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Welcome Students of the Radiology Technologist Program,

    On behalf of the faculty and staff of Pioneer Pacific College (PPC) and the Radiology Program, I would like to welcome all new and continuing students. We expect that your student experience at PPC will be filled with many diverse and exciting opportunities for both personal and professional growth. We wish you success as you enter your professional education and offer our assistance in helping you achieve your goals. In order to practice as a Registered Technologist Radiographer, you must complete the didactic and clinical components of the program satisfactorily and pass the national certification examination. Opportunities in the healthcare professions are growing faster now than ever before\(^1\), and we expect to see our graduates in a variety of roles.

    We have prepared this handbook to provide you with program guidelines and helpful information for your convenience; I hope you will find this Student Handbook a valuable resource in addressing your questions and concerns as a PPC Rad Tech student. These policies encompass the professional, clinical and academic behaviors specific to the Radiography Program that are to be explicitly followed. General college information can be found in the Pioneer Pacific College Catalog and PPC Student Handbook.

    It is essential that you familiarize yourself with our policies and procedures and use this for general information about the Radiology Technologist Program. It is your responsibility to become knowledgeable of this handbook content. You will sign a statement (Acknowledgement Form) verifying that you do understand the contents of the handbook, and that you do agree to abide by the guidelines set forth within. That form will be retained in your permanent file. Please keep this handbook, as you will need to refer to it often throughout your course work at PPC.

    During your Radiology education, the program faculty will strive to prepare you to become a professional Radiologic Technologist who is eligible to sit for the national certification examination. However, graduation does not guarantee passage of the exam. This healthcare career program is one which takes much time and dedication on your part. Realizing this, we would like to wish you all success as you make a commitment to yourself, and your success in this course of study.

    Also, let us offer our assistance in helping you make these upcoming terms fulfilling ones. We believe that your graduation from the Radiologic Technology Program and your successful career in the field will be the reward for all of your efforts. You have my very best wishes and support for a successful and enjoyable journey as a PPC Rad Tech Student.

    \textit{Barbara Frechette}

    \textit{Barbara Frechette, M. Ed.,BS, R. T.(R)}
    Program Director
    Springfield Campus

\(^1\) Center for Health Workforce Studies represents a 30% increase between 2010 and 2020 as well as twice as fast as the general economy based on BLS projections. \url{http://www.healthit.gov/sites/default/files/chws_bls_report_2012.pdf} as for Radiologic technologist, BLS reports Employment of radiologic technologists is expected to grow by 28 percent from 2010 to 2020, faster than the average for all occupations.
Faculty and Staff Directory

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Program Director, Faculty, and Staff Availability
While the Program Director and all instructors have an open door policy, all faculty members have scheduled office hours posted and students are encouraged to meet with faculty or the Program Director during posted hours. Schedules can change depending on class load so be sure to check instructor availability each term.

All Students will be assigned a faculty advisor during their first week of class. The primary role of the faculty advisor is to assist a student with academic concerns. While students can discuss their concerns—academic or personal—with any faculty or staff member with whom they are comfortable, they are encouraged first to contact their faculty advisor. If an individual situation requires support beyond the resources of the college, a student may be referred for outside assistance as appropriate such as social service agencies, health care providers, or law enforcement agencies.
Pioneer Pacific College Mission Statement
Pioneer Pacific College is uncompromisingly dedicated to helping people improve their lives through high-quality, college-level, career education.

Radiology Program Mission Statement
The Radiology Program at Pioneer Pacific College is committed to preparing competent and compassionate graduates that work effectively within a diverse healthcare team and patient population. Critical thinking, communication, and collaboration skills are fostered through a student centered learning environment to promote lifelong learning as a responsible, qualified candidate for a variety of radiological job opportunities.

Philosophy
The philosophy of the Radiography Program is founded on the principles of “competency based” educational standards including knowledge, skills and professional attitudes through a sequence of instruction, practice, observation and evaluation. We are committed to quality, comprehensive education, which integrates theoretical concepts and extensive clinical experiences reflecting current professional practices. The Radiography Program provides graduates of our program a more diverse educational background and greater opportunities for placement, advancement, and mobility within the Radiologic Technology profession. Students entering into the program are expected to devote time and willingly apply themselves to be successful.

Curriculum Organizational Framework
The Pioneer Pacific College curricular framework was developed by Pioneer Pacific College Radiology faculty and guided by the Pioneer Pacific College Radiology mission, program goals, and philosophy by providing an innovative, creative, and comprehensive curriculum in an interactive environment. We acknowledge the diverse needs of our students and clinical agencies as we work together for community enrichment.

It is a dynamic process designed to outline the educational foundation of the Pioneer Pacific College Radiology Program to be in compliance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards, as well as the standards set by the American Society of Radiologic Technologists (ASRT) Curriculum Guide and the American Registry of Radiologic Technologists (ARRT). The conceptual framework is derived from the Radiologic Technology philosophy. The program outcomes – competency/patient care, communication, problem solving/critical thinking, and ethics & professional development – surround the conceptual framework. This enhances evidence-based practice and encourages life-long learning. The faculty at Pioneer Pacific College believes that learning is a collaborative process, responsive to the needs of the students, community, and radiology profession.
Definition of Terms

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

American Society of Radiologic Technologists (ASRT): As the one professional voice for all radiologic technologists, the American Society of Radiologic Technologists represents individual practitioners, educators, and managers/administrators in radiography, radiation therapy, nuclear medicine, sonography, mammography, computerized imaging and special vascular imaging.

Clinical: Time spent in Radiology Departments observing and performing radiologic exams, gaining clinical experience.

Clinical Coordinator: The person, who initiates, coordinates and facilitates each Radiology Program students’ clinical experience.

Clinical Instructor: The qualified Registered Technologist designated at each clinical facility to be responsible for the direct supervision of the clinical education of students assigned to that facility.

Didactic: Time spent in the classroom learning principles of radiographic technology.

Evaluator: A Registered Technologist who is responsible for checking the student’s competence on radiology examinations and completing an evaluation for documentation.

Joint Review Committee on Education in Radiologic Technology (JRCERT): The committee that reviews Radiologic Technology programs to insure that basic requirements are met in order to be accredited.

Medical Imaging: Includes radiology, ultrasound, magnetic resonance imaging, nuclear medicine, computerized tomography, mammography, and vascular imaging.

Oregon Board of Medical Imaging (OBMI): assures the quality of medical imaging services through its high ethically and competency licensing standards for it radiologic technologists and approves continuing education offerings to assure continuing education.

Oregon Society of Radiologic Technologists (OSRT): The professional organization for radiologic technologists in the state of Oregon. It is affiliated with the ASRT.

Program Director: The person who organizes and oversees clinical and didactic portions of the radiologic technology program and serves as the coordinating official on matters of programmatic accreditation and teaching.

Radiographer (Radiologic Technologist): A licensed individual who operates radiologic equipment and works with a radiologist and other health professionals.

Radiologist: A physician who had a 3 to 4 year residency in the specialty of Radiology.

Radiology: A branch of medical imaging department that utilizes ionizing radiation for visualization of structures and organs of the body for diagnosis.
Program Goals and Outcomes

The goals of the Pioneer Pacific College’s Radiology Program are:

Goal 1: Students will competently and safely perform entry-level radiographic procedures.  
Students will properly position patients for standard radiographic procedures.  
Students will demonstrate safe radiation safety practices.  
Students will set technical factors to produce diagnostic quality radiographic images.

Goal 2: Students will demonstrate problem-solving and critical-thinking skills.  
Students will critique radiographic images.  
Students will adapt standard radiographic practices to varying clinical situations.

Goal 3: Students will demonstrate proper communication skills.  
Students will explain radiographic procedures.  
Students will demonstrate effective communication skills.  
Students will obtain an accurate patient history.

Goal 4: Students will demonstrate the importance of professional development and growth.  
Students will demonstrate professional behavior.  
Students will articulate the importance of membership in a professional organization.

Program Effectiveness Goal: The program will fulfill its mission by providing the community with qualified radiographers.  
Graduates will take the national ARRT certification exam on the 1st attempt within six months of graduation.  
Graduates will be gainfully employed within the community of interest.  
Students will complete the program within three years of initial acceptance.  
Employers will be satisfied with program graduates.  
Graduates will be satisfied with the quality of education received.

Program Objectives

The Radiology Program is designed to meet the Joint Review Committee on Education in Radiologic Technology educational standards. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive a Radiologic Technology Associate of Applied Science degree, and possess the qualifications of an entry-level radiographer and are eligible to take the national boards administered by the American Registry of Radiologic Technologists (ARRT).

The purpose of this program is to prepare students to practice as proficient, multi-skilled professionals in a culturally diverse health care setting; to demonstrate outcomes required by ARRT and program guidelines; and to apply for and successfully complete ARRT certification examination.

The Radiology Program is designed to introduce the student to the field of radiography through hospital and clinical environments. Upon completion of the Radiology Program, graduates are expected to have a combined knowledge of the principles of radiation protection, radiographic procedures, image production and evaluation, equipment maintenance and operation, patient care and management, clinical radiography, and current trends in radiological technology.
**Student Learning Outcomes**

Upon completion of the Radiology Program at Pioneer Pacific College, the graduate will be expected to:

- Practice the professional role of Radiologic Technologist and abide by the ethics and the professional conduct of medical professionals, the ASRT Code of Ethics, and the ARRT Standard of Ethics.
- Demonstrate competency in all 50 required ARRT Radiological Procedures with understanding of fundamental radiographic positioning and projection techniques.
- Demonstrate the knowledge and skills required of competent entry-level radiologic technologists through independent judgment and discretion in technical performance of imaging procedures.
- Demonstrate the ability to accurately perform, process, and critique radiographic films.
- Able to identify and describe common pathological conditions revealed by x-rays.
- Apply the appropriate professional communication skills of writing, speaking, problem solving, and teamwork in a medical environment.
- Demonstrate stewardship over the security and confidentiality associated with patient medical information.
- Have an appreciation of the constant change of radiographic practices with understanding the advancement of digital imaging, and the need to be lifelong learners through being active in their own continuing education.

