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Introduction

Welcome to the Central Arizona College (CAC) Radiologic Technology Program. This Student Handbook has been designed as a reference guide for specific program guidelines and will provide you with necessary information to enhance your educational experience. As a student of CAC, you are expected to observe all rules and regulations of the college. These institutional policies may be found in the Central Arizona College Catalog.

Central Arizona College is accredited by JRCERT and the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools and a participant of the Higher Learning Commission's Academic Quality Improvement Program.

Policy Changes

This is an official publication of Central Arizona College Radiologic Technology Program and is subject to revision and change at any time. It is the policy of Central Arizona College to reserve the right to add, withdraw, or revise any information described within this handbook.

Mission Statement

To provide an intellectually stimulating and challenging environment where competency-based education in radiography is focused on the needs of the patient and intended to produce competent and progressive imaging professionals of the highest caliber.
GOALS AND STUDENT LEARNING OUTCOMES

Goal: Graduates will be clinically competent.

Student Learning Outcomes: Students will demonstrate competency in radiographic positioning.

Students will demonstrate competency in radiation protection.

Students will demonstrate appropriate patient care.

Goal: Graduates will communicate in an effective manner.

Student Learning Outcomes: Students will demonstrate effective written communication skills.

Students will demonstrate effective oral communication skills.

Students will demonstrate effective communication skills with patients.

Goal: Graduates will apply critical thinking skills.

Student Learning Outcomes: Students will demonstrate image analysis competency

Students will adapt to changing workloads and complete assignments on time.

Students will demonstrate an ability to perform non-routine procedures.

Goal: Graduates will demonstrate professionalism.

Student Learning Outcomes: Students will present a professional appearance in the clinical education setting.

Students will accept constructive criticism and guidance in a manner to aid their professional growth.

Students will conduct themselves in an ethical and professional manner.

In accordance with the Joint Review Committee on Education in Radiologic Technology the program mission statement, goals and outcomes are reviewed on a regular basis. Documentation is reflected in the meeting minutes of various committee and faculty forums.
PROGRAM INFORMATION

DESCRIPTION

The Associate of Applied Science Degree in Radiologic Technology is a 24-month program (six sequential trimesters including summers) that prepares students for entry-level positions as radiographers. The program starts once per year in the Spring Trimester. Students must complete 23 credits of general education requirements and 55 credits of major core courses.

The curriculum is designed in accordance with the Radiography Curriculum established by the American Society of Radiologic Technologists. Academic courses include anatomy, radiographic positioning, radiation physics, principles of radiographic exposure, and other specialized topics. The program is designed around a model of classroom and laboratory instruction integrated with hands-on experience in a clinical setting that provides a thorough educational foundation and professional preparation to enter the workforce as an independent practitioner upon graduation.

The Radiologic Technology course of study is a demanding experience and involves a full-time commitment of up to 40 hours per week plus homework. Students must maintain a minimum of a 75% average to remain in the program. Students must be adequately prepared to meet the challenge and establish priorities prior to the start of classes.

Graduates of the program are eligible to:

1. Receive an AAS degree in Radiologic Technology
2. Sit for the American Registry of Radiologic Technologists examination (ARRT)
3. Apply for an Arizona license to practice radiography – CRT (Certified Radiologic Technologist)

CURRICULUM

General Education Requirements- Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Biology and Lab Science</td>
<td>8</td>
</tr>
<tr>
<td>Oral Communication Course</td>
<td>3</td>
</tr>
<tr>
<td>Written Communication Course</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics- Intermediate Algebra or Higher</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-Total Credit Hours 23
Curriculum - Continued

1st Trimester (8 credits)
- RAD100 Fundamentals of Radiologic Science and Health Care (1)
- RAD110 Radiographic Positioning I (4)
- RAD120 Principles of Radiographic Exposure I (3)

2nd Trimester (9 credits)
- RAD130 Patient Care in Radiologic Science (2)
- RAD140 Practicum I (240-280 hours) (3)
- RAD160 Radiographic Positioning II (4)

3rd Trimester (9 credits)
- RAD150 Radiation Physics I (3)
- RAD170 Principles of Radiographic Exposure II (3)
- RAD180 Practicum II (240-280 hours) (3)

4th Trimester (7 credits)
- RAD200 Practicum III (600-650 hours) (7)

5th Trimester (10 credits)
- RAD210 Radiation Physics II (3)
- RAD230 Radiobiology and Radiation Protection (3)
- RAD240 Practicum IV (360-390 hours) (4)

6th Trimester (12 credits)
- RAD250 Basic Pharmacology and Drug Administration (1)
- RAD260 Radiographic Pathology (2)
- RAD270 Advanced Imaging (2)
- RAD280 Registry Review (3)
- RAD290 Practicum V (360-390 hours) (4)

Sub-total Major Core Courses 55 credits
Total Degree Credit Hours 78 credits
CHAIN OF COMMAND

Students experiencing issues at clinical sites or in the classroom environment should communicate through the appropriate chain of command.

Clinical Education Setting
1. Clinical Instructor
2. Clinical Coordinator
3. Program Director
4. Campus Dean

Classroom
1. Didactic Instructor
2. Program Director
3. Campus Dean

PROGRAM STAFF NUMBERS

Program Director: Kayla Davis (480) 677 - 7779
Clinical Coordinator: Bethany Harvey (480) 677 – 7746

WAIVER OF LICENSURE/ CERTIFICATION GUARANTEE

Admission or graduation from the Central Arizona College School of Radiologic Technology Program does not guarantee ARRT registration or state licensure. Licensure, certification, and registration requirements and the subsequent procedures are the exclusive right and responsibility of the American Registry of Radiologic Technologists (ARRT) and the Arizona Department of Health Services, Bureau of Radiation Control, Bureau of Special Licensing.

Students must satisfy the requirements of the ARRT and Arizona Statutes, Rules and Regulations, independently of any college or program requirements for graduation. According to the ARRT, every candidate for certification must "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." Certain types of convictions may make an applicant ineligible for registration. These documents are available for review in the office of the Program Director and on the ARRT website. https://www.arrt.org/pages/partners/schools-educators/educator-resources
COLLEGE INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to protect the privacy of educational records and to give students the right to review their educational records.

In compliance with the Act, Central Arizona College has established policies and procedures for the review and correction of inaccurate or misleading information. Copies of the policies and procedures are available in the Records Office. Questions regarding the Act may be addressed to the Registrar.

Central Arizona College does not release any personally identifiable information about any student to a third party without the student’s written consent. Directory or “public” information may be released at the college’s discretion. Directory information includes name, address, dates of attendance, program of study, classification (first year or sophomore), status (full- or part-time), participation in officially recognized activities and sports, degrees, awards received, and previous institutions attended by the student.

Currently enrolled students may withhold disclosures of directory information by submitting a written request to the Registrar. Such requests must be renewed on a yearly basis.

Effective March 19, 1997, colleges are required to provide directory information to the Department of Defense. Students may request in writing to withhold the release of this information. Requests should be sent to the Office of the Registrar, 8470 North Overfield Road, Coolidge, AZ 85228.

