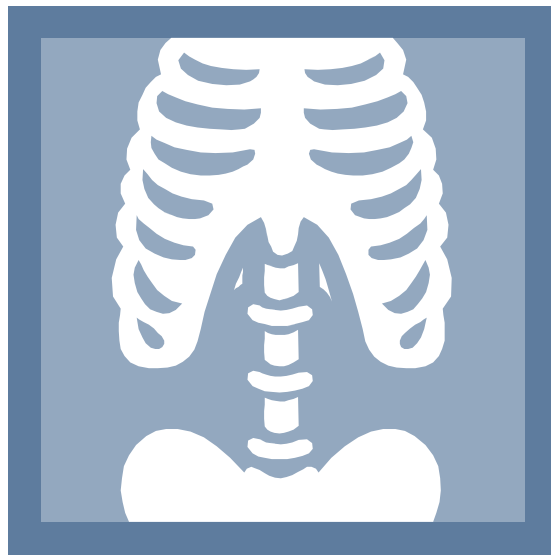


BOWLING GREEN TECHNICAL COLLEGE

**RADIOGRAPHY PROGRAM HANDBOOK
2009-2010**



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INTRODUCTION

In order to ensure effective education in the radiography program, each individual participating in the program must have a full understanding of the responsibilities involved.

This handbook has been designed as a supplement to the college handbook. It provides the student with the necessary information regarding the policies, procedures and expectations in the Radiography Program. This handbook may not be considered a complete statement of all of the policies of this program or this college. It is meant to be a guide to assist the student in reaching his/her goal to be a competent entry level radiographer.

No handbook is ever complete. Revision is an ongoing process and from time to time pages and/or sections may be added to your handbook.

Please read this carefully. You are responsible for understanding and following its guidelines.

Keep and maintain this handbook. If you have any questions, please contact any Radiography faculty member.

The Radiography Course schedule is not a full time program based on credit hours. However, if you need general education courses in order to complete your degree, you may be full time. All classes are held during the day. There are a few clinical rotations required of students that take place in the evening hours, but students are given ample notice prior to these rotations. All clinical assignments are scheduled so that optimum clinical experiences may be acquired.

BOWLING GREEN TECHNICAL COLLEGE

RADIOGRAPHY PROGRAM

RADIOGRAPHY MISSION STATEMENT

Bowling Green Technical College's Radiography program will provide the healthcare community with competent entry level radiographers that provide compassion and respectful care to everyone.

PROGRAM GOALS and LEARNING OUTCOMES

- GOAL 1. The Bowling Green Technical College will graduate competent radiographers.
- 1.1 The student (graduate) will provide appropriate patient care.
 - 1.2 The student (graduate) will demonstrate accurate positioning skills.
 - 1.3 The student (graduate) will evaluate images for appropriate positioning and image quality.
 - 1.4 The student (graduate) will practice radiation protection for self, patient and others.
- GOAL 2. The radiography student (graduate) will develop and practice critical thinking and communication skills.
- 2.1 Students can modify radiographic procedures to accommodate patient condition and other variables.
 - 2.2 The student will perform nonroutine (trauma) radiographic examinations.
 - 2.3 The student will demonstrate effective communication skills.
 - 2.4 The student will demonstrate adequate critical thinking skills.
- GOAL 3. Radiography students (graduates) will conduct themselves in a professional manner.
- 3.1 The student will demonstrate professional values and practice according to the code of ethics.
 - 3.2 The student (graduate) will demonstrate the pursuit of lifelong learning.
 - 3.3 The student will exhibit appropriate interpersonal relationships.
- GOAL 4. The program will provide the healthcare community with qualified radiographers.
- 4.1 The program will meet the need for radiographers in the Barren River Development District.
 - 4.2 Employers indicate that graduates are adequately prepared.
 - 4.3 Graduates will successfully pass the ARRT exam.
 - 4.4 Graduates indicate their satisfaction in their educational experiences at Bowling Green Technical College.

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RADIOGRAPHY PROGRAM DESCRIPTION

This program prepares the individual to become an entry level radiographer. The radiographer is prepared to administer ionizing radiation for medical diagnostic imaging purposes. Emphasis is on radiation protection and quality patient care. The curriculum is comprised of specialized courses in radiography with concentrated study in the basic science, mathematics and general education. Students enrolled in the radiography program must achieve a minimum grade of “C” in each Radiography course. Upon completion of the degree program, the graduate is eligible to apply to write the examination for registration as a radiographer by the American Registry of Radiologic Technologist. In addition, graduates are able to apply to the Radiation Operators Branch of the Commonwealth of Kentucky for a Temporary Operator’s Certificate.