**Radiology Clinical Competencies**

The competencies for the Pioneer Pacific College Radiology Program are based on those established by the ARRT. The competencies and complete scope of practice is available on the ARRT website; [www.ARRT.org](http://www.ARRT.org).

Student learning outcomes, leveled objectives and expected behaviors will be assessed continuously using a satisfactory/unsatisfactory score and will be a part of the student’s clinical grade. In order to pass a clinical course, a student must obtain at least 80% (satisfactory) on clinical assignments and evaluations overall and achieve a satisfactory score in the outcome levels.

**Technical Standards for Radiology**

Pioneer Pacific College’s Radiology Program follows the standards designed to promote academic excellence, patient safety, and quality healthcare identified by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Technical Standards are reflected in the radiography program’s performance-based outcomes, which are the basis for teaching and evaluating all radiology students.
The technical standards and essential functions outline reasonable expectations of a student in the Radiology Program for the performance of common functions. The student must be able to perform the physical requirements of the profession in a variety of classroom, lab and/or clinical situations. Technical Standards form is located at the end of the Radiology Student Handbook. Students who have special needs are encouraged to identify themselves to the Program Director and/or Clinical Coordinator as early as possible. Reasonable accommodations based on current documentation are provided to qualified students on an individual basis.

Radiology Program Policies

Admission and Selection Process
See the Pioneer Pacific College Course Catalogue for admission details, selection criteria and grievance policies.

Criminal Background Check
Criminal background checks are done on all applicants selected for admission to the Radiology Program. Applicants must complete their background check within three days of selection or their offer of acceptance into the Radiology program will be withdrawn. Any exceptions must be approved by the Program Director. Applicants must disclose any history of arrests including any offenses as a minor.

The following departments list criteria which will disqualify an applicant from being admitted to the Radiology Program:

- ARRT Ethics Violations. Please see www.ARRT.org
- OBMI - OARs 337-010-0023. Please see www.oregon.gov/OBMI

Every candidate for certification must, according to ARRT governing documents, "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." ARRT investigates all potential violations in order to determine eligibility.

Students with certain criminal convictions may not be placed in certain clinical sites and may have difficulty obtaining employment. While Pioneer Pacific College does not discriminate based on this factor, we reserve the right to review applicants for disqualifying factors.

An applicant accepted into the Radiology Program must disclose any arrests that occur during their academic career as a radiology student at Pioneer Pacific College. Certain illegal activity may prevent a student from continuing in the program. Any arrest history must be submitted to the State Board during the application process. Information will be provided to you upon making application for ARRT and State licensure.

Acceptance into the Radiology Program does not guarantee a graduate will be licensed as a Radiologic Technologist.
Honor Code Violations
Have you ever been suspended, dismissed, or expelled from an educational program that you have attended in order to seek ARRT certification requirements?

This is a question every primary-pathway candidate for certification must answer on the certificate application, in addition to reading and signing the "Written Consent under FERPA," which allows ARRT to obtain specific parts of their educational records concerning violations to an honor code. If a student has ever been suspended, dismissed, or expelled from an educational program attended in order to meet ARRT certification requirements, he or she should answer "Yes" to the question above and include an explanation and documentation of the situation with the completed application for certification.

A list of some of the violations ARRT is concerned about is provided below, but when in doubt, contact the ARRT Ethics Requirements Department at (651) 687-0048, ext. 8580.

### Reportable Honor Code Violations

- Cheating and/or plagiarism;
- Falsification of eligibility requirements (e.g., clinical competency information);
- Forgery or alteration of any document related to qualifications or patient care;
- Abuse, neglect, or abandonment of patients;
- Sexual contact without consent or harassment to any member of the community, including patients;
- Conduct that is seriously obscene or offensive;
- Practicing in an unsafe manner or outside the scope of professional training;
- Violating patient confidentiality (HIPAA);
- Attempted or actual theft of any item not belonging to the student (including patients’ property); and/or
- Attending class or clinical setting while under the influence of alcohol, drugs, or other substances.

Notice

Applicants should be aware that the American Registry of Radiologic Technologists (ARRT) is the nationally recognized organization which provides voluntary certification exams and registration status information for radiographers. As such, the ARRT Code of Ethics has strict requirements for individuals who have a criminal background or a history of military court martial.

Applicants with such a history are strongly advised to contact the ARRT and go through the pre-application process to determine future eligibility status before enrolling in the radiography program. Further information can be found at the ARRT website: www.arrt.org or by calling the ARRT at (651) 687-0048. **Decisions on ARRT applicant eligibility based on criminal background are solely the responsibility of the ARRT.**
Substance Abuse in the Radiology Program

- All students accepted into the Radiology Program must pass a urine drug screen within 10 days of starting the Radiology Program.
- Must be able to pass a urine drug screen or body substance analysis at any time requested throughout the program.
- Urine collections may be monitored by personnel at the collection site.
- Applicants who have a positive urine drug screen will have their offer of acceptance withdrawn.
- Students who fail a drug screen will be asked to leave the program. This includes a positive result for prescription marijuana or other drugs that may result in impairment.
- Pioneer Pacific College does not accept students currently using prescription marijuana in the Radiology Program.
- Pioneer Pacific College is a drug free campus. See the College Catalog for Academic Standards and Drug Policy.

The Radiology Program has a zero tolerance substance abuse policy. Students are responsible for not engaging in behavior that may potentially have adverse effects in their behavioral, physical, emotional, and mental status resulting from the use of drugs, alcohol and any “over the counter” or prescription medications. To ensure everyone’s safety, when indications of substance use or impairment are detected while a student is in the classroom, in the lab or engaged in clinical activities, the student will be required to leave the area and at the discretion of the Radiology faculty, clinical personnel or Program Director.

The student may be required to submit to testing of body fluids for chemical substances at the student’s expense. If the student is asked to submit to testing for chemical substances and the student refuses to provide specimens or fails to provide the necessary consents to implement this policy, including consent for direct reporting of test results to the Program Director, this will be interpreted as an implied admission of substance use and are grounds for dismissal from the program.

All allegations of substance abuse activity will be referred to the Program Director for investigation. If the investigation reveals the student did engage in unsafe practice or illegal activity on Pioneer Pacific College property or while representing Pioneer Pacific in any capacity, the student will be subject to disciplinary action up to and including dismissal from the program.

Students have a legal and ethical responsibility to report peers who are suspected substance users. This may be done by contacting the Program Director, their Faculty Advisor or their Clinical Instructor.
Serious Communicable Diseases Control

Serious communicable diseases have the potential to affect everyone in the learning environment at Pioneer Pacific College. This procedure is not designed to address the common cold or common flu, or other routine communicable diseases, but rather those serious communicable diseases that have been identified as being more serious in nature. The college expects that students and employees will be sensitive to symptomology and utilize sound judgment in determining their level of serious communicable disease, following guidelines provided by their health care providers and official public health information. Pioneer Pacific College will follow current public health guidelines.

Students who learn they have a serious communicable disease that has the potential to be passed on to co-workers, fellow students or clients in the regular course of their study or work need to disclose this to their Program Director and/or the Site Administrator.

Employees who learn they have a serious communicable disease that has the potential to be passed on to co-workers, students or clients in the regular course of their work need to disclose this to the Director of Human Resources.

The employee to whom the student or staff person discloses the serious communicable disease will work with the person to determine steps necessary to protect the disclosing person and other members of the campus community. Pioneer Pacific College recognizes that a student’s or employee’s medical condition is confidential information and will treat it as such unless otherwise provided by law.

The College may periodically obtain medical counsel to evaluate the student’s or employee’s health or the health risk to others. Pioneer Pacific College reserves the right to ask students or employees who show signs and symptoms of a serious communicable disease to seek medical evaluation and provide a medical release prior to returning to classes or work when appropriate.

Requirements for Immunization

The following immunizations are required for radiology students at Pioneer Pacific College according to SB879 Oregon Health Policy Board. Immunization or titers must be complete upon acceptance into the Radiology Program and prior to starting clinical rotations. Students are required to keep documentation of their immunizations up to date with the RT clinical coordinator. If an immunization is a part of a series, the initial injection must be started prior to enrolling in the second term of classes.

1. **TB screening report.**
   
   Screening shall consist of a Mantoux PPD Tubercul in 2-Step skin test administered and read no earlier than 30 days prior to starting the Radiology Program clinical rotation; or, for those students with a history of known positive reactions, must submit a medical evaluation certifying they do not have active infectious tuberculosis.

   Note: the written report of a TB skin test must include the results of the test as read by a health professional. Be aware that the results take 48 hours to obtain for each step. It must
be completed two weeks before the start of clinical rotation or the student will be dropped from the program.