STUDENT RIGHT TO KNOW

In compliance with federal regulations, Central Arizona College must report the graduation rate for all students, as well as graduation rates for those students who receive athletically related financial aid by the sport they play. Copies of this information may be obtained in the Records Office or maybe viewed on Central's website at www.centralaz.edu

ADVISEMENT

To gain the most benefit from their college experience, students should understand the nature and purpose of higher education and be familiar with resources, services, and activities available at Central Arizona College. Central provides many opportunities for students to participate in programs, classes and activities that help students develop a sense of community and identity with the college.

- Orientation to College is a program designed to introduce all students to the campus environment to help make the transition to college life.
• Faculty and staff are available to work with students in many capacities; they can help students become acquainted with the college and provide information and referrals.
• Students can find details about academic programs and student life in the college catalog. In addition, it is important that students read and understand the Student Code of Conduct.

COURSE SEQUENCE AND PREREQUISITE COURSES

In general, students can determine the level of a course by its number. Courses numbered 100 to 199 are usually first-year courses; courses numbered 200-299 are usually second-year courses. Because courses with lower numbers may be prerequisites for courses with higher numbers, students should complete lower numbers first. All prerequisite courses must be completed with a grade of “75%” or higher to make the student eligible for the next course.

ACADEMIC ADVISING FOR NEW STUDENTS

New degree- and certificate-seeking students are encouraged to meet with a professional academic advisor or faculty advisor prior to registering the first time. The student and advisor will discuss the student’s life and academic goals, review high school transcripts and placement test scores, and select a program and courses consistent with the student’s interests and level of preparation. Students should visit their academic advisor frequently to track their progress. Additionally, a radiography program staff member will be assigned to each student to assist and coordinate advisement.

PLAGIARISM

Central Arizona College recognizes the seriousness of plagiarism as an ethical issue. Blatant plagiarism results from dishonesty and/or infringement upon the rights of published authors. The first type of blatant plagiarism is turning in writing that is falsely represented as one’s own, including (but not limited to) a roommate or spouse’s writing, essays bought from the Internet, and passages copied from a research source such as a book, magazine, or website. Allowing another student to copy one’s work is a second type of blatant plagiarism. Students also are expected to avoid subtle plagiarism, which includes (1) turning in writing that uses paraphrased information from a source but fails to credit the source and (2) allowing someone else to make significant revision or editing changes to a student’s own writing. Penalties for plagiarism, according to Violations of Code of Conduct, can be severe, including failure of an assignment and failure of a course at discretion of instructor. The underlying message of the Central Arizona College plagiarism policy is that instructors are committed to encouraging writers to develop the confidence to express themselves in their own unique ways.
ATTENDANCE

ABSENCE PROCEDURES

Time for class and laboratory experience is limited. No absences are excused. At the discretion of the instructor, the student may be allowed to complete missed experiences, generally only in the case of documented serious student illness or death in the immediate family. The student is responsible to notify program staff as soon as practical of the absence, generally at least one hour prior to the scheduled experience. Absence without notice is considered unprofessional behavior and may be cause for probation and/or result in failure.

Unexcused Absences

Instructors may recommend to the Division Chair the administrative withdrawal of a student from class for excessive unexcused absences, and no refunds will be authorized. Students may appeal administrative withdrawals to the Dean of Academic Services.

Make-Up Assignments and Exams

The student is responsible to make up any assignments or exams missed because of an absence if approved by the instructor. Arrangements for make-up assignments or exams must be made with the individual instructor. At the discretion of the instructor, a student may be denied the opportunity to make up assignments or exams missed because of an unexcused absence. Make-up assignments or exams for unexcused absences shall not be punitive in nature.

Punctuality

Students are expected to be prompt in each of their class meetings. Instructors are authorized to take appropriate actions, including recommending administrative withdrawal of a student from class because of excessive student tardiness.

ATTENDANCE REQUIREMENTS

Class Attendance and Participation

Attendance is expected in all classes and required in all laboratory and clinical settings as participation is essential to achieve mastery of the learning outcomes. Attendance will be taken at the beginning of class. Should a student present after attendance has been taken but before the end of the session, they will be marked as tardy.

CLINICAL ROTATIONS

CLINICAL EDUCATION ASSIGNMENTS

Clinical education assignments are scheduled for students each trimester by the Clinical Coordinator. Students will be introduced to the recognized clinical instructor for their site and
will schedule to participate in any site-specific orientation. The Clinical Instructor and Clinical Coordinator will determine the starting time of student’s shift. It is the student’s responsibility to be present and on task at all times. Permission to leave the primary work area for any reason must be obtained from the clinical instructor.

Students may not exceed a combined clinical and didactic schedule of 40 hours per week. To assure that a student receives a diverse clinical education and exposure to a variety of health care environments, clinical education settings may rotate as needed throughout the course of the program. During a segment of the final trimester, students will be assigned to specialty areas within the imaging department.

Clinical obligations include the burden of travel. Students are responsible for their own transportation to and from clinical education settings. Central Arizona College guarantees clinical assignments to all students but there is no guarantee of a specific clinical education setting. Although the program maintains clinical affiliations throughout the region and makes every effort to place students in clinical education settings located within a reasonable driving distance the potential exists that students may have to travel long distances to complete clinical assignments. Carpooling is recommended when possible.

**CLINICAL ATTENDANCE**

Students are mandated to meet the contact requirement of 1800 hours of clinical education set by the Arizona Department of Health Services (ADHS), Bureau of Special Licensing (BSL). This mandate of clinical education is deemed sufficient to complete required competencies as determined by the American Registry of Radiologic Technologists.

If a student is ill or has an emergency and is unable to report for a clinical assignment, they must personally notify both the clinical instructor and clinical coordinator at least one hour prior to the start of the scheduled experience. Absences must be made up before the end of the trimester in which they occur. Make up time is scheduled at the discretion of the clinical instructor in cooperation with the clinical coordinator so as not to exceed forty hours per week unless such scheduling is voluntary on the student’s part.

Punctual attendance is mandatory; arrival more than 1 minute after assigned start time of a shift will count as a tardy. Chronic absenteeism (more than 4 days absent per year) and chronic tardiness (more than 2 per trimester) will not be tolerated and will impact both your grade and status in the program. Students must maintain accurate records of their clinical hours in the approved web-based application available on the internet at each clinical education setting.

**NO CALL/ NO SHOW**

If the student must be absent, a phone call to the clinical coordinator and clinical instructor, or shift supervisor is mandatory. This phone call must be made by the student. Phone calls must be made no later than 1 hour prior to the start of the shift. Calls by anyone
other than the affected student, calls to unauthorized personnel, or late calls are unacceptable. If the call is not made within 2 hours after the start of the shift, it is considered a no call/no show. IT IS THE STUDENT’S RESPONSIBILITY TO CALL. A phone call to the student by the clinical instructor will not count as a valid phone call. If the clinical instructor is not available, the supervisor of the assigned shift is to be contacted or a message must be left on the instructor’s/supervisor’s voicemail.

