

Jackson College Radiography Program

COVID 19 Update on page 7

Mission Statement

The Jackson College Radiography Program will strive to provide individuals with a quality education in radiography based in ethical practice and technical understanding. These efforts will help to fulfill the college's mission of providing a qualified workforce to the community.

The Goals of the Program

1. *Graduates will be competent entry-level radiographers.*
Student Learning Outcomes:
Students will demonstrate competent positioning skills.
Students will demonstrate appropriate patient care.
Students will utilize radiation protection.

2. *Students will demonstrate the ability to problem solve and critically think.*
Student Learning Outcomes:
Students will demonstrate knowledge of complex radiologic theory.
Students will adapt knowledge to non-routine situations.

3. *Students will demonstrate appropriate communication skills.*
Student Learning Outcomes:
Students will demonstrate effective communication skills with patients.
Students will demonstrate effective communication skills with clinical staff.

4. *The program will provide students with professional growth and development.*
Student Learning Outcomes:
Students will demonstrate professional growth at the clinical site.
Students will demonstrate further research into the profession.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Jackson College Radiography Program. The JRCERT can be contacted at www.jrcert.org. Program effectiveness data about the program can be found at the JRCERT website. If a student has a question or concern about accreditation or accreditation standards, please contact the program director or the JRCERT.

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Jackson College Radiography Handbook

What is a Radiology Technologist?

A Radiology Technologist is a highly skilled health professional whom administers medical x-rays in order to help diagnose illness. A Radiographer operates various types of x-ray/imaging machines depending upon their level of training.

The field of radiography includes general medical imaging, fluoroscopy, trauma imaging, surgical imaging, and other specialized procedures. Radiographers can also further their education and go on to learn C.T.(Computed Tomography), MRI (Magnetic Resonance Imaging), and Mammography. There are many avenues of growth in radiography.

A Radiographer's prime job is to aid the Radiologist in getting the information that he/she needs in order to adequately diagnose a patient's condition. In order to do this, the Radiographer must have good knowledge of anatomy and positioning. A technologist must perform the radiographic examination and ensure that high quality images have been obtained. A commitment to ethics and a desire to help others is essential to be a high-quality Radiology Technologist!

The Radiography program is an integrated two-year classroom instruction and clinical training program leading to an associate degree in applied science. It is designed to prepare the student for employment in the field of Diagnostic Radiography.

Joseph E. Shackelford, M.A., R.T.(R), ARRT
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Admission Requirements and Process for the Radiographer Program

1. Students must have completed the following courses with a minimum final grade of at least a 3.0 prior to admission.

MOA 120 – Medical Terminology
DMS 100 – Introduction to Diagnostic Imaging
HOC 130 – Introduction to Health Occupations
BIO 132 – Human Biology

2. All applicants' academic records are evaluated. Grades / GPA outcomes from, BIO 132, MOA 120, DMS 100, HOC 130, and health related courses are components for evaluation by using a numerical point system.

3. All qualified applicants will have a consultation (interview) with the Jackson College Radiographer Program Admissions Committee.

A. The admissions committee will be comprised of a minimum of three of the following individuals:

1. Radiographer Program Director
2. Radiographer Program Instructors
3. Radiographer Program Clinical Instructors
4. Clinical Education Center Radiology Managers
5. Allied Health Director

B. All applicants will be asked to respond to the same set of questions during the consultation (interview) session.

C. All applicants will be evaluated by each admission committee member and an average score is entered into an overall point tally for admission considerations.

4. Only those individuals with the highest total combined scores of the academic evaluation and the consultation (interview) session will be accepted.

5. Admissions process is nondiscriminatory in regards to race, color, religion, national origin, ancestry, age, sex, marital status, or handicap.

6. All Radiology students accepted in the program will be required to submit a completed statement of health/physical condition. The completed physical statement needs to include: medical history, physical exam results, and immunizations. This statement must be received by the Allied Health office prior to any Radiology student beginning their clinical education.

7. Radiology students must adhere to the requirements of the Health Certification Form.

8. All accepted students are required to complete a background check and drug screening that costs approximately \$180.00. These tests are mandatory and completed during the first semester of the program prior to clinical placement. Additional fees may be required by the clinical site of attendance.

Radiography Associate in Applied Science

A radiographer is the allied health professional who uses ionizing radiation to image patients in hospitals and various health care clinical settings. Other functions of the radiographer is to assist the radiology physician (radiologist) in the administration of contrast material to patients in order to enhance the visibility of certain anatomical structures on a radiograph. It is designed to prepare the student for employment in the field of diagnostic radiography.

Jackson College is accredited by the North Central Association of Colleges and Secondary Schools. The radiography program (RAD) is a two-year program leading to an associate in applied science degree. The curriculum consists of integrated didactic and clinical course work in approved clinical education affiliate.

The program is designed to prepare the student for employment in the field of diagnostic radiography; positions are located within hospitals, medical clinics, and other diagnostic imaging institutions. Upon successful completion, students are eligible to write the American Registry of Radiologic Technologists (ARRT) exams. Satisfactory completion of the ARRT board certifying exams allows the radiographer to use the initials of R.T.(R) [Registered Technologist (Radiography)].

Applicants must successfully complete DMS 100, BIO 132, HOC 130 and MOA 120 with a grade outcome of 3.0 or higher before they can be considered for the Radiography Program.

- *Applications must be received by the Allied Health Office no later than January 31st.
- *RAD Admission Committee confers first week of March.
- *Applicants are notified by mail no later than the second week in April for a spring/summer semester start.

Minimum credits	81
Minimum cumulative GPA	2.0
Minimum grade in DMS 100; HOC 130; MOA 120; BIO 132	3.0 BIO- 2.5
Minimum Jackson College credits	12
MACRAO agreement	No

Radiography Program

Students should refer to the Jackson College’s course catalog to review the most current course outcomes to for a degree in applied science in Radiography. This can be found on Jackson College’s webpage at <http://www.jccmi.edu/studentservices/catalog/index.htm>

General Education Requirements (General Education Outcomes – GEO)

GEO 1 – Write clearly, concisely, and intelligibly (3 credits)

ENG131 Writing Experience

GEO 2 – Recognize the importance of equity and inclusion in a diverse society (3 credits)

COM 250 Intercultural Communication

GEO 3 – Demonstrate computational skills and mathematical reasoning (4 credits)

MTH 130 Quantitative Reasoning or higher

GEO 4 – Demonstrate scientific reasoning (4-8 credits)

Choose from the following:

BIO 132 – Human Biology

BIO 253/254 – Human Anatomy and Physiology I & II

GEO 5 – Understand human behavior and social systems, the principles which govern them, and their implications for the present and future (3 credits)

PSY 140 Introduction to Psychology

GEO 6 – Understand aesthetic experience and artistic creativity (3 credits)*HUM 131 – Cultural connections**Radiography Related Requirements (9 Credits)*

HOC 130	Introduction to Health Occupations	3 Credits
DMS 100	Intro to Diagnostic Medical Imaging	3 Credits
MOA 120	Medical Terminology	3 Credits

RAD Core (52 credits) (2.0 required for each course)

RAD 120	Radiographic Orientation	2 Credits
RAD 121	Radiographic Positioning I	4 Credits
RAD 125	Radiographic Positioning II	4 Credits
RAD 126	Clinical Practicum I	3 Credits
RAD 162	Clinical Practicum II	3 Credits
RAD 209	Cross-Sectional Imaging	3 Credits
RAD 211	Clinical Practicum III	6 Credits
RAD 214	Clinical Practicum IV	5 Credits
RAD 219	Clinical Practicum V	5 Credits
RAD 160	Fundamentals of Radiologic Science	4 Credits
RAD 161	Radiographic Exposure	4 Credits
RAD 213	Radiobiology	2 Credits
RAD 212	Special Radiographic Studies	4 Credits
RAD 218	Radiographic Pathology	3 Credits

Radiography Program Online Learning Policy

- Any courses taught online within the Radiography Program must ensure the integrity of examinations given within the course. All online courses must require no less than *two forms of security* for performing online exams. Methods can include, secure logins, passcodes, proctored exams, and/or video monitoring.

Radiography Program – *Suggested course schedule for an Associate Degree in Applied Science*

***THE COVID 19 PANDEMIC COULD ALTER THE DELIVERY OF COURSES AND CLINICAL. Courses may be delivered online, and clinical rotations/hours may be altered to allow students to obtain competencies. This could also result in the extension of the program's length.**

Prerequisite Semester:

Spring:

BIO 132 – Human Biology – 4 credits
 HOC 130 – Introduction to Health Occupations – 3credits
 DMS 100 – Introduction to Diagnostic Imaging – 3credits
 MOA 120 – Medical Terminology – 3credits

First Year

Summer:

RAD 120 Radiologic Orientation – 2credits
 RAD 121 Radiographic Positioning I (Class/Lab) – 4credits
 COM 250 Intercultural Communications – 3credits

Fall:

RAD 125 – Radiographic Positioning II (Class/Lab) –4credits
 RAD 126 – Clinical Practicum I – 3credits
 ENG 131 – Writing Experience – 3credits
 MTH 130 – Quantitative Reasoning – 3-4credits (Or higher level math course)

Spring:

RAD 160 – Fundamentals of Radiologic Science – 4credits
 RAD 161 – Radiographic Exposure(Class/Lab) – 4credits
 RAD 162 – Clinical Practicum II – 3credits

Second Year

Summer:

RAD 209 – Cross-Sectional Imaging – 3credits
 RAD 211 – Clinical Practicum III – 6credits

Fall:

RAD 214 – Clinical Practicum IV – 5credits
 RAD 213 – Radiobiology – 2credits
 RAD 212 – Special Radiographic Studies – 4credits
 Humanities Class – 3credits

Spring:

RAD 219 – Clinical Practicum V – 5credits
 RAD 218 – Radiographic Pathology – 3credits
 PSY 140 – Introduction to Psychology – 4credits

All Radiographer courses must be completed with a minimum GPA of 2.0 to be considered passing. All Radiographer clinical practicum courses are subject to special scheduling dates which may not follow the traditional college semester calendar.

