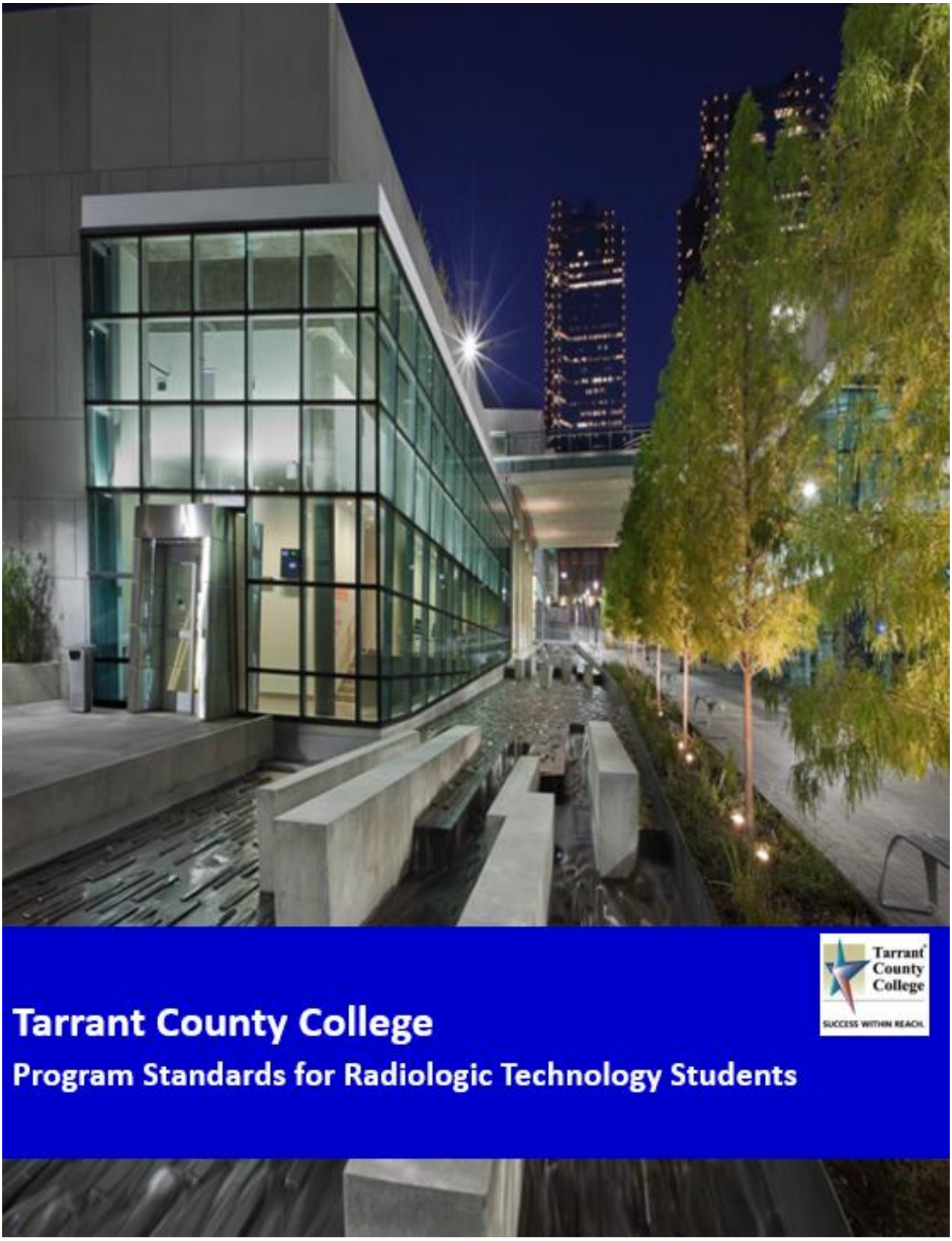

Tarrant County College

Program Standards for Radiologic Technology Students

Tarrant County College

Radiologic Technology Program

Associate of Applied Science in Radiologic Technology

STUDENT HANDBOOK

Reviewed and Revised: 05/2024

Note: This document is intended as a reference for students in the Associate of Applied Science in Radiologic Technology program and contains general information about the program as well as standards that are specific to students in this program. For general TCC policies, see the TCC student handbook and catalog.

The information in this handbook is current at the time it is posted. However, this manual may be revised or amended upon written notification to the student. No revision or amendment will be retroactive but will become effective upon the date of student notification.

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INTRODUCTION

Purpose of the Radiologic Technology Program

The Radiologic Technology Program is designed to develop the technical skills and knowledge necessary for the student to satisfactorily function in the role of a radiologic technologist. The program seeks to provide pertinent learning experiences which will enable the student to demonstrate competency in the technical aspect of the profession as well as the human relations aspect. The program further seeks to develop the students' interests in professional societies as well as the possibilities for continuing education.

The Radiologic Technology Program is twenty-four months in duration after completing the necessary prerequisites. During this two-year period, the student will receive didactic experience at the college, combined with clinical experience at the affiliated hospitals and clinical sites. The student can earn an Associate of Applied Science in Radiologic Technology after satisfactorily completing the appropriate curriculum. Upon satisfactory completion of the radiologic science curriculum and prerequisites, the student is eligible to sit for the national registry examination for radiologic technologists sponsored by the American Registry of Radiologic Technologists (ARRT).

A variety of assessment methods are used to determine if the student is achieving the goals of the program. Some of these include tests, laboratory exercises, projects, assignments, student demonstrations, image critiques, observation, and performance evaluations.

The radiologic technologist is one of many individuals who work together as a team to meet the needs of the medical community and society by providing patients with the best possible care. Because of the rapid growth of the medical field, there is an ever-increasing need for radiologic technologists.

Program Philosophy

Tarrant County College's Radiologic Technology Program was designed with the philosophy that the most effective way to prepare graduates to enter the Radiologic Sciences profession is with a combination of theory in the classroom alongside guided practice in the laboratory and "real world" application in the clinical environment. The Program is dedicated to the belief that student and professional success is dependent on providing quality instruction, resources, and support at all levels of education and beyond.

Mission, Goals, and Student Learning Outcomes

Associate of Applied Science in Radiologic Technology Program
Mission Statement

To graduate radiologic technologists who demonstrate clinical competence, professionalism, critical thinking, and communication skills.

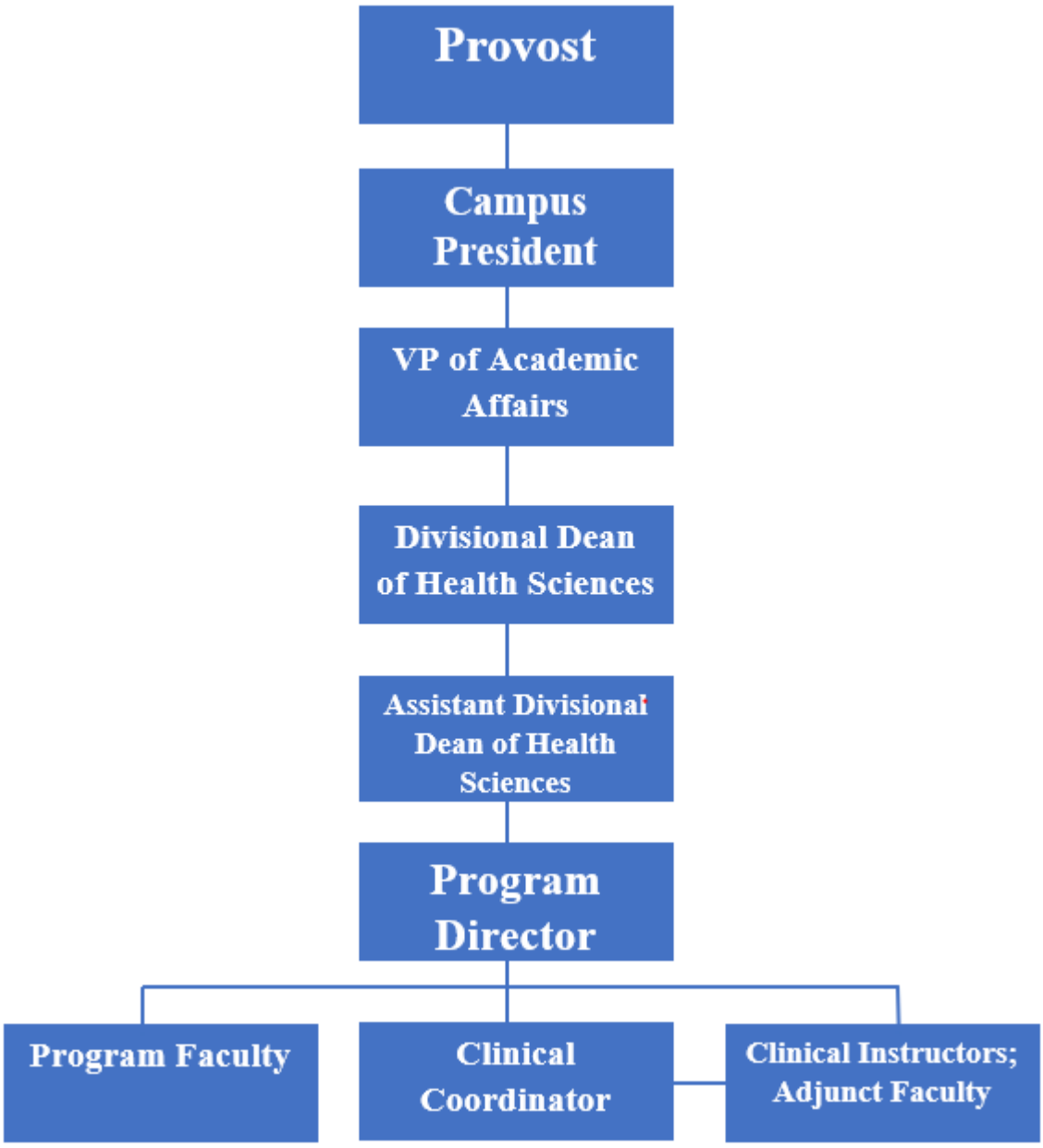
Program Goals and Student Learning Outcomes

GOALS	STUDENT LEARNING OUTCOMES
The student will demonstrate **CLINICAL COMPETENCE.**	• Students will correctly apply positioning skills. • Students will utilize correct exposure technique.
The student will demonstrate **PROFESSIONALISM.**	• Students will engage in various professionalism activities. • Students will model professionalism in the clinical setting.
The student will demonstrate **CRITICAL THINKING** skills.	• Students will employ critical thinking skills to evaluate radiographic images. • Students will demonstrate critical thinking skills based on patient conditions.
The student will demonstrate **COMMUNICATION** skills.	• Students will communicate effectively based on patient needs. • Students will exhibit communication skills in the academic environment.

PROGRAM STRUCTURE

ORGANIZATIONAL CHART

Tarrant County College
Associate of Applied Science in Radiologic Technology



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ACCREDITATION

Regional Accreditation

The Radiologic Technology Program and Tarrant County College are regionally accredited by The Southern Association of Colleges and Schools Commission on Colleges (SACS-COC). As summarized by the SACS-COC, "To gain or maintain accreditation with the Commission on Colleges, an institution must comply with the standards contained in the Principles of Accreditation: Foundations for Quality Enhancement and with the policies and procedures of the Commission on Colleges. The Commission on Colleges applies the requirements of its *Principles* to all applicants, candidates, and member institutions, regardless of type of institution (public, private for-profit, private not-for-profit)."

"The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. It serves as the common denominator of shared values and practices among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and Latin America and other international sites approved by the Commission on Colleges that award associate, baccalaureate, master's, or doctoral degrees. The Commission also accepts applications from other international institutions of higher education."

"When an institution has earned accreditation by the Commission on Colleges, it signifies that it has 'a purpose appropriate to higher education and has resources, programs, and services sufficient to accomplish and sustain that purpose.' In addition to ensuring that our institutions provide quality programs for students which determines eligibility for Title IV funds (student financial aid), the Commission on Colleges works to influence legislation and regulations that impact the work of our member institutions."

More information about SACS-COC can be found online.

Programmatic Accreditation

The Associate of Applied Science in Radiologic Technology Program is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182 www.jrcert.org
(312) 704-5300 or e-mail at: mail@jcert.org

The Joint Review Commission on Education in Radiologic Technology (JRCERT) promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. The only agency recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy, the JRCERT accredits educational programs in radiography and radiation therapy and in the related disciplines of magnetic resonance and medical dosimetry.

Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the relevant JRCERT accreditation standards: Standards for an Accredited Educational Program in Radiologic Sciences (radiography and radiation therapy), Standards for an Accredited Educational Program in Magnetic Resonance, or Standards for an Accredited Educational Program in Medical Dosimetry.

In keeping with JRCERT requirements to make program effectiveness data available to communities of interest, please see the following link: Program Effectiveness Data

COMPLIANCE WITH JRCERT STANDARDS

Because the Radiologic Technology Program at Tarrant County College is accredited by the JRCERT, the program will always strive to follow the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. If a student determines that the program is not in compliance with any standard, a complaint can be brought to the program's attention. Upon receipt of an allegation, the Radiologic Technology Program will review it to determine if the non-compliance issue exists. Within ten (10) days after receiving the complaint, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the program faculty will develop a plan to resolve the issue and bring the program into compliance. If the party filing the complaint is not satisfied with the results, a meeting will be scheduled with the Assistant Dean to determine if noncompliance still exists. This meeting will be scheduled within twenty (20) days of the original meeting. If the Assistant Dean determines non-compliance is still present, a plan will be drafted to solve the non-compliance issue. If the results of this meeting are still unsatisfactory to the party filing the complaint, a meeting can be scheduled with the Dean of Health Sciences and/or the JRCERT.

Standards for Accreditation

This Program meets or exceeds the "Standards for an Accredited Educational Program in Radiologic Technology" (Standards) as published by the Joint Review Committee on Education in Radiologic Technology (JRCERT). These Standards may be found in whole by following the link above. Students have the right to report program infractions of the Standards to the JRCERT.

The JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy. The JRCERT awards accreditation to programs demonstrating substantial compliance with these standards.

The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2021) are as follows:

Standard One, Accountability, Fair Practices, and Public Information: The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

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

Standard Three, Faculty and Staff: The sponsoring institution provides the program adequate and qualified faculty that enables the program to meet its mission and promote student learning.

Standard Four, Curriculum and Academic Practices: The program's curriculum and academic practices prepare students for professional practice.

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

Standard Six, Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement: The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Students have the right to report program infractions of the standards to the JRCERT.

The scope of practice of the medical imaging professional includes:

1. Administering medications parenterally through new or existing vascular access, enterally, or through other appropriate routes as prescribed by a licensed practitioner.*+
2. Administering medications with an infusion pump or power injector as prescribed by a licensed practitioner.*+
3. Applying principles of ALARA to minimize exposure to patient, self, and others.
4. Applying principles of patient safety during all aspects of patient care.
5. Assisting in maintaining medical records, respecting confidentiality and established policy.
6. Corroborating a patient's clinical history with procedure and ensuring information is documented and available for use by a licensed practitioner.
7. Educating and monitoring students and other health care providers.*+
8. Evaluating images for proper positioning and determining if additional images will improve the procedure or treatment outcome.
9. Evaluating images for technical quality and ensuring proper identification is recorded.
10. Identifying and responding to emergency situations.

11. Identifying, preparing and/or administering medications as prescribed by a licensed practitioner.*+
12. Performing ongoing quality assurance activities.
13. Performing venipuncture as prescribed by a licensed practitioner.*+
14. Postprocessing data.
15. Preparing patients for procedures
16. Providing education.
17. Providing optimal patient care.
18. Receiving, relaying and documenting verbal, written and electronic orders in the patient's medical record.*
19. Selecting the appropriate protocol and optimizing technical factors while maximizing patient safety.
20. Starting, maintaining and/or removing intravenous access as prescribed by a licensed practitioner.*+
21. Verifying archival storage of data.
22. Verifying informed consent for applicable procedures.

**Excludes limited x-ray machine operator*
+Excludes medical dosimetry
Source: American Society of Radiologic Technologists (ASRT)
Effective June 26, 2022

PERFORMANCE STANDARDS

American Society of Radiologic Technologists Radiography Professional Performance Standards

Standard One: Assessment The medical imaging professional collects pertinent data about the patient, procedure, equipment, and work environment.

- Assesses and maintains the integrity of medical supplies.
- Assesses factors that may affect the procedure, such as medications, patient history, patient preparation or artifact-producing objects.
- Assesses patient lab values, medication list and risk for allergic reaction(s) prior to procedure and administration of medication.*†
- Confirms that equipment performance, maintenance and operation comply with the manufacturer's specifications.
- Determines that services are performed in a safe environment, minimizing potential hazards.
- Maintains restricted access to controlled areas.
- Obtains and reviews relevant previous procedures and information from all available resources and the release of information as needed.
- Participates in ALARA, patient and personnel safety, risk management and quality management activities.
- Recognizes signs and symptoms of an emergency.
- Verifies patient identification and appropriateness of the procedure requested or prescribed.
- Verifies that the patient has consented to the procedure.
- Verifies that protocol and procedure manuals include recommended criteria and are reviewed and revised.
- Verifies the patient's pregnancy status.
- Complies with federal and state laws and regulations to minimize radiation exposure levels.
- Develops and maintains standardized exposure technique guidelines for all equipment.

- Maintains and performs quality control on radiation safety equipment.
- Reviews digital images, for the purpose of monitoring radiation exposure.

Standard Two: Analysis/Determination The medical imaging professional analyzes the information obtained during the assessment phase and develops an action plan for completing the procedure.

- Consults appropriate medical personnel to determine a modified action plan.
- Determines that all procedural requirements are in place to achieve a quality diagnostic or therapeutic procedure.
- Determines the appropriate type and dose of contrast media to be administered based on established protocols.*†
- Determines the course of action for an emergent situation.
- Determines the need for and selects supplies, accessory equipment, shielding, positioning, and immobilization devices.
- Employs professional judgment to adapt imaging or therapeutic procedures to improve diagnostic quality or therapeutic outcomes.
- Evaluates and monitors services, procedures, equipment and the environment to determine if they meet or exceed established guidelines and revises the action plan.
- Selects the most appropriate and efficient action plan after reviewing all pertinent data and assessing the patient's abilities and condition.
- Analyzes images to determine the use of appropriate imaging parameters.
- Verifies that exposure indicator data for digital radiographic systems has not been altered or modified and is included in the DICOM header and on images exported to media.

Standard Three: Education The medical imaging professional provides information about the procedure and related health issues according to protocol; informs the patient, public and other health care providers about procedures, equipment and facilities; and acquires and maintains current knowledge in practice.