One absence not proceeded with a valid phone call within 2 hours of the start of the shift (a no call/no show) will result in the lowering of the clinical grade for that trimester by one letter grade. A counseling session with the clinical instructor must be completed before that student may return to the clinical assignment. A second incident will result in dismissal from the program. Students are encouraged to call if they expect to be late.

CLINICAL TRACKING

Clinical hours, competencies and student performance are documented in a web based application available on the internet at each clinical education setting. It is mandatory for students to clock in and out of clinical rotations without exception. The internet tracking system is used to monitor and document various program requirements including:

- Time Clock
- Daily Procedure Logs
- Competency Evaluations
- Affective Evaluations
- Clinical Site Evaluations

UNDER NO CIRCUMSTANCES WILL A STUDENT BE ALLOWED TO SIGN IN FOR ANOTHER STUDENT. Signing in for another student constitutes fraud, and both students will be dismissed from the program for falsification.

CLINICAL SETTING ORIENTATION

All students shall attend any site-specific general orientation prior to their clinical rotation. Students also complete clinical setting orientation modules online within the MCE (My Clinical Exchange) application. In addition, the students shall receive personalized department specific orientation from their recognized clinical instructor or an assigned staff technologist. Guidelines pertaining to the safety for both patients and staff are included in both orientations.
LEAD IDENTIFICATION MARKERS

Lead markers must be used during all clinical education rotations. Many clinical sites prefer students use thin profile markers. Information will be provided concerning purchase. If you lose or misplace your markers, immediately notify the Clinical Coordinator. Any student using another student’s lead markers is subject to disciplinary action.

SPECIAL IMAGING ROTATIONS

In the final trimester of the program during Practicum V, students have an opportunity to participate in special imaging rotations. These rotations allow students to gain an understanding of modality integration, correlation, and radiation safety practices. Several of our affiliated clinical education settings, as well as additional observation sites, offer students the option to be assigned to rotations in a variety of modalities and rapidly evolving technologies. Students may not perform competencies or participate in patient care activities during an observational rotation. The special imaging rotations may include:

- Bone Density
- Computed Tomography
- Magnetic Resonance Imaging
- Sonography
- Positron Emission Tomography
- Positron Emission Tomography/Computed Tomography
- Cardiac Catheterization
- Special Procedures/Interventional Radiology
- Nuclear Medicine
- Radiation Therapy

REQUIRED COMPETENCIES

In addition to the requirement of didactic competence, students must obtain competencies in the ARRT-specified list of clinical procedures. In order to complete this goal, required competencies have been designated for each trimester practicum. Clinical competencies may not be performed until didactic instruction and lab evaluation has been completed. Competencies must be confirmed by the clinical instructor and or the clinical coordinator before they are considered valid. Students must demonstrate competence in the areas listed below as outlined in the Radiography Didactic and Clinical Competency Requirements, Effective January 2022 document of the ARRT.

- Ten mandatory general patient care activities
- 36 mandatory radiologic procedures
- 15 elective radiologic procedures to be selected from a list of 34 procedures
- One of the 15 elective imaging procedures must be selected from the head section; and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy section
General Patient Care Requirements
CPR
Vital signs (blood pressure, pulse, respiration, temperature, pulse, pulse oximetry)
Sterile and aseptic technique
Venipuncture
Transfer of patient
Care of patient medical equipment (e.g., oxygen tank, IV tubing)

Mandatory (M) or Elective (E)

Chest and Thorax
Chest Routine M
Chest AP (Wheelchair or Stretcher) M
Ribs M
Chest Lateral Decubitus E
Sternum E
Upper Airway (Soft-Tissue Neck) E
Sternal Clavicular Joints E

Upper Extremity Radiologic Procedures
Thumb or Finger M
Hand M
Wrist M
Forearm M
Elbow M
Humerus M
Shoulder M
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)* M
Clavicle M
Scapula E
AC Joints E
Trauma: Upper Extremity (Non-shoulder)* M

Lower Extremity
Toes E
Foot M
Ankle M
Knee M
Tibia-Fibula M
Femur M
Trauma: Lower Extremity * M
Patella E
Calcaneus (Os Calcis) E
Toes E

Cranium
Skull E
Paranasal Sinuses E
Facial Bones E
Orbits E
Zygomatic Arches E
Nasal Bones E
Mandible E
Temporomandibular Joints E

Spine and Pelvis
Cervical Spine M
Cross Table (Horizontal Beam) Lateral Spine M
Thoracic Spine M
Lumbar Spine M
Pelvis M
Hip M
Cross Table (Horizontal Beam) Lateral Hip M
Sacrum and/or Coccyx E
Scoliosis Series E
Sacroiliac Joints E

Abdomen
Abdomen Supine (KUB) M
Abdomen Decubitus E
Abdomen Upright M
Intravenous Urography E

Fluoroscopy Studies
Upper GI Series (Single or Double Contrast) E
Contrast Enema (Single or Double Contrast) E
Small Bowel Series E
Esophagus E
Cystography/Cystourethrography E
ERCP E
Myelography E
Arthrogram E
Hysterosalpingography E

Surgical Studies
C-Arm Procedure (Requiring manipulation to obtain more than one projection) M
Surgical C-Arm Procedure (Requiring manipulation around a sterile field) M

Mobile Studies
Chest M
Abdomen M
Orthopedic M

Pediatrics (age 6 or younger)
Chest Routine M
Upper Extremity E
Lower Extremity E
Abdomen E
Mobile Study E

Geriatric Patient (At least 65 years old and physically or cognitively impaired as a result of aging)
Chest routine M
Upper Extremity M
Lower Extremity M

The full ARRT Clinical Education Competencies document can be found at https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/68688f6b-d625-4fce-be07-b9b8a81b7d10/RAD_CC_2022.pdf

Revised 8/2022 KMD
COMPETENCY CRITERIA

Demonstration of competence must include:

- patient identity verification
- examination order verification
- patient assessment
- room preparation
- patient management
- equipment operation
- technique selection
- patient positioning
- radiation safety
- imaging processing and
- image evaluation

TERMINAL COMPETENCIES

During the final two trimesters of the program, students are required to document terminal competencies in the radiographic procedures previously completed in preceding trimesters. Specific exams will be determined by the Clinical Coordinator. The terminal competency will be evaluated under the same criteria as the original competency. Terminal competencies must be verified by the recognized clinical instructor. Terminal competencies are a component of the program’s assessment plan of reinforcement of skill and to assure continued competency.

COMPETENCY FORMS SECURITY

The program maintains a web-based application for multiple functions including as a repository for student competency documents. Although best practices dictate electronic submission of competency at the time of performance, there are instances when student competencies are completed on paper and subsequently entered into the system. Security protocol of student records dictate that all hard copy competencies be maintained in a locked location prior to electronic submission. Although some affiliated organizations provide secure solutions for student records, the program also provides clinical education sites with lock boxes to ensure compliance with security standards.

STUDENT EVALUATIONS

Each trimester, students will complete evaluations of effectiveness on instructors, courses, clinical instructors, and clinical education settings as a component of the program’s assessment plan. Results are summarized by the Program Director and forwarded to the appropriate parties. Survey results are discussed with various communities of interest within
the college and at the clinical education settings. Results are also relayed and discussed during the Radiologic Technology Advisory Committee meeting. Feedback from the communities of interest is obtained on a continual basis and improvements to the program are implemented as warranted.

