Diagnostic Imaging Department
Student Handbook
2019-2020

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Nursing and Allied Health Campus, Building B
1901 S. McColl Rd.
McAllen, Texas 78503
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The Student Handbook established by the Diagnostic Imaging Department does not conflict with the policies and procedures in effect for all students of South Texas College and/or the standards in effect for all NAH Program students, but may be more specific than those written in the South Texas College Catalog and/or the Division of Nursing & Allied Health Student Handbook.

Students are required to adhere to the Diagnostic Imaging Department Student Handbook, Division of Nursing & Allied Health Student Handbook and Code of Student Conduct upon admission to each respective program within the department.

Students enrolled in prerequisite introduction courses in any respective program within the Diagnostic Imaging Department and/or additional courses offered within the Department are required to adhere to the Division of Nursing & Allied Health Student Handbook and Code of Student Conduct.
MISSION STATEMENT AND DEPARTMENT OBJECTIVES

COMPREHENSIVE VISION, MISSION AND PHILOSOPHY STATEMENTS

Vision
Our vision is to educate and develop highly qualified technologists in the field of medical imaging in order to improve the health of patients within our communities.

In achieving our vision, the Diagnostic Imaging Department strives to:

• Demonstrate integrity in representation to communities of interest and the public in pursuit of educational excellence in the field of diagnostic imaging;
• Provide learning activities that promote the synthesis of theory, use of current technology, competent clinical practices and professional values within the diagnostic imaging discipline;
• Assure the Department’s organizational and administrative structure promotes and supports quality and effectiveness of the diagnostic imaging educational process;
• Develop a prepared workforce of highly qualified technologists to serve the public through community service and continuing education.

Mission Statement
The mission of the Diagnostic Imaging Department is to prepare individuals to excel in patient care, performance in diagnostic procedures, and become integral members of the health care team.

The Diagnostic Imaging Department aspires to attain our mission by:

• Maintaining high standards of excellence in education;
• Creating an environment in which the development of human potential is the highest priority;
• Offering equal opportunity for all qualified students;
• Providing service to the community and opportunity for lifelong learning;
• Recognizing the cultural, racial, and ethnic diversity of individuals and communities.

Philosophy
We value the art of innovation, creativity, and leadership in our pursuit to educate the future leaders of the diagnostic imaging community. The Diagnostic Imaging Department also values the use of modern information technology throughout the educational experience as a means of achieving our goals.

DEPARTMENT OBJECTIVES
The Diagnostic Imaging Department has adopted the following objectives for the programs and certificates offered within the department:

1. A thorough knowledge of As Low As Reasonably Achievable (ALARA) and safety in diagnostic imaging procedures to include the principles and concepts involving basic interactions of radiation and/or sound waves with matter and possible biological effects.
2. Knowledge and demonstration of practical application in the professional and technical aspects of patient care related to medical imaging procedures.
3. Skill in demonstrating respect for interpersonal relationships including moral and ethical responsibilities to increase effective communication and empathy for the patient.
4. Provision of an understanding of the goals, philosophies and organization of the Diagnostic Imaging Department, affiliate medical imaging departments and an appreciation of the career in diagnostic imaging through knowledge of medical history as well as the evolution of the diagnostic imaging field and its professional organizations.

5. Proficiency in comprehending the principles of the various modalities of imaging available to the profession and recognizing the common factors in the production of a diagnostic image regardless of the imaging system used.

6. Skill in all types of diagnostic imaging, maintain and/or troubleshoot malfunctions in processing systems, evaluate diagnostic images for the presence of artifacts and the ability to correct or compensate for processing errors.

7. Proficiency in applying the principles of structure and function within the human body, comprehensive study of physiology of the various systems, and the ability to correlate the anatomy from a topographic and sectional standpoint.

8. Ability to comprehend medical terminology, follow directions, and communicate effectively with others.

9. Understanding of disease entities and their influence on diagnostic techniques, enabling the student to produce optimal diagnostic images and ensure effective care to the patient.

10. Familiarization with routine diagnostic procedures and supplementary techniques such as ultrasound, computerized tomography, angiography, nuclear medicine, radiation therapy, magnetic resonance imaging, cardiovascular angiography and mammography.


12. Assure that both clinical and didactic education relates to practice needs, prepare competent technologists and foster mutual appreciation and collaboration among the health professions.
RADIOLOGIC TECHNOLOGY PROGRAM, ASSOCIATE OF APPLIED SCIENCE DEGREE

RADIOLOGIC TECHNOLOGY PROGRAM DRESS CODE
As representatives of the STC Radiologic Technology Program as well as the profession of radiology, students are expected to maintain a professional appearance and adhere to the following dress code during program hours and additional program related activities. This dress code must be followed at all times during class and clinic hours and at all times while on campus. This includes before and after class, while in the library, CLE, computer lab, during class/lab breaks, lab sessions, meetings, program events, etc. unless otherwise stated by the course instructor. Students are also required to adhere to the dress code for all program related activities off campus to include required attendance to clinical sites outside of program hours, clinical clearance procedures, clinical affiliate luncheons/dinners, career days, health fairs, college events, etc. unless otherwise stated by the course instructor. Failure to adhere to the established dress code is considered noncompliant and unprofessional behavior.

Should a student not satisfy any segment of the program dress code requirements while in class or the clinical setting, he or she will be immediately dismissed until compliance is established. The dismissal will result in a documented absence for the day.