- Advocates for and participates in continuing education related to area of practice, to maintain and enhance clinical competency.
- Advocates for and participates in vendor specific applications training to maintain clinical competency.
- Educates the patient, public and other health care providers about procedures and the associated biological effects.
- Elicits confidence and cooperation from the patient, the public and other health care providers by providing timely communication and effective instruction.
- Explains effects and potential side effects of medications.*†
- Maintains credentials and certification related to practice.
- Provides an accurate explanation and instructions at an appropriate time and at a level the patient and their care providers can understand; addresses questions and concerns regarding the procedure.
- Provides information on certification or accreditation to the patient, other health care providers and the public.
- Provides information to patients, health care providers, students and the public concerning the role and responsibilities of individuals in the profession.
- Provides pre-, peri-, and post-procedure education.
- Refers questions about diagnosis, treatment or prognosis to a licensed practitioner.
- Maintains knowledge of the most current practices and technology used to minimize patient dose while producing diagnostic quality images.

Standard Four: Performance The medical imaging professional performs the action plan and quality assurance activities.

- Adheres to radiation safety rules and standards.
- Administers first aid or provides life support.†

- Applies principles of aseptic technique.†
- Assesses and monitors the patient's physical, emotional and mental status.
- Consults with medical physicist or engineer in performing and documenting quality assurance tests.
- Explains to the patient each step of the action plan as it occurs and elicits the cooperation of the patient.
- Immobilizes patients for procedure.
- Implements an action plan.
- Maintains current information on equipment, materials and processes.
- Modifies the action plan according to changes in the clinical situation.
- Monitors the patient for reactions to medications.*†
- Participates in safety and risk management activities.
- Performs ongoing quality assurance activities and quality control testing.
- Performs procedural timeout.
- Positions patient for anatomic area of interest, respecting patient ability and comfort.
- Uses accessory equipment.
- Uses an integrated team approach.
- When appropriate, wear one or more personal radiation monitoring devices at the location indicated on the personal radiation monitoring device or as indicated by the radiation safety officer or designee.
- Coordinates and manages the collection and labeling of tissue and fluid specimens.
- Routinely reviews patient exposure records and reject analyses as part of the quality assurance program.
- Uses appropriate uniquely identifiable pre-exposure radiopaque markers for anatomical and procedural purposes.
- Uses pre-exposure collimation and proper field-of-view selection.

Standard Five: Evaluation The medical imaging professional determines whether the goals of the action plan have been achieved, evaluates quality assurance results and establishes an appropriate action plan.

- Communicates the revised action plan to appropriate team members.
- Completes the evaluation process in a timely, accurate and comprehensive manner.
- Develops a revised action plan to achieve the intended outcome.
- Evaluates quality assurance results.
- Evaluates the patient, equipment and procedure to identify variances that might affect the expected outcome.
- Identifies exceptions to the expected outcome.
- Measures the procedure against established policies, protocols and benchmarks.
- Validates quality assurance testing conditions and results.
- Evaluates images for positioning to demonstrate the anatomy of interest.

Standard Six: Implementation The medical imaging professional implements the revised action plan based on quality assurance results.

- Adjusts imaging parameters, patient procedure or additional factors to improve the outcome.
- Bases the revised plan on the patient's condition and the most appropriate means of achieving the expected outcome.
- Implements the revised action plan.
- Notifies the appropriate health care provider when immediate clinical response is necessary, based on procedural findings and patient condition.
- Obtains assistance to support the quality assurance action plan.
- Takes action based on patient and procedural variances.

Standard Seven: Outcomes Measurement The medical imaging professional reviews and evaluates the outcome of the procedure according to quality assurance standards.

- Assesses the patient's physical, emotional and mental status prior to discharge.
- Determines that actual outcomes are within established criteria.

- Evaluates the process and recognizes opportunities for future changes.
- Measures and evaluates the results of the revised action plan.
- Reviews all data for completeness and accuracy.
- Reviews and evaluates quality assurance processes and tools for effectiveness.
- Reviews the implementation process for accuracy and validity.
- Uses evidence-based practice to determine whether the actual outcome is within established criteria.

Standard Eight: Documentation The medical imaging professional documents information about patient care, procedures and outcomes.

- Archives images or data.
- Documents diagnostic, treatment and patient data in the medical record in a timely, accurate and comprehensive manner.
- Documents procedural timeout.
- Documents unintended outcomes or exceptions from the established criteria.
- Maintains documentation of quality assurance activities, procedures and results.
- Provides pertinent information to authorized individual(s) involved in the patient's care.
- Records information used for billing and coding procedures.
- Reports any out-of-tolerance deviations to the appropriate personnel.
- Verifies patient consent is documented.
- Documents fluoroscopic time.
- Documents radiation exposure.
- Documents the use of shielding devices and proper radiation safety practices.

Standard Nine: Quality The medical imaging professional strives to provide optimal care.

- Adheres to standards, policies and established guidelines.
- Anticipates, considers and responds to the needs of a diverse patient population.
- Applies professional judgment and discretion while performing the procedure.
- Collaborates with others to elevate the quality of care.
- Participates in ongoing quality assurance programs.

Standard Ten: Self-Assessment The medical imaging professional evaluates personal performance.

- Assesses personal work ethics, behaviors and attitudes.
- Evaluates performance, applies personal strengths and recognizes opportunities for educational growth and improvement.

Standard Eleven: Collaboration and Collegiality The medical imaging professional promotes a positive and collaborative practice atmosphere with other members of the health care team.

- Develops and maintains collaborative partnerships to enhance quality and efficiency.
- Informs and instructs others about radiation safety.
- Promotes understanding of the profession.
- Shares knowledge and expertise with others.

Standard Twelve: Ethics The medical imaging professional adheres to the profession's accepted ethical standards.

- Accepts accountability for decisions made and actions taken.
- Acts as a patient advocate.
- Adheres to the established ethical standards of recognized certifying agencies.
- Adheres to the established practice standards of the profession.
- Delivers patient care and service free from bias or discrimination.
- Provides health care services with consideration for a diverse patient population.
- Respects the patient's right to privacy and confidentiality.

Standard Thirteen: Research, Innovation and Professional Advocacy The medical imaging professional participates in the acquisition and dissemination of knowledge and the advancement of the profession.

- Adopts new best practices.
- Investigates innovative methods for application in practice.
- Monitors changes to federal and state law, regulations and accreditation standards affecting area(s) of practice.
- Participates in data collection.
- Participates in professional advocacy efforts.
- Participates in professional societies and organizations.
- Pursues lifelong learning.
- Reads and evaluates research relevant to the profession.
- Shares information through publication, presentation and collaboration.

**Excludes limited x-ray machine operator*
+Excludes medical dosimetry
Source: American Society of Radiologic Technologists (ASRT)
Updated December 2, 2020

ARRT Code of Ethics

The Code of Ethics[1] shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2. The Registered Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age or any other legally protected basis.

4. The Registered 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 Registered Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

6. The Registered 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 Registered 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 Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

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

11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

[1]retrieved from ARRT March 5, 2023

Radiography Program Technical Practice Standards

Radiography is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on those requirements, a list of "Technical Practice Standards" has been developed. These standards are a part of each radiography course and of a radiographer's professional role expectation. ***A student may be dismissed from the program if unable to meet any of the practice standards.***

Students will be asked to acknowledge their ability to meet the program's technical practice standards by signing a confirmation statement at the program's orientation (see pg. 93). Please read the following carefully:

Skills	Description	Specific Examples
Communication	Oral and written communication skills to communicate in English with accuracy, clarity, and efficiency with patients, their families, and other members of the healthcare team, including non-verbal communication, such as interpretation of facial expressions, affect, and body language	• Communicate with clear dictation to patients, visitors, and other healthcare professionals • Explain radiographic procedures, initiate health-teaching, document and interpret radiographic technology actions and patient/client resources • Elicit information and cooperation (i.e.: obtaining patient history, giving breathing instructions) • Describe changes in a patient's mood, activity, and posture • Perceive nonverbal communication (i.e.: pain, lack of understanding) • Recognize and report critical patient information to other caregivers
Critical Thinking/ Problem-Solving	Critical thinking and problem-solving skills sufficient for sound clinical judgment during the performance of radiography	• Organize and accurately perform in proper sequence, and within a specified time, the steps required for radiographic procedures • Identify cause-effect relationships in clinical situations • Apply information in classroom to clinical setting, adapting to patient's needs • Ability to quickly assess patients' conditions and other emergent situations, determine appropriate courses of action, request assistance or delegate responsibilities to coworkers, and/or respond as needed • Solve problems (i.e.: mathematical computation) • Comprehend three-dimensional relationships (i.e.: anatomical relations) • Understand the spatial relationship of structures • Critical thinking/ability sufficient for clinical judgement (i.e.: modification of radiographic procedures and/or technical factors to accommodate patient age/or condition
Emotional/Behavior	Emotional stability and appropriate behavior sufficient to accept responsibility/accountability for actions	• Deliver unbiased patient care • Establish rapport with patients, healthcare workers, instructors and peers • Ability to cope in stressful situations calmly and respectfully, emergency situations, or in situations involving other personnel • Accept constructive and professional criticism • Follow all program, college, and clinical site policies • Expected to always maintain confidentiality • Expected to adhere to the ARRT/ASRT Code of Ethics and Rules of Ethics
Environmental Tolerance	Radiography students may be exposed to communicable diseases and/or blood and	• May care for patients with a communicable disease and shall provide all care using universal precautions

Skills	Description	Specific Examples
	body fluids, toxic substances, medical preparations, latex, and ionizing radiation. Students shall always use appropriate precautions.	• Exposure to chemicals, irritants, and latex and shall follow all safety and health protection guidelines • May be exposed to ionizing radiation and shall always follow radiation protection guidelines • Ability to work in a noisy environment with frequent interruptions
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient health care needs and during performance of radiography	• Ability to hear, understand, and respond appropriately to comments, questions, and instructions given in person, over the phone, or from a distance including those given when personnel are wearing surgical masks. • Detect and respond independently to monitoring alarms, signs of patient distress and/or a patient's communication of distress • Must be able to respond to audible paging systems independently
Motor Skills	Motor abilities required for radiography include gross and fine muscular movements, equilibrium, strength, and functional use of all combined senses for the safe handling of patients, self, and equipment.	• Regularly reach up to six (6) feet off the floor • Push, pull, or lift fifty (50) pounds of weight • Transfer immobile patients from stretcher to radiographic table with some assistance from other personnel • Push standard and oversized patient wheelchairs, as well as mobile (portable) x-ray equipment to and from various areas • Standing for extended periods of time along with frequent bending and kneeling • Wearing a five (5) pound lead apron for extended periods of time • Elicit information from patients by palpation, percussion, testing muscle strength and function, penetration of the skin, and other diagnostic maneuvers • Safely perform diagnostic, therapeutic procedures and/or laboratory procedures • Provide other patient services and patient associated services • Safely lift, manipulate, and use equipment • Manual dexterity for patient positioning and with accessory devices and equipment controls • Move within confined spaces such as treatment rooms, patients' rooms, or operating rooms • Administer CPR and maintain current certification

Professional Attitudes and Interpersonal Skills	Present with professional appearance and demeanor; follow instructions and safety protocols and maintain a positive attitude. Demonstrate honesty and integrity beyond reproach. Possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural, and intellectual backgrounds.	• Allow mature, sensitive, and effective relationships with patients, healthcare workers, instructors, and peers (interpersonal skills)
		• Maintain all professional boundaries
		• Display flexibility and adaptions while working with diverse populations
		• Function effectively under stress
		• Effectively work within a team and workgroups
		• Provide prompt and safe completion of all patient care responsibilities
		• Exhibit ethical behaviors and exercise good judgement
		• Display the following:
		  ○ Compassion
		  ○ Empathy
		  ○ Integrity
		  ○ Concern for others
		  ○ Interest and motivation

Smell	Olfactory ability sufficient to detect significant environmental and patient odors.	• Detect odors from patient (foul smelling drainage, alcohol breath) • Detect burning and/or smoke
Technological	Adaptability and skills to utilize current electronic, digital, and medical technologies.	• Utilize keyboard or touchscreens for selection and inputting of clinical data into consoles, computers and charts • Adapting to different technologies within the medical field, especially medical imaging

Skills	Description	Specific Examples
Vision/Observation	Normal or corrected visual ability sufficient for accurate observation and performance of radiography in bright, normal, or dim lighting.	• Visually monitor patients • View anatomy and appropriate imaging techniques on radiographic images displayed on hard copy or computer screen, all within a low light environment • Observe changes in equipment operation (i.e.: warnings) • Safely work in dimly lit rooms • Observe and evaluate (i.e.: patient's body habitus, image receptor sizes and selection of appropriate radiographic exposure factors) • Skillfully use precision instruments such as microscopes, oscilloscopes, gauges, control panels, and other electronic and digital equipment • Observe the results of certain stimuli (i.e.: medication reaction, patient's skin color changes such as cyanosis or pallor)
Other	Adapting to Radiography Program course and clinical schedules, including any unforeseen changes	• Ability to work long and/or varied hours • Tolerate physically taxing workloads • Adapt to changing environments (i.e.: flexible schedules)
Mental	Mental ability sufficient for patient care, assessment, and operation of equipment	• Be able to visually concentrate and focus attention, thoughts, efforts, and behavior on patients and equipment for varying periods of time • Be able to respond to patients' changing physical conditions independently

This table is intended to serve as a guide regarding the physical, emotional, intellectual, and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability, or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program.

Criteria for Safe/Professional Clinical Performance

Patient safety is of critical importance in the delivery of patient care. Therefore, it is necessary for the student to demonstrate safe patient care behaviors. In addition to the Radiography Program Technical Practice Standards, examples of safe and unsafe clinical behaviors are presented below. This document cannot include every conceivable safe/professional clinical behavior that may be expected of a student. Therefore, this list is not exhaustive, and other infractions will be judged by the physician, technologist, or clinical instructor. ***A student may be dismissed from the program for failure to perform safe/professional clinical behaviors.***

SAFE/PROFESSIONAL CLINICAL BEHAVIORS	**UNSAFE/UNPROFESSIONAL CLINICAL BEHAVIORS**
Provides for the physical care and safety of the patient	Violates or threatens the physical safety of the patient (e.g., neglects use of side rails or safety locks; restraints; provides inaccurate or incomplete information to obtain informed consent; comes unprepared to clinical).
Maintains and monitors for the microbial safety of the patient	Violates or threatens the microbial safety of the patient (e.g., violates aseptic technique; reports to clinical with personal illness; fails to properly disinfect radiographic equipment after use).
Maintains and monitors for the chemical safety of the patient	Violates or threatens the chemical safety of the patient (e.g., violates the Rights of Medication Administration; fails to monitor IV infusions and/or patient' responses to medications).
Maintains and monitors for the thermal safety	Violates or threatens the thermal safety of the patient (e.g., burns patient with hot packs, heating lamp, fails to observe safety precautions during O_2 therapy).
Assures the psychological safety of the patient by using stress control methods and therapeutic communication. Assures professional boundaries.	Violates or threatens the psychological safety of the patient (e.g., attacks/derogates individual's beliefs or values, provides inaccurate or incomplete information during patient teaching, exploits patient's physical, sexual, emotional, or financial well-being).
Accurately and/or adequately applies radiation safety during exam	Inadequately and/or inaccurately applies radiation safety during exam (e.g., fails to demonstrate adequate beam restriction through collimation; fails to remove artifacts resulting in unnecessary repeat images; improper patient positioning/centering resulting in unnecessary repeat images).

Demonstrates the principles/learning objectives of performing radiographic imaging procedures and/or delegated medical functions as outlined in ARRT clinical competency requirements	Violates previously mastered principles/learning objectives of performing radiographic imaging procedures and/or delegated medical functions as outlined in ARRT clinical competency requirements (e.g., fails to verify two patient identifiers, fails to verify procedure order, fails to monitor patient during exam; fails to use appropriately placed side marker on image).
Assumes appropriate independence in action. Adheres to JRCERT direct/indirect supervision standards.	Assumes inappropriate autonomy while performing exams. Fails to adhere to JRCERT direct/indirect supervision (e.g., performs mobile, surgical, fluoroscopy, pediatric, or isolation radiography exams at any time throughout the program without direct supervision from licensed technologist, performs radiographic exam during the first year of the program without direct supervision from a licensed technologist, fails to consult with instructor/technologist before performing repeat image).
Seizes opportunities for growth in practice and recognizes personal strength and limitations	Fails to avail self of learning opportunities, to recognize personal limitations or incompetence (e.g., refuses to admit errors noted by instructor/technologist, places patient in life-threatening or personal injury position).
Recognizes and accepts ethical and legal responsibility for actions. Demonstrates behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity. Adheres to ethical standards as outlined in the ARRT Code of Ethics	Fails to recognize and/or accept ethical and legal responsibility for actions, thereby violating professional integrity as outlined in the ARRT Code of Ethics (e.g., student cannot identify legal responsibility in specific patient care situations, covers their own or other's errors, or fails to report them, shares confidential information inappropriately, presents to clinical when chemically impaired).
Accurately interprets provider's order for radiographic exam. Performs exams accurately following department's protocol. Discerns appropriateness of exam.	Fails to accurately interpret provider's order for radiographic exam. Performs exams inaccurately (e.g., performs exam on incorrect body part/side of body, performs incorrect series of images, does not correctly follow department protocol). Performs inappropriate exam for patient diagnosis (e.g., administration of barium sulfate with known or suspected bowel obstruction/perforation of gastrointestinal tract).
Accurately and/or adequately uses patient care skills.	Inadequately and/or inaccurately uses patient care skills. (e.g., fails to observe and/or report critical data in reference to patients; repeatedly makes faulty judgements/decisions in patient care situations, (example stands or walks a fall risk patient, wrongly moves immobilized part, etc.)

Character & Professionalism: The Affective Domain in Education

As you participate in your radiography education, you will be expected to demonstrate that you have indeed 'learned' what is required to become a professional radiographer. There are three main component areas, all important, all interrelated, into which your learning may be categorized: cognitive, psychomotor, and affective.

When most people think of 'schooling,' they usually refer to the first two of these areas, cognitive and psychomotor. You 'learn the facts and theories' and then you 'put them into practice,' performing the tasks, skills, etc. All too often, the development of what the profession considers to be the appropriate attitudes, beliefs and feelings toward what you are learning, what you are doing, and how you are doing them are assumed to 'automatically' occur. A truly balanced education requires that all three component areas be addressed. In view of this necessity, awareness of how well you are progressing in your learning becomes a key component. This is accomplished by assessing your demonstration to faculty, clinical instructors, and staff that you are mastering those skills and behaviors associated with the affective category. Since no one is capable of directly knowing someone's thoughts or feelings, we can only assess your affective learning by informing you of 1) what we consider to be important in this area, and 2) what observable behaviors we will be looking for to evaluate your mastery of affective skills. Simply stated, we will be assessing the degree to which your behaviors demonstrate the actions of what the majority of members of our profession, and the majority of the public, consider being indicative of professionalism. Listed below are those traits the College and Clinical faculty have identified as essential elements of affective area competency:

ACCOUNTABILITY
ADAPTABILITY & FLEXIBILITY
ASSERTIVENESS
COMPASSION
DEPENDABILITY
DILIGENCE
EFFECTIVE COMMUNICATION
EMPATHY
HONESTY & INTEGRITY
LEADERSHIP
LOYALTY
RESPECT FOR OTHERS
SELF-RESPECT
TEAMWORK

Listed on the following pages are the explanations of the standards of performance we will be using in assessing the degree to which you are demonstrating that you have adopted the traits above.