Radiographers may find employment in hospitals, health clinics, and physicians’ offices. Research laboratories and some industrial firms may also employ radiographers.

The curriculum involves didactic courses and clinical experiences. The curriculum is designed in accordance with the guidelines established by the American Society of Radiologic Technologists (ASRT) Curriculum Guide. The assessment procedures include written and oral examinations and assignments, laboratory work, performance evaluations, a competency based clinical education system, and critical thinking and problem solving activities.

PROGRAMMATIC ACCREDITATION

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182. Telephone number is 312-704-5300

Accreditation guidelines, The Standards For An Accredited Educational Program in Radiologic Sciences, are available in the Radiography classroom, J108.

STATEMENT OF PHILOSOPHY

The Radiography Program faculty believes:

That each human being is unique and worthy of dignity.

That education is a lifelong process of developing individuals to their fullest potential based on their individual physical and mental abilities and that education must stay abreast of society's changing demands to benefit the individual and society.

That a technical college education prepares individuals for gainful employment regardless of sex, race, creed, handicap and/or socioeconomic status for the preparation of entry – level radiographers.

That the curriculum should be structured to provide fundamental knowledge and experience essential to the preparation of radiographers and encompasses theoretical principles, supervised clinical experiences, and attitude awareness concepts to facilitate personal and professional development.

That learning is facilitated through motivation, guidance and an environment that is conducive to student involvement and responsibility for achievement of an educational goal.

That graduates should develop the ability to make independent clinical judgments within the limits of the radiographers scope of practice.

That the curriculum should be reviewed and evaluated periodically to reflect current concepts and practices within the standards of the profession.

That competent radiographers are significant participants of the health care team.

**BOWLING GREEN TECHNICAL
COLLEGE**

RADIOGRAPHY PROGRAM

PROGRAM COMPETENCIES

Upon completion of the program, the graduate can:

1. Accurately demonstrate anatomical structures on imaging receptors.
2. Determine exposure factors to achieve optimum radiographic results (or images) with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Practice radiation protection for the patient, self and others.
5. Provide patient care and comfort.
6. Recognize emergency patient conditions and initiate life saving first aid and basic life support procedures.
7. Evaluate the performance of radiologic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in radiologic quality assurance programs.
10. Collaborate with members of the health team.
11. Communicate effectively using standard written English.
12. Communicate in a clear oral and nonverbal fashion and employ active listening skills.
13. Demonstrate basic skills in computer operations and/or software applications.
14. Organize, analyze, and make information useful by employing mathematics.
15. Demonstrate an awareness of one's interaction with the biological/physical environment.
16. Demonstrate an awareness of self as an individual, as a member of a multicultural society and/or as a member of the world community.
17. Recognize the impact of decisive ideas and events in human heritage.
18. Develop and perform basic search strategies and access information in a variety of formats, print and non-print.
19. Analyze, summarize and interpret a variety of reading materials.
20. Think critically and make connections in learning across the disciplines.
21. Elaborate upon knowledge to create new thoughts, processes and/or products.
22. Demonstrate an awareness of ethical considerations in making value choices.

LEARNING STRATEGIES

The goals and objectives of the program are accomplished by utilizing the following learning strategies:

1. Lectures will cover knowledge – based goals / objectives.
2. Laboratories will be integrated with knowledge based objectives.
3. Clinical rotations will vary in location and type of facility to allow students to gain experience, confidence and competency. These variations will help develop a students' independence.
4. Periodic testing and assignments will demonstrate student skills in communications, cognitive skills, computer skills, problem solving, and critical thinking.
5. Group activities will foster team building.
6. Optional clinical rotations in additional modalities will provide additions to the students' career ladder.

GRADING

GRADE SCALE

The grade scale for each radiography course is as follows:

A	93 – 100
B	84 – 92
C	75 – 83

Anything below a C is unacceptable. Each student must receive a grade of “C” or better in each required course to be able to enroll in subsequent radiography courses and to graduate from the Radiography Program. Each student must maintain a minimum GPA of 2.0

Each course faculty will set forth a grading policy in each course syllabi. This includes the requirements for the course as well as their grade weight.