Program Uniform:
• Students are required to purchase Cherokee brand, pewter gray scrub tops and bottoms. Due to the variety in the shades of grays with other manufacturers, students will only be allowed to wear this brand and scrub color.
• The style of top and bottom are of the students choosing (V-neck, tie back, pockets, etc.); however, the scrubs must be solid pewter. The scrubs may not have any additional colors, patterns, or contrast stitching.
• Students are required to have the STC Radiologic Technology Program patch sewn on the left shoulder of their scrub tops.
• Students will have the option to wear undershirts under their scrub tops. Undershirts must be solid black and may be either short or long-sleeved. These undershirts may be worn in the event that the student finds it cold in the classroom or clinical site.
• Students will need to purchase one long-sleeved white lab coat with the program patch sewn on the left shoulder. Students will have the option to wear lab coats in both the classroom and clinical setting; however, there will be occasions that will require the wearing of a lab coat, so each student will need to have at least one. The lab coat may be either jacket length or full length. Lab coats must be purchased at any location as long as they adhere to program guidelines. Lab coats must be clean, pressed and presentable for all occasions.
• Students are not permitted to wear sweaters or jackets in the clinical/practicum site at any time. In times of cold weather, students may wear their personal sweaters/jackets as they leave their vehicles and enter the clinical affiliate; however, they must be removed once the student has entered the building.
• Students are permitted to wear outerwear such as sweaters and/or jackets over their scrubs in the classroom only. All outerwear must be solid in color, free from logos/prints and reflect a professional demeanor. Pullover sweaters that cover the scrub tops are not permitted.
• Students are to arrive and depart from the clinical/practicum site and the classroom in full uniform.
• At no time are students allowed to arrive at the clinical/practicum site in street clothes or change into street clothes upon departure from a clinical site.
• The program uniform is not to be worn as personal attire in public. Discretion should also be used when wearing the uniform during lunch and/or after class or clinic.

Footwear:
• Footwear will be of the students choosing, but must adhere to certain guidelines. All footwear worn must be completely black without any additional colors present on the shoe. The entire foot must be covered by the footwear, including toes and heels (e.g., a nursing shoe with a heel-strap is unacceptable). Acceptable footwear includes nursing or athletic-type shoes. Cloth-covered footwear will not be permitted due to the permeability of the fabric.
• Shoes and laces must be kept clean at all times and in presentable condition. Shoe laces must remain tied.
• Socks must be worn with shoes at all times and must be completely black without any additional colors. The socks may be ankle or crew length.

Hair/Facial Hair:
• Hair must be clean and well groomed. Hair that is collar length or longer must be neatly pulled back and secured to the head. Hair must remain off of the shoulders and back. Hair or bangs that fall in the eyes or hang in front of the face must be pinned up securely. This applies to both males and females.
• Unnatural hair colors or extreme styles are not permitted.
• Hair accessories must be conservative, free from ornamentation and/or excessive size. Large bows, scarves, bandanas, barrettes/clips/headbands with rhinestones, and additional large hair accessories are not acceptable. Hair accessories must also be neutral in color to include black, white, beige, gray, or brown. Additional colors are not acceptable.
• Males must be clean-shaven on a daily basis. If males have a beard, mustache and/or goatee, they must be neatly trimmed close to the face. Facial hair must be neatly groomed and shaped so that hair does not extend into the mouth and/or neck.

Jewelry/Tattoos:
• No jewelry is permitted with the exception of one wristwatch. Wearable technology is not permitted.
• Students who have visible tattoos on their arms or wrists are required to have them covered at all times. Visible tattoos located on other areas of the body may also need to be covered if stipulated by the diagnostic imaging faculty and/or clinical facility. The tattoos may be covered by the wearing of a bandage, undershirt or by the wearing of a lab coat. This applies in both the classroom as well as the clinical site.

Student Identification/Radiation Dosimeters:
• A picture identification, which is provided by the college to the student at no charge, is required to be worn on collar or chest area at all times during all clinical and practicum sessions. This picture identification must be free of stickers, pins, etc. If additional picture identification is required, the student must obtain one from student services. A fee for additional picture identifications is required and the student will be responsible for this cost.
• Student IDs are to be worn on the V-neck of the scrub top, front pocket, or lapel of the lab coat. ID holders must be conservative and will require approval by the course instructor. Students are not permitted to wear lanyards at any time.
• Students will receive a personnel radiation dosimeter on a monthly basis that must be worn at all times, without exception. Each dosimeter will include the student’s name and must be worn by that student only. The dosimeters are to be worn consistently on the collar of the uniform at thyroid level and must remain in the same location at all times. It is unacceptable for the radiation dosimeter to be worn at any other area of the body (such as the V-neck of the scrub top) as this may alter the ability of the dosimeter to provide an accurate reading.

Additional Requirements:
• It is mandatory that students purchase two (2) sets of initialed lead markers and have the markers with them at all times. If a student misplaces or loses one or both sets of markers, the diagnostic imaging faculty must be notified immediately so that new ones may be ordered. Due to the length of time that is required to receive the markers once they are ordered, the diagnostic imaging faculty will provide markers to the student until the initialed set of markers arrive. The cost of the markers will be the responsibility of the student. At no time are students permitted to be in the clinical/practicum site without markers unless instructed by the diagnostic imaging faculty.
• Students must have their clinical binders and pocket positioning books at all times during each clinical/practicum session.
• Good oral hygiene and clean bodies free of odor are essential.
• Cosmetics should be applied discreetly.
• Perfume, cologne or odor due to smoking is not permitted.
• Caps, hats, or sunglasses may not be worn at any time in the classroom or clinical site.
• Nails must be trimmed short and not extend beyond the tip of the finger. Nails must be free of polish. Absolutely no acrylic or artificial nails permitted.