ACCOUNTABILITY: To assess that you are accountable for your actions, we will be looking at actions you exhibit which show that you:

- Develop a realistic view of your responsibilities with respect to your education
    - Role as a student radiographer

    - Contribution to the activities in classroom, lab, and clinic
    - Precision of service in caring for patients
- Accept full personal responsibility for satisfactorily conducting all your areas of responsibility
- Fully and readily accept the consequences for your actions even when your actions create negative results, or you fail to carry out what is expected of you
- Never need to be reminded to do what is expected of you
- Consistently identify yourself, by name and position, to a patient placed in your care, as well as to others in the clinical setting
- Recognize that the impression you are giving to the patient, staff, etc., is determined by your appearance, manner of behavior, manner of speech, and the degree of confidence with which you perform your duties

ADAPTABILITY/FLEXIBILITY: Change is a fact. In the healthcare professions, the need to change and adapt to the 'demands of the moment' is common. A radiographer must be readily able and willing to change with the situation, be flexible in their expectations, and seek ways to optimize any given situation. We will be looking for examples of how well, frequently, and readily you:

- Recognize when change in routine is required
- Correctly choose the change needed
- Refrain from complaining about change

ASSERTIVENESS: This trait is associated with accountability and self-respect. We will be assessing your growth in this area by looking for instances where you:

- Seek out ways to 'take charge' of your own learning (i.e., read ahead of assigned reading schedule, do independent research, etc.)
- Actively participate in improving your clinical proficiency (i.e., watching out for and trying to do as many cases as possible; attempting the more difficult as well as the easier cases)

COMPASSION & EMPATHY: It is crucial for the radiographer to keep foremost in their mind that is a 'real person' for whom they are providing a service. The signs of student compassion and empathy we will be watching for include:

- Knowing and recognizing the needs of the patient, including the patient's:
    - Need for privacy
    - Desire to be recognized and respected
    - Discomfort and/or pain
- Accurately assessing the degree of discomfort experienced by the patient
- Responding appropriately to those needs by:
    - Acknowledging 'needs' situations
    - Selecting and implementing measures to satisfactorily meet the needs
- Ability to describe what the patient feels
- Ability to balance your feelings of empathy and compassion with the necessity of performing the exam/study efficiently, accurately, and effectively
- Using only the proper form of address when speaking to the patient, staff, physicians, etc.

- Assuring that your appearance, manner of behavior, and manner of speaking contribute to helping the patient feel comfortable and confident that they are receiving the best quality of care possible
- Treating all patients, staff, and fellow students equally, without regard to race, religion, sex, economic condition, or illness (both physical and mental)

DEPENDABILITY: Since a considerable degree of responsibility is placed on health care professionals (including students in the health-related professions), it is vitally important for the radiographer to consistently be 'ready, willing, and able' to perform their duties. We will be measuring degrees of dependability by assessing:

- Regularity of attendance: absence from assigned areas of responsibility (clinical or class) should be the exception, and only for the most serious of reasons; perfect attendance should be the norm
- Punctuality: the dependable professional arrives not just 'on time,' but well enough in advance of 'starting time' so that they are ready to take on any assigned responsibilities at the start of the day, as well as when returning from lunch, breaks, etc.
- Awareness of what is expected and, once 'learned,' performing duties & responsibilities without being reminded
- Carrying through with responsibilities. This means completing ALL parts of assigned tasks
- Carrying through with what you promise to do
- Openly admitting to 'not knowing' when applicable
- Completing and submitting all documents and assignments 'on time'

DILIGENCE: Other ways of describing diligence are 'consistent attention to detail' and 'striving for perfection.' Performing tasks so that the result is 'good enough to pass' is not acceptable in the health care professions. Signs of diligence we consider important include:

- Consistency in marking all images appropriately
- Consistency in imaging the appropriate centering point at the center of the image
- Neatness of submitted documents and assignments
- Completeness/comprehensiveness of submitted work

EFFECTIVE COMMUNICATION: Speaking and writing in such a way that the patient, their family, fellow students, and other staff members readily understand what you are trying to communicate. Effective, efficient, and accurate communication can, at times, become a 'life and death' situation within the healthcare professions. Your success in using clear, effective, and accurate communication will be assessed in situations where:

- You speak to patients, staff, etc.
- Written communication is required
- Non-verbal communication may affect overall communications (such as movements and facial expressions); appropriateness of non-verbal communication will also be assessed through your adherence to the appropriate appearance and behavior standards

HONESTY & INTEGRITY: There is absolutely no place for dishonesty or lack of integrity in the healthcare professions. Your performance in meeting this standard will be assessed by

measuring the degree to which you:

- Admit when you do not know something
- Admit when you make a mistake
- Submit and assume credit for ONLY your own work
    - In the clinical setting:
        - In images you submit for a grade
        - In patient care delivered or performed
    - In the academic setting:
        - On tests and examinations
        - In assigned papers or research
- Assume credit for only your true level of attainment/achievement or credential
- Give full and truthful account, when asked, of all clinical activities/incidents of which you have direct knowledge

LEADERSHIP: Although not everyone can be a 'leader' in the traditional sense of the word, radiographers are looked upon as authorities when it comes to matters pertaining to radiation exposure. In addition, the term 'professional' carries the connotation of 'self-governing,' 'self-controlling,' and 'helping peers improve.' In view of these factors, we will be measuring your performance in this area by watching for evidence that you:

- Help your classmates master material you have already mastered
- Perform self-directed learning activities associated with the profession such as:
    - Attending Radiology Club meetings
    - Subscribing to and reading professional radiology publications
    - Keeping an 'eye out' for media references to anything relating to radiation/imaging

LOYALTY: Loyalty to your profession, to the program and to the College, to the hospital(s) to which you are assigned, to the staff in their respective departments, and to your fellow students are important traits of a professional. Examples of behavior we will be watching for will include:

- Using positive remarks when speaking about the profession, program, College, etc.
- Using only the proper mechanisms for addressing 'less than optimal' situations present in the profession, program, College, etc.
- Recognizing, and actively addressing issues impacting the profession, etc.

RESPECT FOR OTHERS AND SELF: The professional places the needs and desires of those entrusted to their care and the profession above personal desires. Some of the signs of self-respect and respect for others that we consider important include:

- Keeping all information pertaining to a patient within the strictest bounds of confidentiality
- Assuring that your appearance is consistently neat, clean, and appropriate to the setting. This includes:
    - Wearing the proper neat and clean uniform
    - Wearing appropriate identification

    - Appropriately modifying one's grooming (including hair style, use of cosmetics and wearing of jewelry) to conform to the conservative end of the prevailing public value system
- Maintaining your personal hygiene so that you never 'offend'
- Referring to patients, staff, etc. only by proper title, name, or form of address
- Seeking out ways to be helpful to others
- Consistently striving to do one's best
- Identifying one's own weaknesses and striving to correct them
- Responding appropriately to correction and criticism from others in positions of authority over you
- Assuring that your behavior consistently adheres to the Code of Ethics for the Profession and to the policies of the College, program, and the hospital(s) to which you have been assigned
- Adhering to the policies detailed in the program's Clinical Handbook
- Treating all patients, staff, and fellow students equally, without regard to race, religion, sex, economic condition, or illness (both physical and mental)

TEAMWORK: A radiology department must rely on the coordinated activities of all individuals working in the department. For students to demonstrate that they are satisfactorily developing affective domain competency in this area, students must:

- Accurately describe their role as a team member
- Recognize those instances where others in the department may need help/assistance
- Volunteer assistance when appropriate and needed
- Endeavor to find ways to improve the overall efficiency, effectiveness, and/or accuracy of their own performance
- Accept correction/constructive criticism in a positive manner
- Assure that their availability is consistent through adherence to rotational schedules and perfect attendance

GENERAL COLLEGE INFORMATION

Tahita Fulkerson Library

The Tahita Fulkerson Library at the Trinity River campus of Tarrant County College occupies the entire second floor of the TREF building. Students have access to all services and resources provided by the Learning Commons departments on all campuses. It has access to over 185,000 print titles, 760,000 eBook titles, subscribes to over 150 electronic databases (which includes 131,000 journal titles), provides copies of current course textbooks for in-house use, and Surface Go devices for semester check. Additionally, the library provides a custom, dynamic research webpage, guiding students through the entire research and paper writing process found HERE. The following is an example list of radiology specific journals available through the Tahita Fulkerson Library:

Abdominal Radiology
Applied Radiology
Cardiovascular & Interventional Radiology
Clinical Radiology Extra
Diagnostic and Interventional Radiology
Diagnostic Imaging
Emergency Radiology
European Journal of Radiology
Journal of Med. Imaging & Radiation Oncology
Journal of Med. Imaging and Radiation Sciences
Journal of Med. Imaging and Radiation Sciences
Journal of American College of Radiology
Journal of Surgical Radiology
Journal of American College of Radiology
Neuroradiology
Pediatric Radiology
Radiography
Radiology and Oncology
Radiology Case Reports
Radiology Management
Radiology of Infectious Diseases
Radiology Research and Practice
Radiology Today
Skeletal Radiology

Student Accessibility Resources

The Student Accessibility Resources (SAR) Office provides resources to help you take charge and succeed in your education. Services are provided to any student who is disabled as defined in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). SAR offices are located on each campus. It is your responsibility to request accommodation with the SAR office.

Non-Discrimination Statement

Tarrant County College does not discriminate based on race, color, national origin, sex, sexual orientation, religion, gender, physical or mental disability, veteran status, or age in its programs and activities and provides equal access to the services and other programs at the College. The following person has been designated to oversee inquiries regarding the non-discrimination policies:

Osvaldo Gomez, MSW
District Director of Employee Relations
Title IX Coordinator
817-515-5041
Fax: 817-515-0192
osvaldo.gomez@tccd.edu

Title IX and Sexual Misconduct Policy

Tarrant County College is committed to maintaining a respectful and professional environment for all students, faculty, staff, and visitors. This includes having an environment free from discrimination and unlawful sexual misconduct, both on and off campus.

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972, which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

To help our community feel safe, we have provided reporting and information to ensure everyone has the resources they need to navigate difficult experiences and continue to have a successful future at Tarrant County College.

> Report an Incident: File a report if you witness sexual misconduct or other gender-based discrimination.

Campus Carry Statement

The Tarrant County College District is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. The District is further committed to developing and implementing Concealed Campus Carry Regulations that meet and are in compliance with Texas Law to include Texas Government Code Section 411.2031 (Carrying of Handguns by License Holders on Certain Campus) and Texas Penal Code 46.035 (Unlawful Carrying of Handgun by License Holder). Please refer to the College's webpage for more information regarding campus carry.

Covid-19 Vaccination Statement

The health and safety of our Tarrant County College District (TCCD) community are responsibilities that we all share. TCCD does not require the COVID-19 vaccine to assess TCCD properties or to participate in campus activities.

However, TCCD's partners may require vaccination for students enrolled in technical programs that require the fulfillment of onsite practicum/clinical coursework at one of our partnering facilities. Students in technical programs with a practicum/clinical component may be required by the

partnering facility to have the vaccine to complete the practicum/clinical requirement at the partnering facility. Several hospitals require technical program students to be fully immunized against Covid-19 before arrival at the facilities.

Please be aware that policies may change suddenly. Clinical site immunization policies supersede program requirements.

PROGRAMMATIC POLICIES (For Admission)

Program Admissions Criteria

To be considered for admission, the following basic requirements must be met:

1. Apply to TCC.

2. Attend an information session.

3. Have a cumulative GPA of 2.5 and be in good academic standing.

4. Successful completion (grade C or higher) in BIOL 2401 and BIOL 2402 prior to applying to the Radiologic Technology program. Only 2 total attempts within 5 years of application for each of these courses will be allowed. A withdrawal or drop counts as an attempt.

5. Satisfy all TSI requirements.

6. HESI A2 is the required admissions exam for the program and applicants must earn a minimum score of 70 in each section. The HESI A2 exam can be taken through ProctorU or in person at the Trinity River Campus Testing Center. See HESI A2 Admission Assessment for details.

7. Language Proficiency – If English was not the primary language of your high school, you must provide documentation of proof of English proficiency by submitting the results of either the TOEFL iBT® with a **passing score of 83** or IELTS with a **Band Score** of **overall 6.5** with a minimum score of 6 in all areas.

8. Immunizations

9. Print and complete the Radiologic Technology Program Application on the department website and submit an official transcript from each institution attended to the TCC Admissions and Registrar Office.

10. Have reliable Internet access (high-speed recommended) and a current, working email address.

11. Admission to the Radiologic Technology Program is based on overall GPA, GPA of science courses, and HESI 2 scores. Additional points are awarded for dual-credit courses, veteran status, and any previous degree.

Transfer Credits

Due to limited clinical affiliate space, students seeking to transfer from another program can be accepted as space permits. Official transcripts, verified eligibility to re-enroll at previous or current school, and a letter of being in "good standing" with previous/current program are required. The student must also apply for admission to TCC and the Radiologic Technology Program as a new student. *A transcript evaluation must be requested.

Students wishing to obtain an Associate of Applied Science from TCC who have transferred into the program must show a completion of 25% of their classes in residency at TCC. This is equivalent to 16 credit hours for the Radiologic Technology Program. All 16 credit hours do not have to be in radiologic technology.

*If accepted, transfer students would enter the program at the appropriate point based on TCC's degree plan and course sequence and not the previous institution's degree plan and course sequence.

PROGRAMMATIC POLICIES (After Admission)

Program Orientation

After acceptance, students will be introduced to the Radiologic Technology Program. This will include performance standards, academic and clinical policies, medical ethics, the use of radiation monitoring badges, interpersonal relationships, and professional societies.

It is the responsibility of each student to be fully aware of the contents of the handbook and what penalties exist if the student deviates from any outlined policy.

Planning Courses for the Degree

The total number of hours required for this degree is 64. Students should become familiar with the courses they need to graduate. Students are encouraged to plan and obtain advice about scheduling courses, so they are taken in the proper sequence or semester. Know who your advisor is and make an appointment each semester when scheduling courses other than radiologic technology courses. Good planning could save time and eliminate unnecessarily heavy schedules. However, students should take care when dropping any course during the program as doing so may complicate or prevent on time graduation. Students should inform the program director and advisor when dropping courses.

When planning a semester schedule, students cannot exceed forty (40) contact hours per week of didactic and clinical involvement. Clinical assignment for students cannot exceed 10 hours in one day.

Advisors for Students

Advisement Stage	Advisor	Procedure
Pre-Program Acceptance Advisement	TR College Advisor	Students are advised for eligibility requirements for AAS in Radiologic Technology program.
Post-Application Advising	Division of Health Sciences Administrative Assistant	Students are advised about all requirements to fully complete AAS in Radiologic Technology program admission.
Program Acceptance	Division of Health Sciences Administrative Assistant	Emails are sent to accepted students and alternates for consideration. Top-ranked applicants elect to accept or decline their position in the program. Alternates shift up in consideration if top-ranked applicants decline.
Program Advising	Program Director; Clinical Coordinator	Accepted candidates will attend the Top Applicants Meeting mid-April.

Tuition and Fees for the Radiologic Technology Program

(Professional component of the Radiologic Technology Program)

Semester 1: Summer I

- Program Academic Requirements (see degree plan for specific hours)
  - Tuition & Fees
- Lead markers (2 sets w/ 3 initials) - ~$45
- Rad Tech Boot Camp subscription - ~$225 for 24-month access*
- Patient Care Skills Pack - ~$210
- Health Insurance (2 years) - $variable
- CPR Certification - ~$50
- Physician Clearance/Physical - ~$25
- Castlebranch (Screening) – ~$115

Semester 2: Summer II

- Program Academic Requirements (see degree plan for specific hours)
  - Tuition & Fees
- Trajecsys subscription (2 year) - ~$150
- Uniforms - ~$100
- Mask Fitting - ~$55
- Optional Professional Society Memberships per year - ~$55
- Optional ABG Club Membership - $10 for length of program enrollmennt

Semester 3: Fall I

- Program Academic Requirements (see degree plan for specific hours)
  - Tuition & Fees

Semester 4: Spring I

- Program Academic Requirements (see degree plan for specific hours)
  - Tuition & Fees
  -

Semester 5: Summer III

- Program Academic Requirements (see degree plan for specific hours)
  - Tuition & Fees

Semester 6: Fall II

- Program Academic Requirements (see degree plan for specific hours)
  - Tuition & Fees

Semester 7: Spring II

- Program Academic Requirements (see degree plan for specific hours)
  - Tuition & Fees
- ARRT Certification Exam Application - $225.00
- Texas MRT License - $160.00

*Prices are as accurate as possible at the time of publication and are subject to change without prior notification (December 2023)

Academic Standards

The following statements outline the minimum academic standards for the Radiologic Technology Program:

1. All progression (RADR) courses must be taken in the sequence prescribed by the college catalog. Non-progression courses must be completed for degree eligibility by the end of the Spring II semester.
2. Students must earn a C or above in all courses. Didactic progression courses (RADR) require a minimum score of 75% to achieve a grade of C. Clinical education courses (RADR) require a minimum score of 360 to achieve a grade C. Each course earning a grade below a C (including a withdraw "W") can only be repeated once.
3. Students must graduate from the program to sit for the ARRT Radiography Registry.

Information about the procedures for when a student is unable to meet the minimum didactic or clinical standards of the program can be found in the section titled ***Radiologic Technology Program Progression Policy*** of this handbook.

National Registry

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiologic technologists in the United States. Upon completion of the curriculum, the student is eligible to apply to sit for the Registry Examination. To become a Registered Technologist in Radiography, R.T. (R) (ARRT), students will have to successfully pass the ARRT examination.

Students will need to make an appointment to take the examination. It is suggested that students take the examination as soon after graduation as possible. There is a course offered the last semester of the program titled "RADR 2235 – Radiologic Technology Seminar" that will familiarize students with the process of applying to take this exam.

Applicants that have been convicted of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations should request an ARRT ethics review. All potential violations must be investigated by the ARRT to determine eligibility. All alcohol and/or drug related violations must be reported. Individuals may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted before or after entry into an accredited program.

ARRT
1225 Northland Dr.
St. Paul, MN 55120-1155
Tel: (651) 687-0048

Texas State Licensure

All graduates who pass the American Registry of Radiologic Technologists (ARRT) certification examinations are qualified for General Medical Radiologic Technologist (GMRT) licensure in Texas. One-hundred twenty (120) days prior to completion of the TCC program, students may apply for a certificate from the State of Texas, Texas Medical Board. For more information, please visit the Texas Medical Board licensing website.

Other states may have different licensure requirements. If a student is planning to seek employment in a state other than Texas, they may choose not to register for a Texas MRT and may instead apply for licensure in the state of their choosing, if it is required. Faculty can assist students with this process if necessary.