Bowling Green Technical College

Radiography Program

Course Sequence

GENERAL EDUCATION REQUIREMENTS:

ENG 101	Writing I	3
BSL 137	Human Anatomy and Physiology I	4
BSL 139	Human Anatomy and Physiology II	4
MA 150	College Algebra	3
AHS 115	Medical Terminology	3
PH 171	Applied Physics OR	4
PHY 152	Introduction to Physics	3
	Social Interaction Elective	3
	Humanities Elective	3
	Oral Communication	3
	Computer Literacy	3

RADIOGRAPHY TECHNICAL COURSES:

FIRST YEAR, FALL SEMESTER

RADI 104	Introduction to Radiography	2
RADI 106	Patient Care in Radiography	2
RADI 108	Radiographic Procedures I	4
RADI 109	Clinical Practice I	1

FIRST YEAR, SPRING SEMESTER

RADI 114	Image Production and Acquisition	2
RADI 116	Advanced Patient Care in Radiography	2
RADI 118	Radiographic Procedures II	4
RADI 119	Clinical Practice II	3

FIRST YEAR, SUMMER TERM

RADI 209	Clinical Practice III	3
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SECOND YEAR, FALL SEMESTER

RADI 214	Imaging Equipment	2
RADI 216	Basic Computed Tomography	2
RADI 219	Clinical Practice IV	6

SECOND YEAR, SPRING SEMESTER

RADI 224	Radiation Protection and Biology	2
RADI 226	Radiographic Pathology	1
RADI 228	Radiography Seminar	1
RADI 229	Clinical Practice V	6

Total Credits: 68 – 76

TECHNICAL COURSE DESCRIPTIONS

RADI 104 Introduction to Radiography

Introduces radiography with an emphasis on the historical perspective, professional requirements, health care environment, cultural diversity and legal and ethical considerations. Incorporates basic tube function and radiation protection.

Prerequisite: BIO137

Pre or Co requisite: BIO 139

RADI 106 Patient Care in Radiography

Provides the basic concepts of patient care including considerations for the physical and psychological needs of the patient and the patient's family. Includes communication, safety and infection control.

Prerequisite: BIO137

Pre or Co requisite: BIO139

RADI 108 Radiographic Procedures I

Presents the principles of human anatomy applied to the study of fundamental radiographic procedures (exposure factors and patient positioning) used for different age groups for upper and lower extremities, bony and visceral thorax, and abdomen. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite: BIO137

Pre or Co requisite: BIO139

RADI 109 Clinical Practice I

Provides clinical experience through structured sequential competency-based clinical assignments of the upper and lower extremities, bony and visceral thorax, and abdomen.

Prerequisite: BIO137

Pre or Co requisite: BIO139

RADI 114 Image Production and Acquisition

Provides a knowledge base of factors related to image production and acquisition. Exposes students to digital imaging systems

Prerequisites: RADI 104, RADI 106, RADI 108, and RADI 109

RADI 116 Advanced Patient Care

Provides the basic concepts of medical emergencies and pharmacology related to radiography. Addresses use of imaging contrast agents, venipuncture, IV therapy, and informed consent in radiology practice. Includes professional practice standards of radiographer.

Prerequisite: RADI 104 and RADI 106 OR NAA100 and RADI 108 and RADI 109

RADI 118 Radiographic Procedures II

Continues the acquisition of radiographic procedures with emphasis on the vertebral column, cranium, gastrointestinal, urinary, and special radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite: RADI 104 or NAA 100 and RADI 106 and RADI 108 and RADI 109

RADI119 Clinical Practice II

Provides clinical experience through structured sequential competency based clinical assignments of the upper and lower extremities, bony and visceral thorax, and abdomen.

Prerequisites: RADI 104 or NAA 100 and RADI 106, RADI 108 and RADI 109

RADI 209 Clinical Practice III

Provides clinical experience through structured sequential competency based clinical assignments to include the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, and contrast studies of the digestive, urinary, and central nervous systems, and arthrography.

Prerequisites: RADI 114, RADI 116, RADI 118 and RADI 119

RADI 214 Imaging Equipment

Focuses on the types of imaging equipment used in radiography including x-ray imaging systems, fluoroscopy, tomography, screens, film, and automatic processing. Introduces quality management in radiography.

Prerequisites: RADI 209

RADI 216 Basic Computed Tomography

Provides the basics of computed tomography including image formation, equipment, and terminology. Includes scanning techniques for basic CT procedure of the head, chest and abdomen, and sectional anatomy.

Prerequisite: RADI 209

RADI 219 Clinical Practice IV

Provides clinical experience through structured sequential competency-based clinical assignments to include the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, and contrast studies of the digestive, urinary, and central nervous systems, and arthrography. Includes basic CT scan procedures.

Prerequisite: RADI 209

RADI 224 Radiation Protection and Biology

Provides knowledge of radiation protection, effects of various radiation levels and methods to measure radiation. Introduces the principles of radiation biology.

Prerequisite: RADI 214, RADI 216 and RADI 219

RADI 226 Radiographic Pathology

Introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

Prerequisites: RADI214, RADI 216 and RADI 219

RADI 228 Radiography Seminar

Introduces the format, rules, and regulations regarding certification by the American Registry of Radiologic Technologists (ARRT) and state certification requirements.