RADIATION DOSIMETERS
The radiation dosimeter that is issued to each student is of vital importance as a radiology student. The dosimeter is considered part of the appropriate dress code and will be treated with great care. The radiation dosimeter is provided for the student’s protection by monitoring radiation exposure rates. The dosimeter does not protect the student from ionizing radiation; it is a device that measures the amount of radiation a person received. The material located in the dosimeter is extremely sensitive and will provide an inaccurate reading if exposed to excessive heat, humidity or wetness. The dosimeters are sent off monthly to the dosimetry company for determination of the dose that was received during a specific time frame.

Due to the vital importance of the radiation protection for the students and the role of the dosimeter in measuring radiation exposure, the following regulations are in effect:
• During all clinical/practicum and classroom hours, students must wear a current radiation dosimeter.
• Under no circumstances is a student permitted to let anyone else wear his or her radiation dosimeter.
• Students arriving at the clinical/practicum site or classroom without their radiation dosimeters will be dismissed immediately and will be marked as absent for the day.
• If a radiation dosimeter is lost, stolen, damaged, or becomes otherwise unable to monitor radiation dose, the course instructor must be contacted immediately. The student will not be allowed to attend clinical/practicum site until a new dosimeter is obtained from the radiation dosimetry company. It will be the responsibility of the student to obtain a new radiation dosimeter from the faculty, and incur any costs that the company may charge. The
dosimeter may be sent by overnight mail and it is the student’s responsibility to incur the fees involved with this service.

**Radiation Dosimeter Exchange**

Radiation dosimeters must be changed by the last day of every month. It is the responsibility of the student to obtain a new radiation dosimeter from the diagnostic imaging faculty each month. If the first of the month falls on a clinic day, weekend, or holiday, the student must obtain the new dosimeter prior to this time during class hours.

- Students are to obtain dosimeters during classroom hours prior to the assigned time each month. At this time, the used dosimeters will be collected as well. A new dosimeter will not be issued if the student does not have the used dosimeter.
- Should a student be absent on the day of the radiation dosimeter exchange, he or she will be responsible for obtaining a current dosimeter from the diagnostic imaging faculty during the following class session.
- An overdue radiation dosimeter is considered unacceptable and will be treated in the same manner as if the student did not wear the dosimeter at all. If the student does not have an up-to-date radiation dosimeter at the clinical/practicum site or classroom, he/she will be dismissed immediately and will be marked as absent for the day.

**Radiation Dose**

- The maximum permissible dose that a radiology student may receive in one year is .1 rem (100 mrem). If an individual student’s radiation dosimeter reading is excessive (but below the annual limit), the diagnostic imaging faculty will review the report with the student to identify the probable cause of the reading. If improvement is not noted by the subsequent month, the student may be removed from clinical/practicum and counseled as how to further reduce their radiation exposure readings.
- Students who receive a reading that is excessive in nature and can be traced back to a specific incident unrelated to radiology will need to report and document the incident to the diagnostic imaging faculty immediately. Faculty will contact the dosimeter company and request to have the dosimetry report altered accordingly if required. Any associated expenses will be the sole responsibility of the student.
- An unusually high reading on a radiation dosimeter due to exposure in the clinical site may result in the removal of the student from the clinical/practicum site until the source of the problem can be traced.
- Fluoroscopy, special procedures and portable radiography are the highest sources of radiation exposure. The radiation dosimeter must be worn outside of the protective apron at the thyroid level during these examinations.
- If a dose exceeds the annual limit for any reason, the student will not be allowed to attend the clinical site until the report can be altered (if due to an incident not related to radiology) or the cause of such excessive exposure can be determined. This may jeopardize the student’s continuance in the program.

**Radiation Dosimetry Report**

- Each student must initial the radiation dosimetry report as it arrives. The reports arrive monthly and it is the responsibility of the student to view and initial all reports in a timely fashion. When the report arrives, it will be given to each student for review of his/her exposure readings. If the student is not present for class when the report arrives, he/she is responsible for initialing the report, which will be located in the office of the diagnostic imaging faculty. All radiology students are required to initial each monthly report.
RADIATION SAFETY

Ionizing radiation is capable of producing biological effects within the human body. It is assumed that any radiation dose, no matter how small, could produce some effect. The protection of the health and welfare of each member of the faculty, staff, student body and general public is of primary importance to the Diagnostic Imaging Department. Rules and procedures promulgated for use within the Department shall comply with the regulations and requirements for the federal and state agencies that license and regulate radiation sources and uses.

Although the use of radiation sources is governed by complex regulations and license conditions, the knowledge and performance required of individual radiation users is readily comprehended and accomplished. It is the responsibility of each individual who works with sources of ionizing radiation to know and follow the policies and procedures promulgated by the Diagnostic Imaging Department Radiation Safety Committee and administered by the Radiation Safety Officer.