**INCIDENT REPORTS IN A CLINICAL EDUCATION SETTING**

A student must report any incidents or injuries that occur in the clinical education setting to the clinical instructor. This includes incidents or injuries involving the student or a patient. The specific policies of the clinical education setting should be followed. Additionally, the student should inform the Clinical Coordinator in a timely manner. The college and clinical education setting are not responsible for the student’s medical expenses. The student is responsible for any incurred health care costs. The student is advised to carry documentation of health insurance at all times.

**LIABILITY COVERAGE IN A CLINICAL EDUCATION SETTING**

Central Arizona College maintains comprehensive professional liability insurance coverage for the actions of its instructional program and students.

**CLINICAL MISCONDUCT**

Dismissal Offenses

YOU WILL BE WITHDRAWN FROM THE PROGRAM WITH A FAILING GRADE IN ANY PRACTICUM AND/OR DIDACTIC CLASS FOR ANY OF THE FOLLOWING REASONS:

- Breech of patient confidentiality for personal gain or patient defamation purposes
- 2 incidences of breech of patient confidentiality (Not for personal gain or defamation)
- 1 incidence of gross negligence that could have (or did) result in patient harm
- 2 incidences of mildly negligent patient care that caused no harm to the patient
- Willful harm to the patient, patient’s family, a hospital employee, a fellow student, or CAC faculty member
- Refusal to comply with dress code
- 2 incidences of failure to observe the Personal Appearance Guidelines
- 3 incidences of lost TLD (dosimetry badge, including fetal)
- 1 incidence of tampering with a TLD
CLINICAL MISCONDUCT - CONTINUED

Dismissal Offenses - continued

• If a clinical site requests that a student be removed from their facility for any of the following reasons:
  1. Breach of patient care
  2. Breach of patient confidentiality
  3. Theft of facility property or goods
  4. Abusive or disrespectful behavior towards patients, family members, or employees
• Non-compliance with attendance and punctuality rules as outlined in the handbook, including:
  1. Excessive absenteeism
  2. no-call / no-show absence
  3. Clocking in to work while on clinical time
  4. Falsifying sign in (yours or anyone else’s)
• Below average in any 2 areas on the clinical evaluation form (regardless of grade)
• Failure to complete the minimum number of competencies in any 2 trimesters
• Insubordinate and disrespectful behavior and attitude towards clinical instructors, supervisors, clinical facility staff, patients, fellow students, and/or CAC faculty
• ANY incidences of observed cheating

The items that require multiple events for dismissal may result in the student being placed on probation for a single event. This will prevent the student from rotating to specialty areas in Practicum V.
STUDENT SUPERVISION

DIRECT SUPERVISION

Students must be directly supervised by a qualified practitioner until competency is attained. The practitioner assesses the appropriateness of the procedure and the patient’s condition relative to the student’s level of competency. Further, the practitioner remains physically present during the procedure and approves the procedure and/or any images generated. Portable procedures and procedures in surgery must be performed under direct supervision.

REPEAT IMAGES

To ensure the highest quality of patient care and radiation safety all substandard images must be repeated under the direct supervision of a qualified practitioner regardless of the student’s level of competency.

INDIRECT SUPERVISION

Students may perform specific procedures under indirect supervision once they have demonstrated competency. Indirect supervision is defined as supervision provided by a qualified practitioner who is immediately available. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

Students may not assume the responsibilities or take the place of professional staff. Students who violate the Student Supervision Guidelines are subject to disciplinary action and/or dismissal from the program.
CLINICAL EDUCATION SETTING BEHAVIOR

PERSONAL CONVERSATION AT A CLINICAL EDUCATION SETTING

1. Personal conversations should not be carried on in the presence of patients.
2. Students should not engage in any discussion regarding criticism of a physician, perceived workplace difficulties or job dissatisfaction among clinical education setting personnel.
3. Results of exams should not be discussed with patients; any student who does this could subject themselves to disciplinary action.
4. Students are representatives of the Central Arizona Radiologic Technology Program and are expected to cultivate a relationship of mutual respect with the students of other schools while in a clinical education setting.

PHONE USAGE

Students are prohibited to use phones in a clinical education setting for personal business. Students may possess personal communication devices, such as pagers and cellular phones, while on school property or on duty in a clinical education setting but the devices must be in the off mode and must be placed in a backpack or locker. Communication devices may be used during a scheduled break or between classes in a private setting. Please be mindful that the use of personal communication devices in the professional environment may be considered disruptive.

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act (HIPAA) mandates the protection of confidential health information. Protection of patient information is both a legal and professional responsibility. All patient information obtained through conversations and records is confidential by nature. Students are expected to maintain confidentiality in a professional manner, and they must sign a confidentiality agreement which is retained in their file.
STUDENT HEALTH GUIDELINES

HEALTH DECLARATION

It is essential that radiologic technology students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time, and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care.

The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program.

IMMUNIZATIONS

Students are responsible for maintaining their own health records. Students are responsible to be current with the immunizations mandated on their immunization checklist. Copies of immunization records and updates must be submitted and maintained in the program’s online tracking and document repository application, American Data Bank.

INFECTIOUS DISEASES

Students are at risk for blood-borne pathogens during clinical assignments. Universal precautions are covered within the program curriculum. Universal precautions are infection control guidelines, developed by the Center for Disease Control, designed to protect health care workers, and prevent skin and mucous membrane exposure during contact with patient's blood and body fluids. Students should routinely assume all patients to be infectious; failure to maintain universal precautions will be considered a safety hazard and grounds for disciplinary action.
ZERO TOLERANCE GUIDELINES

The Central Arizona College Radiologic Technology Program supports a Zero Tolerance Guidelines for the following behaviors:

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.

2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.

3. Unauthorized use, distribution, or possession of any controlled substances or illegal drug for any purpose (i.e. distribution, personal use) on the campus or at a clinical site.

Any Radiologic Technology Program student engaging in this misconduct is subject to immediate dismissal from classes and disciplinary action as described in the Central Arizona College Student Handbook.

DRUG TESTING GUIDELINES

The Radiologic Technology Program supports a drug free learning environment. As outlined in the code of conduct, impairment from the abuse of illegal/legal substances is strictly forbidden. A drug test is required for admission to the program. After admission to the program all students are subject to drug testing on demand for cause. Drug testing is done at the student’s expense. Refusal to submit to a drug test is grounds for immediate dismissal from the program.

The program may ask a student to submit to a drug test at any time it feels that the student’s conduct indicates impairment. This may include but is not limited to unusual behavior that suggests impairment, accidents, excessive and unexplained absenteeism or tardiness. Students suspected of being impaired will be removed from the classroom or clinical education setting, asked to sign a drug testing consent form, and accompanied to the drug testing facility. After completing the drug test the student must make transportation arrangements from the drug testing facility to their home. The student will meet with the Program Director or designee on the following workday to discuss the circumstances surrounding the request for drug screening and to review the finding of the drug test. A student’s drug test results are considered
confidential. Students with a positive drug screen are withdrawn and treated in accordance with the college’s Code of Conduct, Due Process Guidelines and Zero Tolerance Guidelines.