Prerequisites: RADI214, RADI 216 and RADI 219

RADI 229 Clinical Practice V

Provides clinical experience through structured competency-based clinical assignments including upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, and contrast studies of the digestive, urinary, and central nervous systems, and arthrography. Includes basic CT scan procedures.

Prerequisites: RADI 214, RADI 216 and RADI 219

ACADEMIC RESPONSIBILITIES

1. **TEXTBOOKS**
Students are responsible for purchasing the required textbooks before the second class meeting. These are available at the college bookstore.
2. **ASSIGNMENTS**
Students are responsible for completing all reading, writing, and oral assignments by faculty.
If a student is absent for **any** reason, he or she is responsible for all material that is covered in the class including any assignments.
It is the students' responsibility to contact the faculty member for material that is missed due to an absence.
An absence on the day of a test, quiz, competency check off, or lab assignment may result in the lowering of the grade by the equivalent of one letter grade. Excused absence that allow a student to miss a test are described: a written doctor excuse for student or student's child, funeral of a family member with written documentation, or others deemed acceptable by the faculty member.
3. **ACADEMIC ACHIEVEMENT**
Students must maintain a grade average of "C" or higher to pass a course with the RADI prefix and continue in the course sequencing.
4. **SCANTRON TEST SHEETS**
Multiple choice tests will be administered either by computer or pen and paper. For the latter, the student will need to purchase Scantron sheets at the college bookstore.
5. **LABORATORY**
Laboratory experiences cannot be "made up" so if the student misses, they will be behind in content learned. No student will attend another lab session if absent unless approved by the faculty member.
6. **LIABILITY INSURANCE**
All Radiography students are required to have professional liability insurance. This policy is available through the Kentucky Community and Technical System. A copy of the policy is on file and available for review.
7. **HEALTH INSURANCE**
Each student will provide his/her own health insurance. BGTC assumes no liability for student injury or illness in the didactic or clinical education courses. If a student needs medical attention while participating in any radiography course, treatment shall be at the student's discretion. Billing for treatment and/or services rendered shall be directly to the student or his/her insurance carrier.

8. **WITHDRAWAL PROCEDURE**

If it becomes necessary to withdraw from the program, we ask the student for careful consideration. Program faculty and student services will assist the student. A minimal amount of paperwork must be completed. It is very important that the student notify the college of withdrawal.

9. **RADIOGRAPHY LAB**

The Radiography Program has a fixed radiographic unit that has been energized. It will be used to supplement educational activities in the didactic setting.

1. Program faculty must be in the building during times that exposures are taken. Activation of the energized unit is by key only. The key is kept in the Program Director's office.
2. Under no circumstances will ionizing radiation be applied to humans or other living entities.
3. Students will have access to the lab for study or positioning practice; however, the door will be locked during hours that faculty are not on campus.
4. Program faculty and students will wear radiation monitoring badges while conducting experiments in the energized lab.
5. While taking a radiographic exposure, all individuals in the lab must stand behind the control booth barrier.
6. Inappropriate use of the energized room will result in disciplinary action and may include expulsion from the program.

CODE OF ETHICS

1. The Registered technologist conducts himself in a professional manner, responds to patient needs and supports colleagues and associates in providing patient care.
2. The Registered technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.
4. The Registered technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.
5. The Registered technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Registered technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside of the scope of practice for the profession.
7. The Registered technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing the radiation exposure to the patient, self, and other members of the health care team.
8. The Registered technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality Radiologic Technology care.
9. The Registered technologist respects confidences entrusted in the course of professional practice, respects the patients' right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigation new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.

PROGRAM POLICIES

PROGRAM ADVISEMENT POLICY

New students entering the Radiography Program will meet with a faculty member prior to enrolling for schedules and program information.

Students who are experiencing academic difficulties must contact their instructor as soon as possible for assistance / advisement.

Students requiring behavioral advisement should meet with program faculty. Should further advisement be required or requested, the student will meet with an admissions advisor. If necessary, the student may need to meet with the other college personnel such as the division chair or Dean of Students.

Reviewed: 8/99, 6/01, 5/02, 6/04, 5/05, 5/06, 6/07, 5/08, 6/09

STUDENT CLINICAL AND ACADEMIC HOURS

A radiography student's academic and clinical instruction / experiences will not be more than 40 hours per week.

During the first semester, the student can expect up to 30 hours per week of didactic instruction, the remaining semesters consist of a combination of clinical and didactic instruction. There is a six-week summer session consisting of clinical education.

Students are not scheduled or required to attend clinical or didactic education for more than eight hours per day.

Revised 6/06

Reviewed: 5/02, 6/04, 5/05, 5/06, 6/07, 5/08, 6/09

RADIOGRAPHY PROGRAM CLINICAL PLAN

In order to ensure comparable clinical education among all students, the following clinical plan is identified.