Course Credit Determination - All radiography credits per course are determined using the following formulas:

1. Didactic/Lab Courses -15 hours = 1 Credit
2. Clinical Courses - 80 hours = 1 Credit

Radiography Coursework

Course descriptions may be found in Jackson College's catalog
<http://www.jccmi.edu/studentservices/catalog/index.htm>

RAD 120 Radiographic Orientation

- This course introduces the student to radiography by covering patient care issues, radiology history, imaging equipment, exams in radiography, ethics and professionalism, medicolegal issues, radiation safety, and professional organizations of radiography.

RAD 121 Radiographic Positioning I

- This course teaches the student anatomy and basic positioning of the upper and lower extremities, chest, and abdomen in preparation for entering the clinical setting. The course includes a lab, during which, students practice and demonstrate the ability to position anatomy correctly, manipulate equipment, and demonstrate radiation safety principles..

RAD Clinical Practicum

- During the clinical aspect of the student's education, the student will observe and learn from ARRT registered technologists. Students will perform solo exams as they become comfortable, eventually earning a "clearance" upon demonstrating competency in certain examinations. Rotations are developed for student experience in the areas of the radiography department including 2nd shift rotations.
- First year students are typically in the hospital two days a week, while second year students are typically in the hospital setting three days a week.

RAD 125 Radiographic Positioning II

- This course continues the students learning of radiographic positioning. Anatomy and positioning of the spine, head, GI tract, and urinary system are covered. A lab is included for demonstration of learning.

RAD 160 Fundamentals of Radiologic Science

- This course covers the science of radiography including everything from how x-rays are created to x-ray circuitry. The importance of electricity and magnetism in understanding radiographic principles is also covered. Basic atomic structure is studied and important in understanding how x-rays are created and how x-ray photons interact with the human body. Lab is included.

RAD 161 Radiographic Exposure

- This course teaches the fundamentals of radiographic exposure. Density, contrast, distortion, and recorded detail in imaging are covered. All of the factors that work together in attaining a high quality x-ray are researched. The equipment that is used in diagnostic imaging is also studied. Lab is included.

RAD 209 Cross-Sectional Imaging

- The cross-sectional imaging course introduces students to viewing and understanding cross-sectional anatomy. This is important in viewing CT and MRI images. The course is an online course that provides many learning exercises to aid in understanding the material.

RAD 213 Radiobiology

- This course studies the effects of ionizing radiation on human tissue. Cellular biology and the affects of radiation at the cellular level are covered. Principles of radiation safety are included.

RAD 212 Special Radiographic Studies

- This course covers the specialized exams of radiographic imaging. These studies include medicolegal considerations, contrast media, arthrography, ERCP, hysterosalpingography, lymphography, myelography, sialography, venography, mammography, CT, MRI, and equipment necessary in specialized procedures.

RAD 218 Radiographic Pathology

- This course covers the differing types of pathologic conditions that occur within the differing systems of the body. Pathology terms are studied and made familiar to students. Also, pathologic effects on technique selection are discussed.

Clinical Attendance

Students are required to perform orientation as required by their clinical site prior to performing clinical.

Dependability and punctuality are fundamental factors in the Radiology clinical component. Any absences or tardiness, no matter how legitimate, disrupts the learning process of the student and disrupts the workings of the Radiology Department.

Students will be allowed to call in two clinical days each semester without any loss of semester grade. After that, the student's final clinical grade will be reduced by 2% per absence.

All absences must be made up. Students are required to contact the Clinical Coordinator as soon as possible to schedule make-up days for days missed.

In the event that the college closes or goes virtual due to **hazardous weather conditions**, all clinical rotations are cancelled for that day. If a student is performing make-up time during hazardous weather conditions, it is their discretion as to whether attendance will be safe. If they do not perform the make-up time, they must immediately reschedule that time with the Clinical Coordinator.

Tardiness is also unacceptable. Three (3) tardies will be equivalent to one absent day. Excessive tardiness will result in removal from the radiography program.

Continual absences and/or tardiness **will result** in dismissal from the radiography program.

Students needing to be absent from clinical for personal events that are not due to illness must make a request to the Clinical Coordinator no less than one month prior to the event occurring. Students should give the program as much advanced notice as possible in these situations.

Meetings and Seminars

Students are encouraged to attend the Annual MSRT meeting and the Annual Registry Review meeting. Students will be given one hour of clinical time for each one hour of attendance of these meetings. Students are required to complete a meeting report along with a brochure of the meeting(s). Should students choose to attend other Meetings or Seminars; no clinical hours of credit will be considered.

Clinical Performance & Competency

Clinical Performance: The student will be expected to function in the clinical site in an observational role in the beginning. He/She will participate by assisting the Radiologic Technologist where requested. **Students are required to perform all procedures under the direct supervision of a qualified radiographer until they achieve competency. A 1:1 student to technologist ratio must always exist when students perform clinical rotations.**

As the student gains experience and confidence, he/she will move to a more active role by helping the Radiologic Technologist with exams. The student's rate of progress will depend upon his/her ability to perform and comprehend the tasks that have been assigned to him/her.

The student will move into a more independent performance role as he/she gains experience, but only after he/she has successfully completed their competencies. The student will always perform exams under the direct supervision of the Radiologic Technologist.

When the student has performed the procedure(s) satisfactorily, he/she can be evaluated on that examination for competency. The student will be evaluated by a Clinical Instructor or qualified radiographer. **Once they achieve competency, they must perform procedures under the indirect supervision of a qualified radiographer. This means that the technologist must be "immediately available". This means that the technologist must be within communication distance of the student. Students must always be directly supervised for all mobile imaging procedures including portable and c-arm procedures regardless of competency.**

Students are expected to assume responsibility for their own learning by preparing for clinical instruction just as they are expected to do for the classroom. Additionally, students are expected to keep busy with appropriate tasks in the clinical site, to review previously learned tasks and material as needed. Students will demonstrate and practice good body mechanics, as instructed in the radiography program course, throughout their clinical site portion of the program.

Student will demonstrate and put into practice proper verbal and written communication skills throughout the clinical site portion of the program.

Student will learn correct interpretations of requisitions.

Student will learn appropriate patient positioning including: AP, Prone, Lateral Decubitus, Upright, Trendelenberg, and Oblique positions.

Note: It is expected that a student's high learning curve days at the clinical site will be on those days when the clinical site has a lower case load. Low learning curve days are when the clinical site is very busy with a heavy case load. On busy days, the student is expected to be of as much help to the staff as is possible. However, students are placed in clinical site as a learning modality and we wish to use this clinical experience to the fullest extent possible. **Students must understand and adhere to the policies the clinical site requires prior to working in that particular clinical site (this may include a urinalysis and/or a drug screening, as well as immunizations).**

Student Competency Evaluation: Students will be evaluated throughout the entire program to determine mastery in all course work required to graduate from the Radiography Program with an Associate Degree in Applied Sciences.

Student's clinical progress will be evaluated according to the course goals, performance objectives, and procedure performance. This is a continual process throughout each clinical semester. During the spring semester of the second year, each student will receive a terminal competency evaluation to demonstrate competency as an entry-level Technologist.

Advanced Modality Rotation: In order to provide an equitable learning experience for all radiography students, all students will have the opportunity to rotate out to one or more sites in order to perform an advanced modality rotation at a clinical site other than their primary clinical site. This rotation will occur during the final two clinical semesters of the program. Students must be current with their clearances prior to rotating. The clinical coordinator will communicate with all second year students at the beginning of the fall clinical semester

to inform students and gather input regarding where the student will rotate during their advanced modality rotation.

Radiation Monitoring and Safety Policy

The radiography program will provide radiation monitoring to all students while they are at clinical sites. The program director will maintain records of student exposure. Students are entitled to view their exposure records at any time. The student may make a request to the Program Director to view these exposures. Radiation exposure dosimetry reports will be shared in class with students within 30 days of the program receiving them for review by students. Students will sign off on having reviewed their record. Exposure levels fall into one of two categories:

1. Category "A" exposures – Less than 60 mrem (.6 mSv) quarter
2. Category "B" exposures – Greater than 60 mrem (.6 mSv) quarter

Anyone receiving a category "B" exposure will be contacted by the program director about utilizing proper radiation protection methods.

Students will be advised and trained in proper radiation protection procedures throughout their courses in the radiography program. **Students are advised not to hold patients or image receptors during imaging procedures.** Non-radiation workers should be utilized when a person is needed to hold a patient during a procedure. Students must protect patients and themselves during imaging procedures. Always utilize proper shielding when you are exposed to the live x-ray beam. Students must wear proper radiation badges during their scheduled clinical rotations. Students must also wear radiation monitoring badges when exposures are made in the energized lab at the college if they are in the lab during the exposure. Students are never to be exposed to the direct x-ray beam when in the energized lab at the college.

Exposures are only allowed to be made at the college lab under the direct supervision of an instructor that is a registered radiographer. Students must always wear their radiation detection badge when performing any live exposures in the college lab.

Radiographer Program General Policies

Section 1

Students are required to notify the appropriate supervisor at their clinical site of their absences for each occurrence. The notification of absence intent should be at least 30 minutes prior to the students' scheduled starting time. All missed clinical time must be made up within the semester that it was lost. Sufficient time has been allowed during each semester to complete the required clinical hours. Make-up hours will be scheduled in consultation with the Clinical Coordinator

Section 2

Two absences that are not reported to the proper supervisor will result in disciplinary action.