**CPR**

All students must maintain current American Heart Association CPR (BLS) certification throughout the entire length of the program. Upon renewal, a copy of your CPR card must be submitted to the program’s online repository. Students that do not have current CPR certification may not participate in clinical rotations and will be considered absent. The program offers CPR instruction each year to maintain cohorts on the same renewal schedule.

**NRC Guidelines for Pregnancy**

The Nuclear Regulatory Commission’s (NRC’s) regulations on radiation protection are specified in 10 Code of Federal Regulations Part 20, "Standards for Protection Against Radiation"; and Section 20.1208, "Dose to an Embryo/Fetus," requires licensees to “ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv).” A declared pregnant woman is defined in 10 Code of Federal Regulations 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.


**PREGNANCY GUIDELINE (REVISED 08/16/12)**

In compliance with the United States Nuclear Regulatory Commission Regulatory Guide 8:13, if a student becomes pregnant it is her right to:

1. Declare or not to declare her pregnancy. Declaration of a pregnancy is a voluntary act. If the student decides to declare her pregnancy the declaration must be in writing to the Program Director.
   a. A written declaration should include the woman’s name, signature, date, and the month and year of conception.
   b. Upon the declaration of a “pregnancy” the student will receive counseling regarding fetal radiation protection practices and be provided a copy of Regulatory Guide 8.13, “Instruction Concerning Prenatal Exposure”.
   c. In order to properly monitor the embryo/fetus radiation dosage and to ensure that compliance with stated radiation standards the student will be issued a second “fetal” radiation monitor. The fetal monitor will be worn at waist level and under
lead protection devices when they are required. The program director will monitor
the student's radiation dosage monthly.

2. Continue in the program with or without modification.
   a. When a student declares a pregnancy, she has the right to continue in the
      program without changes or to withdraw from the program.

3. To submit a written withdrawal of declaration.
   a. The lower dose limit for a declared pregnancy will remain in effect until the
      student gives birth or provides written notification withdrawing her pregnancy
      declaration

SAFETY

Radiation Safety

It is the policy of the Central Arizona College Radiologic Technology Program to have
the program staff and students follow these radiation safety procedures:

- Students should always abide by the AS LOW AS REASONABLY ACHIEVABLE
  (ALARA) concept. Laboratory exposures should be limited to necessary instruction.
- Use monitoring devices in the laboratory and clinical education settings at all times.
  Dosimetry badges must be exchanged as designated by the program guidelines.
- Observe caution signs and safety interlock equipment
- Review exposure records and reports
- Adhere to the program’s Pregnancy Policy
- Meet with the program director for appropriate follow up counseling when exposure
  results exceed 60 mREM per quarter
- Screen all female patients of childbearing age regarding the possibility of pregnancy
- Students should not hold or support a patient during exposure or hold or support a
  cassette during exposure
- Lead protection devices must be utilized during fluoroscopic procedures and mobile
  exams. Students should stand as far from the patient and tube as possible
- Students shall not operate fluoroscopic units by themselves
DOSIMETRY

Proper monitoring devices (dosimeters) will be worn by students in clinical education and laboratory settings at all times, especially when the student is performing a radiological procedure. Failure to comply will result in a student being sent home.

The control badge is located in the Program Director’s office. Badges must be handed in as required by the Clinical Coordinator. If a film badge is lost or misplaced, the student must notify the Clinical Coordinator immediately and a replacement badge will be ordered at the student’s expense.

The program receives dosimetry reports quarterly; the program director announces when current results are available for review and it is each student’s responsibility to review dosimetry reports with the clinical coordinator/program director within thirty (30) school days and verify review with their initials. Dosimetry reports are maintained in the Program Director’s office and are monitored by the Program Director and Clinical Coordinator.

Students who receive over 60 mRem/quarter require documented counseling. The Radiation Physicist will review these reports at the Annual Radiation Safety Committee meeting.

The student shall wear lead protection devices during fluoroscopic examinations. Students should wear dosimeters outside of the lead apron at collar level when performing fluoroscopy.

SHIELDING

Every effort shall be made to shield all patients in their reproductive years. In addition to shielding, all female patients of child-bearing age must be questioned regarding the possibility of pregnancy. The responsibility of shielding and screening patients for pregnancy lies with each student.

It must be noted that the concept of shielding is currently in a transitional state. The American Association of Physicists in Medicine (AAPM) have made arguments against shielding
that have been backed by the American College of Radiology (ACR), Image Gently, and Image Wisely. Some hospitals have chosen to handle shielding differently than others, where some have discontinued shielding and others continue the practice. As a radiologic program, we will continue to teach shielding patient until a time in which the ARRT makes a statement calling for discontinuation of shielding education.

**ADMINISTRATION OF CONTRAST MEDIA**

Students may practice venipuncture skills in the clinical environment after competency has been certified. Students may administer contrast media after they have been deemed competent. They may draw up contrast, prepare a site for injection, and administer contrast under the supervision of a qualified practitioner and in accordance with the department policies of the clinical education setting.

**STUDENT HEALTH/ACCIDENT INSURANCE**

Most clinical education settings require students to carry their own health insurance coverage. During the first trimester, prior to clinical assignment, students must provide proof of health insurance coverage. If a student does not have private coverage, information regarding health insurance is available through Student Services.

**APPEARANCE**

**DRESS CODE**

Students are expected to dress and groom in a manner acceptable and appropriate to the professional environment of both the school and clinical education setting. Each student must present a personal appearance to patients and the public that meets the standards of the profession.

Students are required to dress in the approved uniform of forest green scrubs at all times when representing Central Arizona College in the clinical education setting. In certain clinical education settings, a business professional dress code may be required.

Skirts or dresses must be 1" below the knee. Excessively tight garments or denim jeans should not be part of student’s on-duty wardrobe. Appropriate undergarments must be always worn and should not be visible at any time. Shoes must be white and clean. Open toed
footwear is prohibited. No hat, cap, or head coverings of any type should be worn while on duty unless required by specific clinical education setting rules.

Jewelry should be kept to a minimum while on duty. Plain wedding bands are acceptable. Rings with stones or carvings will carry microorganisms and can injure the patients. Watches may be worn. Although post type earrings (limited to one pair) are acceptable, all other visible body piercings must be removed including tongue bars. Bracelets and necklaces are prohibited as they may catch on equipment or cause harm to equipment. Class or special award pins may be worn. Buttons or pins of a political, comic, or advertising nature are not appropriate for clinical duty. Requirements of a clinical education setting dress code may supersede the above policies.