2. **Proof of current immunizations** shall consist of written documentation of:
   
a) **Tdap**—Tetanus, Diphtheria and Pertussis: Show proof of vaccination within the last ten years. The Tdap need only be administered one time, as an adult booster for pertussis. Subsequent boosters, due in 10 years, may be the Td—tetanus and diphtheria.
   
b) **Measles, mumps, and rubella**, satisfy one of the following:
      1) Two doses of MMR vaccine
      2) Physician-documented disease
      3) Positive titer.
   
c) **Hepatitis B**—A series of three injections.
      Hepatitis B vaccination is offered to students admitted to the Radiology program at no cost to the students. At least the first injection is required by the end of the first week of class unless a waiver is signed. Be aware that the recommended minimum timeframe between the second and third injection is six months.
   
d) **Varicella** (chicken pox)
      1) Positive titer.
      2) If you have a negative titer you will need to have a booster.

Students MAY be required to have other immunizations such as a flu vaccine or Hepatitis A for certain clinical sites. If these are necessary the student will be notified and it will be the student’s responsibility to obtain the required immunizations at the student’s expense.

*It is the student’s responsibility to keep their required vaccinations up to date and documentation given to the RT clinical coordinator. Students found to be non-compliant in either of these areas can be asked to leave the clinical facility at any time during the term, resulting in an unexcused absence. Students should keep an accurate record of their immunizations and communicate with the RT clinical coordinator with any changes.*

**Exemptions to Immunization Requirements**

Exemptions to the requirements for immunizations may be claimed by students for medical or religious reasons with the following requirements:

a) **Medical exemption** requires a written statement signed by an appropriate healthcare professional identifying the specific contraindication(s) for receiving the immunization(s).

b) **Religious exemption** requires a written statement signed by the student claiming they are not immunized because they are an adherent to a religion the teachings of which are opposed to such immunization.

**Note:** Students who exempt themselves from the vaccination requirements should be aware of the circumstances that will arise and which would require their exclusion from clinical and/or classroom settings which may result in the inability to successfully progress through the program. Also, illness that may result from lack of immunizations may prevent students from attending class or clinical sessions. Either exclusion from clinical and/or class or missed time due
to illness may result in an inability to meet course requirements and, therefore, the need to drop out of the Radiology Program.

**Requirements for Cardio Pulmonary Resuscitation Provider Level**

CPR certification, **American Heart Association** Healthcare Provider Level, must be current upon entering the first clinical rotation. CPR certification is offered to all students first term of the program prior to entering the clinical facilities and must remain current while students are enrolled in the program.

**Radiation Safety**

The Radiography Program has a policy of educating students about the hazards of radiation and proper radiation protection methods prior to their rotations at the clinical affiliates. This action is taken to minimize the radiation exposure of all students and to comply with the ALARA (As Low As Reasonably Achievable) concept. All students are expected to exercise sound radiation protection practices at all times. Under no circumstances should a student participate in a procedure that exhibits unsafe protection practice. Students are required to abide by ALL safety precautions. At no time, is a student allowed to hold a patient or image receptor during an exam. The importance of keeping exposure as low as practical through a combination of time, distance and shielding is stressed.

All students enrolled in the Radiography Program are instructed in proper safety precautions and issued a personnel monitoring device; a thermoluminescent dosimeter (TLD) badge, prior to being admitted to any ionizing radiation area. Students are responsible for the safety and security of their TLD badge; and must exercise care to prevent loss or damage to TLD badges. Any lost or destroyed badge(s) must be reported to the Program Director immediately. Students are required to their wear personal TLD badge whenever in the clinical education area. If a TLD badge is lost, damaged, or not turned in by the end of the quarter, the wearer will be responsible for the replacement cost of the badge, currently $50.00.

Radiation Exposure Reports are reviewed by the Program Director and are available to students within thirty days of receipt of radiation reports. Effective dose equivalent limit will be 500 mrem per year and should not exceed more than 125 mrem per quarter. Any questionable exposure report of radiation exposure will necessitate investigation and documentation by the Program Director.

**Pregnancy Notification**

Information should be known to each female student and specific policies must be adhered to in the event of a possible pregnancy because a fetus is particularly sensitive to radiation, especially during the first trimester. The National Council on Radiation Protection and Measurement (NCRP) recommends that the dose equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 REM for the entire gestational period.

If a student should become pregnant while in the Radiography Program, it is **voluntary** for the student to inform the Radiography Program and the Clinical site of your pregnancy. If you choose to declare your pregnancy a secondary fetal monitoring device will be ordered for you to wear at the level of your waist. Declaring your pregnancy does not negatively impact your
learning or your clinical rotation. The student will have the option to declare their pregnancy and continue with their clinical rotation with no changes, declare their pregnancy and choose to be placed in an area with less radiation exposure or to not declare their pregnancy at all.

Females involved in the occupation exposure may voluntarily disclose their possible pregnancy to their supervisor if suspected. Voluntary discloser can be made to the Program Director (see Declared Pregnancy Notice at end of student program handbook). Through proper instruction to these precautions, it may be possible to limit all occupational exposure to under 0.5 REM per year and prevent fetal dose equivalents from being surpassed.

**Scrubs with the PPC Logo**

Students will be fitted for scrubs for the Radiology Program during general orientation. Pioneer Pacific College will purchase two set of scrubs and any additional sets can be purchased at the student’s expense. Please see the Program Director for contact information. PPC Students are required to wear clean and pressed PPC scrubs during any clinical rotation and lab time.

**Insurance**

All students are required to carry health insurance for the entire time they are enrolled in the Radiology Program, and are required to keep documentation of their insurance status up to date with the RT clinical coordinator.

**Statement on Student Employment**

Due to the vigorous academic and clinical curriculum, students are strongly urged to limit work hours to a maximum of 20 hours per week. Students who work more than 20 hours may jeopardize their successful completion of the program. **At no time will accommodation be made in the classroom, lab or clinical setting for student work schedules.** In addition, due to patient safety issues, students may not work at their out-of-school job the shift immediately before a scheduled clinical rotation. Research shows a dramatic increase in errors and injuries when students are not adequately rested.

**Photo Identification**

Photo identification (ID) will be taken during general orientation. This photo ID tag is to be worn and visible at all times while on clinical rotation. Any replacement photo ID requested will be available for a fee.

**Current E-mail Address and Phone Numbers**

Students will be assigned a PPC specific email address during orientation or the first week of class. **This will be the primary email address that will be used to communicate with you.** Please check this email often for school and assignment and school information. You must have a current phone number on file so that we may reach you. If you change your address or phone number at any time during the program you must notify the Radiology Clinical Coordinator and file the appropriate documentation.

**Passwords**

You will be given numerous passwords while in the program. Many passwords will be e-mailed to you. It is your responsibility to secure these passwords for online access and will be critical to your success. Students are responsible for keeping their student number secret and confidential
and for notifying the College if they believe that their login or password has been stolen or might otherwise be compromised.

Computer Access

The Radiology program uses computer assisted learning. Access to a reliable computer, the Internet and a printer is mandatory. You will be required to complete assignments on the Internet, access the online library and engage in other online WEB 2.0 learning activities in order to successfully complete the program. Please note that all typed assignments must be submitted in Word format. The inability to access a computer, printer or the Internet will not be an acceptable excuse for failure to complete an assignment (see Student Academic Resources-Resource Room).

Student Academic Resources

Electronic Library Resources

Students in the Radiology Program at Pioneer Pacific College will be required to use the online library throughout the program and have 24/7 access to Ebrary, and the EBSCOhost databases. Instructions on accessing these databases are provided during the first week of classes.

Traditional Library and Resource Room

Students have access to the Resource Room in the main building. The Resource Room hours: Mon: 7:30-4:30 * Tues: 10:00-9:00 * Wed: 10:00-9:00 * Thur: 7:30-4:30 * Fri: 10:00-2:00 (Hours are subject to change- Posted at resource center) students are strongly encouraged to utilize our online resources as the Resource Room has very limited materials. Eugene City Library and University of Oregon Library is a wonderful opportunity for all students to utilize; updated information can be found at http://library.uoregon.edu/ The Science Library holds most of the UO Libraries' materials related to biology, chemistry, physics, computer science, and environmental studies. It is located down the stairs in Onyx Bridge Hall, off Franklin Boulevard.

Professional Organizations

Radiography students are encouraged to join professional organizations. Student annual dues are at a reduced rate to facilitate membership and participation. Students will be allowed to attend these meetings at their own cost as part of their educational endeavors. Memberships to these professional organizations allow students a pathway of continuing education. There are student essay and exhibit competitions at the annual meetings in which students are encouraged to compete. Application forms are available online at professional organizational sites.

American Society of Radiologic Technologists - ASRT

This is the national organization that helps set the guidelines of education for our profession and keeps us updated with the latest information available on the profession. Publications include the "Radiologic Technology" as well as the "ASRT Scanner" @www.asrt.org

Oregon Society of Radiological Technologist - OSRT
This is the state organization that keeps us informed specifically about state and regional concerns relating to Radiologic Technology @www.oregonsrt.org

**Energized X-ray Laboratories**
The program maintains two energized x-ray machines used for preparation for clinical education and radiographic experiences. The Energized Laboratory equipment is to be utilized only with faculty permission/supervision.

**Non-Energized Laboratory**
Positioning Equipment/ Non-Energized equipment is available to students to practice positioning skills and available to student utilize with faculty permission.

**Positioning Open Lab**
During Radiographic Positioning (RAD130, RAD160, RAD220) you will be introduced and evaluated on various positioning and radiology skills; you will be expected to practice through simulations as a key element of the Positioning Lab.