Section 3

Students are required to be at their clinical site until the completion of an eight-hour shift, unless permission is granted from the clinical coordinator. Students will only receive clinical hours for time actually spent within the clinical setting.

Section 4

Tardiness will be counted against the total clinical hours. If it appears that arrival time will be late, notify the clinical instructor whenever possible. Excessive tardiness will result in disciplinary action.

Section 5

Any student who is unable to perform the routine duties of a Radiography student because of personal illness or injury must notify the clinical coordinator as soon as possible. The student must also notify the clinical coordinator as soon as possible in writing of the anticipated length of the illness or disability.

Section 6

If a student fails a course or leaves the Radiography Program for any reason, their position in the program is forfeited.

Section 7

The student is to notify the attending Radiographer whenever they, the student, leave the assigned work area. Failure to do so may be interpreted as abandonment of the clinical assignment.

Section 8

Cellular phones are not to be on a student's physical person while performing clinical rotations. Cellular phones may be kept in an assigned locker during clinical hours. Students may have their phones when on a break or at lunch. Students may have a cellular phone in their pocket if there is an urgent family reason that is preapproved by the clinical preceptor. In such a situation, the phone must be in vibrate mode and not brought out in the presence of a patient at any time.

Section 9

All Students must be appropriately screened for magnetic wave and radiofrequency hazards due to the possibility of entering the MRI area during their training in the radiography program. To this end, the Jackson College School of Radiography has developed an MRI policy and screening protocol that every student must read, complete, and acknowledge. At the time of doing so, student will be informed about the risks of entering the MRI area, and will be allowed to ask questions in order to educate themselves. The MRI screening form will be completed prior to a student beginning clinical rotations. It is the responsibility of the student to inform the program if anything changes that might create a risk for them when entering the MRI environment. The MRI policy/screening form is located in appendix C of the student handbook.

Section 10 - Pregnancy

The development of radiation exposure standards reflects the sensitivity of cells to radiation damage. This radiation sensitivity is related to the reproductive activity of the cells: embryos and fetuses are more radiosensitive than children and adults. Because of the sensitivity of the unborn fetus, the National Council on Radiation Protection (NCRP), (Report Number 105, p. 13, 1989), has recommended that the dose equivalent limit to the unborn fetus from occupational radiation exposure of the expectant mother be limited to 5 mSv(500 mrem) for the entire pregnancy.

If you are or become pregnant while you are participating in this program it is your option to inform program officials or not. If you elect to notify us of your pregnancy we will work with you to limit the potential risk to your unborn fetus. **If you wish to voluntarily declare your pregnancy, you must do so in writing to the program director.** The program director will provide education and training to you throughout your pregnancy.

It is your responsibility to decide whether the exposure you may receive is sufficiently low to protect your child. The advice of the radiation safety officer and Program Director may be obtained to determine whether the radiation levels are high enough that the unborn child could receive 5 mSv(500 mrem) or more before birth. The alternatives you might want to consider if you are now pregnant or expect to become pregnant include the following:

1. You may continue in your current status as student radiographer without modification or interruption understanding that the radiation exposure to the fetus must be limited to 5 mSv (500 mrem) during the 9 month gestation period. You must follow ALARA concepts and properly protect yourself according to radiation protection guidelines as you normally would during imaging procedures.
2. You could decide not to continue assignments or modify assignments in the areas where radiation is present. This could affect your graduation date. Should you choose this option, ask the Program Director and Clinical Coordinator to reassign you to areas involving less exposure to radiation. Didactic and clinical schedules shall be modified to enable you to continue in the program while minimizing exposure to ionizing radiation.
3. If the above options are not possible, you might consider taking a leave of absence until the child is born which, again, could affect your graduation date or depending on where you are in the program it could result in you being unable to complete the program. You may have to re-apply for admission to the program so you should discuss this with the program director before you make your decision.

Whatever alternative you select, you should do so without delay. The unborn fetus is more sensitive to radiation during the first three (3) months of your pregnancy. You have the right to withdraw, in writing, any declaration of pregnancy at any time.

I have read and understand the above information. I further understand the potential health risks to my unborn child should I become pregnant and choose to remain in the program.

Printed Student Name	Estimated Delivery Date, If applicable	Signature	Date
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Print – Jackson College Representative’s Name	Signature	Date
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Section 11

Students are **NOT** allowed to repeat a radiograph without the **direct supervision** of a technologist. **Students who perform repeat radiographs without a technologist present will be removed from the radiography program. This rule serves to protect patients.**

Section 12

Students are not allowed to perform an exam unless they have a clearance (competency) achieved in that particular examination. Students must perform only exams that are within their ability to perform and have obtained a clearance (competency). No exams can be performed that have not been covered in class. Students who have obtained competency must perform exams under the indirect supervision of a registered technologist. This means that the technologist must be within communication distance of the student (**the technologist must be “immediately available”**). **Students who perform exams outside of their scope of training will be removed from the radiography program.** This rule serves to protect patients. **The clinical setting must approve of any student observing mammography or HSG procedures. The program will work to place any student in a position to observe these procedures if they desire to observe them, but the clinical site must approve.**

Section 13

The Jackson College Radiography Program will place students who are accepted into the program at an assigned clinical site. While in the program students will be placed at a primary clinical site. Students will also be given the opportunity to perform an advanced modality rotation to a second clinical site during their last two semesters. The program Clinical Coordinator will reach out to students to plan and organize this rotation. **Note: If the student is asked to leave their primary clinical site permanently by the clinical preceptor for reasons of insubordination, Jackson College is not responsible for finding another clinical site for that student. The result will be that the student is dismissed from the radiography program.**

Section 14

The Jackson College radiography program is designed to comply with standards of the **Joint Review Committee on Education in Radiologic Technology**. If a student believes that there is any non-compliance with these standards, the student should inform the Program Director. If the student is not satisfied with the actions of the program director, it is recommended that the student then contact the JRCERT. Contact information can be found at **JRCERT.org**. JRCERT standards can be viewed upon request of the Program Director who maintains a copy of the standards. The Program Director will respond to noncompliance complaints within 2 days or less. The program maintains a record of such complaints and their resolutions.

Injuries

If you are injured during your clinical experience you must report the injury to your radiographer, clinical instructor, or a supervisor. You will be provided with minor emergency medical treatment to the same extent as that provided to employees, as stated in the human resources policy manual. According to our agreement with each clinical site, you will be responsible for any costs incurred beyond this minor emergency medical treatment.

Medical Insurance/Liability Insurance

Students are **not** provided with any form of medical insurance by the College or the clinical site. **Such insurance must be arranged on your own. It is highly recommended that students have their own medical insurance.**

The college carries malpractice liability insurance for registered full-time students who are completing their clinical education at their assigned clinical site.

Health Certification Form/Immunizations

Prior to beginning your studies at the assigned clinical site, each student **must** have their Health Certificate Form (Exhibit A) completed by their physician and submitted to the Allied Health Office. This form will be kept at the College. It is strongly suggested that you retain a copy for your own records in case you would need emergency treatment while at your assigned clinical site. Students are required to maintain all required immunizations while in the radiography program. Failure to keep immunization records up to date will result in removal from clinical performance, and possibly removal from the program. For the convenience of our students, JC has a health clinical that provides medical services and immunizations at a cost effective rate.

Dress Code

The students' dress is a reflection of themselves as well as Jackson College and the clinical site affiliation. The appearance of the student will reflect good personal hygiene and professional dress during all of their clinical practicum.

Section 1: The Jackson College Radiographer student uniform will consist of the following:

- a. Matching smock top and pants (Color to be agreed upon by the students of that program year)
- b. Clean quality shoes with foot fully covered.

--No denim pants are to be worn at a clinical site during scheduled clinical practicum. If you are not dressed appropriately, you may be asked to leave.

Section 2: The students' mode of dress must adhere to the proper safety regulations and requirements of the clinical affiliate. If you have pierced ears, wear only one set of small, plain posts. Any body piercing jewelry must be removed. Any significant tattoos must be covered while you are at the clinical site. Perfume or cologne should be avoided at the clinical site.

Section 3: Students will be required to wear a name badge. Students will either wear a JC name badge or a required clinical site name badge.

Section 4: The dress code is required by all students regardless of their assigned clinical site placement.

Employment

Students are encouraged not to work during the Radiography program. Due to limited clinical site affiliations and scheduled days within the Radiology Departments, students will be required to follow a rigid schedule during their clinical site portion of the program. Therefore, if a student chooses to continue to work while in the program, the clinical site schedule will not be altered or adjusted in any way to conform to the students' personal work schedule.

Section 1: Students are not allowed to accept payment for any part of their clinical site component.

Section 2: Jackson College Radiographer Program students are strongly discouraged from accepting employment as a non-registered Radiographer. Students do not become eligible for the A.R.R.T. examination until they complete all aspects of the program. Students who accept such employment may be putting themselves at risk of a lawsuit. Students who do accept employment as a Radiographer do so at their own risk. Jackson College, the Radiography Program Director, or any faculty, are not responsible for any student working as an employed Radiographer before completing the program. Hours spent working as a paid Radiographer, will not be credited as clinical time.

Grade Point (GP)

All Radiography students are required to maintain a 2.0 grade point in each course in the Radiography Program.

Section 1: Any Radiography student who does not maintain a 2.0 grade point in each Radiography course will be removed from the Radiography Program.

Section 2: Grades will only be changed for incomplete grades or faculty/clerical error.

Section 3: Radiography students must maintain a 2.0 GPA while they are in the program, and must maintain this overall GPA to receive the Associate of Applied Arts and Science Degree. A student will be dismissed from the program if a required course in the program is unsatisfactorily completed.

Section 4: The Program Coordinator will provide direction to students who need help improving their study habits or test taking skills. Jackson College provides a center for student success to help students with such needs.