Radiation Safety Committee

- The Radiation Safety Committee has the responsibility for the safe use of ionizing radiation, for educational purposes only, by South Texas College personnel. Membership on the committee is composed of all Diagnostic Imaging Department personnel, Radiation Safety Officer, Nursing & Allied Health Division Dean, Director of Operations and Maintenance and a radiation physicist.
- The Radiation Safety Committee develops guidelines and procedures that are to be followed by all radiation users. The purpose of these guidelines is to provide guidance on the special requirements for the program x-ray units that are to be used solely for educational purposes.

Radiation Safety Officer (RSO)

The RSO is responsible for the safe operation of the x-ray equipment located at South Texas College, The Ramiro R. Casso Nursing & Allied Health Campus (NAHC) Building B, 1901 S. McColl Road, McAllen, TX 78503. Responsibilities include the following:

- Ensure that all x-ray equipment is registered with the Texas Department of State Health Services, Bureau of Radiation Control.
- Ensure that all personnel operating the x-ray unit have completed radiation safety training. This includes instruction in safe operating procedures. Students in the Radiologic Technology Program are given radiation safety training the first semester by fully qualified, ARRT registered radiographers.
- Ensure that written safety rules, to include those contained in this handbook, are provided to all personnel who operate the equipment.
- Ensure that all personnel who operate the equipment wear the appropriate radiation monitoring devices.
- Ensure that the RSO is notified of any changes in the equipment, facility or personnel operating the equipment.
- Ensure that faculty is credentialed to operate x-ray equipment.

Radiation Safety Training

All faculty and students who work with x-ray equipment must complete radiation safety training. All faculty have graduated from approved programs in Radiologic Technology. Faculty also review current radiation policies and procedures prior to the start of each semester. Students are given radiation safety training the first semester they are enrolled in the Radiologic Technology Program. Students learn about radiation safety in each of their didactic courses within the program. Students also have instruction on dosimetry during the first several weeks of training.
Whole body dosimeters are provided to each student, dosimetry reports are reviewed with the students and students are required to sign each report for verification purposes.

**Responsibilities of Radiation Workers**
Those who work with x-ray producing devices, both faculty and students, are responsible for:
- Following safe operating procedures for the use of x-ray equipment.
- Observing the rules/guidelines presented for the safe use of x-ray equipment.
- Notifying the RSO of any defects or deficiencies in x-ray equipment, procedures or facilities.

**ALARA Principle**
The Diagnostic Imaging Department is committed to an effective radiation protection program to eliminate unnecessary exposures to radiation and to reduce all exposures to levels that are as low as reasonably achievable (ALARA). Although occupational radiation doses in the Diagnostic Imaging Department are very low and current occupational limits provide a very low risk of injury, the ALARA principle is used at all times for sound radiation safety planning, practice and commitment to protecting personnel.

**Personnel Radiation Dosimeters**
All diagnostic imaging personnel who have the potential of receiving greater than 10% of the maximum occupational dose limit must wear a personnel radiation dosimeter. The purpose of the dosimeter is to measure the amount of radiation exposure that is received by an individual. Both faculty and students are required to wear radiation dosimeters.
- Students exposed to ionizing radiation are required to wear radiation dosimeters at all times in the clinical education setting and classroom throughout the educational experience. The diagnostic imaging faculty supervises the ordering, distribution and collection of the personnel monitoring devices on a monthly basis.
- Whole-body radiation dosimeters must be worn at the collar level. Declared pregnant radiation workers may be asked to wear an additional “fetal” radiation monitoring device, which will be worn on the waist. When a lead apron or thyroid shield is worn, the monitoring device must be worn on the outside of the protective device on the collar. The radiation dosimeters are to be worn during program hours only and are not to be worn during non-occupational exposures such as medical or dental x-ray procedures.
- Students who become pregnant during the program are required to declare their pregnancy immediately to the course instructor and department chair so that a fetal dosimeter can be ordered for the student. The diagnostic imaging faculty will not assume additional responsibility for the student or the fetus if the pregnancy is not declared. Proper declaration requires documentation in writing of the pregnancy to include approximate inception date and date of delivery.
- When not in use, radiation dosimeters must be stored in an area where they will not be exposed to ionizing radiation above background levels. Radiation dosimeters must not be deliberately exposed to radiation or mishandled in any way.

**TDSHS Inspections**
All licensed radiology activities are subject to inspection by the Texas Department of State Health Services (TDSHS), Bureau of Radiation Control. Inspections may be announced or unannounced and will be conducted as deemed necessary by the TDSHS.
Radiation Emergency Contact Information

Radiation Safety Officer: Crystal Bird
Office: (956) 872-3101
Cell: (956) 739-6676

STC Director of Operations & Maintenance: George McCaleb
Office: (956) 872-8396

Emergency telephone numbers should be available to everyone who works in the x-ray labs posted outside the labs.

Posting Requirements
Each lab area where fixed diagnostic x-ray devices are located will be conspicuously posted with:

1. A sign bearing the radiation symbol and the words or similar words:
   “CAUTION: X-RAY EQUIPMENT”
2. Emergency phone numbers
3. A sign with the following words or similar words: “Caution: If you are pregnant or think you are pregnant, please inform the technologist before x-rays are taken” must be conspicuously posted outside of the lab area.

Classroom Radiographic Equipment Usage
The following rules are intended to protect operators from exposure to ionizing radiation.

- Stationary Units:
  o The workers must stand behind the protective barrier at the controls during all exposures.
  o Access to the x-ray room should be secured during all exposures.