Open Lab times are available, you will be expected to sign-up and spend time in the Positioning Open Lab to practice, perform demonstration in preparation of evaluation on your performance with ability to safely and competently perform exams. Positioning Open Lab is to provide an opportunity for you to become competent with your Radiology skills in order to provide effective safe care in the clinical setting. Students may not take x-rays of each other at any time; under no circumstances should a student participate in a procedure that exhibits unsafe protection practice.

Critical thinking is an integral part of Radiology Technologist skills, application and competency evaluation is determined through competency based performance. Evaluation is an ongoing process utilizing faculty evaluations through competency demonstrations and the clinical experiences. You will have ample opportunities to practice independently, with your peers, and with faculty to become proficient. How much time you dedicate to practice will determine how quickly you learn. Everyone has their own learning style, therefore plan your time and needs accordingly. Practice is completed on your own time and should be included in your weekly schedules.

**Progression in the Radiology Program**

**Academic Progression in the Radiology Program**
Sequential progression through the Radiology Program is essential to student success. Students admitted into the Radiology Program are expected to be able to complete all curriculum requirements which include physical, cognitive, and behavioral core competencies essential to the functions of the entry level practical radiographer technologist in accordance with ARRT and OBMI. These core competencies are considered to be the minimum and essential skills necessary to protect the public. Progression in the program may be denied if a student is unable to demonstrate safe minimum standards.

The following conditions will constitute sufficient grounds for dismissal from the Radiology Program:

- Unsafe clinical practice
• Unprofessional behavior

• Failure to meet academic standards

Grades will be evaluated on an ongoing basis. Pioneer Pacific College utilizes Canvas, an online portal for classes. Students are responsible for monitoring their academic progress. Students receiving a grade of C- or below, at the 4th or 5th week of the term, will meet with their faculty advisor to develop an improvement plan. An Academic Progression Notice Form will be completed with the student. The Progression Notice and Improvement plan form will be put in the student’s file. If the student does not achieve a grade of C or better in any core radiology course at the end of the term, they will be put on Academic Probation. Their grades will continue to be monitored and if they receive a grade of C- or below, on any core radiology course for the remainder of the program, they will be dismissed from the program. At any time, a grade of D or F in any RAD course will mean that progression in the program will stop until the course is repeated. The student may be offered an option to retake the class on a case by case basis the next time it is offered, if space is available, at the discretion of the Program Director.

Students who receive a grade of *U* Unsatisfactory in a clinical course may be dismissed from the program or have the option to re-take the course depending on the circumstances. Each clinical failure will be reviewed by the Program Director and Clinical Coordinator.

Students must pass general education courses. If students receive a grade of an F or W in a general education course they must repeat that course the following term that course is available. If a student fails that general education course a second time, the student may be progressioned out of the program.

Students in their final term must pass all core radiology courses with at least a C in order to graduate. Students finishing their final term with a grade below a C in any core courses in the Radiology Program will not be approved for graduation, and will be required to repeat the course(s). Consideration for repeating courses will be made on a case by case basis the next time the course is offered, if space is available, at the Program Director’s discretion. Students are advised to discuss course repeats with the financial aid office.

**Grading for Clinical Courses**

Clinical courses are treated the same as other Radiology core courses and must be successfully completed with a grade of *S* Satisfactory. A student must consistently demonstrate the ability to provide safe, ethical and professional care in the clinical setting under the direction of the clinical instructor. In order to achieve a grade of a Satisfactory a student must successfully achieve the outcome objectives for the clinical rotation. Students failing to perform safe, ethical patient care and unable to meet the outcome objectives will receive a grade of *U* Unsatisfactory and may be dismissed from the program or have the option to re-take the course depending on the circumstances. Each clinical failure will be reviewed by the Program Director and Clinical Coordinator.

**Radiology Program Re-Entry**

A student who has failed a core RAD course or who has been dismissed from the Radiology program may apply to re-enter the program on a space-available, case by case basis. If a student re-enters the Radiology program, any courses not meeting academic standards must be retaken. Students with questions about whether financial aid will cover course retakes should speak with
the financial aid department at the campus the student is attending. Please consult the College Catalog for further information on course repeats. The student’s readmission to the Radiology Program is contingent upon the student satisfactorily meeting all criteria for admission or re-entry to the college, and approval of the Radiology Program Director.

Unsafe Practice

If at any time a student is deemed unsafe in the clinical setting or school lab by a faculty member, that student will be asked to leave the clinical setting or lab. Unsafe practice can be determined by the faculty member or employee of the clinical site. Allegations of unsafe practice will be reviewed by the Program Director and Clinical Coordinator. Continuation in the program will depend on substantiation of the allegations. At no time may you take x-rays on each other or other people while in the lab, nor in the clinic setting without a written order by a physician.

It is the sincere desire of the Pioneer Pacific College faculty to assist all students, in every way possible, with an outcome of providing the very best education possible and the finest patient care available. However, willful or inexcusable breaches of rules will be dealt with firmly, under a uniform policy that applies equally to all students.

Appeal Procedure

A student who is dismissed from the Radiology program may appeal this decision by following the College’s “Grievance Policy” as published in the College catalog.

The Radiologic Technology Program may use a progressive disciplinary system that applies a series of more serious penalties for successive violations of policy, procedure, rules, or standards. The types of penalties used in this system and the consequences of each are as follows:

Verbal Warning – An informal notification to a student that his /her behavior, performance, and/or actions are unacceptable and that stronger disciplinary action will result if the problem area(s) is not corrected. A record sheet is maintained in the student’s file to indicate the date and reason for the verbal warning.

Written Warning – This is a formal behavioral agreement, drawn up between the student, the Program Director, and the Clinical Coordinator. It lists the specific behaviors, performances, and/or actions that are unacceptable and that need to be corrected within a designated amount of time. Failure to correct these problem areas, within the given time frame, will result in more serious disciplinary actions or complete dismissal from the program. One copy of the written agreement will be provided to the student, while another will be entered into the student’s file as documentation of a warning to the student.

Dismissal – If, after the appropriate actions have been carried out and the student still fails to improve performance or continues repeated infractions, the student will be dismissed from the program. Dependent on the violation, a student can be subject to immediate dismissal from the Program without prior disciplinary action being taken.

Attendance

1. Attendance for classes is mandatory and students are expected to attend all classes (including orientations), clinical rotations, open labs, and to report on time. Per Pioneer Pacific College
policy, students are permitted to miss up to 25% of the scheduled clock hours of the course (five absences) for emergencies only except for clinical courses (see Clinical Attendance which all class periods must be attended. An absence is defined as arriving 10 minutes after class has started. Monitoring your attendance is your responsibility. Because attendance is critically important in the Radiology Program, if you miss three or more days you will be expected to report to the Program Director.

In accordance with “14-day rule”, if a student is absent from (all classes or from school) for a time period covering 14 consecutive days (including weekends), they will be administratively dropped from the Program.

2. If a student must be absent from a class, the student must contact the instructor for the class they are going to miss prior to the start of the class if they want to have the opportunity to make up any quizzes, exams or skills demonstrations. However it is at the discretion of the instructor to allow the student to make up any missed material.

3. Students are responsible for knowing the content of any classes, orientations, or skill demonstrations missed, whatever the reason for absence or lateness. It is the student’s responsibility to obtain class notes or hand-outs missed while absent. The instructor is not responsible for organizing these materials.

4. There are no provisions for or make-up days built into clinical rotations. Furthermore, Clinical sites have no obligation to provide extra clinical days to accommodate students who are absent from clinical. Failure to meet clinical practice hours and clinical terminal performance objectives will result in removal from the program.

5. During clinical assignments, any time away from assigned patient care other than arranged breaks and meals, is considered an absence or unprofessional behavior. This can include but is not exclusive to activities such as: arriving late, leaving early, receiving and making phone calls, texting, inappropriate socializing, sleeping or using clinical time for personal activities. A student must arrive at the clinical site on time, and be fully prepared to provide safe, competent care for patients at all times or be dismissed with the possibility of failing clinical rotation.

6. In the case of unforeseen emergency, students must first call the Clinical Instructor at the facility, and then the Clinical Coordinator before the start of the clinical shift. Due to the unreliability of sending and receiving text messages or emails, only verbal conversations will be accepted if students need to address attendance issues. Failure to make contact (no call/no show) will result in immediate dismissal from the Radiology program. In the case of an emergency absence, students will be required to submit documentation to the Program Director. Any unexcused absence is grounds for dismissal from the Radiology program.

7. If a student misses clinical time because they are dismissed from a clinical site by an instructor for any reason, this will likely result in failure to progress.

8. If a student is absent from class or clinical due to a documented emergency, the student must provide a written health clearance to resume clinical and/or provide other documentation showing proof of stated emergency. Such documentation must be submitted to the Program Director or Clinical Coordinator before the next scheduled clinical day.
Emergency Response/Emergency Communication/Timely Warning

Procedures which provide information regarding individual response to emergencies such as earthquake, fire, medical emergencies, building evacuation etc., are posted throughout the college facilities. The college will without delay take into account the safety of the campus community when determining the need to communicate, the method of communication and the content of the emergency communication. If in the judgment of responsible authorities emergency notification would compromise response efforts the communication may be delayed.

Campus

1. Either by investigation or confirmed notification the Site Administrator will be primarily responsible for confirming actual or the threat of an emergency situation. Depending on the nature of the situation the Site Administrator has the discretion to activate emergency notification systems such as the public address system or emergency text messaging. This may or may not occur in conjunction with local law enforcement or other emergency response personnel. Initial emergency messages provide instruction for directed activities such as evacuation, lock down, severe weather, etc.