PERSONAL HYGIENE

Students are expected to maintain personal hygiene in the following manner:

- Hair should be clean and managed in a professional manner, arranged neatly and away from the face
- Facial hair should be neatly trimmed or clean shaven.
- Fingernails should be short at fingertip length and clean, no polish, no artificial nails
- Use of antiperspirant/deodorant is expected
- Makeup should be applied moderately
- Avoid the use of strong perfumes, colognes, and, shaving lotions
- ALL tattoos must be covered
GENERAL PROGRAM INFORMATION/PROCEDURES

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS’ STUDENT MEMBERSHIP

All students in the program are encouraged to join the American Society of Radiologic Technologists (ASRT). Membership in this organization introduces students to the community of imaging professionals through participation in various society sponsored events. The ASRT also provides discounts to conferences and scholarship opportunities.

ALLEGATIONS OF NON-COMPLIANCE WITH JRCERT STANDARDS

1. All students are provided a copy of the JRCERT standards.
2. Students may contact the JRCERT directly with any allegations of program non-compliance with the standards.
   
   JRCERT
   20 North Wacker Drive
   Suite 2850
   Chicago, IL 60606-3182
   Phone (312) 704-5300
3. Students may access the JRCERT website at www.jrcert.org to review the Process for Reporting Allegations and the Allegation Reporting Form.
4. In compliance with the JRCERT standards the Radiologic Technology Program director will investigate and address all complaints in a timely fashion.
5. The program director with the assistance of staff and the Central Arizona College administration will strive to implement any resolutions required to maintain compliance.
6. Pursuant to USDE regulations, a record of complaints or allegations will be maintained in the office of the program director.

DUE PROCESS

The student grievance procedure provides a due process avenue to resolve grievances or complaints with a final appeal external to the program. Additionally, students may use the CAC Due Process procedure for violations of the student code.
RADIOLOGIC TECHNOLOGY STUDENT GRIEVANCE GUIDELINES

Students have the right to bring any grievance, complaint and or concern regarding issues which they feel requires an official response from the Radiologic Technology Program. The program strives to provide an educational environment in which a student may raise and resolve issues without fear of intimidation or retaliation. The College prefers to solve problems by internal procedures if at all possible before initiating the formal Due Process Procedure.

A student who believes he or she has been discriminated against or harassed on the basis of his/her race, color, creed, religion, sex, national origin, disability, veteran status may bypass the standard procedure and contact the Human Resources Department immediately.

Purpose

To provide students with an established procedure to assure that a student’s complaint or grievance is given appropriate attention and a solution is made in an ethical and professional manner.

Step #1

The student is advised to make an appointment to meet with the instructor or clinical coordinator and explain the nature of the issue. This meeting should be scheduled within three (3) working days of the incident. The staff member’s response can be expected in writing within three (3) working days. The staff member involved and the student should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings will be resolved at this level.

Step #2

Should the issue still be unresolved, or should the decision be unacceptable to the student, the student may submit in writing a request for a conference with the program director. The request and reasons for the conference must be submitted to the Program Director within five (5) working days after the meeting in step one. A conference will be scheduled within five (5) working days of receipt of the written request. The Program Director’s response can be expected in writing within five (5) working days after the conference.

Step #3

If the issue remains unresolved, the student may elect to seek final resolution external of the Radiologic Technology Program by way of two separate avenues based on the nature of the grievance.

The student may file a Campus Incident Report Form thereby activating the Central Arizona College Due Process Procedure. Strict adherence to the Central Arizona College Due
Process Procedure will be followed if the incident involves a violation of the Student Code of Conduct.

Other issues deemed to not be violations of the Student Code of Conduct may continue to the final step of the program specific grievance policy and procedure.

**Step #4**

If the student feels a satisfactory resolution has not been reached they may request an appeal in writing within 5 days of meeting with the Program Director. The Appeals Committee is comprised of the Academic Dean and the Vice President of Academic Programs and Services. The Appeals Committee’s decision is final.

**ONLINE COURSE COMPONENTS**

Some of the radiologic technology courses include an online component. These supplements may include a syllabus, course documents, study aids and a discussion group. Students should consider an online discussion forum associated with a specific course as an extension of the classroom. Online discussions must be conducted in a respectful and professional manner. Inappropriate language and or aggressive communication will not be tolerated.

**HOLIDAYS**

The program recognizes student holidays and breaks as outlined in the Central Arizona College catalog.

- Martin Luther King Jr. Day
- Presidents Day
- Spring Break
- Memorial Day
- Juneteenth
- Labor Day
- Veteran’s Day
- Thanksgiving Break
- Winter Break
PROFESSIONAL STANDARDS

Radiologic technology students are advised that the practice of radiologic technology in the state of Arizona is regulated by the provisions of the Arizona Department of Health Services, Bureau of Special Licensing, statutes and rules.

In addition to the Central Arizona College Code of Conduct, Radiologic Technology students are expected to adhere to the standards of professional conduct as outlined by the ARRT (American Registry of Radiologic Technologists) and the ASRT (American Society of Radiologic Technologists).

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

Code of Ethics

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

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
Code of Ethics – Continued

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

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

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

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

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

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

Rules of Ethics

The Rules of Ethics form the second part of the Standards of Ethics. They are mandatory standards of minimally acceptable professional conduct for all Certificate Holders and Candidates. Certification and Registration are methods of assuring the medical community and the public that an individual is qualified to practice within the profession.

Because the public relies on certificates and registrations issued by ARRT, it is essential that Certificate Holders and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. R.T.s are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence or during their annual renewal of certification and registration, whichever comes first. Applicants for
Rules of Ethics – Continued

certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence.

Certificate Holders and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

Fraud Involving Certification and Registration

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain or reinstate certification and registration as issued by ARRT; employment in radiologic technology; or a state permit, license, or registration certificate to practice radiologic technology. This includes altering in any respect any document issued by ARRT or any state or federal agency, or by indicating in writing certification and registration with ARRT when that is not the case.

Fraudulent Communication Regarding Credentials

2. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding the individual’s education, training, credentials, experience, or qualifications, or the status of the individual’s state permit, license, or registration certificate in radiologic technology or certificate of registration with ARRT.

Fraudulent Billing Practices

3. Knowingly engaging or assisting any person to engage in, or otherwise participating in, abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.

Subversion Examination / CQR Subversion

4. Subverting or attempting to subvert ARRT’s examination process, and/or the Structured Self-Assessments (SSA) that are part of the Continuing Qualifications Requirements (CQR) process. Conduct that subverts or attempts to subvert ARRT’s examination and/or CQR SSA process includes, but is not limited to:
Rules of Ethics – Continued

i. disclosing examination and/or CQR SSA information using language that is substantially similar to that used in questions and/or answers from ARRT examinations and/or CQR SSA when such information is gained as a direct result of having been an examinee or a participant in a CQR SSA or having communicated with an examinee or a CQR participant; this includes, but is not limited to, disclosures to students in educational programs, graduates of educational programs, educators, anyone else involved in the preparation of Candidates to sit for the examinations, or CQR participants; and/or

ii. soliciting and/or receiving examination and/or CQR SSA information that uses language that is substantially similar to that used in questions and/or answers on ARRT examinations or CQR SSA from an examinee, or a CQR participant, whether requested or not; and/or