Professional Societies

Students are afforded a variety of opportunities to develop professional responsibility while attending classes. The following are examples of these opportunities.

- Students are strongly encouraged to join and attend meetings and other activities of the student professional organization, Alpha Beta Gamma Club
- Students are encouraged to join the Texas Society of Radiologic Technologists (TxSRT) where they are given the opportunity to attend professional meetings which offer informative lectures given by qualified professionals from Texas and the nation. A student must be a member of the Texas Society to submit papers or exhibits for consideration in Society competitions.
- Students are encouraged to join the American Society of Radiologic Technologists which has many resources just for students. They help students prepare for the future and success in school. Membership includes:
    a) **Exam preparation** – student members get access to the *Radiography Student Exam Assessment Library*^{TM} which will help get them set for the radiography exam.
    b) **Resources and study tools** – the Student Center contain study modules and drill and practice exercises, among many other online resources.
    c) **Prepare for the Clinical Environment** – access to the Compliance Suite containing 33 modules on key competencies for working in health care.
    d) **Career Assistance** – access information videos and tips on résumés, job searches, interviews, and more. Plus, you can ask questions and network with other students and R.T.s in your area in the ASRT communities.
    e) **Exclusive Discounts** – save money on items you need such as textbooks, scrubs, shoes, ARRT exam preparation materials, home, and auto insurance and more.
- Once accepted to the program, students are automatically considered members of the Association of Collegiate Educators in Radiologic Technology (ACERT).

Program Honors

In addition to the TCC Commencement Ceremony, a pinning ceremony to recognize and honor graduates is held at the end of the last semester the student is enrolled in the program.

JRCERT Certificate of Excellence Award
To qualify as a nominee for this award, a graduating student must maintain a 3.5 GPA in all required Radiologic Science courses. In addition, the faculty, when voting, will consider each candidate's classroom participation and clinical performance along with professional, campus, and committee activities. Final selection will be made by majority ballot of the faculty.

Academic Achievement Award
This award is given to the Radiologic Technology Degree Program graduate who attains the highest-grade point average (GPA) in the required Radiologic Science courses. The Program Director and Faculty will assess GPA ties.

Outstanding Clinical Student Award
After completion of the fifth clinical semester, the program faculty will evaluate student records for overall clinical performance. The evaluation process will take into consideration the following:

1. Scores of the Professional Development Evaluations from clinical semesters;
2. Nominations by the Clinical Instructor;
3. Students' adherence to all clinical and college policies and procedures.

Lambda Nu (National Honor Society for Radiologic and Imaging Sciences)
Lambda Nu (LN) is a national honor society for the radiologic and imaging sciences. Student membership is by invitation from the local chapter in accordance with the chapter's Bylaws. Students must have a minimum GPA of 3.25 and show evidence of professional activities in the radiologic sciences to be considered for membership.

Lorraine Packard Luna Radiologic Technology Scholarship
This scholarship is given to one student in the second year of the degree program. Criteria for eligibility:

1. Currently enrolled as a full-time student in the TCC's Radiologic Technology Program with the intent to pursue an Associate of Applied Science Degree.
2. Must have a minimum TCC GPA of 3.25
3. Must enroll in a minimum of 7 credit hours for the period of award.
4. Must meet federal or state guidelines for financial need.
5. Preference given to applicants who have a student membership in a professional society, organization, or association in the field for the period of award.
6. To be eligible for renewal in spring, recipients will need have maintained a GPA of 3.25 and completed 7 credit hours in the fall semester

Academic Honesty

Honesty is a necessary trait in all health care professionals. It is assumed by the Program that all students practice honest and ethical behavior. Inability to fulfill this assumption will result in the student being dismissed from the Program. All students enrolled in the Radiologic Science Program at Tarrant County College agree to abide by the Student Code of Conduct.

The Student Code of Conduct is designed to promote and protect an environment that encourages reasoned discourse, integrity, and intellectual honesty, openness to constructive change, and respect for the rights and responsibilities of all individuals. The purpose of the Student Code of Conduct is to set forth the specific authority and responsibility of the College in maintaining social discipline, to establish guidelines that facilitate a just and civil campus community, and to outline an educational process for determining student/organization responsibility for alleged violation of college regulations. This student conduct process provides fundamental fairness and an educational experience that facilitates student development.

Plagiarism

Plagiarism is defined by Webster as: **Plagiarize** \'pla-je-,riz *also* j - -\ *vb* **-rized**; **-riz·ing** *vt* [*plagiary*]: to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source vi: to commit literary theft: present as new and original an idea or product derived from an existing source **- pla·gia·riz·er** *n*

Below is a list of the most common forms of plagiarism that should be avoided to prevent disciplinary actions.

- Buying a paper from a research service or term paper mill
- Turning in another student's work
- Turning in a paper a peer has written for the student
- Copying a paper from a source text without proper attribution
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
- Paraphrasing materials from source text without appropriate documentation
- Submitting a paper previously submitted to another course
- Copying work that was previously published by the student without citing themself

To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program faculty regarding proper methods of source citation.

Based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, failure in the course, academic probation, or expulsion from the program and the College.

CLASSROOM/COURSE POLICIES

Attendance

Regular and punctual class attendance is expected at TCC and is essential to student success. Effective with the Spring 2012 term, TCC established a Mandatory Attendance Policy. Students will be held accountable for all assignments missed due to absence. All arrangements relating to absences will be made with the faculty member who is responsible for the class that was missed. Each instructor establishes his/her own attendance/tardiness policies in accordance with TCC's policy. It is the student's responsibility to be familiar with the attendance policy of each course as is stated in the course syllabus.

Vacation

The Radiologic Technology Program **makes no provision for any vacation time to students** in the program other than semester breaks and the vacation periods scheduled on the college calendar.

A student may not shorten the length of their clinical rotation by accumulating compensatory time.

Professional Appearance Policy

Students in professional programs are expected to set examples of cleanliness and appearance. Casual attire (comfortable, informal clothing) is permitted during regularly scheduled classroom and lab activities. However, unacceptable attire including but not limited to pajamas and halter, low-cut, cropped, sheer, or ill-fitting tops and excessively tight/short skirts and shorts will not be permitted. All clothing must fit so that inappropriate exposure does not occur during normal activities such as positioning simulation in lab practices. Closed toe and heel shoes should be worn during all lab and patient care activities.

Professional Conduct/Behavior

The Radiologic Sciences department and clinical assignment areas should be places where patient confidence is inspired. This can be accomplished when one consistently exhibits a professional attitude. Students are expected to always maintain professional behavior, in both the classroom and clinical settings. Students also must always be aware of and comply with all policies and procedures of the Clinical Education Setting, even if those policies differ between sites.

EXAMPLES OF PROFESSIONAL BEHAVIORS:

- Show initiative and a positive attitude towards assigned tasks and constructive criticism
- Be punctual, use good judgment, and work well independently or with a team
- Build interpersonal relationships with peers and patients
- Perform well under pressure and apply effective communication

- Practice quality patient care and treat everyone with equality, dignity, and respect
- Adhere to HIPAA and Rules and Regulations of OSHA
- Follow all clinical affiliates, program, and College policies, rules, and regulations

STUDENTS SHALL NOT:

- Be in possession of or under the influence of controlled substances (drugs, alcohol, etc.), nor engage in their use while on clinical assignments or in didactic course work, nor during any function identified as an TCC Radiologic Technology student
- Engage in immoral conduct
- Chew gum, eat, or drink in clinical areas
- Sleep in class or on clinical assignments
- Engage in theft of any articles from the clinical education setting
- Leave patients unattended while undergoing diagnostic procedures
- Falsify documentation
- Abuse patients, faculty/clinical instructors, other students, technologists, or any other persons physically, verbally, mentally, psychologically, or by cyber methods
- Smoke, use smokeless tobacco, or vape while on campus or clinical assignments
- Leave the assigned clinical areas unless instructed/permitted to do so by the clinical coordinator or clinical instructor
- Use inappropriate language or disrespectful commentary in the clinical or didactic setting,
- Receive or make personal phone calls, text messages, etc., except in emergencies
- Repeat radiographs without permission and direct supervision from a supervising technologist, clinical instructor, or clinical staff.

Failure to comply with these requirements will result in disciplinary action.

Cell Phones

Cell phones should not be used in class or in the clinical setting unless asked to by the instructor. They should be placed in silent or vibrating mode or turned off. Additionally, retrieving text messages, surfing the Internet, checking social media accounts, or answering messages (verbal or text), should not occur during class time, lab time, or during the clinical experience. Failure to follow this policy will result in a deduction of grade or disciplinary action in accordance with the disciplinary policy at the discretion of the course instructor/clinical instructor. If students need to communicate with someone outside of the class and it is urgent or may be an emergency, please inform the instructor/clinical instructor so that accommodations to this policy may be made.

Appropriate Use of Social Networking

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and stay connected. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Radiologic Technology Program, and the College. It is also important to ensure no information about any patient encounter is made publicly available, no matter how vague it may

appear to be. Students are expected to be respectful of the views and opinions of others in the program and the College. This rule extends to interactions through discussion boards, email, phone conversations, texting, social media, and all other methods of communication. No foul or inappropriate language will be tolerated.

Students are expected to check emails daily for announcements and other program information. Students are expected to use correct English and grammar when authoring papers, sending emails, posting to discussion boards, and all other forms of communication.

Posts to social media sites about Tarrant County College, its programs, affiliates, faculty, and/or students should be carefully considered. While you are free to post in your own personal accounts, the content of your posts may negatively impact the College and/or its constituents and may warrant disciplinary action.

Inappropriate electronic content (comments, pictures, etc.) that does not reflect the professional behavior expected of professional students may warrant disciplinary action from the program and/or College.

The Radiologic Technology Program has adopted the following guidelines to assist students in carefully using these sites.

A. Personal Privacy

- Set students' profiles on social networking sites so that only those individuals whom the students have provided access may see one's personal information.
- Evaluate photos of students that are posted to these sites and "untag" photos that depict the student in what may be construed as compromising situations.
- Be aware of the security and privacy options available to them at any sites where students post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with "Friends Only" access.

B. Protection of Patient Information

- Comments made on social networking sites should be considered the same as if they were made in a public place in the clinical setting.
- HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
- Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients the student is caring for may be able to determine to whom the student is referring based on the context.
- No posting of patient records including images from any modality. Doing so is a serious violation of HIPAA subject to criminal action and dismissal from the program.

C. Professionalism

- Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray the student or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.

- Statements made under students' profiles are attributable to the student and are treated as if the student verbally made that statement in a public place.
- Use discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lectures and clinical assignments is prohibited.
- Keep in mind that photographs and statements made are potentially viewable by future employers.
- Students may be subject to disciplinary actions within the College for comments that are either unprofessional or violate patient privacy.
- Remember that each student is representing TCC and the Radiologic Technology Program when logging on to a site and making a comment or posting a photograph.

Course Evaluations

Evaluation of courses and instructors by the students will be conducted in accordance with college policy. All students are requested to complete course evaluations for each course in which they are enrolled. Course evaluations will be conducted once a semester. Students are invited to utilize constructive criticism in completing the evaluations so that faculty can identify strengths and weaknesses in the course and plan accordingly for the future.

Faculty do not review the actual evaluation by an individual but receive a generic summary or an average of the ratings. Faculty do review all the written comments, which are anonymous.

Withdrawal Procedures

A student who formally withdraws from a course prior to the last day to withdraw as listed in the college calendar will receive a "W" on his/her official transcript. A student who fails to successfully complete a course or who withdraws after the last day to withdraw will receive an "F" on his/her official transcript. Withdrawal from a Radiologic Science "progression" course, regardless of the reason, will result in dismissal from the program.

Incompletes/No Grade Reported in the Professional Curriculum

Typically, incompletes are not allowed in the Radiologic Technology program. Only the program director is authorized to award an incomplete in conjunction with the course instructor.

Radiologic Technology Program Progression Policy

All courses with a RADR prefix require a grade of C or better for the course to be successfully completed and are considered progression courses. Didactic progression courses (RADR) require a minimum grade of 75% to earn C. Clinical education courses (RADR) require a minimum of 360 points to earn C. These courses must not be taken out of sequence.

The following rules will govern the students' progression through the Radiologic Technology Program.

- A student who earns a grade below a C or withdraws from any progression course regardless of the reason will be dismissed from the program. The student may submit a request to re-enter the program the following year (see ***Readmittance Procedures*** in this handbook).
    - The student must submit a request in writing to re-enter the program prior to the beginning of the following year.
    - The clinical site assignment at the time of dismissal will be voided. Readmission is contingent upon availability of clinical site assignments.
- Unsuccessful completion of any two courses, at any time, will result in dismissal from the program without opportunity to reapply. (e.g., failure of the same course after re-admittance; failure of two progression courses in one semester; failure of two non-progression courses at any time).
- Unsuccessful completion of one non-progression course requires repeating the same course or taking a different approved course instead (with approval by the Program Director).
- Violations of program or College policies (e.g., drug or alcohol use, criminal activity, falsification of records including but not limited to time records or patient records, HIPAA regulations, academic or clinical dishonesty), will result in dismissal from the Radiologic Technology program without opportunity for readmittance or reapplication.
- Re-enrollment in an unsuccessfully completed non-progression course is the responsibility of the student. Seats will not be held in courses taken out of sequence and enrollment is on an "as available" basis.
- Withdrawal from all courses because of circumstances beyond the student's control will result in readmission being evaluated on a case-by-case basis and requires the approval of the Program Director.

Readmittance/Reapplication Procedures

- Unsuccessful completion of any single progression course requires a request in writing by the student for readmittance to the Radiologic Technology program the following year.
- Failure to successfully complete any two RADR courses will disqualify a student from readmittance to the Radiologic Technology program.
- Students must schedule meeting with the Program Director and representative witness to discuss the following:
    - Changes in behavior that will facilitate successful program completion.
    - Clinical site availability.
    - Other requirements for readmission (degree plan changes)
- Students may only be readmitted to the Radiologic Technology program once. Any subsequent dismissal for any reason will prohibit the student from reapplying to the program.

- Successful re-admittance must occur within one year (e.g., if a student was dismissed/withdrew during or at the end of Fall 2023, they must reenter the program no later than Fall 2024). Any student who does not re-enter the program during this one-year period can elect to reapply during future competitive application processes.
- Students may be required to complete the degree plan in effect at the time of readmission.
- Auditing successfully completed courses is recommended once readmitted.
- Students will be required to 'test out' of all successfully completed progression courses.
    - 'Test out' means to score 75% or higher on a comprehensive exam to determine whether information has been retained.
    - Failure to score at least 75% on any comprehensive exam will result in the student being ineligible to re-enter the program.
    - Below is a schedule of which comprehensive exams will need to be taken by semester:

Core Competency Testing

Semester Offered	Progression Course	Competency will be tested on:
Summer I	RADR 1201 Introduction to Radiography [p]	Lecture only
	RADR 1203 Patient Care [p]	Lecture only
Summer II	RADR 1311 Basic Radiographic Procedures [p]	Lecture and Lab
Fall III	RADR 1266 Practicum (Clinical Education) [p]	Lecture and Lab
	RADR 1313 Principles of Rad Imaging I [p]	Lecture only
	RADR 2301 Intermediate Radiographic Procedures [p]	Lecture and Lab
Spring IV	RADS 1267 Practicum (Clinical Education) [p]	Lecture and Lab
	RADS 2305 Principles of Rad Imaging II [p]	Lecture
	RADR 2331 Advanced Radiographic Procedures [p]	Lecture and Lab
Summer V	RADR 1366 Practicum (Clinical Education) [p]	Lecture and Lab
Fall VI	RADR 2209 Radiographic Imaging Equipment [p]	Lecture only
	RADR 2213 Radiation Biology and Protection [p]	Lecture only
	RADR 2366 Practicum (Clinical Education) [p]	Lecture and Lab
Spring VII	RADR 2233 Advanced Medical Imaging [p]	Lecture only
	RADR 2235 Radiologic Technology Seminar [p]	Lecture only
	RADR 2367 Practicum (Clinical Education) [p]	Lecture and Lab

Complaint Policy

It is the policy of the Tarrant County College Radiologic Technology program to work with students in finding fair and equitable solutions to problems apart from those invoking the grievance procedures.

Step 1: The student should first take their problem or question to their course faculty instructor(s). Usually, the instructor will have direct knowledge about the subject and is best qualified to resolve the situation.

Step 2: If the student and instructor are unable to find a solution or answer within a reasonable amount of time, the student may then bring the matter to the attention of the Program Director or Clinical Coordinator. The student should feel free to discuss the matter fully.

Step 3: Should a satisfactory and impartial solution not result from Step 2, the student may pursue the matter through the Assistant Dean of Health Sciences.

Grievance Policy

The purpose of this policy is to establish a process by which students may address general issues concerning program policies, procedures, or instructors. All grievances must be submitted in writing for documentation and every attempt should be made to resolve the complaint at the lowest possible level. All time periods exclude weekends and holidays.

- The student must submit in writing to the initial instructor (didactic or clinical) an outline of what occurred, any witnesses or supplemental information, and the desired outcome of the grievance.
- If the problem cannot be resolved at this level, the student should contact the Clinical Coordinator for grievances related to clinicals or the Program Director for grievances unrelated to clinicals within 48 hours.
- If the problem cannot be resolved at this level, the student should contact the Assistant Dean of the Division of Health Sciences in writing within 48 hours.
- If the problem cannot be resolved at this level, the student should contact the Dean of the Division of Health Sciences in writing within 48 hours.
- If the problem cannot be resolved at this level, the student should contact the Vice President of Academic Affairs in writing within 48 hours.
- If the problem cannot be resolved at this level, the student should contact the Campus President in writing within 48 hours. The Campus President will notify the student of a final decision within 5 days.

*Students in the TCC Radiologic Technology Program have the right to contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) to report violations of JRCERT policies by the program. In the event such a report is made, the program is responsible and will respond to the student(s) and JRCERT in a timely manner. A **timely manner** is defined as within two to four weeks depending on the seriousness of the complaint.

DISCIPLINARY ACTION

Any infraction of the policies of Tarrant County College, the Radiologic Technology Program and/or any infraction of the policies and regulations of the hospital in which the students are assigned will warrant disciplinary action. The type of action taken will depend upon the seriousness of the infraction.

Disciplinary action will result if a student is cheating in the classroom or lab during tests, cheating with actual clinical attendance, or inappropriate behavior (i.e., drugs, evidence of alcohol, stealing, excessive tardiness, poor attendance, and non-compliance with policies). Incidents of policy and/or procedure violations can also be subject to disciplinary action even if the occurrence is off campus (for example, the inappropriate use of social media such as Twitter, Facebook, Snap Chat, etc. or drunk driving, arrests, coming to class intoxicated, etc.). Discussing an incident on social media may also be subject to disciplinary action. See list below under Dismissal.