Section 5: Course grading will follow the guidelines established in the college catalog with the grading scale as listed below:

4.0 = 94 – 100	2.5 = 78 – 83	1.0 = 60 – 65	I = Incomplete
3.5 = 89 – 93	2.0 = 72 – 77	0.5 = 55 – 59	
3.0 = 84 - 88	1.5 = 66 - 71	0.0 = 54 - below	

Availability of ARRT Requirements/Test Accommodations

The Program Director will provide students with a copy of the American Registry of Radiologic Technologists requirements of the Radiography Program educationally. The Program Coordinator will help students to understand precisely what is required of them as they work toward successful completion of the Radiography Program.

The ARRT complies with the Americans With Disabilities Act (ADA). Test accommodations are ways of adapting an exam experience to meet the needs of people who have disabilities that may impair their exam performance. Accommodations can't change the number of questions or the content an exam covers. And they don't guarantee improved performance, a passing score, or any specific outcome. In most cases, you'll need to submit supporting documentation and a personal statement describing your disability. For further information, please use the link below to access the ARRT test accommodations webpage.

ARRT Test Accommodations Page: <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/exam/preparing-for-your-exam/testing-accomodations>

Cheating

Cheating is defined as (this may not be an all-inclusive list):

1. Copying another persons' answers.
2. Giving answers on tests to others.
3. Bringing answers to a test situation.
4. Plagiarism including copying another students papers, etc.
5. Forging competency evaluation forms.
6. Forging or misrepresenting clinical hours.

Any student found cheating in any Radiography course will receive a failing grade in that course and immediate expulsion from the radiography program.

Holidays

Section 1: Students will not be required to perform clinical rotations on the following holidays. If students wish to make up clinical time on the stated holidays listed below, it must be approved by the clinical instructor to ensure proper student supervision.

New Years Day	Labor Day	Memorial Day
Thanksgiving Day	July 4 th	Christmas Day

Section 2: Radiography students will follow the normal college calendar for vacation times. Students will receive a Spring break and Christmas break. Other times can be identified in the college catalog at <http://www.jccmi.edu/studentservices/catalog/index.htm>

Student Conduct

Radiography students are expected and required to conduct themselves in a professional manner at all times of the Radiography Program.

Section 1: The Radiography students must acknowledge the importance of the protection of confidential information concerning patients and their families. Any and all information (official and unofficial) regarding a patient or his/her family is considered to be confidential and privilege information. Any Radiography student violating a patient's right to confidentiality will be dismissed permanently from the Radiography Program upon proof of such violation.

Section 2: Radiography students are required to follow all reasonable rules and regulations of each clinical site they are assigned.

Section 3: All Radiography students are to park their cars in a designated area of a particular clinical site's choice.

Section 4: Substance Abuse. Undisputable proof of substance abuse of either drugs or alcohol during a student's clinical component of their training will be cause for permanent dismissal from the Jackson College Radiography Program upon the discretion of the Radiography Program Coordinator. If there is reason to believe that a student is under the influence of drugs and/or alcohol, they will be required to undergo drug and/or alcohol testing. If a student refuses to submit to a test or the student's test returns a positive result, the student will be immediately removed from the program.

Section 5: Students are required to act in a professional manner towards all instructors in the radiography program. Students are also expected to act professionally towards employees at the clinical site. Repeated unprofessional actions towards the above mentioned individuals will result in dismissal from the radiography program.

Section 6: Student(s) asked to leave a clinical site as a result of unprofessional behavior will be removed from the program.

Drug Free Campus Policy

Students should refer to the Jackson College's course catalog to review the Drug Free Campus Policy. This can be found on Jackson College's webpage at <http://www.jccmi.edu/studentlife/handbook>

Communicable Disease Policy

Objective: To protect health care personnel from transmission by considering all patients as potentially infected with HIV and/or other blood-borne pathogens, and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood, body fluids, and moist body substances of all patients.

1. All health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves should also be worn during venipuncture or other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth,

nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or their body fluids.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. Refer to the policy and procedure manual of each clinical site for the specific methods for disposing of the objects mentioned above.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
5. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
6. Pregnant health-care workers are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant; however, if a health-care worker develops HIV infections during pregnancy, the infant is at risk of infection resulting from pre-natal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.
7. Body substances such as feces, airway secretions, and wound drainage, and urine always may contain potentially infectious organisms. The universal precaution system not only protects health-care workers from transmission of blood-borne pathogens, but also from other infectious agents found in moist body substances. Patients are protected from organisms present on the hands of personnel, and the staff's hands are protected from acquiring new organisms.

Student Conduct/Warning Notice Procedure

Radiography students are expected and required to conduct themselves in a professional manner at all times.

A student will receive a verbal warning notice as the first step of the probation process for unsatisfactory performance. A written warning notice is the second step of the probation process. These notices will be issued soon after the problem is identified. Progressive violations will warrant immediate removal from the program. Failure to improve behavior following a written warning will result in removal from the program.

The criteria for receiving a warning notice include (note – those marked may not be an all-inclusive list):

1. Unsatisfactory achievement of clinical objectives.
2. *Unsafe clinical practice. It is understood that unsafe clinical practice may include either a combination of several or repetitive examples of the following:
 - a. Errors in recording of pertinent clinical data.
 - b. Failure of safely adopting basic patient care skills to actual patient care situations resulting in actual or potential patient harm. This is relative to the degree of completion of the Radiography curriculum.
 - c. Failure to demonstrate sound judgment relative to the student's degree of Radiography curriculum completion.
 - d. Unsafe or inappropriate diagnostic service to the patient.
 - e. Failure to follow universal precautions or blood-borne pathogens processes.
3. *Failure to establish effective working relationships with clinical site team members in providing patient services.
4. *Failure to establish effective relationships with patients.
5. *Violation of the ARRT (www.arrt.org) code of ethics.

6. *Students are prohibited from being under the influence of alcohol or an illegal drug while at a clinical site, in class, or participating in other aspects of the program. If there is reason to believe that a student is under the influence of drugs and/or alcohol, they will be required to undergo drug and/or alcohol testing. If the student refuses to submit to a test or the student's test returns a positive result, the student will be immediately removed from the program.
7. *Failure to assume the responsibilities of a student in the Radiography Program:
 - a. Excessive tardiness.
 - b. Inappropriate personal appearance or inappropriate clinical behavior.
 - c. Unethical behavior, i.e., lying, cheating, stealing, etc.
 - d. Repeated failure to submit required written work in the clinical area or repeated lateness in submitting work.
8. Failure to meet the "Clinical Site Guidelines and Competency Levels of the Jackson College Radiography Program.
9. *Failure to submit clinical documents such as, evaluation forms, time sheets, log sheets.
10. *Failure to comply with Jackson College's Student Code of Conduct or Student Rights and Responsibilities Handbook.
11. *Failure to comply with HIPAA laws.
12. *Failure to comply with program policies.

*Serious violations will warrant immediate removal from the program without a verbal or written warning issued (note – those marked may not be an all-inclusive list).

Student's reply to the warning notice

The student is expected to reply to the warning notice within three days, using the student corrective action reply form. The student's reply must show evidence of problem solving regarding the identified unsatisfactory behaviors. This will include the following:

- a. The students' perception of the problem.
- b. Awareness of the seriousness of the warning notice.
- c. Methods that will be utilized to correct the problem.

Resolution of the warning notice

At the end of the established warning probationary period, the student and instructor will again have a conference to discuss the effectiveness of the student's corrective action. If the student has progressed to another clinical area/class during this time, the present instructor and the instructor who issued the warning notice will evaluate him/her.

1. If the student shows satisfactory improvement, the warning notice will be resolved. A written evaluation of the student's progress will be submitted, signed, and dated, by both the instructor(s) and the student. This will remain on file until the student graduates. Copies will be given to the Director of the Allied Health, Chairperson of Allied Health, Program Coordinator, the instructor, and the student.
2. If the behavior that originally elicited the warning notice reoccurs, the student will automatically fail the clinical portion of the course, and thus fail the course.
3. If the student does not show satisfactory improvement after receiving a warning notice, the student will be removed from the program.

Changes in clinical schedule due to a warning notice

When issued a warning notice, students:

1. Will not progress to any clinical area where the identified problems cannot be evaluated.
2. Will only have their clinical schedule altered if deemed necessary by the Clinical Coordinator, Clinical Preceptor, and Program Director, in the event that the student needs more clinical time in order to adequately improve clinical performance.

Appeal Process

Students who have a grievance, or wish to appeal a grade are urged to contact the office of the student ombudsman for assistance with this process. The ombudsman will be able to provide guidance with the student complaint process to ensure that students take the appropriate steps. The webpage for the student ombudsman is jccmi.edu/ombudsman/. This page contains contact information, the student complaint process, as well as the necessary forms for students to use when working through the student complaint process.

Application for National Registry Exams

Students' will be advised and aided in preparing applications for the ARRT board exam. Jackson College will assist students with setting up their ARRT account and preparing for their exam. It is the students' responsibility to complete the application online and schedule their exam date.

Re-consideration for admission to the Radiography Program

Once the student has been dismissed from the program due to the student warning process, the only option to be readmitted to the program is the reconsideration process. The student is not eligible to reapply to the program. The student seeking to return to the radiography program will send a letter requesting re-consideration to the Program Director and the Chair of Allied Health. Students are allowed ONE re-consideration to a program. The request for re-consideration letter will include:

1. The student's perception of the problem leading to dismissal and explanation of contributing circumstances;
2. Demonstration of an understanding and awareness of the problem;
3. What the student has done to rectify the problem;
4. The student's detailed plan for success in the radiography program if allowed to reapply to the program.