- The control panel must contain the following legible and accessible warning statements:
  o “CAUTION: this equipment produces radiation when energized, and is to be operated only by qualified personnel”
  o Diagnostic Units Only: “WARNING”: This x-ray unit may be dangerous to patient and operator unless safe exposure factors and operating conditions are observed

CLINICAL COMPETENCY REQUIREMENTS
The American Registry of Radiologic Technologists (ARRT) requires that a specific number of core clinical competencies be successfully completed in order to establish eligibility for ARRT certification. There are 37 mandatory radiologic procedures and 34 elective radiologic procedures. Students must demonstrate competency in all 37 mandatory procedures. These procedures should be performed on patients; however, up to 8 mandatory procedures may be simulated throughout the program if demonstration on patients is not feasible. The ARRT also mandates that students demonstrate competency in at least 15 of the 34 elective radiologic procedures. Electives may be demonstrated on patients, phantoms or as simulations. There is no limit for simulations on elective procedures. The 37 mandatory procedures combined with the 15 elective procedures total 52 procedures the student must complete during the two-year clinical experience.
The competencies must be completed as required by the program, without exception. Once an examination is performed for a competency, it is checked off the ARRT clinical competency requirement list, and it may not be used as a competency again.

**ARRT RADIOGRAPHY CERTIFICATION**
Certification is the initial recognition of an individual who satisfies certain standards within a profession. Employers, state licensing agencies, and federal regulators look at the American Registry of Radiologic Technologists (ARRT) credential as an indication that a person has met a recognized national standard for medical imaging, interventional procedures, and radiation therapy professionals. Students are required to complete the application for the ARRT Radiography Certification prior to graduation as mandated by the diagnostic imaging faculty.

Eligibility and educational requirements for certification details can be found in the Radiography Certification Handbook at [https://www.arrt.org/pdfs/Disciplines/Handbooks/Handbook.pdf](https://www.arrt.org/pdfs/Disciplines/Handbooks/Handbook.pdf)


The ARRT Standards of Ethics can be found at [https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf](https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf)

Candidates may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program. The pre-application can be found at [https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf](https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf).
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM DRESS CODE

As representatives of the STC Diagnostic Medical Sonography Program as well as the profession of sonography, students are expected to maintain a professional appearance and adhere to the following dress code during program hours and additional program related activities. This dress code must be followed at all times during class and clinic hours and at all times while on campus. This includes before and after class, while in the library, CLE, computer lab, during class/lab breaks, lab sessions, meetings, program events, etc. unless otherwise stated by the course instructor.

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- Students will have the option to wear undershirts under their scrub tops. Undershirts must be solid black and may be either short or long-sleeved. These undershirts may be worn in the event that the student finds it cold in the classroom or clinical site.
- Students will need to purchase one long-sleeved white lab coat with the program patch sewn on the left shoulder. Students will have the option to wear lab coats both in the classroom or clinical setting; however, there will be occasions that will require the wearing of a lab coat, so each student will need to have at least one. The lab coat may be either jacket length or full length. Lab coats may be purchased at any location as long as they adhere to program guidelines. Lab coats must be clean, pressed and presentable for all occasions.
- Students are not permitted to wear sweaters or jackets in the clinical/practicum site at any time. In times of cold weather, students may wear their personal sweaters/jackets as they leave their vehicles and enter the clinical affiliate; however, they must be removed once the student has entered the building.
- Students are permitted to wear sweaters and/or jackets over their scrubs in the sonography classroom only. All outerwear must be solid in color, free from logos/prints and reflect a professional demeanor. Pullover sweaters that cover the scrub tops are not permitted.
- Students are to arrive and depart from the clinical/practicum site and the classroom in full uniform.
• At no time are students allowed to arrive at the clinical/practicum site in street clothes or change into street clothes upon departure from a clinical site.
• The program uniform is not to be worn as personal attire in public. Discretion should also be used when wearing the uniform during lunch and/or after class or clinic.

Footwear:
• Footwear will be of the students choosing, but must adhere to certain guidelines. All footwear worn must be completely black without any additional colors present on the shoe. The entire foot must be covered by the footwear, including toes and heels (e.g., a nursing shoe with a heel-strap is unacceptable). Acceptable footwear includes nursing or athletic-type shoes. Cloth-covered footwear will not be permitted due to the permeability of the fabric.
• Shoes and laces must be kept clean at all times and in presentable condition. Shoe laces must remain tied.
• Socks must be worn with shoes at all times and must be completely black without any additional colors. The socks may be ankle or crew length.

Hair/Facial Hair:
• Hair must be clean and well groomed. Hair that is collar length or longer must be neatly pulled back and secured to the head. Hair must remain off of the shoulders and back. Hair or bangs that fall in the eyes or hang in front of the face must be pinned up securely. This applies to both males and females.
• Unnatural hair colors or extreme styles are not permitted.
• Hair accessories must be conservative, free from ornamentation and/or excessive size. Large bows, scarves, bandanas, barrettes/clips/headbands with rhinestones, and large hair accessories are not acceptable. Hair accessories must also be neutral in color to include black, white, beige, gray, or brown. Additional colors are not acceptable.
• Males must be clean-shaven on a daily basis. If males have a beard, mustache and/or goatee, they must be neatly trimmed close to the face. Facial hair must be neatly groomed and shaped so that hair does not extend into the mouth and/or neck.