2. With the passage of time the Site Administrator will determine the need for, content of and the means of communication to disseminate information to the appropriate audience. With the passage of time the means of communication may expand to the larger communities and in addition to public address and emergency text may include web page updates, messaging to email accounts, TV, radio notification, press releases, etc. These communications will typically provide more detailed information and instruction.

Evacuation

When notified by an alarm or public address system of the need to evacuation, all occupants must leave through the nearest possible exit. The Site Administrator will direct the evacuation and/or identify and assist individuals with disabilities. Once outside of a building, the Site Administrator will provide additional information regarding the emergency. The Site Administrator shall exercise a mock evacuation at least annually. Any planned evacuation drills will be announced that all alarms or other notifications to evacuate shall be treated as a real emergency until notified differently. The Site Administrator will maintain documentation relating to each evacuation and exercise and participants.

Inclement Weather Statement

In the event of inclement weather, students have several options on how to find out about delays and school closures. If the students are in the clinical setting before classes are canceled, the Clinical Instructor shall use reasonable judgment in deciding to give students the option to remain at the clinical site. If students choose to leave the clinical site due to school closure, this will not be counted as an absence.

In the event of inclement weather, students can Google valleyinfo.net or click on http://flashalerteugene.net and click on emergency reports. Information about closures/delays is
posted daily on the FlashAlert website but only if a closure or delay takes place. In addition students can find out about school closing or delays by tuning in to local TV stations KVAL or KEZI where scrolling messages will be played across the bottom of the screen. Status is updated by 0600. Students also receive alerts from the One Call Now alert system.

Students who normally leave home before 0600 for clinical rotations are expected to contact their clinical instructors for guidance in situations where inclement weather may delay or cancel their clinical rotation.

**Equal Opportunity**

Pioneer Pacific College does not discriminate on the grounds of race, color, religion, sex, national origin, marital status, age, disability, or family relationships in any area, activity, or operation of the college as required by Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act; The Americans with Disabilities Act of 1990; Oregon Civil Rights Law (ORS 659); and their implementing regulations.

**Discrimination and Harassment**

Pioneer Pacific College policy prohibits discrimination on the grounds of race, color, religion, sex, national origin, marital status, age, disability, or family relationships in any area, activity, or operation of the college; additionally, all behavior that constitutes harassment on the basis of any of the factors listed above is strictly prohibited.

**Classroom Procedures**

**Academic Integrity**

As a professional Radiologic Technologist, integrity is essential and is expected of all Pioneer Pacific College Radiology students. The Radiology Program has zero tolerance for academic dishonesty. Evidence of academic dishonesty in any form will result in disciplinary action up to and including dismissal from the Radiology Program.

- **Cheating** is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to:
  - Copying from another's test, examination, homework etc.
  - Discussion of answers or questions on an examination or test or homework, unless such discussion is specifically authorized by the instructor
  - Taking or receiving copies of an exam or homework without the permission of the instructor
  - Using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions
• Allowing someone other than the officially enrolled student to represent themselves as the student

- **Plagiarism** is presenting the ideas or words of another from any print, electronic or other source without appropriate reference or credit to the source. *If in doubt, cite!* *Cutting and pasting information from a source without proper citation constitutes plagiarism.*

- **Clinical dishonesty** is defined as non-reporting one’s own or a colleague’s errors in the clinical setting, falsification of records, or accessing confidential information without proper permission. Making an error in the clinical setting is not necessarily grounds for a punitive action; however non-report of an error will result in punitive action. Punitive actions related to errors will relate to what the student was taught and the critical nature of the error (degree of violation the error produced with respect to practice competence).

### Chain of Command

If at any time the student feels that they have been mistreated, harmed or ask to do something that makes the student feel uncomfortable or violates the Code of Ethics as described by the ARRT, the student is responsible for starting the process and following the proper chain of command when addressing policies/procedures and/or personal issues in the classroom and/or clinic. The chain is as follows:

Students should speak with the instructor (didactic or clinical) first, if it is appropriate and come to a resolution. If the issue is not resolved, the student should then speak with the Clinical Coordinator (if it is a clinical issue) or the Program Director (if it is a didactic issue).

If students feel that no acceptable resolution has been attained or the student cannot reach out to the Clinical Instructor. The student can then reach out to the Clinical Coordinator. The Clinical Coordinator will act as a liaison between the student and Clinical Instructor. If satisfactory resolution is able to be attained, the student is then to reach out to the Program Director for a resolution and assistance.

If a resolution is to remove a student from a site, either to remove the hindrance to the student’s education or to preserve the clinical site, it will be up to the discretion of the Program Director and Clinical Coordinator to determine if this will negatively impact the student. If a student is asked to leave any two (2) sites, due to their own action, they may be dismissed from the Radiography Program. This will be evaluated on a case by case basis.

Please see PPC Catalog for the school’s Grievance Policy. Students are entitled to seek assistance from the Campus President or Vice President. Please remember the proper steps to expedite this process.
Students have the right to visit the JRCERT website to learn more about program accreditation standards (http://jrcert.org). The Joint Review Committee on Education in Radiologic Technology (JRCERT) follows due process upon receipt of a written, signed complaint containing allegations which indicate that an accredited program, or program seeking accreditation, may not be in substantial compliance with the relevant accreditation standards or may not follow JRCERT accreditation policies.

**Reporting Academic Integrity/Dishonesty**
Concerns about academic integrity or academic dishonesty need to be reported to the Program Director or to a faculty member for follow-up investigation. All reports will be treated with the strictest confidentiality in order to respect the integrity of all parties involved.

**Radiology Program Confidentiality and Privacy Policy**
Health Insurance Portability and Accountability Act of 1996 (HIPAA) ensures patient privacy by setting rules for when and how a patient’s personally identifiable “protected health information” or PHI, may be used and released. This means communications involving or about patients’ health information will be private and limited to those who need to know the information to provide treatment, obtain payment, and support your organization’s healthcare operations. Such communications may involve oral, written, or electronic communications. Only those people with an authorized need to know should have access to the PHI. Pioneer Pacific College Radiology Program is committed to ensuring every individual’s right to PHI.

Discussion of confidential information, including patients’ names, should only take place during clinical hours, at work stations, with those persons directly involved and having a defined need or legal right to know. Computerized medical records are governed by this policy the same as information in written medical records. No patient care or treatment record, photocopy of treatment record, or other information regarding the care or treatment of current or former patients shall be released except through Medical Records and in compliance with specific Medical Records department policies. Students must read, understand and comply with the HIPPA policy at every clinical site they are assigned. Requests for patient information must be directed to appropriate facility personnel. Policies governing mental health patients are unique so students need to be especially familiar with these.

**Failure to Comply**
Failure to comply with the HIPAA /confidentiality policy is a serious infraction and may result in the student being dismissed from the Radiology Program.

**Professional Behavior**
As a student of Pioneer Pacific College it is expected you will conduct yourself in a professional manner at all times. Unprofessional conduct will be grounds for disciplinary action up to and including dismissals from the Radiology Program.

The following are basic expectations:
- **Respect** yourself and others.
- **Professional and courteous** demeanor at all times.
• Personal judgments and life-choice preferences should be kept to yourself. Every person has their own story, purpose and beliefs, and our own is no more or less, valid or important, right or wrong than any other person’s.

• Honor our learning community. This is your time and investment. It is also your fellow student’s time and investment. Respect those around you and avoid disruptive or distracting behaviors in the classroom or the clinical setting.

• Inappropriate comments, foul language, insults, bullying – verbal or otherwise, disruptive behavior will not be tolerated and will be grounds for dismissal from class with an “absence” received for the day.

• Be on time. Arriving late disrupts the other students as well as the instructor.

Classroom Policies

1. A student must stay for the entire class period to receive credit for the class. If a student leaves after a break, or returns late from a break 10 minutes or more, the student will be marked absent for that class.

2. Assignments, quizzes and exams must be completed on scheduled days. If an emergency arises and a student fails to complete an assignment, quiz or exam on a scheduled day, it is a student’s responsibility to contact the instructor. Faculty is under NO obligation to make provisions to accept late assignments or give make-up quizzes or exams.

3. Cell phones, IPads or other portable devices must be switched to vibrate or turned off while in the classroom. Students must follow the policy of the clinical site on cell phone usage.

4. Computer usage during class is for classroom work. Students found to be checking personal e-mail, on social networking sites, etc. will be asked to leave the classroom and marked absent.

5. No food or drink in any lab. Beverages with tight fitting, spill-proof lids are allowed in class, but not in the lab.

6. Unprofessional conduct is not acceptable. Disruptive behavior in any way is not permitted. Students displaying rude, confrontational or otherwise unprofessional behavior in the classroom, lab or clinical site will be asked to leave immediately, given an absence and reported to the Program Director for follow-up action.

Appearance and Dress Standards

• Your dress must be professional and appropriate at all times.

• Please refrain from distracting clothing or clothing that shows the midriff, cleavage, chest hair or buttocks.

• Clothing must be clean and intact.

• Jewelry and shoes must be professional.

• Nails must be neat, clean and trimmed. No acrylic nails. No polish at the clinical sites.

• Clean and pressed PPC scrubs must be worn during times specified by the instructor.
Hair must be neat, clean and of natural color. In the lab and at the clinical sites, long hair must be tied back.