The Committee will be comprised of two allied health faculty besides faculty directly involved in the dismissal, the Student Ombudsman, and the Allied Health Department Chair. The Allied Health Department Re-Consideration Committee will meet as needed.

The student and faculty member involved in the dismissal will be informed by the Program Director of the time, date and place of the meeting. At the meeting, the student will present a detailed academic success plan. The faculty member involved in the dismissal will present an overview of the behaviors that led to the dismissal and his/her support for or against re-consideration. In absence of the involved faculty, the lead faculty of the course will present. The student has the choice of being present or not during the involved faculty's presentation. The student and involved faculty will then be excused from the meeting.

The Allied Health Department Re-Consideration Committee, after reviewing the student's history, the documents described above, and faculty recommendation will determine if the student will be eligible to reapply to the radiography program for admission. The Allied Health Department Re-Consideration will look for compelling evidence that the reasons for the dismissal can be corrected with certain changes, and that these particular changes improve the chances for a successful outcome. If the student is permitted to return to the program, the student will be eligible to reapply for admission to the program during the next admission cycle.

The Chair of Allied Health will notify the student in writing of the final determination and any re-consideration conditions. The decision of the Allied Health Re-Consideration Committee is final.

Student Services / Center for Student Success

If any Radiography student is having difficulties maintaining the program course work, having personal conflicts, or are struggling for any reason, please see the Program Director, or visit the student services department. The student service website is: <https://www.jccmi.edu/student-services/>

The Center for Student Success provides a wide variety of services to assist students as well. There website is: <https://www.jccmi.edu/center-for-student-success/>

Financial problems should be discussed with the Jackson College Financial Aid Department.

Clinical Education Disclaimer

Student Capacity:

1. Maximum student enrollment shall not exceed the capacity determined according to the volume and variety of radiologic procedures, equipment, and personnel available for educational purposes.
2. There shall be one first year student admitted per staff radiographer certified by the ARRT, or possessing suitable equivalent qualifications. There shall be no less than one registered technologist for each student assigned to the clinical site.
3. There shall be one clinical preceptor for every 10 students. Student capacity is also determined by the clinical education site and its' ability to provide an adequate clinical experience.

Clinical Site Availability: While Jackson College uses its best efforts to negotiate clinical sites, even after they become available they can become unavailable for reasons beyond the control of Jackson College and in that event Jackson College has no liability. No one at Jackson College has authority to modify the conditions and information outlined in this handbook other than in writing signed by the Director of Allied Health.

Federal Law Concerning Chemical Hazards

Federal law requires that all individuals must be notified about hazardous chemicals present in the work place. This law applies to all occupations, with the basic purpose of raising the level of consciousness on chemical safety. There are safe levels and proper procedures or precautions to be followed when handling any chemical, just as there are when working with x-ray.

Chemical suppliers are required to prepare **Material Safety Data Sheets (MSDS)** for all chemicals in radiology. The MSDS should be accessible for your review. The clinical instructor will provide students with information specific to their department.

Confidentiality of Student Records Policy for Clinical Facilities

All student records must be kept locked at all times. Student files must be kept in a locked file cabinet, or behind a locked door. There must be no possibility of unauthorized access to student files at any time. Violations should be reported to the program director.

Students should refer to the Jackson College's course catalog to review the Family Educational Rights and Privacy Act (FERPA). This can be found on Jackson College's webpage at <http://www.jccmi.edu/legalaffairs/FERPA.htm>

Clinical Site Familiarization

Students are required to become familiar with the location of the following areas within their assigned clinical site:

- a. Office of the Director of Radiology
- b. Office of the Chief Radiographer (if applicable)
- c. Radiologists office(s)
- d. Reading room(s)
- e. General x-ray room(s)
- f. Fluoroscopy area/ IVP area
- g. C.T. room
- h. Nuclear Medicine
- i. Mammography suite(s)
- j. Ultrasound
- k. Special Procedure area (if applicable)
- l. Secretarial areas
- m. Transcription area
- n. In-patient room areas/ICU/CCU
- o. Surgery Department
- p. Location of C-arm machine(s)
- q. Location of Portable x-ray machine(s)
- r. Cafeteria

Clinical coordinators will help the students to become familiar with their clinical site at the beginning of their clinical assignments. Students should strive to become familiar with the people as well as the environment of their clinical site.

Primary Clinical Education Course Goals

1. The student will develop an understanding of the internal layout and operations of the clinical facility, including, patient care areas, diagnostic and therapeutic facilities, and general staff and maintenance areas.
2. The student will establish a working knowledge of the department of X-ray/Imaging including its' staff, procedures, schedule, and patients.
3. The student will correctly position patients into specific radiographic positions as required by their department of X-ray/Imaging, Jackson College, and official radiographic positioning references.
4. The student will observe, identify, manipulate, describe, and explain general and specific radiographic equipment under normal and normally abnormal conditions.
5. The student will identify, witness, utilize, describe, and explain medical terminology as it relates to actual patient conditions, preparations, and procedures.
6. The student will witness, observe, communicate, interact, manipulate, and generally work with patients in all stages of health, disease, injury, and abnormality.
7. The student will interact, observe, communicate, and relate to health occupational workers and institutions in the treatment, diagnosis, and care of patients.
8. Each student will adhere to the clinical schedule and report to the X-ray department at the assigned time.
9. The X-ray/Imaging department is to be notified if the student is unable to attend the clinical for any reason and each individual occurrence. Notification should occur at least one-half hour prior to the students' scheduled starting time.
10. All absent clinical time must be made up during the same semester that it is missed.
11. Uniforms worn at the clinical site must comply with the Jackson College Radiography Program uniform code.
12. Students will rotate throughout the various areas of the X-ray/Imaging department.

13. The student will be responsible for all radiographic positioning that the student has demonstrated competency in during the college positioning laboratory practicum.
14. If there is an exam that the student has not been adequately trained to perform in the college positioning lab, the student should assist the Radiographer in assisting and examining the patient.
15. The student should use the following criteria as a guide to the clinical education experience.
 - a. Properly identify each patient to be examined.
 - b. Properly position the patient for the requested exam(s).
 - c. Select the proper technical factors in accordance with the requested examinations and level of training.
 - d. Properly utilize radiographic markers on the radiograph.
 - e. Properly mark each radiograph with patient identification according to the facilities system.
 - f. Use proper methods of radiation protection for patient, self, and others.
 - g. Accurately identify anatomy contained on specified radiographs.
 - h. Efficiently organize work habits.
 - i. Effectively work with others within the affiliate.
 - j. Communicate professionally with others within the clinical affiliate.

Off-Shift Rotation Policy

Off-shift is defined as any time in which routine studies are not scheduled and staffing is reduced.

The following are usually considered to be off shifts:

Second shift – Hours between 12pm and 1130pm.

Third shift - 11p.m. – 7 a.m. – *Students are **not allowed** to perform clinical education during these hours.*

Weekends – No clinical hours are assigned as part of the regular schedule.

Holidays – No clinical hours on Labor Day, Thanksgiving, Christmas, New Years Day, July 4th, and Memorial Day.

Off shift rotations must meet the goals of the program in terms of being beneficial to the student. Off shift rotations must meet the following standards:

1. There must be a 1:1 technologist to student ratio.
2. Technologists must always be available for the student.
3. Students must be allowed to perform examinations and evaluate the image outcomes.
4. There must be adequate volume of procedures to ensure a useful learning experience for students.

Off shift experiences can be invaluable to students. Employers often look for people with off-shift experience. Students are required to perform off-shift rotations. In order to attend an off-shift rotation a student must have demonstrated lab competency in upper/lower extremities, chest, and abdomen. **Students are required to complete off-shifts as scheduled by the clinical site and clinical coordinator. The value of the clinical education during off-shift rotations will be evaluated via the off-shift evaluation form annually to ensure quality experiences for students. Off shift rotations must be a valid learning experience for all students and adhere to the policies of the radiography program that exist for all shifts. Total off-shift rotations will not total more than 25% of a students total clinical rotations for the entirety of the program. This means that students will not be assigned to off-shift rotations more than every fourth rotation.**

Clinical Hours

The total approximate clinical hours to be completed in the Radiography Program are as follows:

First Year

Fall 15 wks x 2 days per week = 240 hours/3 credits

Spring 15 wks x 2 days per week = 240 hours/3 credits

Second Year

Summer 12 weeks x 5 days per week = 472 hours /6 credits

Fall 15 wks x 3 days per week = 360 hours/5 credits

Spring 15 wks x 3 days per week = 360 hours/5 credits

Total approximate hours = 1,672 clinical hours/22 credit hours

First year students attend clinicals 2 days a week or 16 hours per week, while second year students attend clinicals 3 days a week or 24 hours per week. The summer semester that begins the second year requires that students attend clinicals for 5 days a week or 40 hours per week for 12 weeks. **Students are not allowed to attend clinicals for more than 40 hours per week or 10 hours per day. Any violations of this policy must be reported to the program director.**

Students that need to schedule make up hours must do so with the clinical Coordinator, who will approve them through the Clinical Preceptor of the site.

Students wishing to request time off from clinical for personal reasons must do so no less than 1 month prior to the desired time off. The student must also work with the clinical Coordinator to arrange make up clinical days for the time missed.

Clinical Course Evaluation

Clinical grades are based upon the following three items:

1. Students will receive at least two evaluations based on the performance standards administered by the clinical coordinator. The clinical coordinator also uses rotational evaluations that are completed by technologists to assist in evaluating the student's clinical site progress. The rotational evaluations from the technologists are for learning purposes and are not used as part of the student's grade.
2. Students must achieve the minimum clinical hours for that semester. Days that are missed must be made up during that semester, or an incomplete will be given.
3. A minimum number of clinical competency clearances must be completed during each semester.