Jewelry/Tattoos:
• No jewelry is permitted with the exception of one wrist watch. Wearable technology is not permitted.
• Students who have visible tattoos on their arms or wrists are required to have them covered at all times. Visible tattoos located on other areas of the body may also need to be covered if stipulated by the diagnostic imaging faculty and/or clinical facility. The tattoos may be covered by the wearing of a bandage, undershirt or by the wearing of a lab coat. This applies both in the classroom as well as the clinical site.

Student Identification:
• A picture identification, which is provided by the college to the student at no charge, is required to be worn on collar or chest area at all times during all clinical and practicum sessions. This picture identification must be free of stickers, pins, etc. If additional picture identification is required, the student must obtain one from student services. A fee for additional picture identifications is required and the student will be responsible for this cost.
• Student IDs are to be worn on the V-neck of the scrub top, front pocket, or lapel of the lab coat. ID holders must be conservative and will require approval by the course instructor. Students are not permitted to wear lanyards at any time.
Additional Requirements:
- Students must have their clinical binders at all times during each clinical/practicum session. The clinical binders must be located in an area easily accessible to course instructors upon arrival.
- Good oral hygiene and clean bodies free of odor are essential.
- Cosmetics should be applied discreetly.
- Perfume, cologne or odor due to smoking is not permitted.
- Caps, hats, or sunglasses may not be worn at any time in the classroom or clinical site.
- Nails must be trimmed short and not extend beyond the tip of the finger. Nails must be free of polish. Absolutely no acrylic or artificial nails permitted.

CLINICAL COMPETENCY REQUIREMENTS
The Diagnostic Medical Sonography Program requires that a specific number of clinical competencies be successfully completed per semester. The competencies must be completed as required by the program, without exception.

ARDMS SONOGRAPHY CERTIFICATION
Certification is the initial recognition of an individual who satisfies certain standards within a profession. Employers, state licensing agencies, and federal regulators look at the American Registry of Diagnostic Medical Sonography (ARDMS) credentials as an indication that a person has met a recognized national standard for sonographic medical imaging.

The ARDMS administers examinations and awards many credentials in numerous specialty areas of ultrasound. The Diagnostic Medical Sonography Program prepares individuals in obtaining the Registered Diagnostic Medical Sonographer (RDMS) credential. Obtaining the RDMS credential requires candidates to pass the Sonography Principles and Instrumentation (SPI) Physics examination and one corresponding specialty examination. The DMS Program prepares students for both the Abdomen (AB) and Obstetrics & Gynecology (OB/GYN) specialty examinations. The SPI examination must be taken during the spring semester prior to graduation at the time mandated by the diagnostic imaging faculty. The AB and/or OB/GYN specialty examination must be taken within 6 weeks from the date of graduation.

The Prerequisite Requirements for ARDMS Credentialing may be found online at https://www.ardms.org/thank-you-for-requesting-your-ardms-prerequisites-guide/

The ARDMS Compliance Policies may be found online at http://www.ardms.org/Compliance/ARDMS_Compliance_Policies.pdf

Details for self-reporting documentation requirements may be found at http://www.ardms.org/Discover-ARDMS/compliance/Pages/default.aspx

For information regarding the Pre-Application Review process or to start the process, download the ARDMS Pre-Application Request at http://www.ardms.org/Compliance/Pre-application_Criminal.pdf
GENERAL STUDENT STANDARDS

GRADE REQUIREMENTS
Students who participate in any program within the Diagnostic Imaging Department must adhere to the following grade requirements for all didactic and clinical/practicum courses for each respective program. This grading scale applies to all program specific courses (e.g., all courses with the four letter course codes that represent each respective program, such as RADR or DMSO). This grading scale does not apply to STC general education courses that may be included in the program curriculum.

- **Didactic Courses**: All program specific didactic courses must be completed with a letter grade of a “C” or above for successful completion. Students who receive below a “C” in ANY didactic course will be ineligible to continue to the next level in the program.

- **Clinical and Practicum Courses**: All program specific clinical and/or practicum courses must be completed with a letter grade of a “B” or above for successful completion. Students who receive below a “B” in ANY clinical and/or practicum course will be ineligible to continue to the next level in the program.

Grades are recorded in decimal format. The Diagnostic Imaging Department does not round up decimal points to the next highest whole number (e.g., a 79.9% will not be rounded up to an 80.0%).

EMAIL
Use of email is the official communication tool for Nursing & Allied Health students. Students are required to have active college email (JagMail) accounts as this will be the primary source of communication. Students are expected to check their JagMail daily or at least several times per week for important announcements or requests from the Dean, Program Chair, course instructors, or additional college personnel.

**Email Etiquette**: Students are responsible for using proper etiquette when sending emails. Proper etiquette includes, but is not limited to:

- **Be clear in your subject line**: Always fill in the subject field with a brief and concise description of the content of your email. Do not leave the subject line blank. This is very important in helping the recipient identify the topic and purpose of your email.

- **Begin and end emails properly**: Begin your email by typing the proper name of the person you are addressing and end the email by typing your name. Many times an email address does not correspond to the sender’s name; therefore it is important to sign your email by stating your first and last name.

- **Do not write in all CAPITALS**: Writing in all capitals can convey that you are shouting in your message. Consider other ways to get your message across while conveying its importance. Using all capitals can be annoying and trigger an unintended response.