The Program Director, Clinical Coordinator, Clinical Instructor, and/or faculty member will convene to discuss any infraction listed above except those involving grades. A student in the clinical or didactic environment may be suspended until such a time as the program officials can meet and investigate the infraction. The program officials will meet within 48-72 hours of the suspension depending on what day of the week it occurred. The student should be given a written notice stating the violation and a specific date and time to meet with the individuals. The program officials will be able to present any evidence of the infraction, and the student will be allowed to present their information. Regardless of any action taken, the action must be stated in writing, given to the student, and a copy sent to the Assistant Dean of the Health Sciences Division.

The TCC Radiologic Technology faculty reserves the right to recommend dismissal of a student when health and/or personal conduct requires such action. If the student challenges the program officials' decision of being dismissed from the program, they may appeal through the formal grievance process.

If the problem should develop within the didactic setting, the issue will be reported to the Program Director by either a student or faculty member. Issues such as physical hands-on fighting, pushing, verbal abuse, blatant disregard of policies and procedures, and ethical violations may result in dismissal from the program.

If the problem should develop within the assigned hospital or clinical affiliate, the student or faculty member will notify the Clinical Coordinator and Program Director. This notice shall define the problem and any circumstances surrounding the infraction.

Depending on the severity of the infraction, the student may be dismissed immediately without previous warnings.

Dismissal

The student may be dismissed from the TCC Radiologic Technology Program for infractions of program policies. Dismissal may be permanent or of a defined period as indicated by meeting with the student and in a letter to the student.

Dismissal from the Radiologic Technology program may occur for reasons including but not limited to:

- Repetitive performance of unsafe behaviors during clinical experiences.
- Performance of unethical or illegal behaviors during clinical experiences.
- Failure to comply with clinical site policies and regulations.
- A deliberate attempt to cover up any error or negligent performance during clinical experiences.
- Cheating or plagiarism (see TCC's Academic Dishonesty Policy & Procedures in the Student Handbook)
- Violation of the TCC Code of Student Conduct.
- A positive report on any random drug screen.
- Failure to follow the guidelines of the Radiologic Technology Program's Professional Conduct/Behavior policy
- Being asked not to return by ANY of the assigned clinical settings where clinical experience is being achieved.
- Committing a breach in the Radiologic Technology program policy on the conduct of social media usage.
- Committing a breach of patient or agency confidentiality by inappropriate management of information in any form.

RADIOLOGIC SCIENCES LABORATORY SAFETY GUIDELINES

The program has policies/procedures for appropriate laboratory use for energized labs.

Policies and procedures regarding the energized laboratory on campus are in the Tarrant County College Radiologic Sciences Laboratory Safety Guidelines. Students are instructed in the energized lab prior to any laboratory and clinical experiences. These instructions include how to reduce patient exposure through positioning and patient care instructions. Students are required to sign an agreement documenting that they have received and read the handout on safety policies and that fully understand them and will comply with everything they have read. The signed agreement for each class is kept on file with the Radiation Safety Officer.

Concealed Carry in Laboratories

Participation in Radiologic Sciences laboratory classes often require students to wear "scrubs" which are thin garments which may make concealed carry of a firearm difficult if not impossible. In addition, students are often required to palpate other students while simulating medical examinations or procedures. This required physical contact may also make concealment of a firearm difficult. While concealed carry is not prohibited in any Radiologic Sciences laboratory, students are reminded that intentional display of a firearm may result in criminal and/or civil penalties and unintentional display of a firearm is a violation of college policies and may result in disciplinary actions up to and including expulsion from the program and college. Students should factor the above in their decision as to whether to conceal carry in Radiologic Sciences laboratories.

Supervision in the Laboratory Setting

Students will not perform any procedures in the laboratory without supervision, either direct or indirect. Direct supervision takes place until the designated instructor of the course or laboratory activity determines the student is competent to perform under indirect supervision. Indirect supervision requires an instructor to be within speaking distance.

WORKPLACE HAZARDS

Radiation Monitoring (On Campus)

It is the goal of this program to keep radiation exposure to students as low as reasonably achievable. NCRP Report # 102 will be used to establish maximum dose values.

On Campus Semesters

a. The students meet with Radiation Safety Officer (RSO) during the first introductory course for the summer semester to go over the Tarrant County College Radiologic Sciences Laboratory Safety Guidelines. The students sign the Lab Safety Guidelines statement, which documents they have read the procedures and agree to follow them. The signed agreement for each cohort is kept on file with the Radiation Safety Officer.
b. Radiation monitoring badges will be obtained for each starting cohort in sufficient time for them to be available the first-time students use the energized laboratory.
c. Radiation monitoring badges are to be worn any time students are working in the energized lab on campus or at the clinical affiliate to which they are assigned.
d. Students will wear the radiation monitoring badge at collar level in front, outside of the protective apron. Also, the radiation monitoring badges will be worn during each laboratory session utilizing the energized laboratory, regardless of whether exposures are being made.
e. Radiation monitoring badges should not be allowed to get wet.
f. Radiation monitoring badges will be returned to the storage rack when the laboratory session is completed. Under no circumstances should the radiation monitoring badge be taken out of TRHN 2020.
g. Quarterly radiation monitoring badge reports will be reviewed by the TCC Radiation Safety Officer. The reports will be kept in TRHN 2020 and will be available for students' inspection at any time.
h. The TCC Radiation Safety Officer will investigate if a student's exposure for a 60-day period is over a negligible reading (125 mrem). Results of the investigation will be documented.

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. Congress created it to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by collaborating with employers and employees to create better working environments. Students are educated about workplace hazards included but not limited to the following:

- Standard precautions
- Communicable disease awareness
- Fire safety
- Hazardous materials (chemical, electrical, bomb threats, etc.)
- Blood-borne pathogens

A “Notice to Employees” from the Texas Department of State Health Services is posted in the radiography lab area. This document provides employees with specific information on the hazards of radiation to which employees may be exposed.

Exposure of Insulin Pumps to Magnetic Fields and Radiation

Students with insulin pumps must take the pump off when in the room during fluoroscopic or radiographic procedures, MRI scans, CT scans, or diathermy treatments. These procedures can make the insulin pump, sensor, transmitter, meter, and remote control nonfunctional or damage the part of the pump that regulates insulin delivery, possibly resulting in over delivery and severe hypoglycemia. If your pump is inadvertently exposed to a magnetic field, discontinue use, and contact the manufacturer of the pump immediately. Do not use pump cases that have a magnetic clasp. Exposure to a magnetic clasp may interfere with the motor inside the pump.

Magnetic Resonance Imaging (MRI) Screening

Prior to entering the clinical environment, the program designates a time for instruction on MRI safety guidelines and/or provides an instructional presentation.

Before any student is allowed to perform a rotation in MRI, the MRI form must be completed and reviewed by the Program Director/Clinical Coordinator, Clinical Instructor, and the MRI supervisor. If a student is contraindicated to perform a rotation in the MRI area, the Clinical Instructor will adjust the student’s clinical requirements to ensure the safety of the student.

Venipuncture

Venipuncture is a procedure commonly performed in the clinical education setting. Venipuncture training occurs in the second year of the program at the TCC NE Campus. This practice is required as an ARRT clinical competency requirement. Students in the professional curriculum may perform venipuncture if approved by the clinical site after appropriate training.

Tarrant County College

Clinical Standards for Radiologic Technology Students
2023-2024

THE CLINICAL ENVIRONMENT

Introduction

Clinical education courses offered to the Radiologic Technology student are the most important and meaningful activities in which the students are engaged. During this time, the students will be rotated through different diagnostic areas to transfer knowledge from theory to application of skills in performing diagnostic radiographic procedures. The student's clinical experience will be different from the academic environment in which he/she is accustomed. The success of the student to function and learn in the clinical setting depends, in part, on how he/she approaches and deals with the differences.

Patient care is of utmost importance in the radiology department. The **patient's welfare is considered first above all other considerations**. The priority of patient care is consistent with the goals and needs of clinical education. Occasionally, this reality dictates the scheduling and conducting of educational activities to be flexible.

Compared to the learning activities conducted on campus in the classroom setting, the learning activities in the clinical setting are frequently less structured. The student must take a more active and **responsible** role in integrating academic preparation with the individual examinations being observed and/or performed. Each clinical education facility will be assigned a TCC employed clinical instructor who is responsible for overseeing student scheduling, assignments, and activities.

Generally, in the classroom setting, students work independently as they pursue their academic goals. In the clinical setting, the student must pursue his/her educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than function independently, the student becomes a part of a health care delivery team and must function cooperatively to achieve educational and departmental goals.

Clinical skills can be developed by following a systematic step-by-step approach. The following sequence of steps will generally produce outstanding technologists:

- Academic Preparation
- Observation
- Assisting and Performing Examinations under the Supervision of a Qualified Radiologic Technologist
- Competency Evaluation
- Performance Maintenance (Interims)

Observation

The student's initial activities in the clinical environment will consist primarily of observing qualified radiologic technologists at work.

Assisting and Performing Examinations under the Supervision of a Qualified Radiologic Technologist

All examinations performed during the first fall semester, regardless of competency, will be completed under direct supervision. Once the student is comfortable in the diagnostic imaging exposure room, he/she will be given an opportunity to assist and perform diagnostic imaging procedures under the supervision of a qualified radiologic technologist. Students will not perform diagnostic imaging examinations without direct supervision until competency on the selected examination is obtained.

Competency Evaluation

When the student believes he/she can perform a particular examination by himself/herself, the student will ask the Clinical Instructor or a Qualified Radiologic Technologist to perform a competency evaluation for the examination. The student's performance will be documented on a Competency Evaluation Form. If competency is achieved on the selected examination, the student will be marked as competent on the Competency Form and the list of competency examinations. If competency is not achieved, the examination must be repeated until competency is achieved. Additionally, all diagnostic images submitted as completed competencies will be visually evaluated by the Clinical Instructor. Final approval of competency evaluations will be by the Clinical Instructor, regardless of prior approval by the radiologic technologist.

Performance Maintenance (Interims)

Once the student passes the Competency Evaluation for a particular examination, the student will need additional practice to maintain and perfect their skill. The student may now perform the examinations which they have shown competency with indirect supervision (a qualified radiologic technologist must be in an adjacent room or area but not necessarily in the exposure room). However, if a repeat examination should become necessary, a qualified radiologic technologist must be present to provide direct supervision.

CLINICAL POLICIES AND PROCEDURES

To promote excellence in the professional and ethical conduct of students and to provide the highest quality of medical care for patients, the following policies are currently in effect for students in the Tarrant County College (TCC) Associate of Applied Science in Radiologic Technology program. The Radiologic Technology program is committed to ensuring public and professional trust and providing safe patient care. To meet this goal, background checks, fingerprinting, and drug screening of students are required. Some of our clinical education settings require additional criminal background investigations of students. To comply with these requirements, accepted students will be asked to submit to these tests to ascertain the student's suitability for clinical rotations. The student must bear the cost of these requirements. Please refer to the Texas Administrative Code (TAC) and the Dallas-Fort Worth Hospital Council Foundation Community Standards for detailed information.

Before Placement at Clinical Site

Drug Screening Test Policy

Students are required to submit for 10 panel urine drug screening (cocaine, amphetamines, barbiturates, benzodiazepines, marijuana, opiates, phencyclidine, propoxyphene, methadone, and synthetic opiates) before clinical rotation and at any time in the program. The student will be responsible for payment of the screening test. If the student tests positive for any illegal substance, he/she will be withdrawn from the program immediately. Non-negative results will be processed further and may require additional testing. Additional drug screening will be at the student's expense. Failure to pass drug screening will result in immediate dismissal from the program. The submission of any false information to the program shall be cause for immediate dismissal.

Background Investigation Policy

All students will be required to submit to a criminal background check before clinical rotation. The background check will include, but is not limited to, a review of prior criminal records, review of nationwide sexual offender records, review of nationwide healthcare fraud and abuse records, review of the nationwide Patriot Act records, review of residency history, and Social Security verification. Students with any felonies on the criminal record will be ineligible for admission into the TCC Radiologic Technology program. The submission of any false information to the program shall be cause for immediate dismissal. Students are responsible for the payment of the criminal background check.

This information will remain confidential and will only be viewed by the Radiologic Science Clinical Coordinator or designee. Any criminal conviction which is found during the background investigation that may deem a student unsuitable for clinical rotations will be considered on a case-by-case basis. Additional information regarding the conviction may be required to

make an informed decision. The background investigation will be made available to clinical education settings that require such. Individuals at the Clinical Education Setting, who are authorized to make decisions regarding an individual's eligibility to attend a setting, will inform the Clinical Coordinator if a student will be allowed to attend clinical at that setting. If an offense appears on the criminal background check that disqualifies the student from attending clinical experiences, the clinical site(s) will notify the program regarding any students' disqualification for attending clinical at that site. The student will receive written notification. Students who receive notification of ineligibility and who wish to dispute the results of the background investigation may follow the Grievance Procedures.

Applicants that have been convicted of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations should request an ARRT ethics review. All potential violations must be investigated by the ARRT to determine eligibility. All alcohol and/or drug related violations must be reported. Individuals may file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted before or after entry into an accredited program.

ARRT
1225 Northland Dr.
St. Paul, MN 55120-1155
Tel: (651) 687-0048

Cardiopulmonary Resuscitation Certification (CPR)

A course in CPR must be completed before the student enters the clinical phase of the program and must be current through the end of clinical education. When the student has completed the CPR course, a copy of the card is to be submitted to Castlebranch to be kept in the student's records. It is the student's responsibility to keep this information current.

Health Insurance

Students are responsible for any personal injury that occurs at the college or hospital. Purchase of Health/Accident Insurance is required. A copy of student insurance information is to be submitted to the Castlebranch to be kept in the student's records. It is the student's responsibility to keep this information current.

Immunization Requirements

Each student entering the clinical environment is required to have the following immunizations according to Texas state law:

- 2 doses of live MMR vaccine (measles, mumps, rubella)
- TB Screening
- 2 doses of Varicella (chicken pox) or proof of illness
- Td/Tdap - one dose of Tdap and TD boosters every 10 years thereafter
- Hepatitis B series
- Seasonal Flu Immunization (September - March)

All required immunizations must be completed prior to application. If a student has NOT completed the Hepatitis B series, the final injection must be delivered prior to July 1st. Students who have not completed their immunizations will NOT be considered for program acceptance. Please refer to the Texas Administrative Code (TAC) and the Dallas-Fort Worth Hospital Council Foundation Community Standards for detailed information.

*Clinical site immunization requirements supersede TCC Radiologic Technology Program immunization requirements.

Clinical Assignments

Students are assigned to a minimum of two clinical site affiliates for the duration of the clinical education. Students are rotated to other affiliates as needed to satisfy learning objectives.

Initial clinical site assignments will be determined by site availability and consideration of the hometown address on file. Second year rotations will be determined by:

- Site availability
- Student competency requirement needs
- Recommendations from faculty
    1. Performance
    2. Integrity
    3. Attitude
    4. Ability to work as a team member

*Situations may arise during the clinical experience that may necessitate a transfer to another clinical site. The program will make every effort to make the transfer as easy as possible.

Transportation Policy

It is the student's responsibility to provide his/her own travel to and from class and clinical education sites. Neither the college nor the clinical sites assume any responsibility or liability for student transportation needs.

During Clinical Rotation

Responsibilities of Students in the Hospital

The primary function of the hospital is patient care. Under no circumstances should the presence of students reduce the quality of patient care. It is the student's responsibility to:

- Follow the administrative policies established by the radiology department and the hospital.
- Students must report to the assigned work center by the scheduled clinical time and be ready to participate.
- Notify the Clinical Instructor and clinical site before the student's scheduled time in case of illness or absences which are beyond the student's control.
- Wear the radiation monitoring badge as outlined in the handbook.
- Check with radiologic technologists and/or Clinical Instructor before leaving the assigned work center.
- Follow the directions provided by the radiologic technologists and/or Clinical Instructor
- Ask for advice when indicated. DO NOT experiment with patients. Be industrious and ask questions.
- Do not discuss clinical information with patients, relatives, or anyone outside the radiology department.

Professional Behavior Policy

As a representative of the TCC Radiologic Technology Program, the assigned clinical institution, and the entire profession of the radiologic sciences, it is of paramount importance the student maintains the highest standards of professionalism.

The students are expected to conduct themselves on a professional level. Professional conduct is reflected in attitude and in communication with physicians, supervisors, co-workers, and patients.

Professional conduct includes, but is not limited to:

Commitment to Excellence

- refraining from performing any professional service which requires competence that one does not possess, or which is prohibited by law unless the situation morally dictates otherwise;
- striving to always exceed expectations;
- committing to life-long learning by taking responsibility for one's own learning and accurately reflecting on the adequacy of one's knowledge, skill development and personal barriers to accomplishing learning and growth;
- taking responsibility for learning in group settings by being present, prepared and engaged;
- striving for mastery learning appropriate for one's level of training;

- reflecting with colleagues on the success of group work.

Honesty and Integrity

- identifying truthfully and accurately one's credentials and professional status
- communicating appropriately in an honest and timely manner;
- accurately representing actions and events;
- avoiding cheating, plagiarism, misrepresentation of the truth;
- reflecting on one's personal reaction to encounters with others and accepts responsibility for personal actions;
- recognizing, appropriately disclosing and managing conflicts of interest; is forthcoming with information; does not withhold and/or use information for power;
- admitting mistakes.

Compassion

- recognizing and responding to the fears, suffering and hopes of patients and their families;
- assisting colleagues in dealing with the challenges of professional work.

Respect for Others

- respecting confidentiality of patients;
- recognizing and respecting personal and sexual boundaries;
- avoiding bias (e.g., gender, race, age, sexual orientation) in interactions with others; articulate and embrace the many positive aspects of difference among people and demonstrating awareness of how such differences affect personal interactions;
- demonstrating a commitment to resolving conflicts in a collegial manner;
- showing sensitivity and respect for the needs, feelings, ideas, and wishes of others in clinical and education settings;
- demonstrating humility in interactions with others;
- recognizing that appropriate dress and appearance demonstrate respect for others and for the profession.

Professional Responsibility

- is present and punctual for scheduled activities;
- taking responsibility to notify others for unavoidable absence or tardiness;
- coping with the challenges, conflicts, and ambiguities inherent in professional work;
- identifying and appropriately dealing with problematic behaviors of oneself and colleagues;
- being cognizant of and adhering to the chain of command;
- appropriately displacing clinical responsibilities when personal needs demand it;
- adhering to established professional codes of conduct;
- practicing according to accepted standards of care;

- identifying ethical issues in professional situations and acts in an ethical manner;
- regarding as strictly confidential, all information concerning each patient and refraining from discussing this information with any unauthorized individual, including the patient.

Social Responsibility

- understanding and actively addressing the multiple social factors that threaten the health of patients;
- actively working for appropriate social change to improve the health of populations;
- modeling healthy behaviors.

Altruism

- placing the interests of others above self-interest;
- being able to give up some personal needs to meet the needs of patients.