A summary of the course evaluation system is as follows:

- Evaluations = 70% of grade
 - Clinical Hours = 20% of grade
 - Clinical competency clearances = 10% of grade
- Total = 100%

Professionalism: Affective Domain Standards of Performance

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 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 your facts and theories and then you put them into practice, actually performing 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 must be attended to. In view of this, an important component part of your being aware of how well you are progressing in your learning will be the inclusion of affective measurement tools within the clinical evaluation process. The evaluations will measure your progress as a technical Technologist, and grade your mastery of the affective behavior that is important in being a high quality Radiographer. Affective elements that will be assessed include: Accountability, Adaptability, Assertiveness, Compassion, Dependability, Effective Communication, Empathy, Honesty, Integrity, Leadership, Respect for others, and Teamwork.

Graduation & Commencement

An application for graduation needs to be filed for each degree. Students should refer to the college’s Graduation & Commencement process located on Jackson College’s webpage at <http://www.jccmi.edu/StudentServices/Registration/graduation.htm>

Dear Student:

The Health Certification Form (Exhibit A) must be completed by the physician of your choice for the sole purpose of determining and documenting your physical status prior to the clinical component of your Allied Health Program.

All medical information including the Health Certification Form must be uploaded into Viewpoint by April 28th.

I strongly suggest that you retain a copy for your own records. Sincerely,

Joseph E. Shackelford, M.A., R.T.(R)
Director, Radiography Program

Jackson College School of Radiography
Clinical Competency/Clearance Grade Sheet Semester _____

Name _____ Date ___/___/___

Exam _____

- Rate performance on a pass/fail basis.

Procedure Performance	Performance Rating
------------------------------	---------------------------

1. Requisition properly used to identify the patient and exam.	Pass / Fail
2. Properly prepared the imaging room for the exam.	Pass / Fail
3. Patient was properly cared for and assisted.	Pass / Fail
4. Equipment operation/Technique selection was adequate. *Technique selection is suitable for student's level of training.	Pass / Fail
5. Proper positioning was utilized.	Pass / Fail
6. Proper central ray position.	Pass / Fail
7. Used appropriate collimation.	Pass / Fail
8. Images were identified accurately.	Pass / Fail
9. Demonstrates knowledge of anatomy.	Pass / Fail
10. Radiation Protection to self or others when appropriate.	Pass / Fail

- Student must pass 8 out of 10 to demonstrate competency.
- Bold items must be passed in order to pass the competency.

Procedures completed for competency must be stated before the exam begins. The student will be allowed minimal independent review prior to beginning the procedure, but no coaching by staff technologists or other students will be allowed before or during the procedure.

Student's score = _____ Scorer's signature _____

Clinical Preceptor Signature _____

Students signature _____

Comments _____

Jackson College Radiography Program Student Rotational Evaluation Form

Student Name _____ Date ____/____/____
 Room/Area _____ Clinical Site _____

Your evaluation of this student's performance is valued as part of their education. Please circle your choices and sign this form after completion. Any comments you might have will be greatly appreciated.

Scale - 3 = Exceeds Expectations 2 = Meets Expectations 1 = Needs improvement

<u>Skill</u>	<u>Score</u>		
1. Demonstrates effective patient relationships.	3	2	1
2. Works well with technologists and staff.	3	2	1
3. Shows desire to learn.	3	2	1
4. Demonstrates the ability to follow directions.	3	2	1
5. Accurately sets technical factors appropriately for the student's <u>level of education</u> .	3	2	1
6. Effectively manipulates equipment.	3	2	1
7. Demonstrates good positioning skills for student's <u>level of education</u> .	3	2	1
8. Reacts appropriately to constructive criticism.	3	2	1
9. Is professional in appearance.	3	2	1
10. Behaves in an ethical manner in the clinical setting.	3	2	1
11. Demonstrates appropriate radiation safety measures.	3	2	1

Scorer's Signature _____ Student's Signature _____

C.P. Signature _____ Used for Mid or Final Evaluation(Circle One)

Comments

1. *What is this student doing well?*

2. *What does this student need to work on?*

Updated 4/23

Jackson College School of Radiography Student Mid/Final Evaluation Form

Student Name _____ **Semester** _____

Scale = 3 – Exceeds Expectations 2 – Meets Expectations 1 – Needs Improvement

<u>Affective Skills</u>	<u>Score</u>
1. Demonstrates good relationships with technologists and staff.	_____
2. Demonstrates good patient relationships.	_____
3. Communicates effectively with patients.	_____
4. Communicates effectively with supervising technologists.	_____
5. Is consistently in appropriately assigned area.	_____
6. Appropriately reacts to constructive criticism.	_____
7. Demonstrates care and concern for patients.	_____
8. Demonstrates a strong desire to learn.	_____
9. Arrives to scheduled location on time.	_____
10. Demonstrates the ability to follow directions.	_____
11. Demonstrates ethical behavior in the clinical setting	_____
12. Uses appropriate language at the clinical site.	_____

<u>Psychomotor Skills</u>	
1. Demonstrates good positioning skills(appropriate to level of education).	_____
2. Demonstrates ability to set accurate technical factors appropriate to the students level of education.	_____
3. Demonstrates a high quality of work.	_____
4. Effectively manipulates equipment.	_____
5. Demonstrates knowledge of anatomy.	_____
6. Accurately critiques images.	_____
7. Cares for room and equipment.	_____
8. Demonstrates appropriate radiation safety measures with patients and self.	_____

<u>Professionalism</u> (2 = Yes / 1 = No)	
1. Is professional in appearance.	_____
2. Arrives to the clinical site on time.	_____
3. Is making adequate progress.	_____
4. Maintains master clearance sheet accuracy.	_____
5. Maintains privacy of confidential patient information.	_____
6. Turns in evaluations on time (Mid Sem. = 6-7 Final Sem. = 13-14)	_____

Total - _____

Comments: _____

Clinical Preceptor _____ **Date** ___/___/___

Student Signature _____ **Date** ___/___/___

Updated 4/23

Jackson College – School of Radiography

Final Clinical Grade Sheet

RAD _____ Semester _____ Year _____ Date ___/___/___

Student Name _____

Points

1. **Student Evaluation Score**

- Two evaluations worth 60 points each = _____
- *Students may earn more than 60 points
- Students are responsible for turning in evaluations
- * Failure to turn in evaluations will drop the student’s overall grade by one letter grade.

2. **Clinical Hours**(30 points) = _____

- Students will be allowed to call in two clinical days each semester without any loss of grade. The missed hours must be made up.
- There will be a loss of 2% for each day missed after 2 days.

3. **Clinical Competency Clearances**(20 points) Achieved-_____ = _____

- Based on students achieving appropriate number of clearances (52 Total).
- 1st year = Fall – 5 , Spring – 10
- 2nd year = Summer – 12, Fall – 12, Spring – 13
- Students are allowed to attain more than the listed number of clearances during a semester.

4. **Total Score** (Total possible = 170) = _____/_____ %

Clinical Preceptor Signature _____ Date ___/___/___

Program Director Signature _____ **Date** / /

Grade Scale

- 4.0 = 95-100%
- 3.5 = 90-94%
- 3.0 = 85-89%
- 2.5 = 80-84%
- 2.0 = 75-79%

Updated 4/23

Jackson College Radiography Program Delineation **of Duties**

1. **Program Director** – Responsible for administration of the program. Directs the activities of the program and ensures that the program is operational. This includes hiring appropriate instructors for courses. The program director helps to guide curriculum advancement and resource management for the program. The program director works to ensure that all program policies adhere to JRCERT requirements.

2. **Clinical Coordinator** – The C.C. is responsible for assigning clinical assignments to all students, and responding to the needs of clinical preceptors and students. These duties include being familiar with the program's clinical evaluation process, and directing clinical preceptors in the administration of these procedures. The C.C. is also responsible for communicating with the program director about the status of clinical sites and students at the clinical sites. The C.C. also ensures that all practices at clinical sites adhere to JRCERT and program requirements. The C.C. participates on the advisory committee and radiography assessment committee.

3. **Clinical Preceptors** – The C.P. is responsible for overseeing students at the clinical site. This involves helping to create a quality learning environment at the clinical site. The C.P. is also responsible for ultimate evaluation of the student at the clinical site. C.P.'s must collect evaluations and competencies which are to be used in formulating the student's clinical grade. They must also work directly with the clinical coordinator and the program director to ensure that program needs and student needs are met. Clinical Preceptors must maintain knowledge of program policies as outlined in the program handbook. All C.P.'s are members of the radiography advisory committee.

4. **Instructors** – All radiography instructors/professors report to the program director. They are responsible for meeting with and working with the program director in regards to course delivery and course improvement. These individuals have no less than 5 years of experience in the profession. All instructors participate on the advisory committee and the radiography assessment committee.

Immunization Requirements

Jackson College follows the policies of the clinical site and will require students to comply with all policies to submit health records and immunization requirements.

According to the Center for Disease Control (CDC) they recommend, all healthcare personnel (HCP) show evidence of immunity to measles, mumps, rubella and varicella. In addition, due to the potential exposure to blood or bodily fluids and risks related to direct patient contact, the CDC recommends that HCP protect themselves with vaccinations against Hepatitis B and Tetanus/Diphtheria/Pertussis, Influenza, SARS COVID-19, and be screened for Tuberculosis. Jackson College students must provide documentation of compliance with clinical partners and the CDC Healthcare Personnel Recommendations. Documentation of immunity must be a copy of an official immunization record or copies of lab reports indicating positive titers (self-reporting or parent's record of disease or vaccinations is not acceptable).

The clinical education site policy may require additional immunization not listed on this form in order to participate in the clinical education. The Allied Health/Nursing Department Coordinator will provide the student a list of the additional immunizations if different from the list provided on this form.