In the clinical setting, the PPC uniform with your name tag/student ID must be worn at all times.

Maintain good hygiene of self at all times and be aware of the potential sensitivity of those around you. Students are expected to bathe, wash their hair, control body odor and launder clothes on a regular basis.

If you smoke, remember that others can smell smoke on you, and take appropriate action.

Be aware the clinical sites may have their own standards for dress and appearance which will need to be adhered to. Students will meet or exceed agency standards for all clinical experiences. Therefore students will be in proper uniform or scrub attire as designated by the agency. Failure to conform to appearance standards in a clinical setting will result in the student being sent home and may result in failure of the course and will be considered an unexcused absence.

Clinical Policies

Guidelines to Prevent Transmission of Infectious Disease
Control of microorganisms which cause disease in humans is vital in the health care environment. Although the risk of infection transmission exists, that risk can be minimized by appropriate education and actions taken to avoid transmission. All students will receive specific information regarding the chain of infection and measures which prevent the transmission of infection before engaging in clinical experience.

Latex Sensitivity
We are a latex-free facility; however, talk with your clinical instructor if you have latex sensitivities as we cannot guarantee that all clinical sites are latex free.

The Clinical Experience
The clinical education experience is meant to provide the student with a well-rounded experience in all aspects of routine radiography. Students are not encouraged to attempt imaging exams alone with which they are not familiar. Also, students are not expected to replace a technologist or perform examinations without technologists available in the department or institution. All images obtained by a student must be cleared by a technologist and that technologist’s initials should appear on the order.

Clinical Facilities
The Pioneer Pacific College Radiology Program utilizes a variety of clinical affiliates in the community and neighboring vicinities. This is a cooperative arrangement with various agencies and Radiology schools in the area, as well as other programs requiring clinical placements. With this in mind, please be mindful that you are representative of the Pioneer Pacific College Radiology Program and you should represent the school and yourselves well. A Pioneer Pacific College Radiology Clinical Coordinator will serve as liaison and will arrange all clinical
placements for students. If there is any reason you may be restricted or cannot go to a specific site, please contact the Clinical Coordinator.

Clinical Orientation

Students will receive orientation to the facility they will be attending. At some institutions, the orientation may take place outside regularly scheduled clinical times and students are expected to be present for orientations, this is site specific. Also, students may be required to go to an interview at the facility prior to placement.

Clinical Site Rotations

Clinical assignments are placements based on a number of factors with primary consideration given to successful learning outcomes and facilitation of achieving student performance objectives. All students will get at least one rotation in a hospital.

As the clinical experience and clinical sites for a course will change from term to term, students should refrain from making advanced arrangements until the clinical site is confirmed. The Clinical Coordinator will obtain and relay this information to students before the first day of clinical. It is imperative that you keep an updated phone number and routinely check e-mail so we can inform you of your site.

For success in the radiology program, Students may not be scheduled at clinics more than 10 hours per day and the schedule should not exceed than 40 hours per week between didactic and clinical hours. Normal Daytime Clinical Hours are scheduled from 5am-7pm Monday through Friday.

Transportation to and from the clinical site and parking fees are the student’s responsibility. Students may be required to drive up to 3 hours one way to their clinical site. Students may be asked to do a clinical rotation that would require them to work nights and weekends. This rotation will not exceed 25% of their clinical time. Students will be aware of this rotation in advance as to give them plenty of time to make appropriate arrangements. Students are encouraged to carpool if possible.

Clinical Rotations other than Normal Daytime Hours Policy:

It may be necessary for the students to rotate through afternoon and evening shifts, in order to help attain the recommended variety of examinations and procedures that the students need exposure to during the Program.

The clinical education site and Clinical Instructor will determine if these rotations are allowed at their facility. Students may be scheduled to clinical shifts other than normal daytime hours 7pm-5am:

- Afternoon and Evening shifts allow students to gain experience in examinations not normally performed during the normal daytime hours and students an opportunity to work more independently and at his or her own pace. These shifts allow students ability to learn from a Registered Technologist on a one-to-one basis.

Clinical Rotation Attendance

Attendance is MANDATORY for clinical rotation. Clinical rotations are where you are going to enhance your expertise and experience what is required to become a quality Radiology Technologist. If you are unable to attend clinics, you need to contact the Clinical Coordinator.
and Clinical Instructor no less than 2 hours prior to start of your shift via phone call. Student must keep in mind that all clinical hours must be completed before the end of the term. Any make up time will be at the discretion of the Clinic Site and Clinical Coordinator. Failure to meet minimum amount of hours will result in an incomplete grade. Failure to notify your Clinical Instructor and Clinical Coordinator will result in a No Call/No Show for the day and will result in disciplinary action. First No Call/No Show the student will have to meet with the Program Director and Clinical Coordinator and set up an action plan to ensure that this will not be a reoccurring issue. Once that meeting has occurred, disciplinary action will be decided. No Call/No Shows will be looked at case by case. Second No Call/No Show will result in disciplinary action.

Keep your communication with the clinical sites, Clinical Instructors and Clinical Coordinator professional and respectful. The student is not to text the Clinical Instructor of an absence or tardy, unless specifically told by the Clinical Instructor it is OK to do so. Clinical make-up time is available during Open Clinical Rotation time, which is at the clinics discretion and to be determined by the clinical site and Clinical Coordinator. If you need to switch days due to an appointment you cannot reschedule a variance form must be filed prior to the event and approved by both the Clinical Instructor and Clinical Coordinator.

**Students who for any reason do not complete the program’s mandatory clinical training, including those who are unable to obtain or remain in an acceptable clinical training site, will not be eligible for graduation or licensure. Any student who has been terminated from a clinical setting by the clinical institution may be subject to dismissal from the program**

**Illness or Injury in the Clinical Setting**

If a student is injured or becomes acutely ill while at school or on school related activities such as clinical rotation or field trips, the instructor and/or Clinical Coordinator shall be notified. When a student is seen in the emergency room or by a physician for care, he/she will notify his/her own insurance carrier. The student and his/her health insurance company will be billed for services; the student is liable for expenses not paid by the students insurance. The student will need a release from the attending physician to return to clinical.

**Clinical Rotation Timesheets**

Timesheets are to be turned into the Clinical Coordinator once a week as directed by the Clinical Coordinator. Not turning in your timesheet could directly affect the Professionalism portion of your grade. Please retain a copy of your completed timesheet for your own records, before you turn it in. Copies will not be made at the school.

**Clinical Professionalism**

Remember we are guests in these agencies. Any disrespect shown to the site and/or any employee of the facility will result in the student meeting with the Program Director and Clinical Coordinator and may result in disciplinary action. If a student is asked to leave any two (2) sites, due to their own action, they will be removed from the Radiography Program. The student may follow the Grievance Policy, as set forth in the catalog for readmission into the Radiography Program.
To encourage professionalism, students will adhere to a strict no-smoking policy while working at clinical sites. This includes chewing tobacco, e-cigarettes, and vapors. Students should prepare in advance for nicotine replacement options should this be necessary. Students are also encouraged not to fraternize with clinical staff in activities consider to non-clinical. It is important you create professional relationships with clinical sites and staff at the clinical facility.

**Clinical Rotation Attire**

Students are required to wear their PPC uniform scrubs and PPC Student ID Badge to all clinical rotations, unless otherwise requested by clinical facility. Students shall adhere to PPC dress code at all times. Tattoos should not be showing, minimal jewelry, fragrances to a minimal and hair at a natural color and worn back. Students are not to be using their cell phones while at clinical. Cell phones should be put in your locker, purse, backpack or left in your car. The ringer should be in the off position.

**Clinical Rotation Binders**

Students are required to maintain a Clinical Binder and have it available at all times at the clinical site. The Clinical Coordinator will be checking the binders upon Site Visits, not having your binder at clinics will reduce your Professionalism points. Students are responsible for printing or making copies of all necessary documents to be handed in on a regular basis.

**Clinical Evaluations Form**

Clinical rotations require two evaluations per term; due Week 4 and Week 9, the first evaluation during Week 4 is a progress report to identify areas that you are doing well in and areas you need to work on. The final evaluation in Week 9 is a graded evaluation of a student’s performance to be completed by the Clinical Instructor with input from the technologist(s) who worked most closely with the student. Students will be advised as to the results of these evaluations, so that areas of attention can be recognized, and the evaluations will be added to the student’s file.

It is your responsibility to turn in your Clinical Evaluations Form on time to the Clinical Coordinator; failure to do so may result in an Unsatisfactory grade and may result in failure to move forward. Please ensure that you have read it and discussed the results with your Clinical Instructor at the site and that both of you sign the evaluation. Unsigned evaluations will not be accepted and will be counted as late.

Clinical grades are either Satisfactory or Unsatisfactory. The factors that need to be met are:

All Clinical hours for that term must be completed, all competencies for that term must be successfully completed with an 80% or better and your Final Evaluation must be a grade of 80% or better. Failure to meet these standards will result in an Unsatisfactory for that Clinical term and that term will need to be successfully completed before the student can progress to the next term or graduate.

The areas to be evaluated in the Clinical Evaluation are based on the following objectives.

1. Read and evaluate a requisition sufficiently.
2. Prepare and keep the immediate and surrounding areas adequately stocked, ready, and clean.
3. Exhibit qualities deemed appropriate for good patient care, including a courteous and attentive manner, with a concern for a patient’s comfort, modesty, and safety.

4. Demonstrate expertise in using optimal radiation protection methods to produce maximum quality radiographs while minimizing exposure to self, patient, and others.