iii. copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination and/or CQR SSA materials by any means, verbal or written, electronic or mechanical, without the prior express written permission of ARRT or using professional, paid or repeat examination takers and/or CQR SSA participants, or any other individual for the purpose of reconstructing any portion of examination and/or CQR SSA materials; and/or

iv. using or purporting to use any portion of examination and/or CQR SSA materials that were obtained improperly or without authorization for the purpose of instructing or preparing any Candidate for examination or participant for CQR SSA; and/or

v. selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination and/or CQR SSA materials without authorization; and/or

vi. removing or attempting to remove examination and/or CQR SSA materials from an examination or SSA room; and/or

vii. having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination or CQR SSA of ARRT; and/or

viii. disclosing what purports to be, or what you claim to be, or under all circumstances is likely to be understood by the recipient as, any portion of or “inside” information concerning any portion of a future, current, or previously administered examination or CQR SSA of ARRT; and/or
Rules of Ethics – Continued

ix. communicating with another individual during administration of the examination or CQR SSA for the purpose of giving or receiving help in answering examination or CQR SSA questions, copying another Candidate’s or CQR participant’s answers, permitting another Candidate or a CQR participant to copy one’s answers, or possessing or otherwise having access to unauthorized materials including, but not limited to, notes, books, mobile devices, computers and/or tablets during administration of the examination or CQR SSA; and/or

x. impersonating a Candidate, or a CQR participant, or permitting an impersonator to take or attempt to take the examination or CQR SSA on one’s own behalf; and/or

xi. using any other means that potentially alters the results of the examination or CQR SSA such that the results may not accurately represent the professional knowledge base of a Candidate, or a CQR participant.

Education Subversion

5. Subverting, attempting to subvert, or aiding others to subvert or attempt to subvert ARRT’s education requirements, including but not limited to, Continuing Education Requirements (CE), clinical experience and competency requirements, structured education activities, and/or ARRT’s Continuing Qualifications Requirements (CQR). Conduct that subverts or attempts to subvert ARRT’s education or CQR Requirements includes, but is not limited to:

i. providing false, inaccurate, altered, or deceptive information related to CE, clinical experience or competency requirements, structured education or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or

ii. assisting others to provide false, inaccurate, altered, or deceptive information related to education requirements or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or

iii. conduct that results or could result in a false or deceptive report of CE, clinical experience or competency requirements, structured education activities or CQR completion; and/or

iv. conduct that in any way compromises the integrity of ARRT’s education requirements, including, but not limited to, CE, clinical experience and competency requirements, structured education activities, or CQR Requirements such as sharing answers to the post-tests or self-learning activities, providing or using false
Rules of Ethics – Continued

certificates of participation, or verifying credits that were not earned or clinical procedures that were not performed.

Failure to Cooperate with ARRT Investigation

6. Subverting or attempting to subvert ARRT’s certification and registration processes by:
   i. making a false statement or knowingly providing false information to ARRT; or
   ii. failing to cooperate with any investigation by ARRT.

Unprofessional Conduct

Failure to Conform to Minimal Acceptable Standards

7. Engaging in unprofessional conduct, including, but not limited to:
   i. a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice or scope of practice; or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice;
   ii. any radiologic technology practice that may create unnecessary danger to a patient’s life, health, or safety.

Actual injury to a patient or the public need not be established under this clause.

Sexual Misconduct

8. Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient; or engaging in sexual exploitation of a patient or former patient. This also applies to any unwanted sexual behavior, verbal or otherwise.

Unethical Conduct

9. Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.
Rules of Ethics – Continued

Scope of Practice

Technical Incompetence

10. Performing procedures which the individual is not competent to perform through appropriate training and/or education or experience unless assisted or personally supervised by someone who is competent (through training and/or education or experience).

Improper Supervision in Practice

11. Knowingly assisting, advising, or allowing a person without a current and appropriate state permit, license, registration, or an ARRT registered certificate to engage in the practice of radiologic technology, in a jurisdiction that mandates such requirements.

Improper Delegation or Acceptance of a Function

12. Delegating or accepting the delegation of a radiologic technology function or any other prescribed healthcare function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient’s life, health, or safety. Actual injury to a patient need not be established under this clause.

Fitness to Practice

Actual or Potential Inability to Practice

13. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness; use of alcohol, drugs, chemicals, or any other material; or as a result of any mental or physical condition.

Inability to Practice by Judicial Determination

14. Adjudication as mentally incompetent, mentally ill, chemically dependent, or dangerous to the public, by a court of competent jurisdiction.

Improper Management of Patient Records

False or Deceptive Entries

15. Improper management of patient records, including failure to maintain adequate patient records or to furnish a patient record or report required by law; or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record.
Rules of Ethics – Continued

Failure to Protect Confidential Patient Information

16. Revealing a privileged communication from or relating to a former or current patient, except when otherwise required or permitted by law, or viewing, using, releasing, or otherwise failing to adequately protect the security or privacy of confidential patient information.

Knowingly Providing False Information

17. Knowingly providing false or misleading information that is directly related to the care of a former or current patient.

Violation of State or Federal Law or Regulatory Rule

Narcotics or Controlled Substances Law

18. Violating a state or federal narcotics or controlled substance law, even if not charged or convicted of a violation of law.

Regulatory Authority or Certification Board Rule

19. Violating a rule adopted by a state or federal regulatory authority or certification board resulting in the individual’s professional license, permit, registration or certification being denied, revoked, suspended, placed on probation or a consent agreement or order, voluntarily surrendered, subjected to any conditions, or failing to report to ARRT any of the violations or actions identified in this Rule.

Criminal Proceedings

20. Convictions, criminal proceedings, or military courts-martial as described below:
   i. conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported; and/or
   ii. criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters an
Rules of Ethics – Continued

iii. Alford plea, a plea of guilty or nolo contendere (no contest); or where the individual enters into a pre-trial diversion activity; or
iv. military courts-martial related to any offense identified in these Rules of Ethics.
v. required sex offender registration.

Duty to Report

Failure to Report Violation

21. Knowing of a violation or a probable violation of any Rule of Ethics by any Certificate Holder or Candidate and failing to promptly report in writing the same to ARRT.

Failure to Report Error

22. Failing to immediately report to the Certificate Holder’s or Candidate’s supervisor information concerning an error made in connection with imaging, treating, or caring for a patient. For purposes of this rule, errors include any departure from the standard of care that reasonably may be considered to be potentially harmful, unethical, or improper (commission). Errors also include behavior that is negligent or should have occurred in connection with a patient’s care, but did not (omission). The duty to report under this rule exists whether or not the patient suffered any injury.

American Registry of Radiologic Technologists Standards of Ethics Last Revised: September 1, 2020 Published: September 1, 2020
Standards for an Accredited Educational Program in Radiography

Effective January 1, 2021

Adopted by:
The Joint Review Committee on Education
in Radiologic Technology - April 2020

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300 ● (Fax) 312.704.5304
www.jrcert.org
Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. The Standards require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards. The JRCERT is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). The JRCERT Standards incorporate many of the regulations required by the USDE for accrediting organizations to assure the quality of education offered by higher education programs. Accountability for performance and transparency are also reflected in the Standards as they are key factors for CHEA recognition. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process not only helps to maintain program quality but stimulates program improvement through outcomes assessment. There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

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

Objectives:

1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.