- **Do not use shortcuts to real words or slang**: Do not use shortcuts for words that may be used in text messages, such as "4 u" (instead of "for you") or "Gr8" (for great) in college related emails. Spell out words in their entirety and refrain from using slang language. The use of either has the potential to make your message appear unprofessional.

- **Write in proper English and use correct punctuation and grammar**: Capitalize the first word of the sentences and separate each paragraph appropriately. Use the spell check and proofread your emails prior to sending. Writing an email is no different than writing a college or business document. Students are expected to use proper English and follow appropriate grammar and punctuation rules.
• **Keep the email short and to the point:** Write concisely, so as to not overwhelm the recipient. The person reading your email should not have to read through several paragraphs in efforts to understand the significance of your message. You should state the purpose of the email within the first two sentences. Be clear, and be up front.

• **Remember that your email is a reflection of you:** Every email that you send adds to, or detracts from your reputation. If your email is scattered, disorganized, and filled with mistakes, this may have an effect of the reader's perception of you. Remember that you are a member of the health care profession, so attention to detail and maintaining high standards of professionalism is a must.

**CELL PHONES AND ELECTRONIC DEVICES**

**Clinical and Practicum Courses**

Students are not permitted to have cell phones and/or electronic devices in the building of a clinical site at any time. Students who choose to take their cell phones/electronic devices with them to clinic will be responsible for storing the item/s outside of the building of the medical facility. STC and/or the clinical affiliate will not be responsible for damaged or stolen property so it is advised to leave these items at home during scheduled clinical hours.

If a student is found to have a cell phone/electronic device in a clinical facility at any time, he/she will be immediately dismissed from the clinical site and receive an absence for the day.

Instructors reserve the right to ask students at any time to empty their pockets and/or personal belongings to check for any items not allowed in the clinical sites (cell phones, electronic devices, etc.).

**EMERGENCY MESSAGES**

In the event of a department emergency, it is the student’s responsibility to maintain accurate phone numbers, addresses, and email addresses with the Department Chair and course instructors so that the faculty will have the most current contact information for each student.

**COMPLIO COMPLIANCE**

Students enrolled in any NAH Program must meet the clinical requirements established by the Division of Nursing and Allied Health and are required to be compliant with all Complio documentation at all times. It will be the responsibility of the student to submit a documentation print out of Complio-compliance proof to the course instructor. Submission intervals of proper documentation will be at the discretion of the course instructor. Students who are found non-compliant at any point during the semester will be removed from their clinical site, will not be permitted to attend clinic until issue is resolved, will be marked absent for every day of noncompliance, and will be issued demerits for attending clinic while being deemed non-compliant.

**ATTENDANCE**

Classroom attendance is expected of all students and students are expected to be present and awake at all times for each entire class/lab and clinical session.

**Didactic Courses**

All didactic courses require 90% attendance for successful completion. Absences that extend beyond the allowed 10% will result in the student being dropped from the class. Extenuating circumstances
will be dealt with on an individual basis and will be at the discretion of the course instructor. Absences will be issued for:
- Missing a full day of class/lab
- An accumulation of three (3) tardies
- Tardiness of 15 minutes after the scheduled arrival time and/or returning from lunch or a break 15 minutes late
- Leaving prior to the scheduled class/lab departure time at any time

Absences will be issued for:
- Missing a full day of class/lab
- An accumulation of three (3) tardies
- Tardiness of 15 minutes after the scheduled arrival time and/or returning from lunch or a break 15 minutes late
- Leaving prior to the scheduled class/lab departure time at any time

Attendance is defined as physically being in class and awake at all times. A student who falls asleep in class will be asked to leave and will be counted as absent for that class period. This standard very much applies to video sessions.

Attendance includes being prepared for all didactic courses. Students are supplied a syllabus on the first week of class, which outlines course attendance requirements and necessary supplies. If a student fails to be prepared for class (e.g., books, calculators, lab manuals, etc.), the student will be dismissed until all missing items have been retrieved. The dismissal will result in a documented absence for the day. Students will be responsible for any information resulting from the absence.

Students are responsible for setting their watch and/or timepiece according to the clock used in the respective classroom or as instructed by the course instructor. Course instructors will not make exceptions for students who set their watches and/or timepieces at an alternate time.

**Clinical and Practicum Courses**

Students will be allowed a specific number of absences in each clinical and practicum course according to the total number of contact hours that are required; however, students will be required to make up all time that is missed. Extenuating circumstances will be dealt with on an individual basis and will be at the discretion of the course instructor. Absences will be issued for:
- Missing a full day of clinic
- An accumulation of three (3) tardies
- Tardiness of 15 minutes after the scheduled arrival time and/or returning from lunch or a break 15 minutes late
- Leaving the clinical site for any reason during assigned hours

The Attendance Standard for all clinical and practicum courses includes the following:
- Students are required to make up all absences. The dates, time, and duration of the make-up hours will be at the discretion of the course instructor. Absences must be made up in order to pass each course.
- Students exceeding the allowed number of absences will lose five (5) points from their final average grade for every absence above the allowed number for the semester.
- Students calling in absent for a clinical session are required to call-off with the clinical affiliate as well as with the diagnostic imaging faculty. Students are required to place the call to the diagnostic imaging faculty 30 minutes prior to scheduled clinical arrival time and relay the clinical site contact information.
- If an emergency situation arises that requires the student to leave the site before the assigned departure time, the student must either speak directly or leave a detailed voicemail with the course instructor/s before leaving the clinical site. The department supervisor and/or supervising technologist must also be notified.
- Students will also be given breaks during class, simulation sessions and clinical shifts that exceed 8 hours. Students are expected to return from each break on time. Students who return from a break 15 minutes late will be marked as absent for the day.
- Attendance includes being prepared for all didactic courses. Students are supplied a syllabus on the first week of class, which outlines course attendance requirements and necessary supplies. If a student fails to be prepared for class (e.g., books, calculators, lab manuals, etc.), the student will be dismissed until all missing items have been retrieved. This will result in a documented absence for the day.
- Students will be responsible for any information missed caused by an absence.