Examples of unprofessional behaviors include, but are not limited to:

- **gossip**
- **disclosure of medical information with patients or relatives**
- **discussions pertaining to clinical in public areas (e.g., elevators, cafeterias)**
- **discussions of inappropriate subject matter within the hearing of patients, visitors, etc.**
- **consumption of food in patient areas (including gum)**
- **excessive noise**
- **inappropriate jokes; profanity**
- **loitering**

In addition, the student will adhere to the following policies while at the clinical facility:

1. Smoking, smokeless tobacco, and vaping are not allowed. Eating, drinking, and chewing gum are permitted only in the lounge or designated areas.
2. Students will not leave their assigned area at any time without permission.
3. Students will not remain in the radiology department after clinical hours except when on duty.
4. When not actively engaged in diagnostic imaging work or other duties, students will make wise use of time to study or update Trajecsys logs and will not congregate in offices, halls, or other rooms.
5. Personal telephone calls to and from the clinic site should not occur except in an emergency.
6. Patients will not be left unattended.
7. Electronic devices, such as cell phones, should not be used in the clinical setting unless asked to do so by the instructor.
8. Students will wear uniforms ***ONLY*** during assigned clinical hours or for required campus activities.

Students are responsible for their own actions and must not engage in any activities considered unprofessional or non-conducive to proper patient care. Failure of a student to maintain professional conduct may result in reduction of clinical grade, course failure, and expulsion from the program.

Maintaining Records in CastleBranch

Students are responsible for maintaining current records of immunizations, TB, CPR, influenza, insurance, etc. in their CastleBranch account. Students receive prior notification from CastleBranch regarding upcoming requirements. Failure to maintain updated requirements in CastleBranch will result in the loss of professionalism points from the clinical grade. Students will not be allowed to attend clinic and must use their clinical absence time until requirements are met, which could affect their status in the program.

HIPAA

All patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the clinical instructor. Students are expected to maintain confidentiality in a professional manner.

In accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by limiting discussion of protected health information to private areas and conference rooms, not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private, not discussing protected health information with other students, and refraining from copying any part of the medical record for use outside of the health care facility. Medical images with all protected health information (PHI) removed may be used for TCC coursework, if allowed by the clinical affiliate.

Appropriate Use of Social Networking Sites

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and stay connected. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Radiologic Technology Program, and the College. It is also important to ensure patient information is not made publicly available. Students are expected to be respectful of the views and opinions of others in the program and the College. This rule extends to interactions through discussion boards, email, phone conversations, texting, social media, and all other methods of communication. No foul or inappropriate language will be tolerated.

Students are expected to check emails daily for announcements and other program information. Students are expected to use correct English and grammar when authoring papers, sending emails, posting to discussion boards, and all other forms of communication.

Posts to social media sites regarding TCC, its programs, affiliates, faculty, and/or students should be carefully considered. While you are free to post in your own personal accounts, the

content of your posts may negatively impact the College and/or its constituents and may warrant disciplinary action. Inappropriate electronic content (comments, pictures, etc.) that does not reflect the professional behavior expected of professional students may warrant disciplinary action from the program and/or College.

The Radiologic Technology Program has adopted the following guidelines to assist students in carefully using these sites.

A. Personal Privacy

- Set students' profiles on social networking sites so that only those individuals whom the students have provided access may see one's personal information.
- Evaluate photos of students that are posted to these sites and "untagging" photos that depict the student in what may be construed as compromising situations.
- Be aware of the security and privacy options available to them at any sites where students post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with "Friends Only" access.

B. Protection of Patient Information

- Comments made on social networking sites should be considered the same as if they were made in a public place in the clinical setting.
- HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
- Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients the student is caring for may be able to determine to whom the student is referring based on the context.
- No posting of patient records including images from any modality. Doing so is a serious violation of HIPAA, subject to criminal action and dismissal from the program.

C. Professionalism

- Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray the student or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
- Statements made under students' profile are attributable to the student and are treated as if the student verbally made that statement in a public place.
- Use discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lectures and clinical assignments is prohibited.
- Keep in mind that photographs and statements made are potentially viewable by future employers.
- Students may be subject to disciplinary actions within the College for comments that are either unprofessional or violate patient privacy.
- Each student is representing TCC and the Radiologic Technology Program when logging on to a site and making a comment or posting a photograph.

Radiation Monitoring

It is the goal of this program to keep radiation exposure to students as low as reasonably achievable. The TCC Radiation Safety Officer maintains the exposure reports and students can review their reading bimonthly. NCRP Report #102 will be used to establish maximum dose values.

1. Students will wear their radiation monitoring badge (dosimeter) when at clinical and will follow the storage policy and other related policies of the clinical affiliate.
2. Students are responsible for returning the badge bimonthly on the 15th. Students will incur a loss of professionalism points for dosimeters submitted more than 7 days late.
3. The TCC Radiation Safety Officer will investigate if a student's exposure for a 60-day period is over a negligible reading (125 mrem). Results of the investigation will be documented and maintained by the RSO.

Additional rules to be followed concerning radiation monitoring badge use are:

1. Radiation monitoring badges are to be worn any time students are working in the energized lab on campus or at the clinical affiliate to which they are assigned.
2. Radiation monitoring badges should not be allowed to get wet.
3. Intentional exposure or abuse of a radiation monitoring badge will be grounds for dismissal.
4. Students will not be allowed in clinic without the radiation monitoring badge.

Pregnancy Policy

The Pregnancy Policy is consistent with applicable federal regulations and state laws. Every effort will be made to protect the well-being and privacy of the student. All students are informed of the risks of radiation exposure during pregnancy and have the option of declaring or not declaring their pregnancies. A student declaring a pregnancy must do so in writing to the Radiation Safety Officer and include the expected date of delivery. A student may rescind a pregnancy notification in writing at any point for any reason without explanation. After declaring pregnancy, students have the option to continue in the program without any modifications and/or include the following:

1. Modification of laboratory and clinical classes. Modified assignments still require the completion of all course objectives, including the ARRT Task Inventory and ARRT Clinical Competency Requirements. Any leave of absence will require the student to withdraw and re-enter the Program. If the Program cannot be completed withing 150% of Program length from original entry date, the student must reapply for Program admission.

2. Pregnant students will be provided an additional personal radiation monitoring badge to be worn at waist level under any lead apron (when applicable) and be identified as the fetal dose monitor.

3. The student radiation exposure will be continuously monitored. If the fetal dose monitor is over 20 mrem in a 30-day period, the student will be removed from clinical assignments in radiation areas.

4. If the student exceeds the maximum permissible dose (100 mrem), the student will be withdrawn from all clinical courses for the remainder of the pregnancy.

5. Attendance and absence policies will be equally enforced.

Gonadal Shielding Policy

The radiologic technology program's policy related to gonadal shielding for abdominopelvic radiography is based on:

- The radiosensitivity of the gonads is lower than previously thought and is now considered lower than the colon, stomach, and bone marrow.
- The LNT (linear threshold model, any dose produced a biologic response) does not consider technological advances (such as digital radiography equipment) and the time between procedures.
    - The approximate dose for an adult KUB in 2020 was 0.5 mGy air Kerma (was 11-12 mGy in 1951). The approximate dose for a newborn KUB in 2020 was 0.07 mGy air Kerma (was 1.4 mGy in 1951).
- No research studies exist which prove harmful radiation effects in the low dose range.
    - All studies refer to moderate to high dose radiation exposure
- "No human studies provide direct evidence of a radiation-associated excess of heritable disease" (ICRP)
- "with few exceptions, radiation exposure through radiography, computed tomography, and nuclear medicine is at a dose much lower than the exposure associated with fetal harm" (American College of Obstetricians and Gynecologists, American College of Radiology)
- Within the field of view (FOV), shielding is ineffective at reducing scatter radiation since scatter is created internally.
- Outside the FOV, shielding is negligibly effective at reducing patient exposure.
- If placed incorrectly, shielding can negatively affect the function of automatic exposure control (AEC) systems and result in increased patient exposure. If placed incorrectly, shielding can obscure anatomy of interest which could include diagnostically relevant information, including pathology.

Notes

- Shielding should never obstruct viewing the anatomy of interest.
- Students should follow clinical site policies regarding shielding patients.
    - If a patient requests shielding and it will not obstruct the anatomy of interest, students should either shield the patient or communicate why shielding is not necessary (according to clinical site policy)

- On competency exams, a student will lose points for not shielding if a patient requests a shield and (per site policy) the student should have either provided a shield or communicated why shielding is not necessary.

Resources

- American Association of Physicists in Medicine (AAPM)
- National Council on Radiation Protection and Measurements (NCRP)
- AEIRS article "AAPM CARES Update on Gonadal and Fetal Shielding"

Workplace Hazards

The Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by collaborating with employers and employees to create better working environments. Students are educated about workplace hazards including but not limited to the following:

- Universal precautions
- Communicable disease awareness
- Fire safety
- Hazardous materials (chemical, electrical, bomb threats, etc.)
- Blood-borne pathogens

Contagious Diseases Policy

Students entering the Radiologic Technology Program must be aware, like all healthcare workers, they will be exposed to various contagious diseases during their training and career. Precautions to be taken are outlined in the TCC Patient Care course. Additional information regarding contagious diseases is provided by each clinical facility. The students are encouraged to use any protective devices available.

If the student should be the carrier of a contagious disease, the student must contact the Clinical Coordinator immediately. A temporary suspension of training may be necessary for legal reasons and for the protection of patients.

Most contact will be with patients who have not yet been diagnosed with a contagious disease and therefore, the precautionary procedure of wearing gloves is of paramount importance. Students will use strict isolation techniques if the patient has been diagnosed as having a contagious disease. **Students may not refuse to perform radiologic services for patients diagnosed or suspected of having a contagious disease.**

Students must use gloves and other protective or precautionary measures (consistent with institutional policies) for all procedures in which there may be contact with body fluids (urine, blood, excretion, saliva, etc.).

Professional Appearance Policy

Hospitals and their employees are expected to set examples of cleanliness and appearance. The "Dress Code" of the clinical site will set minimum standards. Students are expected to meet or exceed these standards.

Items listed in the dress code include:

1. Clean and pressed uniform.
2. Clean and polished shoes.
3. Clean hands and fingernails. Artificial nails (acrylic, gel, dipped, etc.) and fingernail polish are not allowed.
4. Hair must be kept neat and clean and, if long, must be pulled up off the collar. No bright or unnatural hair colors. No extreme hairstyles (definition of extreme shall be determined by the clinical site).
5. A mustache or beard is permitted so long as it is kept neatly trimmed.
6. Excessive perfume and cosmetics are not permitted.
7. Only a wedding ring, watch, and one small earring in each ear is allowed. Necklaces, bracelets, and other adornments are discouraged.
8. Body adornments (including but not limited to tattoos, hickeys, or facial piercings) must be covered or removed.

Specific Uniform Policy

The uniform will consist of the following:

- Program specific colored tunic top and matching pants (royal blue) with program patch top stitched 2" inferior to the left shoulder garment seam. (No jogger scrub pants allowed.)
- White or dark colored (black, navy, dark blue, and grey) shoes (nursing shoes preferred, but white or dark colored leather tennis shoes without color stripes, insets, etc. will be allowed).
- White hosiery, socks, or inserts ("footies")
- Shirts worn under the uniform must be all white or royal blue.
- White scrub jacket or lab coat with program patch is optional.
- Pull on sleeves worn to cover tattoos must be all white, royal blue, or skin-toned in color.
- Radiation monitoring badge.
- Image markers.
- Identification badge issued by clinical site and TCC issued student badge.

Proper attire includes all the items listed above. If a student is not in proper uniform, the Clinical Instructor or Clinical Coordinator will send the student home and require the student to return to clinical properly attired. In the event a trip home is necessary, the student will receive a deduction in professionalism points plus a loss of clinical absence time (in two-hour increments).

At no time are student uniforms to be worn while the student is working as an employee or volunteer of a clinical facility. If working hours are scheduled immediately following clinical hours, the student must change clothing prior to beginning paid or volunteer work.

Clinical Hours Policy

The student's clinical education will be scheduled for 16 hours per week on Tuesday and Thursday for the first fall and spring semesters. The student's clinical education will be scheduled for 34 hours per week Monday through Thursday during the second summer semester. The student's clinical education will be scheduled for 24 hours per week on Monday, Wednesday, and Friday for the second fall and spring semesters. Standard program clinical assignments are dayshift hours (0730-1600). Clinical assignments may not exceed 10 clock hours in any one day. Combined didactic and clinical hours should not exceed 40 hours per week.

Midday, Evening, and Weekend Rotations

The program strongly recommends students participate in a midday, evening, and/or weekend rotation prior to graduation. Program faculty will schedule these rotations unless a student communicates they cannot participate due to life factors (childcare, employment, etc.), making participation impossible. Approved supervision must be available.

Absence and Tardiness Policy

Absences

Two (2) days of clinical absences are allowed in the first fall and spring semester. Three (3) days of clinical absences are allowed in the second summer, fall, and spring semester.

- Attendance will be taken at the beginning and end of the shift by accessing Trajecsys.com and/or utilizing a sign in/sign out sheet.
- Absent hours must be used in two (2) hour increments.
- You must contact the Clinical Instructor and the clinical site prior to the designated reporting time if you are going to be absent.
- Failure to properly notify program officials and/or clinical sites of absences will result in a loss of ten (10) professionalism points
- Time missed more than the allowable hours will result in a grade of "F" for the clinical education course.

Exceptions

Life events necessitating clinical absence exceptions require documentation and include the following:

- Death in the immediate family (spouse, mother, father, sister, brother, children, grandparents, mother-in-law, father-in-law, sister-in-law, or brother-in-law) allows for two days of clinical absences.
- Participation in legal proceedings or administrative procedures allow for one to three

clinical absences

- Student absences due to a positive Covid-19 test according to CDC guidelines. *Student must submit proof of positive results to the program director.
- Student inpatient hospitalization (an overnight stay) or outpatient surgery (with or without an overnight stay) allows for two (2) additional absences beyond the maximum allowable.
- All additional absences due to extenuating circumstances will be reviewed on an individual basis.

Tardiness

A tardy (T) will be given to any student not present and ready to perform clinical practice by the designated reporting time unless it has been established the student will be absent.

a. If a student calls the clinical instructor and/or leaves a message with the Radiology receptionist within ten (10) minutes of the designated reporting time and can arrive within 30 minutes of the designated reporting time, only a (T) will be given.
b. If the student does not arrive within 30 minutes of the designated reporting time, no tardy is given. The student must use clinical absence hours (in 2-hour increments) until he/she reports to the clinical site.
c. Students may receive two (2) tardies without the loss of points initially.
d. If a student receives a third tardy, 30 professionalism points will be deducted. Any tardy thereafter will lose ten (10) additional professionalism points. Six (6) tardies in one clinical course will be considered habitual and result in course failure.
e. Failure to properly notify program officials and/or clinical sites of tardiness will result in a loss of professionalism points.

Work During Clinical Experience

Outside Employment

The TCC Radiologic Technology program is aware many students must work; however, classes, including Clinical Practicum, are scheduled with learning objectives in mind so student employment must be scheduled around courses. It is not possible to adjust course schedules for individual employment needs. No student's clinical schedule will be adjusted to accommodate the student's outside employment schedule or his/her commute to the clinical setting. Additionally, employment should not affect clinical and/or classroom performance. Examples include falling asleep, excessive absenteeism and/or tardiness, failing scores, or a decline in patient care.

Student Employment in Health Care Setting Policy

Students may only perform radiologic procedures outside of clinical courses and for pay when allowed by both state law and clinical affiliate policy. Students employed at any clinical facility or who volunteer time at a clinical facility will not be allowed to receive credit for student time or competencies performed during those working hours. Student time and competencies will only be performed during regularly scheduled clinical hours. Any student who attempts competencies

during paid employee time or any time outside clinical hours will receive a deduction in professionalism points and may be removed from the program. Students who are performing duties related to their employment must NOT wear any part of the student uniform including any form of student identification or TCC affiliation.

During the final clinical semester, students may request a "call back" for competencies not seen during regularly scheduled clinical hours. The student can request a "call back" by informing the Clinical Instructor or a supervising radiologic technologist of the procedure and the student's contact information. "Call backs" can be made provided another student is not already scheduled on a shift requested to be "called back," and the already scheduled student is not in need of the competency in question. The student who receives a "call back" must arrive in the regular Tarrant County College uniform to perform these "call back" competencies. Additionally, any "call back" must not result in exceeding 10 hours in one day.

Illness/Injury Guidelines

If the student becomes ill prior to the start of his/her shift and the student feels he /she cannot perform his/her duties or may be contagious, the student should stay home. If the student becomes ill at the clinical site, he/she will notify the Clinical Instructor immediately before leaving the facility.

All accidents that occur while on clinical assignment resulting in patient, hospital personnel, or personal injury and/or damage to equipment must be reported immediately to the Clinical Instructor/supervisor and the Clinical Coordinator. Students may be required to fill out an incident report. If the student needs to be seen by a physician, the student may check into the emergency room or leave to seek the attention of their own physician. The hospital may not have any responsibility for payment of emergency room charges, or any other charges incurred by the student because of their injury, so the decision to seek treatment is up to the student. The student may be required to provide a physician's release for return to work depending on the circumstances of the injury.

Inclement Weather Policy

Occasionally, TCCD will close because of inclement weather or other emergencies. During these extreme situations, the student may be excused from attending classes or clinical assignments until TCC reopens. Clinics will be closed only if the TCC District is closed or at the discretion of the program administrators.

Magnetic Resonance Imaging (MRI) Screening Policy

Before any student is allowed to perform a rotation in MRI, the MRI screening form must be completed and reviewed by the Program Director/Clinical Coordinator, Clinical Instructor, and the MRI supervisor. If a student is contraindicated to perform a rotation in the MRI area, the Clinical Coordinator will adjust the student's clinical requirements to ensure the safety of the student.

Mammography Policy

All students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The Program will make every effort to place a male student in a mammography clinical rotation if requested. However, the Program is not able to override clinical setting policies that restrict clinical experience in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students. This policy is based on the rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology.

Venipuncture

Venipuncture is a procedure commonly performed in the clinical education setting. Venipuncture training occurs during the second year of the program at the TCC NE campus. This practice is required as an ARRT clinical competency requirement. Students in the professional curriculum may perform venipuncture if approved by the clinical site after appropriate training.

Clinical Grievance Policies

Students

It is the policy of the TCC Radiologic Technology program to work with students in finding fair and equitable solutions to problems, including any student grievance, appeal, question, misunderstanding, or discrimination. Students are urged to take problems concerning clinical education to their Clinical Instructor.

1. The student should first take the problem or question to their Clinical Instructor. Usually, the Instructor will have direct knowledge about the subject and is best qualified to resolve the situation.

2. If the student and Clinical Instructor are unable to find a solution or answer within a reasonable amount of time, the student may then bring the matter to the attention of the Clinical Coordinator. The student should feel free to discuss the matter fully.

3. Should a satisfactory and impartial solution not result from Step 2, the student may pursue the matter through the Program Director.