5. Manipulate with proficiency, the various types of equipment used within the radiology department and by technologists in other areas of the healthcare facility, in order to accomplish daily tasks or to administer proper and/or emergency patient care.

6. Use the proper patient positioning skills in order to obtain optimum images for diagnostic studies.

7. Work independently, assuming responsibility for exams and the care of a patient, as well as be a team player, willing to interact with other members of the healthcare profession with a positive and cooperative attitude.

8. Show enthusiasm, initiative, and motivation by seeking additional responsibilities and utilizing extra time with meaningful learning experiences, putting forth effort to be involved in work and displaying considerable interest in the field by asking questions and assuming additional tasks without having to be told.

9. Demonstrate the qualities and ethical conduct as described in the American Registry of Radiologic Technologist Code of Ethics; reacting well to stressful situations and displaying behavior becoming to a health care professional.

10. Be in attendance and be punctual in the clinical environment at all designated times, assuming all responsibility for communicating any absence from assigned areas and following instructions efficiently.

11. To develop thoughts in logical, coherent sequence, comprehending ideas and expressing thoughts in a well-defined manner, while demonstrating a keen grasp of complex ideas.

12. Demonstrate self-esteem and respect for the profession by always conforming to the established dress code as published in the student handbook, ensuring that attire, physical appearance and personal hygiene exhibit good grooming and cleanliness at all times.

**Clinical Supervision**

Students must demonstrate exam competency prior to doing the exam alone (Indirect Supervision). A Registered Technologist must observe you performing the exam (Direct Supervision), start to finish without help.

**Direct Supervision** is defined as: the Registered Technologist must be “Physically Present” during the exam or procedure. Direct Supervision is always required while the student is performing Fluoroscopic procedures.

**Indirect Supervision** is defined as: the Registered Technologist must be “Immediately Available” during the exam or procedure. After the exam is complete, you must go over the image with a Registered Technologist and review image criteria and anatomy shown.

In the event a repeat exposure is needed, the student must get a registered technologist to observe them taking the repeat exam and then they must explain to the technologist why the repeat was necessary. The technologist must sign off on the repeat exam. If the repeat exam is unsuccessful and a third exposure must be taken the student is to observe the technologist while they take the x-ray.
Clinical Mentor/Student Ratio
Pioneer Pacific College follows the Joint Review Committee on Education in Radiologic Technology (JRCERT) requirements for Registered Technologist/student ratio in the clinical setting. The student to technologist ratio during clinical rotation is to be 1:1 except for the occasion for the students to observe an uncommon or rare exam or procedure. However, once that opportunity is done it is to go back to 1:1.

Clinical Competencies
Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing, and image evaluation.

Competency Requirements (see ARRT-Competency Requirements)
- 6 mandatory general patient care activities
- 31 mandatory imaging procedures
  - Up to 8 mandatory procedures may be simulated if demonstration on patients is not feasible.
- 15 elective imaging procedures
  - Elective procedures should be performed on patients; however, electives may be simulated if demonstration on patients is not feasible
- 1 elective imaging procedure of the head section
- 2 elective imaging procedures from fluoroscopy
  - (One must be either Upper GI or a Barium Enema)

Until the students’ are competent on a particular exam they must practice under direct supervision of a radiological technologist, the technologist must be present. Once they feel that they are competent in performing a specific examination, they may request that a clinical instructor, or staff technologists, fill out a Competency Evaluation Form. To complete a competency, the student must be able to do the exam from start to finish without assistance from a Registered Technologist; they may give assistance with lifting and transportation but not with positioning, views needed and/or techniques to use. Exam competency evaluations must be equal to or greater than 80% to be successful.

Students who are signed off on the Competency Evaluation Form are then able to perform the examination with indirect supervision to enhance proficiency. Department protocols are site specific; sites may have different combinations of exams or views to be performed. Institutional protocol will determine the positions or projections used for each procedure, contact Clinical Coordinator for any clarification.

Upon successful completion of the eight (8) term curriculum, the students are expected to be competent and proficient in all of the examinations required by the ARRT. Students will not graduate or be deemed eligible to sit for the ARRT certification test until all requirements are met.

Students are responsible for turning in their competency forms to the Clinical Coordinator weekly. Please make a copy, for your records, prior to turning it in. Copies will not be made at
the school. It is also suggested that you keep track of which exams you have completed for easy reference during clinical.

Student Resources

Pioneer Pacific College Career Services
The Career Services Department seeks to maintain a high rate of placement for graduates employed in their chosen career fields. The department is proud of its record and is committed to continuing and improving placement outcomes and statistics. While no ethical school can guarantee employment of every graduate, the college prides itself not only on the quality of the educational experience provided, but also on the level of effort expended by the Career Services Department to assure the greatest placement opportunity for all.

Job Search Assistance
The Career Services staff is available to provide one-on-one job search assistance to active students and graduates. Individualized assistance is available for:

- Setting or revising career and job search goals
- Finding additional sources of job leads
- Debriefing of employment interviews

The Career Services Department also provides encouragement and support to each graduate throughout the job search process.

Graduate Employment Opportunities
The Career Services staff maintains a data base and records on:

- Employers who hire Pioneer Pacific College graduates on a regular basis
- Employers who hire our graduates occasionally
- Employers who have expressed an interest in hiring our graduates in the past
From these contacts, the Career Services staff works with company and agency recruiters to facilitate interviews for graduates.

CAREER SERVICE DEPARTMENT
OFFICE HOURS:

Monday through Friday
8:00 AM to 5:00 PM
(Hours subject to change without notice)
SIGNATURE FORM #1
Pioneer Pacific College Consent for Invasive Procedures

As a student of Pioneer Pacific College, I hereby consent to participate in select invasive procedures during the campus lab experience.

Procedures that can be performed:

2. Intravenous (IV) Catheter Insertion
3. Injections
5. Refuse Consent - Initial this box: □

I UNDERSTAND AND HEREBY EXPRESSLY ACKNOWLEDGE that, as part of the instruction that I am to receive at Pioneer Pacific College that I may be asked to perform any of the procedures listed above on another student, or that another student may be asked to practice any of the above procedures on me. Further, I understand and hereby expressly acknowledge that these activities might, under some circumstances, pose certain serious health related risks and dangers about which I have been advised.

I HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the College, its officers, agents, servants, employees, assigns, or successors, or students of Pioneer Pacific College from any and all liability, claims, demands, actions or causes of action arising out of any damage, loss or injury to my person or my property or resulting in my death, while enrolled in Pioneer Pacific College and participating in the activities contemplated by this RELEASE, whether such loss, damage, or injury is caused by the negligence of Pioneer Pacific College, its officers, agents, servants, employees, assigns, or successors, or students of Pioneer Pacific College or from some other cause.

I HAVE READ AND VOLUNTARILY SIGN THE RELEASE AND WAIVER OF LIABILITY, and further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made.

I FURTHER UNDERSTAND that I may decline participation in any procedure without penalty at any time. Consent to participate will allow me to perform select invasive procedures on another member of the class and/or he or she may also perform those skills on me. All skills will be performed under the direct supervision of a Pioneer Pacific College Registered Radiology Faculty Member.

_____________________________ _______________________________
Printed Student Name    Date

_____________________________ _______________________________
Student Signature

*This document will be placed in the student’s program file for reference.
SIGNATURE FORM #2

Radiology Program Student Handbook
and
Pioneer Pacific College Course Catalog Including Addendums
Acknowledgement Form

Name (please print): ________________________________ Date: __________________

Radiology Program Student Handbook. I have received the Radiology Program Student Handbook and agree to abide by the policies therein.

Signature: ________________________________

Pioneer Pacific College Student Handbook. I have received the Student Handbook and agree to abide by the policies therein.

Signature: ________________________________

Pioneer Pacific College Course Catalog and Addendums. I have received the Pioneer Pacific College Catalog and Addendums and agree to abide by the policies therein.

Signature: ________________________________

By signing the Radiology Program Student Handbook and Pioneer Pacific College Catalog Acknowledgements Form you are acknowledging that you have read and understand the material contained therein. This form is to be turned into the Radiology Program Director by the end of the first week of the term start date.

Student Handbook Revised Date ________
Hepatitis B Vaccine Waiver

I understand that due to my exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus infection. Due to the risk of potential exposure, I have been given the opportunity by Pioneer Pacific College to be vaccinated with hepatitis B vaccine at no charge. I understand that by declining this vaccine, I will continue to be at risk of acquiring hepatitis B, a serious disease. By signing this waiver I am declining the hepatitis B vaccine with full understanding of the potential risks.

Signature _________________________________________________

Name____________________________________________________
(please print)

Campus: ________________________________

Date: _________________________________

SIGNATURE FORM #3
INTENT TO RESUME ATTENDANCE

Purpose: To notify a college official of a planned absence of up to 14 calendar days, but **not to exceed 25%** of the scheduled course hours.

Student Name: ___________________ Student ID: ________________
Location Site: ___________________ Program: ________________

Instructions for the student:
Fill in a date for **both** statements #1 and #2.
Sign below to confirm understanding of statement #3.

1. I am planning to be absent from school beginning on: ___________________

2. I will resume attending my classes on or before: ___________________

3. I understand if I do not return as scheduled, I will be withdrawn from school for non-attendance. I also understand that my cumulative absences cannot exceed 25% of the scheduled course hours.