Listed below are the clinical areas that every student will rotate through. The number indicates the number of two week rotations (unless otherwise noted) that each student will experience.

There are a total of 51 weeks of clinical education in the program. The rotations below make up all of those weeks.

CLINICAL AREA	ROTATIONS
Fluoroscopy	8
Radiography	8
Mobiles	4
Tomography	2
Evenings	2
Computed Tomography	1

Revised 8/99, 7/00, 6/09

Reviewed: 6/01, 5/02, 6/04, 5/05, 5/06, 6/07

CLINICAL ROTATION ASSIGNMENT POLICY

Radiography students will be scheduled in clinical education centers by the Clinical Coordinator. Rotation schedules are based on the clinical education plan.

Schedules are distributed to students by the fourteenth week of the preceding semester.

Should a scheduled rotation not be available, the Clinical Coordinator or Clinical Instructor will assign the student to an educationally valid rotation.

If a student becomes pregnant, they may request that they not be scheduled in rotations involving fluoroscopy and mobiles during their pregnancy. Please refer to the Pregnancy Policy.

Revised 8/99, 7/00, 6/01

Reviewed: 5/02, 6/04, 5/05, 5/06, 6/07, 5/08, 6/09

CLINICAL SUPERVISION POLICY

All radiography students require DIRECT supervision from a staff radiographer on all procedures until the student demonstrates clinical competency in each procedure. This direct supervision requires:

1. A radiographer will review the requisition. They will evaluate it in relation to the student's achievement.
2. A radiographer will evaluate the patient's condition in relation to the student's knowledge.
3. A radiographer is present during the examination.
4. A radiographer reviews and approves the radiographs.
5. If it is necessary, ALL REPEAT RADIOGRAPHS WILL BE COMPLETED IN THE PRESENCE OF A RADIOGRAPHER.

Upon successful completion of competency evaluations, the student may perform these procedures with indirect supervision of staff radiographers. The radiographer must be available should the student need assistance, However, if repeat radiographs are necessary, THEY WILL BE COMPLETED IN THE PRESENCE OF A RADIOGRAPHER.

There will be a ratio of no more than one first year and one second year per radiographer.

Revised 5/02

Reviewed: 8/99, 7/00, 6/01, 6/04, 5/05, 5/06, 6/07, 5/08, 6/09

REPEAT RADIOGRAPH SUPERVISION POLICY

All student radiographs are to be evaluated for quality by the supervising clinical staff or clinical instructor. If it is necessary for a student to repeat any radiograph, they must be directly supervised by a registered radiographer or equivalent.

The student will document the radiographer who supervised the repeat radiograph on their weekly log sheet.

A student may not repeat a radiograph without the appropriate supervision.

Reviewed: 8/99, 7/00, 6/01, 5/02, 6/04, 5/05, 5/06, 6/07, 5/08, 6/09

INFECTIOUS DISEASE POLICY

It is a difficult task to identify every patient who has a potentially infectious disease. Many times exposure is learned about after the fact. Therefore, all radiography students, in order to protect themselves, fellow healthcare personnel and patients, will comply with each of the following:

1. Uniforms and lab coats will be freshly laundered for each clinical day.
2. All equipment (tables, control panels, accessories, etc.) will be thoroughly cleaned, disinfected, or sterilized between patients according to appropriate procedure for each piece of equipment regardless of the patient's diagnosis.
3. Linens and pillowcases on tables and stretchers must be changed between each patient.
4. Syringes, needles and enema supplies are to be disposed of immediately according to departmental policy.
5. Good hand washing practices will be carried out by everyone. They should be washed before and after eating, after using the restroom, before and after each patient contact and when assisting with patient procedures.
6. Gloves will be worn when there is a possibility that blood or body fluids are anticipated.
These are to be changed after each patient.
7. Masks will be worn when there is a possibility that blood or body fluids could splash into the nose or mouth.
8. Gowns will be worn if there is a possibility of a splash of blood or body fluids onto the skin or clothing.
9. Cuts, scratches, or other non-intact skin will be covered to avoid contact with blood or body fluids.
10. Goggles or other eye protection will be worn when a splash of blood or body fluid is possible.
11. Blood or body fluid inadvertently coming in contact with the skin should be quickly and thoroughly washed away.
12. Students that experience exposure to blood or body fluid will report immediately to their clinical instructor and seek medical attention. A school incident report must also be filed.
13. Students with a communicable disease will take all necessary precautions.