Hospital/College

In the event the hospital requests a student be removed from the facility permanently, three subsequent courses of action may take place:

1. If the situation is based on a problem specific to the facility and would not prevent

the student from completing the program, the college may assign a student to another facility.

2. If the facility is willing to accept the student with full disclosure, the student will be allowed to complete the program.

3. *The student will not be allowed a second transfer unless the facility is no longer functioning or policies at the facility change so students are no longer accepted.

*If the situation is based on unacceptable, intolerable, or illegal actions by a student which violate the clinical policies set forth in this handbook or which violate any local, state, or federal laws, the student will be removed from the clinical site and released from the program. Under these circumstances, a student will not be allowed to reenter the program at any time in the future.

CLINICAL SUPERVISION

Clinical Instructor

Each clinical facility has one or more assigned Clinical Instructors(s). These individuals are responsible for the supervision of the student's clinical education. This includes scheduling students through appropriate departmental work centers and assuring they are assigned to qualified technologists; reviewing performance evaluations and rotation appraisals to determine the level of supervision necessary for each student and when he or she can work independently in a given situation; performing competency and professional development evaluations on each student per semester; scheduling and conducting weekly image critiques; and being available to assist, advise, and counsel students. Clinical Instructors enforce supervision and repeat of unsatisfactory image(s) policies.

Clinical Coordinator

One TCC faculty member is given responsibility for assisting in the organization, supervision, and coordination of the clinical education courses in each of the affiliated hospitals. This responsibility includes assisting in establishing procedures, guidelines, and manuals for the clinical education component of the curriculum, serving as a liaison between the academic and clinical faculty, and maintaining communications between the affiliates and the College. The Clinical Coordinator is also responsible for assisting the Clinical Instructors as needed and integrating and relating the curriculum objectives for the classroom and clinical portions of the program to make the educational experiences as relevant and as well coordinated as possible. The Clinical Coordinator also participates in the clinical education experience by observing students at the affiliate sites and by being available to advise and counsel students. Supervision policies are enforced and monitored through the periodic clinical site visits by the Clinical Coordinator.

SUPERVISION OF STUDENTS POLICY

A qualified radiologic technologist must monitor the activities of a student. Until a student demonstrates competence in each diagnostic procedure, all the student's clinical assignments must be directly supervised. The following definitions will be utilized in the supervision policy.

Direct Supervision Policy

All clinical assignments must be conducted under the direct supervision of a qualified radiologic technologist until the student demonstrates competence in a given procedure.

The following are parameters of direct supervision by a qualified radiologic technologist:

- Reviews the request for examination in relation to the student's achievements.
- Evaluates the condition of the patient in relation to the student's achievements.
- Physically present in the room during the performance of the examination.
- Reviews and approves the images taken.

Students must be directly supervised during trauma, isolation, pediatric, surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

Indirect Supervision Policy

Once a student successfully completes an exam for competency, he/she may perform the procedure with indirect supervision. Indirect supervision is defined as supervision provided by a qualified radiologic technologist who is immediately available to assist the student regardless of the level of student achievement.

"Immediately Available" is interpreted as the presence of a qualified radiologic technologist adjacent to the room or location where a diagnostic imaging procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use including bedside and surgical procedures.

Repeating Unsatisfactory Images Policy

In the event a repeat of unsatisfactory image(s) of an examination being performed by a student is required, the non-diagnostic image must be critiqued by a qualified radiologic technologist, and direct assistance by a qualified radiologic technologist must be given to the student while repeating any image(s).

REQUIRED CLINICAL EDUCATION DOCUMENTATION

The following explanations tell how different forms will be used to evaluate the student's progress in the hospital environment. The student will be issued forms as needed by his/her Clinical Instructor.

Forms to be completed by the student

Orientation Checklist

This checklist must be complete by the 4th week of the first and fourth clinical semesters. The student will turn the orientation checklist into his/her Clinical Instructor.

Purpose: This form allows the student, clinical personnel, and TCC Radiologic Technology program assurance the student is introduced to all different facets of the hospital and the radiology department.

Checklists for Room Familiarization

The student is expected to complete the Checklist for Room Familiarization located at the back of the Clinical Handbook for each exposure room the first time the student rotates through the exposure room. The student will turn checklists into his/her Clinical Instructor.

Purpose: This form allows the student to become familiar with equipment found in each diagnostic imaging room. Certain items on the checklist are important, and the student should know what the items are and where to find them. If the equipment specifications are not readily available, ask the qualified radiologic technologist or Clinical Instructor for the specifications. The student may research the item in the operator's manual provided by the equipment manufacturer. The student should not hesitate to discuss this list with the qualified radiologic technologist or Clinical Instructor.

List of Competency Examinations

This form identifies all the examinations in which the student will be required to successfully achieve competency and identifies most of the examinations the student will encounter during his/her clinical education period. Before students can perform any examination by themselves, they must demonstrate to a qualified radiologic technologist or Clinical Instructor that they can perform the examination satisfactorily. A minimum number of competencies are required for each clinical semester and are listed in course syllabi.

The List of Competency Examinations will be issued to the student when he/she enters the clinical education phase of training. It is the student's responsibility to keep the List of Competency Examinations up-to-date and to have the form readily available when the student is in the clinical site.

The ARRT provides radiography specific requirements for the clinical procedures listed below:

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures*;
- One of the 15 elective imaging procedures must be selected from the head section*;
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section*;
- A total of ten imaging procedures may be simulated. Imaging procedures eligible for simulation are noted within the chart on the ARRT's Clinical Competency requirements.*

*Program specific requirements in addition to the ARRT minimum include the following:

- Twenty elective imaging procedures selected from a list of 34 procedures;
- A skull examination from the head section;
- A barium enema examination from the fluoroscopy studies section;
- A maximum of four ARRT clinical competencies may be simulated.

Forms to be completed by the Clinical Instructor/ Qualified Radiologic Technologist

Professional Development Evaluations

This evaluation is completed by the student's Clinical Instructor at midsemester and the end of each semester. It constitutes a portion of the student's clinical grade.

Purpose: The student's conduct in the clinical setting is judged by the public to determine a department's professional level. Appropriate conduct is a broad category encompassing several considerations including comprehension of examinations, quality of work, organization of work, quantity of work, patient rapport, and performance under pressure, interpersonal relationships, initiative, judgment, attendance/punctuality, personal appearance, and professional ethics. The Clinical Instructor will solicit comments from other radiology personnel concerning the student's overall performance.

Competency Evaluations

When the student feels proficient in an examination, the student will ask the Clinical Instructor or qualified radiologic technologist to complete a Competency Evaluation. The Clinical Instructor or qualified radiologic technologist will complete the evaluation with no interruption unless a compromise of patient and/or equipment welfare is questionable. Competency Evaluations constitute a portion of the students' overall grade.

*The Clinical Instructor makes the final decision in the acceptance or denial of clinical competencies by signing the Clinical Competency Evaluation Form. These will also be documented and tracked in the Trajecsys system by the Clinical Instructor and Clinical Coordinator.

Simulations are approved and arranged by the Clinical Coordinator in the final clinical semester. Students should make every effort to obtain all examinations on live patients. Failure to complete all competencies by the end of the fifth clinical semester will result in an Incomplete being assigned as the grade. The student will then have thirty (30) days to complete the competencies.

Entry-Level Readiness

An individual must be educationally prepared and clinically competent as a prerequisite to professional practice. A profession's practice standards serve as a guide for appropriate practice. Practice standards are authoritative statements established by the profession for evaluating the quality of practice, service, and education provided by individuals within the profession. Additionally, candidates applying for certification and registration are required to meet the Professional Education Requirements specified in the *ARRT Rules and Regulations.* Specifically, the ARRT's Clinical Competency Requirements dictate candidates must demonstrate clinical competence by performing procedures independently, consistently, and effectively during his or her formal education. The Tarrant County College Radiologic Technology Program utilizes the ASRT's Practice Standards and ARRT's Radiography Didactic and Clinical Competency Requirements to determine "Entry-Level Readiness" for program completion requirements.

Rotations Through Advanced Modalities

Rotations through advanced modalities are not guaranteed to any individual. Prior to advanced modality rotations, the 2nd year student will have completed all program requirements including the following:

- Completion of 36 required ARRT competencies and 20 ARRT elective competencies (90% or higher)
- RADR 2367 Final Competencies (95% or higher)
- Minimum grade of C, or 360 points
- Demonstrate "entry-level" readiness (As determined by the TCC program faculty according the guidelines above)

No advanced rotation will occur prior to Spring Break. Students must request advanced modality rotations from the on-site Clinical Instructor. Advanced modality rotations are observation only. Students may not perform exams.

Definition of Terms

Advanced Modality Rotation: Any rotation(s) selected by the student and approved by the clinical instructor for specialized clinical practice including but not limited to US, NM, CT, MRI, Mammography, Interventional Radiology, Cardiac Cath Lab, and Radiation Therapy.

American Registry of Radiologic Technologists (ARRT): The purposes of the Registry include encouraging the study and elevating the standards of radiologic science, as well as the examining and certifying of eligible candidates and periodic publication of a listing of registrants.

ARRT Competency List: Specified list of clinical procedures (clinical competency requirements) and complete relevant coursework (didactic requirements) for the discipline.

Clinical Coordinator: The TCC faculty member who is responsible for communications between the clinical facility and TCC. See p.72 for additional responsibilities.

Clinical Instructor: The qualified radiologic technologist designated at each clinical facility to be responsible for the supervision of the clinical education of students assigned to that facility. See p.72 for additional responsibilities.

Clinical Practice: A series of five (5) clinical education courses designed to rotate the student through all routine diagnostic areas in various clinical affiliations to develop proficiency.

Competency: The student has performed the procedure independently, consistently, and effectively during his or her formal education.

Competency Testing: Student is evaluated on the ability to successfully perform a radiographic procedure and image analysis on the ARRT Competency List.

Direct Supervision: Supervision of the student by a qualified radiologic technologist who personally reviews the request for examination in relation to the student's achievements; evaluates the condition of the patient in relation to the student's achievements; is physically present in the room during the performance of the examination; and reviews and approves the images taken.

Final Competency: Final evaluation of performance and anatomy recognition after completion of all category competencies by the student. Completed in the final spring semester.

Immediately Available: The presence of a qualified radiologic technologist adjacent to the room or location where a diagnostic imaging procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use including beside and surgical procedures.

Indirect Supervision: Supervision provided by a qualified radiologic technologist who is immediately available to assist the student regardless of the level of student achievement.

Interim: Performance (competency) recheck performed at the clinical instructor's discretion to ensure student is performing at an acceptable level.

Laboratory: TCC work area for student practice using radiographic equipment, phantoms, and accessories.

Medical Radiologic Technologist: A radiologic technologist who is licensed through the Texas Medical Board as a medical radiologic technologist. All working radiologic technologists within the state of Texas must be certified as a medical radiologic technologist.

Program Director: The TCC faculty member who assures effective program operations, oversees ongoing program accreditation and assessment processes, and assumes the leadership role in the continued development of the program.

Qualified Radiologic Technologist: Technologists who are certified through the American Registry of Radiologic Technologists (ARRT) and if the clinical site is in the state of Texas, the Medical Radiological Technologist (MRT).

Radiology Department: The department or area of the hospital or clinical facility which performs imaging procedures, using various techniques of visualization, with the diagnosis and treatment of disease using any of the various sources of radiant energy.

Simulations: Completion of all possible hands-on tasks of the procedure on a live human being using the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient. Simulation requires the use of proper radiographic equipment without activating the x-ray beam.

Supervisor: The person who supervises radiologic technologists, clerical staff, and other support personnel of the radiology department and/or other imaging areas of the radiology department.

Unsatisfactory Image: An image of undiagnostic quality as determined by the qualified radiologic technologist, Clinical Instructor, or Clinical Coordinator because of patient positioning, exposure factors, motion, artifacts, etc. Unsatisfactory images performed by a student must be repeated with direct supervision by the qualified radiologic technologist.

CLINICAL AFFILIATION DISTANCE FROM TCC TREC CAMPUS

Clinical Affiliates	**Distance from TCC**	
Baylor Scott & White All Saints Medical Center Fort Worth	3 miles	9 min
Baylor Scott & White All Saints Medical Center Grapevine	22.9 miles	26 min
John Peter Smith Hospital	4.1 miles	9 min
JPS Bardin Road Specialty Clinics	19.3 miles	24 min
JPS Center for Pain Management	2 miles	7 min
JPS Surgical Center Arlington	19.1 miles	23 min
Medical City Alliance	10.7 miles	13 min
Medical City Fort Worth	2.1 miles	8 min
Medical City North Hills	10.1 miles	13 min
Methodist Mansfield Medical Center	21.4 miles	28 min
Texas Health Arlington Memorial Hospital	15.3 miles	19 min
Texas Health Flower Mound	33.4 miles	39 min
Texas Health Harris Methodist Alliance Hospital	13.3 miles	18 min
Texas Health Harris Methodist HEB Hospital	14.9 miles	18 min
Texas Health Harris Methodist Hospital Fort Worth	1.9 miles	7 min
Texas Health Huguley Hospital	14.7 miles	19 min
Texas Health Mansfield	22.9 miles	24 min
USMD Hospital at Arlington	17.2 miles	22 min
UT Southwestern Medical Center	31.5 miles	31 min
Additional Clinical Sites		
Cook Children's Medical Center	2.1 miles	9 min
Envision Imaging at Pennsylvania	1.9 miles	6 min
Fort Worth VA Outpatient Clinic	10 miles	14 min
Gateway Diagnostic Imaging Arlington	17.6 miles	22 min
Gateway Diagnostic Imaging Fort Worth	2.3 miles	9 min
Gateway Diagnostic Imaging Keller/Alliance	13.5 miles	18 min
Gateway Diagnostic Imaging Mid-Cities	12.9 miles	18 min
Texas Health Burleson	20.8 miles	30 min

FORMS

ARRT Clinical Competency Requirements

Imaging Procedures	**Mandatory or Elective**		**Eligible for Simulation**	**Date Completed**	**Competence Verified By**
	Mandatory	Elective			
Chest and Thorax					
Chest Routine	✓				
Chest AP (Wheelchair or Stretcher)	✓				
Ribs	✓		✓		
Chest Lateral Decubitus		✓	✓		
Sternum		✓	✓		
Upper Airway (Soft-Tissue Neck)		✓	✓		
Sternoclavicular Joints		✓	✓		
Upper Extremity					
Thumb or Finger	✓		✓		
Hand	✓				
Wrist	✓				
Forearm	✓				
Elbow	✓				
Humerus	✓		✓		
Shoulder	✓				
Clavicle	✓		✓		
Scapula		✓	✓		
AC Joints		✓	✓		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	✓				
Trauma: Upper Extremity (Non-Shoulder)*	✓				
Lower Extremity					
Toes		✓	✓		
Foot	✓				
Ankle	✓				
Knee	✓				
Tibia-Fibula	✓		✓		
Femur	✓		✓		
Patella		✓	✓		
Calcaneus		✓	✓		
Trauma: Lower Extremity*	✓				

* Trauma requires modifications in positioning due to injury with monitoring of the patient's condition.

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Head – Candidates must select at least one elective procedure from this section.					
Skull		✓	✓		
Facial Bones		✓	✓		
Mandible		✓	✓		
Temporomandibular Joints		✓	✓		
Nasal Bones		✓	✓		
Orbits		✓	✓		
Paranasal Sinuses		✓	✓		
Spine and Pelvis					
Cervical Spine	✓				
Thoracic Spine	✓		✓		
Lumbar Spine	✓				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	✓		✓		
Pelvis	✓				
Hip	✓				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓		✓		
Sacrum and/or Coccyx		✓	✓		
Scoliosis Series		✓	✓		
Sacroiliac Joints		✓	✓		
Abdomen					
Abdomen Supine	✓				
Abdomen Upright	✓		✓		
Abdomen Decubitus		✓	✓		
Intravenous Urography		✓			

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.					
Upper GI Series, Single or Double Contrast		✓			
Contrast Enema, Single or Double Contrast		✓			
Small Bowel Series		✓			
Esophagus (*NOT* Swallowing Dysfunction Study)		✓			
Cystography/Cystourethrography		✓			
ERCP		✓			
Myelography		✓			
Arthrography		✓			
Hysterosalpingography		✓			
Mobile C-Arm Studies					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓		✓		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓		✓		
Mobile Radiographic Studies					
Chest	✓				
Abdomen	✓				
Upper or Lower Extremity	✓				
Pediatric Patient (Age 6 or Younger)					
Chest Routine	✓		✓		
Upper or Lower Extremity		✓	✓		
Abdomen		✓	✓		
Mobile Study		✓	✓		
Geriatric Patient (At Least 65 Years Old **and** Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	✓				
Upper or Lower Extremity	✓				
Hip or Spine		✓			
Subtotal					
Total Mandatory exams required	36				
Total Elective exams required		*15			
Total number of simulations allowed			10		

TCC RADIOLOGIC TECHNOLOGY PROGRAM
Clinical Grade Worksheet

STUDENT NAME: _____ RAD _____

Section I Competency Evaluations

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

_____ **POINTS**

Section II RT(R) Performance Evaluations

1	2	3	4	5	6	7	8

_____ **AVERAGE POINTS**

Section III Clinical Instructor Evaluations

1	2	3	4

_____ **AVERAGE POINTS**

Section IV Assignments

1	2	3	4	5	6

Average of Assignments x 0.20 = Points

Example: 95 x .20 = 19 points

_____ **POINTS**

Section V Professionalism

_____ **POINTS**

TOTAL POINTS = _____

LETTER GRADE = _____

_____
Instructor Signature and Date

_____
Student Signature and Date

A = 400 to 420
B = 380 to 399
C = 360 to 379 minimum to proceed in program
D = 340 to 359
F = 0 to 339

TCC RADIOLOGIC TECHNOLOGY PROGRAM
RT[R] Professional Development Evaluation FIRST YEAR

STUDENT: PRINT _____ EVALUATOR: PRINT _____

CLINICAL SITE _____ CIRCLE RADR 1266 RADR 1267 From: _____ To: _____

Directions: Circle statement, which best describes the student's performance during the evaluation period.