______________________________ ______________________
Student Signature    Date

______________________________ ________________________
Program Director Signature   Date

PD Processing Instructions:
1. Make a note in CampusVue of the day you received this document from the student and the date the student will return to school.
2. Follow up to confirm the student has returned on the expected date
3. Give this form to the registrar for filing. Keep a copy for your records.
4. If student does not return as indicated, fill out an SCN to promptly withdraw the student
Declared Pregnancy Notice

The United States Nuclear Regulatory Commission (NRC) has issued guidelines to be followed regarding radiation exposure to the developing fetus. Should a student or employee become pregnant while employed or enrolled in the Radiology Program, she is under NO requirement to declare her pregnancy status to any individual associated with the program. Any female student/employee in the program who suspects or has confirmed she is pregnant has the option whether or not to inform the Program Director.

Confidential disclosure of pregnancy is strongly encouraged so appropriate precautionary procedures can be taken to protect the mother and fetus. Declaration of pregnancy must be submitted in writing to the Program Director. A letter of declaration of pregnancy can be found attached to: United States Nuclear Regulatory Commission’s Guide 8.13. Declaration of pregnancy can be withdrawn at any time.

Those who declare pregnancy will be counseled by the Program Director regarding safety precautions and methods to reduce radiation exposure. A secondary TLD badge will be issued and worn at the level of the waist whenever the student is in the clinical education area. Immediate measures will be employed to keep radiation exposure well below 0.5 REM during gestation period.

Failure to notify the Program Director immediately upon detection of pregnancy will result in a delay in implementing special radiation protection measures. The importance of strict radiation protection during pregnancy cannot be over emphasized.

I have read the above radiation protection notice, and understand the intent of the notice and agree to comply with the content of this notice. I have been instructed on the availability and location of the United States Nuclear Regulatory Commission’s Guide 8.13 regarding fetal exposure to radiation. If I become pregnant while enrolled or employed in the Radiology Program at Pioneer Pacific College, I understand that it is my choice whether or not I inform the Program Director. If I choose to disclose my pregnancy, I must do so in writing to the Program Director.

Signature                                      Print Name                                      Date
Technical Standards

Students enrolled in the Radiology Program must meet the following requirements to perform effectively in the educational activities of the program and in the medical imaging profession.

Pioneer Pacific College provides facilities and services for students with documented disabilities. Students should refer to the College Catalog and contact the Campus Director for further information.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXAMPLES OF REQUIRED ACTIVITIES</th>
</tr>
</thead>
</table>
| Critical Thinking | Critical thinking abilities sufficient for safe and appropriate clinical judgment and Situation awareness. | - Identify and manage cause effect relationships in clinical situations.  
- Evaluate radiographs to ascertain proper identification and diagnostic quality.  
- Select and use exposure factors, accessory devices and equipment appropriate for the patient, procedure and situation.  
- Assess patient’s condition and needs from a minimum distance of 20 feet.  
- Initiate proper emergency care protocols, including CPR, based on assessment data. |
| Interpersonal Behavioral and Social Skills | Interpersonal abilities to interact effectively with patients, families, and the healthcare team from diverse cultural, social, emotional and intellectual backgrounds. | - Establish rapport with patients, families and colleagues.  
- Maintain mature, sensitive, and effective relationships with patients and fellow workers (interpersonal skills).  
- Tolerate physically demanding workload.  
- Function effectively under stress.  
- Display compassion, professionalism, empathy, integrity, concern for others, and interest and motivation  
- Adaptability to changing environments (flexible schedules, emergency situations) |
<table>
<thead>
<tr>
<th>Category</th>
<th>Abilities to Perform</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Communication abilities to perform</td>
<td>Effectively use communication to gather relieve patient anxiety, gain patient cooperation, accomplish the procedure and manage emergency situations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Correctly read the patient’s medical chart and/or physician’s orders and procedure requisition.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtain pertinent patient history and legibly write patient history on requisition.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Document own actions and patient responses as indicated. Be able to verbally communicate by phone.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical and motor abilities sufficient to safely move the patient and equipment.</td>
<td>Assist all patients, according to individual needs and abilities, in moving, turning, transferring from transportation devices to the x-ray table, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Be able to push, pull and lift 50 pounds.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Push a stretcher and/or wheelchair without injury to self, patient, or others.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Push a mobile x-ray machine from one location to another, including turning corners, getting on and off an elevator, and manipulating it in a patient’s room.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective care.</td>
<td>Manually move the x-ray tube and position the tube at various angles at heights up to 6 feet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Correctly perform medical aseptic procedures such as filling a syringe, sterile tray set up, and surgical garb.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administer emergency care including CPR.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stand for period of time as long as 3 hours wearing lead apron and walking a distance of 5 miles during a normal work day.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory abilities sufficient to monitor and Assess patient needs, and provide a safe environment.</td>
<td>Hear patients and staff talk in a normal tone from a distance of 20 feet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hear monitor alarms, emergency signals and cries for help.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hear an individual speaking through a Phone receiver and respond appropriately</td>
</tr>
</tbody>
</table>

Technical Standards (2 of 4)
<table>
<thead>
<tr>
<th><strong>Communication</strong></th>
<th>Communication abilities to perform</th>
</tr>
</thead>
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<td>□ Be able to push, pull and lift 50 pounds.</td>
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<td>□ Push a stretcher and/or wheelchair without injury to self, patient, or others.</td>
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</tr>
<tr>
<td>□ Push a mobile x-ray machine from one location to another, including turning corners, getting on and off an elevator, and manipulating it in a patient’s room.</td>
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</table>

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<tr>
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<td></td>
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<tr>
<td>□ Correctly perform medical aseptic procedures such as filling a syringe, sterile tray set up, and surgical garb.</td>
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<td>□ Administer emergency care including CPR.</td>
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<td>□ Stand for period of time as long as 3 hours wearing lead apron and walking a distance of 5 miles during a normal work day.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hearing</strong></th>
<th>Auditory abilities sufficient to monitor and Assess patient needs, and provide a safe environment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Hear patients and staff talk in a normal tone from a distance of 20 feet.</td>
<td></td>
</tr>
<tr>
<td>□ Hear monitor alarms, emergency signals and cries for help.</td>
<td></td>
</tr>
<tr>
<td>□ Hear an individual speaking through a Phone receiver and respond appropriately.</td>
<td></td>
</tr>
</tbody>
</table>

Technical Standards (3 of 4)
<table>
<thead>
<tr>
<th>Visual</th>
<th>Visual abilities sufficient for observation and assessment for</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Visualize x-ray collimator centering light and identify its center.</td>
</tr>
<tr>
<td></td>
<td>□ Observe the patient to assess patient’s condition and/or needs from a distance of 20 feet.</td>
</tr>
<tr>
<td></td>
<td>□ Can differentiate various shades of gray as depicted on a radiographic image.</td>
</tr>
<tr>
<td></td>
<td>□ Can see numbers, letters, calibrations, etc. of varying sizes located on patient care and imaging equipment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tactile</th>
<th>Tactile ability sufficient to perform requirement patient assessment and equipment operation functions.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Perform palpation, tactile assessment, and manipulation of the body as required to produce diagnostic images.</td>
</tr>
<tr>
<td></td>
<td>□ Manipulate dials, buttons, and switches of various sizes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mental</th>
<th>Intellectual and emotional abilities sufficient for patient assessment, safe operation of equipment, performance of duties and care of patients.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Be able to mentally concentrate and focus attention, thoughts and efforts on patients and equipment to competently perform patient care and imaging procedures.</td>
</tr>
<tr>
<td></td>
<td>□ Be able to respond effectively to patient and imaging conditions and situations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Requirements</th>
<th>Physical and mental health sufficient enough to tolerate the rigors of the program and the healthcare environment.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Be able to tolerate risks and discomforts in the clinical setting that require special safety precautions, additional safety education and health risk monitoring (i.e. ionizing radiation, darkroom chemicals), working with sharps, chemicals, and infectious disease.</td>
</tr>
<tr>
<td></td>
<td>□ Be able to wear protective clothing, or gear such as masks, goggles, gloves and lead aprons.</td>
</tr>
</tbody>
</table>

Students with allergies and sensitivities, especially to latex and nitrile products, put themselves at risk of reaction in the healthcare environment. Students with allergies and sensitivities must inform the Program Director and Clinical Coordinator of any allergies and sensitivities so that every reasonable effort can be made to accommodate.
SIGNATURE FORM #5

Name: _________________________________________________________________

Please list allergies and sensitivities:
________________________________________________________________________
________________________________________________________________________

Please Technical Standard you feel may you may be limited in:
________________________________________________________________________
________________________________________________________________________

Magnetic Resonance Imaging (MRI) presents known safety with a very strong magnetic field that may be hazardous to individuals entering the MR environment if they have certain metallic, electronic, or mechanical implants, devices, or objects. Students are required to fill out this form BEFORE clinical rotation that may encounter an MRI Unit. Students will not be trained to operate the MR scanner but are given an opportunity to observe advanced modality imaging and occasionally assist technologist in transferring patients.

Have you had an injury to the eye involving a metallic object?  
Have you been injured by a metallic object or foreign body (BB, Bullet, shrapnel, etc.)?  
Have any other surgically implanted or metallic object in your body?  

Please list and describe any metal objects/devices.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The student must notify the Program Director if there is any change in his/her ability to meet the above physical requirements while enrolled in the Radiography Program.

I, ____________________________________________, have read and understand the requirements listed on this form.

(Print Name)  

(Signature)  (Date)

Faculty Signature: ___________________________  Date Reviewed: ________________