Reviewed: 8/99, 601, 5/02, 6/04, 5/05, 5/06, 6/07, 5/08, 6/09
Revised 7/00

PREGNANCY POLICY

Any student who believes or suspects that she is pregnant may voluntarily declare her pregnancy in writing to program faculty. The declaration must include the estimated date of conception. This declaration can be revoked at any time by written notification.

The limit for whole body exposure to ionizing radiation for a declared pregnant student is approximately 10 times less than for other radiography students. These limits are identified in 10CFR 8325 and are designed to provide a greater level of safety to the embryo/fetus, which is more susceptible than adults to biological damage from exposure.

It is possible that by providing an increased level of safety for the declared pregnant student that the length of the educational program may be lengthened. For this reason, the decision to declare a pregnancy is voluntary, must be done in writing, and can be revoked (in writing) at any time for any reason by the student.

It is strongly recommended that the student discuss their educational situation with their physician.

After declaring their pregnancy, the student will be counseled by program faculty. Radiography program faculty is committed to maintain the exposure of declared pregnant students and all students as low as reasonable achievable (ALARA).

The following options are given to the declared pregnant student:

OPTION #1:

The student may continue in the radiography program with no changes in clinical rotations. This option requires the student to sign the Pregnant Student Waiver Form. The student should counsel with their physician prior to selecting this option. A release from the physician is required stating that the student may participate in fluoroscopy and mobile radiographic procedures. This release should document that the student has the physician's permission to continue in the program with no adjustments being made to the clinical rotation schedule.

Monthly release from the physician must be turned in to program faculty.

The student must wear the approved clinical uniform.

It is possible that the student may need additional classroom and / or clinical hours depending upon the length of time the student is under a physician's care.

OPTION # 2:

The student may continue in the radiography program with the following restrictions being imposed on clinical rotations:

III.2

1. No fluoroscopic rotations / procedures.
2. No Mobile assignments / procedures.

3. No surgical rotations / procedures.
4. No procedures involving radium – implant patients.

Other rotations from the clinical plan will be substituted. All clinical rotations that are missed by the student will be made up at the end of the program. This will result in a delay from the original program completion date.

In addition to the clinical rotations, the student will be expected to complete all of the requirements for didactic courses in which she is enrolled prior to enrolling in the subsequent quarters course work. This is necessary since the radiography courses are sequential.

Monthly releases from the attending physician must be turned in to program faculty.
The student must wear the approved clinical uniform..

OPTION # 3:

A pregnant student may request a leave of absence not to exceed one calendar year and either withdraw from or attempt to complete the didactic courses she is currently enrolled in. There would be a place reserved for the student in the next accepted class.

Reviewed 8/99, 6/01, 5/02, 6/04, 5/05, 5/06, 6/07, 6/09
Revised 7/00, 5/08

RADIATION PROTECTION POLICY

All students must exercise safe radiation protection practices at all times. At no time may a student participate in a procedure using unsafe radiation protection practices. Unsafe radiation protection practices are grounds for dismissal from the radiography program.

These unsafe practices include, but are not limited to:

1. Taking exposures, intentionally or unintentionally, on another students or while another student is in the energized laboratory. All exposures on human beings are to be taken for *medically valid reasons only*.
2. Attempting any procedures under indirect supervision until competency has been achieved.
3. Repeating films without the direct supervision of a radiographer.

A student will always wear a film badge while in the clinical setting and in the energized laboratory. A student may obtain a currently dated film badge from the program office at the first of each month.

Film badges are worn at the collar and outside of the lead apron. They should not be on top of the lead apron. If the student is undergoing a diagnostic examination, the film must be removed.

Other obligations of the student include:

1. Wear a current film badge in the lab and in the clinical. Lack of a film badge is grounds for asking the student to leave until the badge is retrieved and worn.

Students may not be in the lab without a film badge. Time spent retrieving the film badge will be considered an unexcused absence.

2. Any loss of film badges, accident or misuse must be reported in writing to the program office.

3. Read the monthly film badge report and initial it. It is distributed when received. In addition, a student may request to see the film badge report at any time.

4. A new film badge is issued monthly. The old badges must be turned in and new ones picked up during the first week of the month. This is the students' responsibility. By the second week of the month every student must have their new film badge or they may not participate in clinical education. Time lost will be considered an unexcused absence.

Patient radiation protection practices must be observed at all times. This is a serious obligation for all.