1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.

1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.

1.4 The program assures the confidentiality of student educational records.
1.5 The program assures that students and faculty are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of noncompliance with the Standards.

1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

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

Objectives:

2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.

2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program’s mission.

2.3 The sponsoring institution provides student resources.

2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

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

Objectives:
3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.

3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.

3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.

3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.

3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

**Standard Four: Curriculum and Academic Practices**

*The program’s curriculum and academic practices prepare students for professional practice.*

**Objectives:**

4.1 The program has a mission statement that defines its purpose.

4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.

4.3 All clinical settings must be recognized by the JRCERT.

4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.

4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.

4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.
4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.

4.9 The program has procedures for maintaining the integrity of distance education courses.

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

**Objectives:**

5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.

5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.

5.3 The program assures that students employ proper safety practices.

5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

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

**Objectives:**

6.1 The program maintains the following program effectiveness data: • five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation, • five-year average job placement rate of not less than 75 percent within twelve months of graduation, and • annual program completion rate.
6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.

6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.

6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.

6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.

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JRCERT
20 North Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
(312) 704-5304 (fax)
mail@jrcert.org (e-mail)
www.jrcert.org
Health Declaration Form

Instructions for Completion of Health Declaration Form

A health care provider must sign Health Declaration Form and indicate whether the student will be able to function as a radiologic technologist student. Health care providers who qualify to sign this declaration include a licensed physician (M.D., D.O.), a nurse practitioner, or physician’s assistant.

(Please Print)
Student Name

Student ID Number

It is essential that radiologic technology students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical radiologic technology experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.

I believe the student _______ (will) or _______ (will not) be able to function as a radiologic technology student as described above.


Print Name: ___________________________ Title: ______________

Signature: ___________________________ Date: ______________

Address: ___________________________

City: ___________________________ State: ___________________________

Phone: ___________________________
Radiologic Technology Program

Immunization Checklist

IMPORTANT: Students are responsible for maintaining their own health records in the program’s online tracking application, Castlebranch. Students are responsible to be current with the immunizations mandated on their immunization checklist. Copies of immunization records and updates must be submitted and maintained in Castlebranch. All immunization records must include your name, name and signature of the healthcare provider giving the immunization, and date. Failure to maintain an updated immunization record in Castlebranch may result in lost clinical time.

Student: ___________________________ Date: ___________________________

Home Phone: ___________ Cell Phone: ___________ Student ID Number: ___________

A. MMR (Measles/Rubeola, Mumps, Rubella): Requires documented proof of two MMRs in lifetime or a positive titer for each of these diseases.

1st MMR Date: ___________ 2nd MMR Date: ___________

OR
Date & results of titer: Measles/Rubeola ___________ Mumps ___________ Rubella ___________

Circle: Yes or No I have submitted documented proof as specified above.

B. Varicella (Chickenpox): Requires documented proof of two (2) vaccinations or positive IgG titer.

1st Varicella Date: ___________ 2nd Varicella Date: ___________ OR Date & results of IgG titer:

Circle: Yes or No I have submitted documented proof as specified above.

C. Tetanus/Diphtheria/Pertussis (Tdap) immunization within the past 10 years.

Tdap Date:

Circle: Yes or No I have submitted documented proof as specified above.

D. Tuberculosis: Documentation of an annual TB skin test (PPD). If positive skin test, provide annual documentation of chest X-ray negative for evidence of disease, or written documentation of a TB disease free status from a licensed health care provider.

PPD Date: ___________ Date of Reading: ___________ Results (circle): Negative OR Positive

OR

Chest x-ray Date: ___________ Results: ___________

Circle: Yes or No I have submitted documented proof as specified above.

E. Hepatitis B: Documented evidence of completed series or positive antibody titer.
Date of 1st injection: OR Hep B Titer Date:  
Date of 2nd injection: Titer Results:  
Date of 3rd injection:  
Circle: Yes or No I have submitted documented proof as specified above.

F. Flu Shot: Requires documented proof within the last year (specified Clinical Affiliates).
   Flu Shot Date:  
   Circle: Yes or No I have submitted documented proof as specified above.

G. COVID Vaccine  
1st Vaccine Date 2nd Vaccine Date  

Immunizations

A. MMR (measles/rubella, mumps, rubella)
   Options to meet this requirement:
   a. Submit a copy of proof of two previous MMR vaccinations to the health declaration form.
      OR
   b. If you had all three illnesses OR you have received the vaccinations but have no documented proof, you
      must have a titer drawn for each illness.
      1. If the titer results are POSITIVE, attach a copy of the results to the health declaration form.
      2. If the titer results are NEGATIVE, you must get your first MMR vaccination and attach
         documentation to the health declaration form. The second MMR must be completed within one month
         and proof submitted.

B. Varicella (chickenpox)
   Options to meet this requirement:
   a. Submit a copy of proof of a positive IgG titer for varicella.
      OR
   b. If the titer is NEGATIVE, submit a copy of proof that you received the first vaccination. Complete the
      second vaccination in 4 to 8 weeks and submit proof.

C. Tetanus/Diphtheria/Pertussis (Tdap) immunization within the past 10 years.
   Submit a copy of proof of Td vaccination.

D. Tuberculosis
   Options to meet this requirement:
   a. Submit a copy of proof of a TB skin test (PPD) completed within the previous 6 months and results.
      Records for PPD (skin testing for tuberculosis) require name and signature of the healthcare provider,
      and findings.
      OR
   b. If you have a POSITIVE TB skin test you must submit a copy of proof of a chest x-ray completed within
      the previous 6 months and its results. Provide evidence of disease free status.

E. Hepatitis B
   Options to meet this requirement:
   1. Submit a copy of proof of completion of three Hepatitis B injections to the health declaration form.
   2. Submit a copy of proof of a positive HBsAB antibody titer to the health declaration form.
   3. If you have not received the injections in the past, you must obtain the first injection and submit a copy
      of proof of the injection. You must receive the 2nd injection in one month and the 3rd five months after
      the second.
Radiologic Technology Program

STUDENT HANDBOOK SIGNATURE FORM

Student Name_____________________________

By initialing each of the following and signing below, I confirm that I have received, read, understand, and will abide by the Guidelines contained within the Student Handbook.

_____ 1. Chain of Command
_____ 2. Classroom and Clinical Evaluation/Competencies
_____ 3. Dress Code and Personal Hygiene Guidelines
_____ 4. Attendance and Behavioral Guidelines
_____ 5. Zero Tolerance Guidelines/Drug Testing
_____ 6. Health Policies/Student Insurance
_____ 7. Waiver of Licensure/Certification Guarantee
_____ 8. Dosimetry Badge Guideline
_____ 9. Due Process - Student Grievance Procedure
_____ 10. JRCERT Allegations on Non-compliance Guideline
_____ 11. JRCERT Standards
_____ 12. Pregnancy Guideline
_____ 13. Supervision Guidelines

Student Signature_________________________ Date____________________