Students who are not fully vaccinated against COVID-19—regardless of the reasons for their declination of being vaccinated, and even if such declination is predicated upon a legally-cognizable disability or a sincerely held religious belief—the student may not be able to: (1) participate in an externship/practicum/Capstone Field Internship experience; (2) complete the requirements and graduate from the program; (3) sit for any licensing or certification examinations in the profession; and (4) be employed in the profession.

Exhibit A

Jackson College Health Certification Form - Nursing & Allied Health Departments

Jackson College’s Nursing and Allied Health departments require that each student furnish the following documentation:

1. A Statement of Physical/Emotional Fitness
2. Current Health Provider CPR certification from The American Heart Association
3. Verification of Immunization Status
4. Healthcare Insurance

The completed Health Certificate Form and copies of the required records must be provided before the student may begin clinical course studies. Students will not be allowed to participate in their assigned health program if current documentation is not submitted and maintained. **Upload this form with the required documentation to Viewpoint Screening.**

A. Identification

Student’s Name:	Student ID Number:
------------------------	---------------------------

B. Statement of Physical/Emotional Fitness (MUST BE COMPLETED BY A PHYSICIAN, PHYSICIAN ASSISTANT, OR NURSE PRACTITIONER). Please review the attached technical standards and functions for _____ (insert program of study).

I have reviewed the attached technical standards and functions for this student’s program of study and in my judgment this student is physically and emotionally capable of participating in the Jackson College Health Occupation program indicated above.	
Signature of physician, physician assistant, or nurse practitioner	
Type or print name of physician, physician assistant, or nurse practitioner	
Address	
Telephone Number (including area code)	Date (Required)

Any student with a condition that could impact decision making or the physical ability to provide safe client/ patient care must discuss his/her condition with the program director for his/her program of study.

Immunization Requirements

According to the Center for Disease Control (CDC) they recommend all healthcare personnel (HCP) show evidence of immunity to measles, mumps, rubella and varicella. In addition, due to the potential exposure to blood or bodily fluids and risks related to direct patient contact, the CDC recommends that HCP protect themselves with vaccinations against Hepatitis B and Tetanus/Diphtheria/Pertussis, Influenza, SARS COVID-19, and be screened for Tuberculosis. Jackson College students must provide documentation of compliance with clinical partners and the CDC Healthcare Personnel Recommendations. Documentation of immunity must be a copy of an official immunization record or copies of lab reports indicating positive titers (self-reporting or parent’s record of disease or vaccinations is not acceptable).

The clinical education site policy may require additional immunizations not listed on this form in order to participate in the clinical education. The Allied Health/Nursing Department Coordinator will provide the student a list of the additional immunizations if different from the list provided on this form.

Students who are not fully vaccinated against COVID-19—regardless of the reasons for their declination of being vaccinated, and even if such declination is predicated upon a legally-cognizable disability or a sincerely held religious belief—the student may not be able to: (1) participate in an externship/practicum/Capstone Field Internship experience; (2) complete the requirements and graduate from the program; (3) sit for any licensing or certification examinations in the profession; and (4) be employed in the profession.

All Required Documentation Must Be Submitted to Viewpoint Screening

CPR, TB, and Flu Vaccine Must Remain Current Throughout the Duration of the Program

C. CPR Certification and Healthcare Insurance:

1. **CPR Certification (BLS for Health Care Provider via The American Heart Association)**
 - **Submit a copy of both the front and back of card to Viewpoint Screening**

D. Required Immunizations: (*JC does not mandate any Vaccination. These are the requirements of our clinical partners.) Upload Copies to Viewpoint Screening an Official Immunization Record or Lab Reports For The Following Immunizations.

- Rubella (German Measles)
 - Documentation of 2 doses of MMR 4 weeks apart **OR** a positive Rubella titer
- Rubeola (Hard Measles)
 - Documentation of 2 doses of MMR 4 weeks apart **OR** a positive Rubeola titer
- Parotitis (Mumps)
 - Documentation of 2 doses of MMR 4 weeks apart **OR** a positive Mumps titer
- Varicella (Chicken Pox)
 - Documentation of 2 doses of Varicella given 28 days apart **OR** a positive Varicella titer
- Diphtheria/Tetanus/Pertussis (TD or Tdap)
 - Documentation of a booster within the past 10 years. If booster is needed recommend a Tdap
- Hepatitis B
 - Documentation of 3 dose Hepatitis B series at 0-1-6-month interval **OR** a positive Hep B surface antibody titer
- influenza Vaccine (Seasonal Flu Shot)
 - Documentation of current influenza which must include Lot #. Must submit EVERY FALL.
- mRNA Covid-19 Vaccine
 - Documentation of Covid-19 vaccine(s) which must include Manufacturer AND Lot #.

E. Two-Step Tuberculin Skin Test (TST): This is two test Upload The Following to Viewpoint Screening

1. Documentation of first negative TST
2. Documentation of second negative TST, administered within 7-21 days from the first negative TST
3. If first TST is positive you need documentation from your health care provider of evaluation and treatment **OR** chest x-ray that has been in the past 12 months.
4. Two consecutive annual single step tests. Second test must be administered within the past 12 months
5. Negative QuantiFERON Gold blood test, administered within the past 12 months
6. Negative T-Spot blood test administered within the past 12 months

NOTE: It is the student’s responsibility to keep their health record updated and evidence submitted to Viewpoint Screening prior to the expiration date. Failure to do may result in the inability to participate in the program.

By signing below, I give my permission for Jackson College to release any and all information contained in this record to any clinical facility that I am assigned to. I also understand that I am responsible for the accuracy of the information I have provided and that I am required to notify Jackson College if there is a change in my health that could potentially impact my ability to participate in my program of study. I further acknowledge that failure to provide accurate and complete health records and/or failure to notify Jackson College of a change in my health that could potentially impact my ability to participate in my program of study could result in me being dismissed from my program of study.

Student Signature _____ Date _____

**TECHNICAL STANDARDS FOR ADMISSION
NURSING AND ALLIED HEALTH DEPARTMENT JACKSON COLLEGE**

The Nursing and Allied Health Department faculty has specified the following non-academic criteria which applicants generally are expected to meet in order to participate in the Department of Nursing and Allied Health Sciences programs and professional practice. These technical standards are necessary and essential and have been developed to provide for the health and safety of the patients receiving care from the Nursing and Allied Health Department program students.

OBSERVATION – The applicant must be able to participate in all demonstrations, laboratory exercises and clinical practicum in the clinical component and to assess and comprehend the condition of all patients assigned for examination, diagnosis and treatment.

- Vision sufficient to see fine detail, and sufficient to be able to read and accurately complete reports in charts, vision sufficient to differentiate shades of gray and color, to observe patient's skin color, measuring exact amounts of parenteral medications and diagnostic real-time images.

COMMUNICATION – The applicant must be able to communicate with patients to effectively elicit patient compliance, understand and assess non-verbal communications; and be able to effectively transmit information to patients, physicians, paraprofessionals, faculty and staff in a timely way.

- Speech sufficient to be understood by others; ability to understand the communication with patient and health care team. Hearing sufficient to understand the spoken word, hear variations in physical assessment findings, auscultate lung sounds, hearts sounds, bowel sounds. Hearing sufficient to differentiate Doppler signals.

PSYCHOMOTOR – The applicant must have motor functions sufficient to elicit information from patients by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tasks; possess all necessary skills to carry out diagnostic or therapeutic procedures; be able to interpret movements reasonably required to provide general care and emergent treatment/actions as necessary for patient safety and comfort.

- Physical coordination including fine motor functions sufficient to perform procedures accurately, operation of instrument panels, position patient efficiently and safely
- Sufficient muscle strength and lower back and knee stability to lift patients in a safe manner, physically assisting patients, moving beds and equipment. Able to stoop when necessary.

INTELLECTUAL / CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES – The applicant must be able to measure, calculate reason, analyze, evaluate, and synthesize information and observations. Problem solving, the critical skill demanded of Allied Health Practitioners, requires all of these cognitive abilities. In addition, the applicant must be able to comprehend three-dimensional structures and understand the spatial relationships of these structures.

- Sufficient psychological stability and knowledge of techniques/resources to be able to respond appropriately and efficiently in emergent situations in order to minimize dangerous consequences either patient related, or environment related.

BEHAVIOR AND SOCIAL ATTRIBUTES – The applicant must possess the emotional health required for full utilization of intellectual abilities; execute appropriate medical judgment; the prompt completion of assigned or non-assigned responsibilities for care of and service to the patient; and the development of supportive and effective relationships with patients. Applicants must be able to tolerate physical and mental workloads, function effectively under stress, adapt to changing environments and conditions, display flexibility and function in the face of uncertainties inherent in the clinical setting and with patients. Compassion, integrity, concern for others, interest and motivation are personal qualities with each applicant should possess.

- Sufficient endurance to walk for extended periods of time, up to twelve hours per day.
- Ability to learn technical, medical, and pathophysiological information.
- Free of Chemical Impairment during participation in program including classroom, laboratory and clinical settings.

You need to be able to perform each of these tasks with or without accommodation. If an accommodation is necessary because of a disability, it is your responsibility to provide documentation and to request accommodation. The college will endeavor to satisfy requests for reasonable accommodations however it is not guaranteed.

Appendix C

Jackson College School of Radiography Radiography Student Magnetic Resonance Imaging (MRI) Safety Policy

Students must be aware of the Magnetic Resonance Imaging (MRI) safety protocols before entering clinical rotations at their hospital of placement. It is important to remember that even when the MRI scanner is not in use, the magnet is always on, 24 hours per day, 365 days per year. The MRI scanner generates a very strong magnetic field that extends beyond the bore of the magnet in all directions and magnetically susceptible (e.g., ferromagnetic) objects and devices even at a distance can become accelerated into the bore of the magnet with force sufficient enough to cause serious injury or damage to equipment, patient, and any personnel in its path.

