients, as well as sequencing of images related to cases.
2. Demonstrate use and care of all equipment: i.e., portable, C-arm, computer, etc.
3. Assess accurately the situation involving trauma and/or critical care.
4. Respond accurately and quickly to trauma and critical care cases.
5. React professionally and calmly during trauma and critical situations.
6. Respond properly with the use of standard precautions in situations involving blood and/or body fluids.
7. Demonstrate proper use and computation of forms associated with the trauma and/or trauma code.
8. Demonstrate knowledge of the trauma room by being able to inventory supplies and associated equipment (i.e., emergency drugs, defibrillator, oxygen equipment, etc.).
9. Critique images with the supervisor and or other designated radiographers.
10. Demonstrate ability to communicate with emergency personnel during procedures when a radiologist is not available.

Weekend Rotations Objectives

The primary goal of this rotation is to provide the student with the opportunity to engage in an environment that is primarily trauma and critical care cases. This rotation requires a greater use of individual cognitive and psychomotor skills due to the decreased staffing environment of weekends.

1. Students may work independently under indirect supervision if there is a qualified radiographer immediately available should the student need help, and if the student has completed competencies for the examination performed. Immediately available is interpreted as the presence of a radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing equipment is in use. Repeat exams, portable procedures, and

surgery require direct supervision at all times.

2. It should be the goal of the technologists during the weekend rotation to educate the students in areas of weakness. Surgery, portables, and trauma cases should be assigned also and not just the "easy" cases because they can perform them independently. It is important to note that the student is not assigned the weekend rotation to supplement the need for registered technologists, nor should they be expected to perform in such a capacity.
3. The weekend supervisor or their designate is to review each radiograph of the student. No student shall critique their own examination. (Initials of the responsible technologist shall be placed on the request).
4. The weekend supervisor may exercise flexibility over these policies within a reasonable range. The school fully understands there may be extenuating circumstances on certain occasions requiring adjustment. However, the supervisor, on these occasions, must assume the responsibility. It is hoped that the weekend supervisor and Clinical Instructor/Coordinator will maintain open lines of communication regarding all student activities while on weekends.

Student Expectations:

1. Report to the weekend supervisor.
2. The same rules, regulations, and policies concerning the dress code apply during weekend rotations.
3. The student will maintain a list of all examinations performed and note whether they were assisted by a registered technologist or unassisted.
4. The student will demonstrate proper conduct, ethics, and good patient care skills at all times.
5. The student will practice the highest degree of radiation protection to both themselves and the patient, at all times.
6. The student will carry radiographic identification markers with them at all times.

Objectives:

1. Demonstrate the use of acquired knowledge in technical factors dealing with trauma and/or critical care patients, as well as sequencing of images related to cases.
2. Demonstrate use and care of all equipment: i.e., portable, C-arm, computer, roller scope, etc.

3. Assess accurately the situation involving trauma and/or critical care.
4. Respond accurately and quickly to trauma and critical care cases.
5. React professionally and calmly during trauma and critical situations.
6. Respond properly with the use of standard precautions in situations involving blood and/or body fluids.
7. Demonstrate proper use and computation of forms associated with the trauma and/or trauma code.
8. Demonstrate knowledge of the trauma room by being able to inventory supplies and associated equipment (i.e., emergency drugs, defibrillator, oxygen equipment, etc.).
9. Critique images with the supervisor and or other designated radiographers.
10. Demonstrate ability to communicate with emergency personnel during procedures when a radiologist is not available.

STATEMENT OF UNDERSTANDING
(Required reading with signature at 1st and 4th semester)

I, having been accepted for enrollment in the *Radiologic Technology Program* at Southwest Virginia Community College understand that:

1. The Program requires a period of assigned, guided clinical experiences either in the school or other appropriate facilities. (Clinical facilities may be in the immediate area, but may also be in facility areas requiring travel for the period of clinical experience).
2. For educational purposes and practice on "live" models, I consent to allow other students to practice procedures on me as I will practice these same procedures on them - under the guidance and direct supervision of my instructor. The nature and educational objective of these procedures have been fully explained to me. No guarantee or assurance has been given by anyone as to any problem that might be incurred as a result of these procedures. (Exception: Radiography practice will involve simulated exposures when practicing on "live" models).
3. These clinical experiences are assigned by the instructor for their educational value, and thus no payment (wages) will be earned or expected.
4. It is understood I will be a guest within all clinical facilities, and will conduct myself accordingly. All known rules and regulations of these facilities will be followed.
5. I have read and do agree to adhere to the school's policies, rules, and regulations related to the program to which I have been accepted.
6. I understand information regarding a patient or former patient is confidential and is to be used only for clinical purposes within an educational setting.
7. I understand the educational experiences and knowledge gained during the program does not guarantee employment on my graduation. However, when all educational objectives are successfully attained, I will be eligible for a certification in this occupation. The school will seek to assist me in any way possible to attain employment.
8. I understand any action on my part inconsistent with the above understandings may warrant suspension of training.
9. It is understood that this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap.
10. I give permission to the program to share my student email, telephone number, and address for use in this program.
11. I have been informed and understand my rights of due process, both institutional and programmatic. Pursuant to unfair or inequitable treatment while a student at this institution.

I HAVE READ WITH UNDERSTANDING EACH STATEMENT AND AGREE TO ABIDE WITH THE ABOVE POLICIES. I HAVE READ AND UNDERSTAND ALL THE REQUIREMENTS OUTLINED IN THIS STUDENT HANDBOOK AND AGREE TO ABIDE BY THE REQUIREMENTS CONTAINED HEREIN.

_____/_____
 Student's Signature Date

*Directory of Radiologic Program Faculty
&
Clinical Affiliate Information*

Faculty

Donna Corns, MS, RT(R)(CV)
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Kabrina Hall, MS, RT-R (CT)(MR)(M)
Retention Specialist/Travel CI
Email: Kabrina.hall@sw.edu

Heather Boyd, RT-R (CT)
Travel CI
Email: heather.boyd@sw.edu

Clinical Contacts-Radiography Program

Donna Corns-Program Director (donna.corns@sw.edu) (276) 964-7642
 Wendell Harris-Clinical Coordinator (wendell.harris@sw.edu) 276-964-7341
 Daniell Pennington Instructor (danielle.pennington@sw.edu) 276-964-7307

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