1. COMMUNICATION AND CONCERN FOR THE PATIENT

Sincere care of patients; Explains exam; Excellent Communication	Shows very little concern for patient needs; Lacks communication skills	Shows concern for patient, but lacks communication skills	Good communication and patient care

2. PROFESSIONALISM AND ETHICAL BEHAVIOR

Lacks professional attitude and appearance	Always respectful of patient and staff; Excellent appearance	Usually shows respect for patient and staff as well as a professional appearance	Needs improvement in behavior and/or appearance

3. AVAILABILITY

Consistently available and ready to participate	Is not available and/or willing to participate	Is occasionally available and ready to participate

4. ACCEPTANCE OF CRITIQUE

Accepts and applies critique in a professional manner	Willing to learn, usually accepts critique very well and makes attempt to apply	Takes critique personally and/or becomes defensive/argumentative when critiqued

5. ADAPTABILITY

Consistently adapts to department routine and is flexible in work assignments	Does not adapt to department routine and is not flexible in work assignments	Occasionally adapts to department routines; needs to demonstrate more flexibility

6. CLEANLINESS OF ROOM AND EQUIPMENT CARE

Fails to keep a clean environment and/or occasionally abusive of equipment	Occasionally keeps a neat room and cares for equipment	Consistently keeps a clean and stocked room and is careful with equipment

7. POSITIONING ABILITIES

Positioning skills are what they should be at this time in the program	Positioning skills exceed what is expected at this time in the program	Is lacking in certain positioning skills, which should be present at this time in the program

8. ORGANIZATION

Has room prepared for exam; very organized	Adequate, but occasionally organization is lacking	Does not plan ahead; Does not seem to care about organization

9. CONSISTENCY

Lacks consistency; shows no concern about developing skills	Has consistent performance and results; very few errors	Occasionally consistent performance and/or results but needs to develop skills in other areas

10. PATIENT SAFETY

Follows good patient safety practices; asks questions or seeks help when appropriate	Follows basic patient safety practices, but occasionally forgets to ask questions or seek instruction	Often needs to be reminded of patient safety; does not seek or avoids instruction

11. RADIATION PROTECTION PRACTICES

Applies basic radiation protection procedures	Does not apply radiation protection procedures for self and/or patient	Exceeds application of the basic radiation protection procedures

12. PATIENT HISTORY

Must be reminded to obtain patient history or to read procedure request	Occasionally needs to be reminded to obtain history or to read the request	Consistently obtains patient history and reads request

What was your overall opinion of the student's performance during this evaluation period? Select one.

____Is performing beyond what is expected at this time in the program sets example.
____Is performing at the expected level for this time in the program, very positive attitude.
____Is performing at the expected level for this time in the program, good attitude.
____Is slightly below the expected level for this time in the program; appears to have the ability & attitude to improve.
____Is not performing as expected for this time in the program; appears to lack motivation in improving.

COMMENTS:

_____

_____

_____

_____

TECHNOLOGIST/EVALUATOR SIGNATURE and DATE: _____

STUDENT SIGNATURE and DATE: _____

I was given the opportunity to discuss this evaluation.

Space for TCCD use only:

_____ _____

TCCD Confirmation: [Faculty Initials & Date] **TOTAL SCORE**

TCC RADIOLOGIC TECHNOLOGY PROGRAM
RT[R] Professional Development Evaluation SECOND YEAR

STUDENT: PRINT _____ EVALUATOR: PRINT _____

CLINICAL SITE _____ CIRCLE RADR 1366 RADR 2366 RADR 2367 From: _____ To: _____

Directions: Circle statement, which best describes the student's performance during the evaluation period.

1. COMMUNICATION AND CONCERN FOR THE PATIENT

Sincere care of patients; Explains exam; Excellent Communication	Shows very little concern for patient needs; lacks communication skills	Shows concern for patient, but lacks communication skills	Good communication and patient care

2. PROFESSIONALISM AND ETHICAL BEHAVIOR

Lacks professional attitude and appearance	Always respectful of patient and staff Excellent appearance	Usually shows respect for patient and staff as well as a professional appearance	Needs improvement in behavior and/or appearance

3. AVAILABILITY

Consistently available and ready to participate	Is not available and/or willing to participate	Occasionally available and ready to participate

4. ACCEPTANCE OF CRITIQUE

Accepts and applies critique in a professional manner	Willing to learn; usually accepts critique very well and makes attempt to apply	Takes critique personally and/or becomes defensive/argumentative when critiqued

5. ADAPTABILITY

Consistently adapts to department routine and is flexible in work assignments	Does not adapt to department routine and is not flexible in work assignments	Occasionally adapts to department routines; needs to demonstrate more flexibility

6. CLEANLINESS OF ROOM AND EQUIPMENT CARE

Fails to keep a clean environment and/or occasionally abusive of equipment	Occasionally keeps neat room and cares for equipment	Consistently keeps a clean and stocked room and is careful with equipment

7. POSITIONING

Positioning skills are what they should be at this time in the program	Positioning skills exceed what is expected at this time in the program.	Is lacking in certain positioning skills, which should be present at this time in the program

8. TECHNICAL ABILITIES

Technique skills are what they should be at this time in the program	Technique skills exceeds beyond what is expected at this time in the program	Is lacking in certain technical skills, which should be present at this time in the program

9. ORGANIZATION AND SPEED

Has room prepared for exam; very organized; performs very quickly	Adequate, but occasionally organization and speed are lacking	Does not plans ahead; does not seem to care about organization or speed

10. CONSISTENCY

Lacks consistency; shows no concern about developing skills	Has consistent performance and results very quickly; very few errors	Occasionally consistent performance and/or results but needs to develop skills in other area

11. PATIENT SAFETY

Follows good patient safety practices; ask questions or seeks help when appropriate	Follows basic patient safety practices, but occasionally forgets to ask questions or seek instruction	Often needs to be reminded of patient; does not seek or avoids instruction

12. RADIATION PROTECTION PRACTICES

Applies basic radiation protection procedures	Does not apply radiation protection procedures for self and/or patient	Exceeds application of the basic radiation protection procedures

13. PATIENT HISTORY

Must be reminded to obtain patient history or to read procedure request	Occasionally needs to be reminded to obtain patient history or to read the request	Consistently obtains patient history and reads request

What was your overall opinion of the student's performance during this evaluation period? Select One.

___ Is performing beyond what is expected at this time in the program sets example.
____Is performing at the expected level for this time in the program, very positive attitude.
____Is performing at the expected level for this time in the program, good attitude.
____Is slightly below the expected level for this time in the program; appears to have the ability & attitude to improve.
____Is not performing as expected for this time in the program; appears to lack motivation in improving.

TECHNOLOGIST/EVALUATOR SIGNATURE and DATE: _____

STUDENT SIGNATURE and DATE: _____

I was given the opportunity to discuss this evaluation.

Space for TCCD use only:

_____ _____

TCCD Confirmation: [Faculty Initials & Date] **TOTAL SCORE**

ICC RADIOLOGIC TECHNOLOGY PROGRAM
Clinical Competency Evaluation

STUDENT NAME_____

Mandatory Elective Interim Final Indicate if any SIMULATION w/o EXPOSURE(S) _____

PROCEDURE: _____ DATE: _____

Does this patient meet any of the following criteria as defined by the ARRT?
____Pediatric [child 6 years old or younger]
____Geriatric [65 years or older who is also physically or cognitively impaired as a result of aging]
____Trauma [a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient's condition]

Select Yes, No, or N/A

	Identify each projection Example →	**AP**	**Oblique**	**Lateral**			**COMMENTS**
1	**Evaluate Request** Checks patient's identification (ID), exam requisition, and obtains patient history including pregnancy information						
2	**Room Preparation** Room clean, obtains supplies, sets up for procedure, uses proper equipment						
3	**Patient Preparation** Gown as needed, removes artifacts, gives explanation of procedure, identifies any contraindications						
4	**Professionalism** Projects a professional attitude, uses good communication skills, respects patient, and is efficient						
5	**Personal and Patient Safety** Uses universal precautions and proper body mechanics						
6	**Patient Positioning** Uses correct alignment and gives proper breathing instructions						
7	**Equipment** Uses proper IR size, bucky, grid, or table top, SID, CR, and tube angulation						
8	**Radiation Safety** Uses shielding when necessary, proper collimation, and protecting self/others						
9	**Exposure Factors** Sets correct technique, AEC, and focal spot size						
10	**Image Evaluation** Critiques images proficiently, lead markers and patient information properly displayed						
11	**Exam Completion** Discharges patient, completes any paperwork, and cleans room for future use						
12	**Repeats** Was this projection repeated?						

Tarrant County College

TRINITY RIVER CAMPUS EAST
Division of Health Sciences
245 E. Belknap Street
Fort Worth, Texas 76102
817-515-2345 * tccd.edu

Clinical Site Orientation Checklist

Task	Initials
1. Tour of Facility	_____
2. Tour of Department	_____
3. Policies and Procedures	_____
a. Location of Policy and Procedure Manual	_____
b. Orientation to Chain of Command	_____
c. Exam Protocol Manual	_____
4. Location of Equipment	_____
a. Carts	_____
b. Wheelchairs	_____
c. IV Poles	_____
d. Oxygen Tanks	_____
e. Crash Carts	_____
f. Emergency Drug Trays	_____
g. Suction	_____
h. Telephones	_____
5. Disaster/Code/Fire Procedures	_____
6. Telephone/Computer Orientation	_____
7. Personal Item Storage	_____
8. Smoking/Tobacco Policy	_____
9. Parking Policy	_____
10. Clock In-Clock Out Procedures	_____

_____ _____
Clinical Instructor Signature Date

_____ _____
Student Signature Date

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Room Familiarization

NAME_____DATE_____

Clinical Facility_____

Exposure Room_____

Manufacturer of Equipment_____

Highest mAs_____Lowest mAs_____

Highest kVp_____Lowest kVp_____

Image receptor holder in room_____Yes_____No Storage Location_____

Draw the control panel icons for:

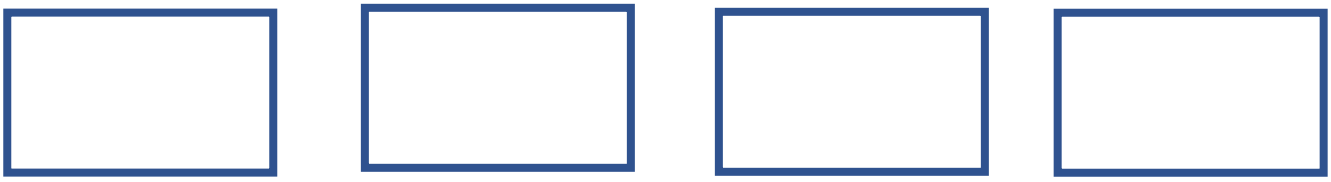

Table Upright Tabletop AEC Configuration

Fluoroscopy Tower (if applicable)

Tower Attachments_____

Myelogram stop_____Yes_____No

Fluoro Magnification Options_____

Fluoro Timer Alarm_____

Room Table

Degree of table tilt: Head_____Foot_____

Highest Table Position_____Lowest Table Position_____Patient Step Assist_____

List the table attachments available _____

What is used to clean the table?_____

Upright Bucky

Exists____Yes_____No Tilt_____Yes_____No Auto Tracking_____Yes_____No

Number of Image Receptor (IR) Batteries_____Number of Charging Stations_____

Size of Image Receptors_____

Wall Bucky Accessories_____

Type of Bucky Grid_____Ratio_____

Type of Free Grid_____Ratio_____

Emergency Supplies

Emergency Cart or Tray_____Yes_____No Room Oxygen_____Yes_____No

Mobile Oxygen Storage Location_____

Wall Suction_____Yes_____No Mobile Suction_____Yes_____No

Biohazard Bin_____Yes_____No Contrast Disposal_____Yes_____No

Sharps Disposal_____Yes_____No

Accessory Equipment

Number of lead aprons available_____

What is the lead equivalency of the aprons?_____

How many lead gloves are available?_____

Are sandbags available?_____Yes_____No

Are thyroid shields available? _____Yes_____No

Exposure Button

Can the exposure button engage without exposure_____Yes_____No

How do make an exposure?_____

How do you know if an exposure is complete?_____

_____ _____

Clinical Instructor Signature **Date**

Pregnancy Declaration Form

Tarrant County College
Associate of Applied Science in Radiologic Technology

According to the National Council on Radiation Protection and Measurement (NCRP), the dose to an embryo/fetus during the entire gestation period shall not exceed 5 millisievert due to occupation exposure of a declared pregnant female employee and/or student at any facility. An employee and/or student may declare her pregnancy in writing to assure protection of the embryo/fetus due to the mother's occupational radiation exposure. A fetal dose badge should be worn at the declared pregnant woman's abdomen to monitor the embryo/fetal dose. The declared pregnant employee's and/or student's collar badge may be used for this purpose (in the first several months, the dose received to the declared pregnant employee's and/or student's collar badge is assigned to the embryo/fetus) however, a fetal badge is strongly recommended as soon as possible.

It is the responsibility of the declared pregnant employee and/or student to maximize her effort to avoid radiation exposure and keep her dose to AS LOW AS REASONABLY ACHIEVABLE (ALARA). Those employees and students who declare their pregnancy will have their dose and the dose to the fetal badge reviewed and documented monthly by the Radiation Safety Officer (RSO). Every millisievert/month for the gestation period. Please note that the pregnant employee/students must declare herself "non pregnant" after delivery. For any reason during the pregnancy, the declared pregnant employee/student may declare herself not pregnant in writing.

INSTITUTION: _____

EMPLOYEE/STUDENT SIGNATURE: _____

DATE: _____

ESTIMATED DATE OF CONCEPTION: _____

RADIATION SAFETY OFFICER

SIGNATURE: _____

Confidential Student MRI Safety Questionnaire – MR Safety Training

Tarrant County College
Associate of Applied Science in Radiologic Technology

Name: _____ Date: _____

Please read the following questions carefully. It is important for us to know if you have any <u>metal devices</u> or <u>metal parts</u> anywhere in your body. If you do not understand a question, please ask us to explain!

1. Yes ☐ No☐ Have you ever had surgery on your brain/aneurysm clips or intravascular coils?
2. Yes ☐ No☐ Have you ever had any surgery on your heart/ heart valve, pacemaker, or stents?
3. Yes ☐ No☐ Have you ever had an injury to your eyes involving metal or metal shavings?
4. Yes ☐ No☐ Do you have any prosthetic limbs?
5. Yes ☐ No☐ Have you ever had surgery on your ears? Do you wear a hearing aid?
6. Yes ☐ No☐ Have you ever had surgery on your eyes?
7. Yes ☐ No☐ Have you ever been shot with a gun, BB's, or shrapnel?
8. Yes ☐ No☐ Do you have any mechanical, electrical or magnetic implants in your body? (Neurostimulators, Pacemakers, Defibrillators)
9. Yes ☐ No☐ Do you have a filter for blood clots (Umbrella, Greenfield, bird's nest)?
10. Yes ☐ No☐ Do you have any stents (small metal tubes used to keep blood vessels open)?
11. Yes ☐ No☐ Do you have any pumps implanted in your body that deliver medications?
12. Yes ☐ No☐ Do you wear a patch to deliver medicines through the skin?
13. Yes ☐ No☐ Do you have any tattoos, body piercings or permanent makeup?
14. Yes ☐ No☐ Do you use a hearing aid?
15. Yes ☐ No☐ Do you have any metal wire mesh implants, staples, or sutures anywhere in your body?
16. Yes ☐ No☐ Do you wear braces on your teeth, have a permanent retainer or dentures with metal?
17. Yes ☐ No☐ Do you have metal joints, rods, plates, pins, screws, nails, or clips?
18. Yes ☐ No☐ Do you have a "shunt" (a tube to drain fluid) in your brain, spine or heart?
19. Yes ☐ No☐ Do you have any devices to make bones grow (like bone growth or bone fusion stimulators
20. Yes ☐ No☐ Do you have any hair clips, pins, extensions,
21. Yes ☐ No☐ Have you ever had any surgery on your spine?
22. Yes ☐ No☐ Do you have a vascular access port?
23. Yes ☐ No☐ Have you ever had any surgery? Please list all _____

IMPORTANT INSTRUCTIONS

Before entering the MRI environment or MRI system room, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, beeper, cell phone, eyeglasses, hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, clothing with metal fasteners, & clothing with metallic threads. Please consult the MRI Technologist or Radiologist if you have any questions or concerns BEFORE you enter the MR system room!

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form.

Name of Student: _____

Signature of Student: _____

Date_____

ACKNOLWEDGEMENT FORMS

Acknowledgement of Programmatic and Clinical Standards

Associate of Applied Science in Radiologic Technology

My signature below indicates that I have read and understand the contents of this academic and clinical handbook. I agree to abide by the policies and procedures outlined and understand I am responsible for adhering to them. I understand noncompliance can result in disciplinary action up to and including dismissal from the radiologic technology program.

_____

Print Name

_____

Student Signature

_____

Date

Student Laboratory Participation Agreement

I, (print name) _____, understand during the laboratory experiences I will role-play as a professional radiographer and patient. I expect physical contact with other students while learning various radiographic procedures, blood pressures, pulse, respirations, and venipuncture. I agree to follow all policies related to protecting myself and others by using the appropriate personal protective equipment as prescribed by the program faculty. I understand I should notify program faculty if I feel uncomfortable or have concerns regarding this policy.

_____

Student Signature

_____

Date

Academic Honesty Attestation Statement

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in the Radiologic Technology Program and may result in suspension or dismissal. Cases will also be referred to the Dean of Health Sciences for dismissal from the college.

Cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the college faculty or staff without permission.

Plagiarism includes, but is not limited to, the use of, by paraphrase or direct quotation without correct recognition, the published or unpublished works of another person. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism.

Students are encouraged to take full advantage of the many resources available including Internet sites, handouts and workbooks, other textbooks and journals, faculty, and peers. This interactive collegial learning environment is conducive for life-long learning.

By signing this document, I agree to abide by Tarrant County College and the Radiologic Technology's Academic Honesty and Plagiarism policies.

_____

Print Name

_____

Student Signature

_____

Date

Technical Practice Standards Statement

I, (print name) _____, have read and understand the Program's Technical Practice Standards required of students in the TCC Associate of Applied Science in Radiologic Technology program. By signing below, I am attesting that I meet these standards or have the ability to meet these standards.

_____

Print Name

_____

Student Signature

_____

Date

Waiver and Release of Medical Liability

I hereby agree and acknowledge that my participation in the Clinical experience may involve a risk of injury or illness, including COVID-19. I hereby indemnify and hold harmless TCC and all claims, suits, liability, judgements, and costs arising from and/or related to any personal injuries, damage to private property, and the results therefrom, ensuing from my participation in the Clinical experience.

I further agree to indemnify and hold TCC harmless for any injury or medical problem I may acquire, including a diagnosis of COVID-19, during my participation in the Clinical Experience. I agree to pay my own medical costs related to any injuries or illnesses that I incur during my participation in the Clinical Experience. I further agree that TCC shall not be responsible for payment of needed medical services.

☐ By checking this box and providing my student ID and name below, I acknowledge that I have read the above waiver and release in its entirety and affirm this waiver voluntarily. I intend my submission of this form to be a complete and unconditional release of TCC's liability to the greatest extent allowed by law.

_____

Student's Full Name/Signature

_____

Student's Colleague ID

_____

Date

_____

School Representative

_____

Date

Tarrant County College Photo/Video Release Form

The Radiologic Technology Program at Tarrant County College appreciates your help with our marketing efforts. The photographs/videos to be taken are for promoting the program. They may be used in a variety of advertising outlets including, but not limited to, ads, websites, brochures, posters, or social media.

I, _____ (please print)

- ☐ I agree to let my photographs/videos be used for the purposes stated above.
- ☐ I do not agree to let my photographs/videos be used for the purposes stated above.

Signed: _____
Date: _____