Every person that enters the MRI room must be screened for possible contraindications that could affect their health and safety. Metallic fragments embedded in the body such as bullets or shrapnel could change position when exposed to the strong magnetic field and cause injury. The magnetic field of the scanner can also damage an external hearing aid or cause a heart pacemaker and other implanted devices to malfunction. Therefore, students must make safety a top priority while in the MRI environment and strictly follow the MRI safety rules listed below:

- Students must be under the immediate supervision of a qualified MRI technologist while in the MRI environment.
- Students should never enter the MRI scan room without first being cleared by a qualified MRI technologist.
- All students are required to undergo the hospital personnel MR screening process before entering the MRI environment to prevent MRI related accidents or injuries. During the screening process, students are required to disclose if they have any of the following indwelling and/or medical devices: (Note: this is not an exhaustive list of examples)
 - o Medical implants such as a cardiac pacemaker or implantable cardioverter/defibrillator, neurostimulator, aneurysm clips, penile implant, orthopedic implant, cochlear or otologic implants.
 - o Foreign objects that are ferromagnetic (e.g., bullets, shrapnel, BBs) from industrial or military injuries.
 - o Medication patches that contain metal foil (i.e. transdermal patch)
- A student will not be permitted to complete an MRI specialty rotation if the hospital personnel MRI screening process indicates that the student is at risk.
- Students in good academic and clinical standing will be permitted to complete a specialty rotation in Magnetic Resonance Imaging (MRI) during the final semester of clinical training if the hospital screening indicates that the student is not at risk.
- Student must remove all metallic (e.g., ferromagnetic) personal belongings and place them in the designated storage area prior to entering the MRI environment. Students should never take the following ferromagnetic objects and/or devices into the MRI scan room: (Note: this is not an exhaustive list of examples)
 - o Loose metallic objects such as cell phones, pagers, external hearing aid, keys, glasses, jewelry (i.e., watches, necklaces, pins, ring, tie clips), safety pins, paper clips, purses, money clips, coins, pens,

pocket knives, nail clippers, tools, clipboards, cigarette lighters.

- o Hairpins, barrettes, and hair extension that are bonded or tied to the hair using metal clips.
- o Credit/bank cards and all other cards with magnetic strips.
- o Any article of clothing that has a metallic zipper, buttons, snaps, hooks, belt buck, or under-wires.
- o Steel-toed boots/shoes.
- Only medical devices and equipment that are MRI compatible (e.g., anything that does not contain iron) are permitted in the MRI scan room. All patient transport devices (e.g., wheelchairs, gurneys), oxygen tanks, anesthesia/ventilation carts, IV pumps, pulse oximeters, etc., must be MRI safe.
- Students must never assume an object or device is MRI compatible. If the compatibility of an object or device is in question do not take it in the MRI scan room. Ask a qualified MRI technologist to confirm the safety of the object or device.
- Students must strictly adhere to all MRI departmental Zone regulations:
 - o Zone 1: This region includes all of the areas outside of the MR environment, which are freely accessible to the general public (e.g., reception and waiting area, and the corridors and entrances just outside the MR environment).
 - o Zone 2: This area is an interface between Zone 1 (free access) and Zone 3 (strictly controlled) where patient interview and preparation is performed.
 - o Zone 3: This area is under strict control of qualified MRI personnel. Zone 3 includes the MRI control area and may also include supply and equipment storage areas and computer room. Access to Zone 3 is usually physically restricted from the general public and other healthcare workers through the use of a locking system (e.g., key lock, electronic access control).
 - o Zone 4: This area is the actual MR scanner room, which contains the magnet. Access to this Zone is strictly limited to qualified MRI personnel, patients undergoing scans and appropriately screened healthcare workers. Zone 4 is clearly marked by a sign stating, “The Magnet is Always On.” No one enters Zone 4 without the approval of a qualified MRI technologist.
- Pregnant students are permitted in and around the MR environment throughout all stages of their pregnancy but they are not allowed to remain in the MR scan room during the actual scanning.

Jackson College

School of Radiography

Magnetic Resonance Imaging (MRI) Radiography Student Screening Form

Certain implants, devices, or objects may pose a hazard to individuals in close proximity to the magnet of a MRI scanner. To ensure your safety in the MRI environment, it is necessary that you answer the following questions.

Have you had an injury to the eye involving a metallic object or fragment (e.g., metallic slivers, shavings, foreign body, etc.)? Yes No

Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? Yes No

Do you have a cochlear, otologic, or other ear implant (including hearing aid)? Yes No

Please indicate if you currently have or ever had any of the following:

Pacemaker, wires or defibrillator	Yes <input type="checkbox"/> No <input type="checkbox"/>	Eyelid or body tattoo	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Aneurysm clip(s)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Eye spring or wire	Yes <input type="checkbox"/> No <input type="checkbox"/>
Implanted cardioverter defibrillator	Yes <input type="checkbox"/> No <input type="checkbox"/>	Body piercing jewelry	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrical stimulator for nerves or bone	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Implanted catheter, tube or shunt	
Magnetically activated implant/device	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	False teeth, retainers, or braces	

Neurotransmitter	Yes <input type="checkbox"/> No <input type="checkbox"/>	Intrauterine device or diaphragm	Yes <input type="checkbox"/> No <input type="checkbox"/>
Spinal cord stimulator	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Surgical clips, staples, wires	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Bone growth/bone fusion stimulator	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Radiation seeds or implants	Yes <input type="checkbox"/> No <input type="checkbox"/>
Insulin or other infusion pump	Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical patch (transdermal)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Coil, filter, wire, or stent in blood vessel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Wire mesh implant	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any type of prosthesis (e.g., eye, penile)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Tissue expander (e.g., breast)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Artificial or prosthetic limb	Yes <input type="checkbox"/> No <input type="checkbox"/>	Shunt (spinal or intraventricular)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Heart valve prosthesis	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Wig or hair implants	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Orthopedic hardware (plates, screws, pins, rods, wires, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		

If you have answered yes to any of the above questions, please explain:

I have read and understand the JC Radiography MRI Safety Policy and had the opportunity to ask questions.

Student Name (Print): _____

Student Signature: _____ Date: _____

Jackson College Radiography Program

C-Arm Competency Checklist

Students must receive a registered technologist's signature in each area in order to achieve the c-arm competency. All 18 task items must be completed when student is performing c-arm rotations.

Student Name _____

Task	Date	Tech. Initials
1. Student knows location(s) of c-arm.		
2. Can set up and use c-arm safely.		
3. Maintains sterile field.		
4. Properly aligns c-arm to anatomy with correct orientation on screen.		
5. Demonstrates knowledge of image directory manipulation.		
6. Can save images.		
7. Can perform left-right image swap.		
8. Understands how to adjust window/level.		
9. Understands how to collimate.		
10. Can rotate the image.		
11. Can raise and lower the c-arm.		
12. Can angle the c-arm caudal and cephalic.		
13. Can rotate c-arm for lateral and oblique imaging.		
14. Demonstrates use of all locks.		
15. Demonstrates knowledge of emergency off button.		
16. Can transmit images to PACS.		
17. Can annotate images.		
18. Demonstrates Radiation Protection.		

Procedural Requirements:

- 1. Document competency in C-arm procedure requiring multiple projections.**
- 2. Document competency in C-arm procedure performed with sterile field.**

Note: Document procedure performance on the Master Clearance Sheet.

CT Competency Checklist

Name	Date	Tech Initials
<i>Tasks</i>		
1. Enter/Accept patient into the system.	_/_/_	_____
2. Properly prepares room for examination.	_/_/_	_____
3. Adequately explains procedure to patient.		
1. Head w/o	_/_/_	_____
2. Abd/Pelvis w/o	_/_/_	_____
4. Properly positions patient onto table.		
1. Head w/o	_/_/_	_____
2. Abd/Pelvis w/o	_/_/_	_____
5. Selects the appropriate exam/protocol.		
1. Head w/o	_/_/_	_____
2. Abd/Pelvis w/o	_/_/_	_____
6. Properly assesses scout image.	_/_/_	_____
7. Properly aligns scan parameters.		
1. Head w/o	_/_/_	_____
2. Abd/Pelvis w/o	_/_/_	_____
8. Properly enables system for scanning.		
1. Head w/o	_/_/_	_____
2. Abd/Pelvis w/o	_/_/_	_____
9. Verify inclusion of all appropriate anatomy.		
1. Head w/o	_/_/_	_____
2. Abd/Pelvis w/o	_/_/_	_____
10. Understands how to add images if necessary.		
1. Head w/o	_/_/_	_____
2. Abd/Pelvis w/o	_/_/_	_____
11. Properly provides post exam patient care.	_/_/_	_____
12. Understands how to reformat images (if required).		
1. Head w/o	_/_/_	_____
2. Abd/Pelvis w/o	_/_/_	_____
13. Properly send images to PACS system.	_/_/_	_____
14. Properly completes study.	_/_/_	_____
15. Understands the following:		
1. Emergency stop procedure.	_/_/_	_____
2. Full System shut down.	_/_/_	_____
3. Reboot/Restart system procedure.	_/_/_	_____

Jackson College Radiography Program Handbook

I hereby acknowledge that I have received, read, and understand the Jackson College Radiography student handbook. I further agree to follow all policies and procedures within the handbook. I understand while attending the clinical site for the Radiography program I am expected to follow all reasonable rules and regulations of policies and procedures of the assigned clinical site. I understand that failure to abide by these rules and regulations may result in dismissal from the Radiography Program.

Date ____ / ____ / ____

Name _____

Signature _____

This acknowledgement form needs to be completed and submitted to the Allied Health Office (JW 231) within **ten days after receipt** of the Radiography Student Handbook.

This form is handed out during Radiography Orientation.