Revised 8/99, 7/00, 6/01, 6/04, 5/05, 5/06, 5/08

Reviewed 5/02, 6/07, 6/09

RADIATION SAFETY PROCEDURES

In order to minimize radiation exposure to patients, students, faculty, and other, these procedures must be followed:

1. Shielding must be used on all patients unless it interferes with the anatomy being demonstrated.
2. Technical factors used for all exposures should give the lowest possible patient exposure dose yet provide a high quality image.
3. Care should be taken to limit the radiographic beam to the area of interest only.
4. The cardinal principles of protection: minimal time and maximum shielding and distance should be observed at all times.
5. Protective devices such as lead aprons, thyroid shields, lead gloves and protective barriers should be used whenever necessary.
6. Whenever possible, patients should not be held during an exposure. Immobilization devices should be used whenever possible. If it becomes Necessary to hold a patient, proper protective shielding should be worn.

Failure to comply with these procedures may lead to disciplinary action.

Care of the film badge holder is the responsibility of the student. Any damage or loss of the badge holder must be reported to the program faculty immediately. A ten dollar fee will be incurred for every lost film badge.

Revised 8/99, 7/00

Reviewed 6/01, 5/02, 6/04, 5/05, 5/06, 6/07, 5/08, 6/09

SAFETY PROCEDURES

In order to ensure safety in the classroom laboratory and clinical education setting, the following must be observed:

1. Obey safety rules when working with any equipment. Report all defects in the operation of equipment to program faculty. Never play with equipment.
2. Do not participate in horseplay or practical jokes in laboratory or clinical educational centers.
3. Never operate any equipment you are not familiar with.
4. Know the location of fire extinguishers.
5. Know the procedure for reporting fires.
6. Know the emergency plan of the institution and what you should do according to the plan in case of fire, bomb threat, tornado or any disaster.
7. Be safety conscious at all times.

Reviewed 8/99, 7/00, 6/01, 5.02, 6/04, 5/05, 5/06, 6/07, 5/08, 6/09

SMOKING POLICY

The Radiography Program is committed to promoting a healthier and safer environment. Smoking is a recognized cause of disability and premature death. It is a risk factor for diseases such as cancer, respiratory illness, cardiovascular disease, and low birth weight infants. There is evidence that secondhand smoke can also be a risk for some of these diseases.

In order to promote wellness, students may only smoke in designated areas on any clinical affiliates' premises. These areas may only be used as break or lunch times. Extra breaks **ARE NOT ALLOWED**. Some facilities do not allow any smoking on their campus. While a guest on any clinical campus, the student must comply with the regulations.

Revised 6/07

Reviewed 8/99, 7/00, 6/01, 5/02, 6/04, 5/05, 5/06, 5/08, 6/09

RADIOGRAPHY PROGRAM COMPLAINT RESOLUTION POLICY

If a student, faculty, or community of interest feels that the program is not in compliance with the JRCERT Standards, they are requested to notify the program director in writing of any allegations or complaints.

The program director will investigate the complaint and will answer the complainant within 5 school days. (Days can be changed by agreement of both parties).

If the complainant is not satisfied with the response, they should notify the Allied Health Division Chair. They will investigate and respond to the complainant within 10 school days.

If the complainant is not satisfied with the response, they should notify the Academic Dean. They will investigate and respond to the complainant within 10 school days.

If the complainant is not satisfied with this response, they should notify the:

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606

Revised 6/01
Reviewed 5.02, 6.04, 8/05, 5/06, 6/07, 5/08, 6/09

READMISSION POLICY RADIOGRAPHY PROGRAM

A student who withdraws or earns less than a grade of “C” in any course with the Radiography program prefix will be dropped from the Radiography Program.

The process for readmission to the program follows:

1. readmission to the Radiography program will be dependent upon available resources;
2. in order to be considered for readmission by the Radiography Admissions Committee, the applicant must submit a written request to the Radiography Program Director and meet current admission guidelines
3. students who wish to apply for readmission to the program must do so three (3) months prior to the expected date of enrollment;

Further Considerations

1. if more than one year has elapsed since the end of enrollment in the radiography program, an applicant must repeat all radiography courses unless the student has demonstrated current competency by passing exams equivalent to comprehensive course final examinations (both written and clinical skills) if available at the college to which the student is applying for admission.
2. student may be readmitted to the Radiography Program one time. The Radiography Admissions Committee may recommend readmission a second time, if a student furnished sufficient evidence of remedial study, additional preparation, or resolution of factors contributing to unsuccessful course completion; and
3. application is not a guarantee of readmission to the program, and
4. if an individual fails the American Registry of Radiologic Technologists ARRT certification exam four (4) times, he or she must repeat the radiography courses of the curriculum

Revised 5/08
Reviewed 6/09

RADIOGRAPHY PROGRAM STUDENT EMPLOYMENT POLICY

The Radiography program requires a full-time commitment; therefore, outside employment will not be permitted to interfere with the proper sequence of didactic or clinical education. Students must establish work tie periods that will not conflict with their educational experience. It is important to note that clinical hours vary slightly depending upon the clinical assignment schedule for each semester. For purpose of being recognized as a second year student and being employed as a student radiographer, a radiography student at Bowling Green Technical College must fulfill the following requirements:

1. The employment must be at a clinical affiliate of the program.
2. The student must not be on probation or suspension for any reason at the time of the request or during the time of employment.
3. Have successfully completed the following courses:
 - Anatomy and Physiology I and II
 - RADI 104 Introduction to Radiography
 - RADI 106 Patient Care in Radiography OR NAA 100
 - RADI 108 Radiographic Procedures I
 - RADI 109 Clinical Practice I
 - RADI 114 Image Production and Acquisition
 - RADI 116 Advanced Patient Care in Radiography
 - RADI 118 Radiographic Procedures II
 - RADI 119 Clinical Practice II
 - RADI 209 Clinical Practice III
4. The overall grade point average must be 3.0
5. The student must have completed the following clinical competencies:

Hand	Knee	CT Head
Wrist	Pelvis	Routine Skull
Forearm	Routine Hip	BE
Elbow	Trauma Hip	Facial Bones
Shoulder	Chest	UGI
Foot	Abdomen	Small Bowel
Ankle	Routine C-Spine	IVP
Tibia – Fibula	Trauma C-Spine	Portable Exam
Lumber Spine	1 Surgery Competency	
6. All employment must comply with KAR 902:105.
7. Student must sign a release for their grade average to be released to their employer.
8. The student must pass a pre-employment exam with a minimum score of 75%.

In order to remain in good standing and maintain student employment the following criteria must be met:

1. The program firmly believes that college attendance comes before student employment. A student must attend a “full” clinical or class day if they are to be working as a student radiographer that same day or evening. Should a student miss part of a class / clinical day and work as student radiographer on the same day, they would be considered in violation of program policy. Therefore, the student would no longer be in good standing, and would not be permitted to work as student radiographer.

If a student is too ill to attend clinical or didactic, then the student is considered too ill to work as a student radiographer. Should a student call in for clinical or class and work as a student radiographer the same day, it would be considered a violation of program policy. Therefore, the student would no longer be in good standing and would not be permitted to work as a student radiographer.

2. Employment is to take place only at times outside of scheduled classes and clinical education.

3. Scheduled paid working hours cannot be substituted for clinical education.

4. Clinical competencies CANNOT be completed for credit during paid working hours.

5. Student grades in all Radiography Didactic and Clinical courses must be maintained at a level of at least 80%. Grades will be evaluated by program faculty at two different times every semester: midterm and semester end. If a student’s grade average in a didactic or clinical course is less than 80%, the student is no longer considered in good standing and the student employment will discontinue immediately.

Revised 4/2004, 6/07, 5/08

Reviewed 5/05, 5/06, 6/09

STUDENT GOVERNANCE REPRESENTATION POLICY

Students at all levels of study have the opportunity to participate in program governance.

Every student class may elect one representative that will participate in all advisory committee meetings for that current school year. Should a meeting occur during regular class or clinical education time, the student will be excused to attend the advisory meeting.

Should a student not be able to attend the meetings, a replacement will be determined by the student class being represented.

Reviewed 6/01, 5/02, 6/04, 5/05, 5/06, 6/07, 5/08, 6/09

CELL PHONE POLICY

Cell phones and pagers are prohibited in the classroom, lab, or clinical site. It should never be on the desk or visible to anyone in the classroom. If a student's cell phone or pager goes off in class or lab, the student will be required to silence or turn the phone off unanswered and 10 points will be deducted from the next test score. If the cell phone rings during a test, or is seen on the desk or surrounding area, 15 points will be deducted from the score of that test. Subsequent events will result in the doubling of the penalty each time. There will be no "second chance". A student answering a cell phone during class will be required to leave class and meet with the instructor prior to attending class again.

Revised 5/06, 5/07, 5/08, 6/09

**BOWLING GREEN TECHNICAL COLLEGE
RADIOGRAPHY PROGRAM**

RADIATION DOSE LIMIT POLICY

All students enrolled in the Radiography program must comply with keeping their radiation exposure as low as reasonably achievable (ALARA) according to the Nuclear Regulatory Commission (NRC).

Students are expected to wear their monitoring device as instructed by program faculty. Loss or mishandling must be reported to faculty as soon as possible.

All students are required to view and initial their film badge report to ensure their awareness of their exposures.

Doses must NOT exceed NCRP requirements. Should a monitor report show an exposure of 50 mrem or higher for a student, the following steps will be taken:

1. Notification of student of excessive dose.
2. A conference between the student, clinical coordinator and / or program director will be held.
3. An action plan will be determined to reduce future excessive exposure.

9/04

Reviewed 3/06, 6/07, 5/08, 6/09