**EXCUSED ABSENCES**

An absence may be excused if it is due to one of the following circumstances:

- Personal illness/hospitalization
- Illness of a child of whom the student is the custodial parent/guardian
- Pregnancy and/or parenting related

In the event that a student is absent due to any of the previously mentioned circumstances, the student is required to notify the course instructor at least thirty (30) minutes prior to the class meeting time and will be required to provide a medical excuse from a physician’s office. The medical excuse will only be accepted if the physician’s office is in the United States, excuses from outside of the country will not be accepted.

If a medical condition requires a student to be absent more than the allowed absences for the semester, it is the responsibility of the student to contact and inform the course instructor/s and the Counseling and Student Disability Services Office of the occurrence. Extenuating circumstances will be considered by the course instructor, discussed with the student, and arrangements will be made by the course instructor if deemed appropriate. Course instructors reserve the right to verify the medical excuse provided by the student. If an excuse is not provided and/or the excuse is deemed invalid, an absence will be given for each day missed after the allowed absences for the semester, the student will not be allowed to make-up any missed assignments, and will receive a zero (0) for all missed assignments, no exceptions.

**PUNCTUALITY/TARDINESS**

Punctuality is of utmost importance both in the classroom and in the clinical setting. All program courses begin at a specific time and students are expected to be present at the onset of each class. A student is deemed tardy if he/she arrives past the class, lab or clinic start time to include the beginning of the scheduled time, after lunch or after a break.

Students are responsible for setting their watch and/or timepiece according to the clock used in the respective classroom/clinical setting or as instructed by the course instructor. Course instructors will not make exceptions for students who set their watches and/or timepieces at an alternate time.

- A student will be deemed as tardy if he/she arrives less than 15 minutes late from the scheduled arrival time and/or return from lunch or a break.
- An accumulation of three (3) tardies constitutes one (1) absence.
- Students must be physically present in the classroom or clinical setting at the designated arrival time or return from lunch/break or they will be marked as tardy.
- Students will be responsible for any information missed caused by tardiness.

**FUNERAL LEAVE**

A student shall be granted funeral leave due to a death in the student's family and may take a maximum of three consecutive calendar days, regardless of class schedule. Under this provision, a student's family is defined as the student's spouse, student's and spouse's parents, children, brothers, sisters, grandparents, and grandchildren only. Proper documentation will be required to be
submitted within three days of the student’s return from funeral leave. The dates on the submitted
documentation must correlate with the dates in which funeral leave was requested or the funeral
leave will not be granted. Submission of documentation that does not meet Department
requirements will result in unexcused absences to include all make up of clinical/practicum absences
and the inability to make up any missed work.

The make-up schedule for missed work during funeral leave will be at the discretion of the course
instructor/s. Students will be required to adhere to the stipulations of the given schedules, no
exceptions. Failure to comply to the schedule will result in a grade of a zero (0) for all missed work.
Any missed days passed the allowed three consecutive calendar days will count as an absence for
that day in each corresponding course. Students will not be granted the opportunity to make up any
missed work for absences that extend beyond the funeral leave.

PROGRAM READMISION
Students who have withdrawn or failed a course within a program may petition for readmission,
depending on the individual circumstance. The readmission standard is as follows:

- Students may request readmission into a program only once.
- Readmission is dependent upon availability of class openings.
- Students will be denied readmission if their withdrawal or dismissal from a course was due
to non-academic failure (i.e. unsafe practice, academic dishonesty, unethical behavior, etc.).
- Students must re-enter the program within one year to ensure continuity of learning and
mastery of required content. The Diagnostic Imaging Department Readmissions Committee
will determine readmission of students not returning within one year on a case-by-case basis
due to extenuating circumstances. The Department reserves the right to require a re-entering
student to initiate program sequence beginning with the first semester and/or repeat selected
program courses previously completed successfully. The Readmissions Committee will
determine on a case-by-case basis the best course of study to facilitate student success.
- Students petitioning for readmission must schedule an appointment with the Department
Chair to request a meeting with the Readmissions Committee. The student will be
responsible for submission of any requested documentation requested by the Committee by
the designated time frame.
- Students who are granted readmission are required to meet with the Committee and sign a
contract that will include the conditions of readmission. Should a student neglect to comply
with the stipulations of the contract, he or she will forfeit entrance and/or continuance into
the program and will be ineligible to reapply.
- Students who are not granted readmission may appeal this decision as stipulated in the
Division of Nursing & Allied Health Student Handbook.

CLASSROOM MANAGEMENT
Students are expected to adhere to each of the following classroom management standards when
interacting with others during class, lab or simulation sessions:

- **Respectful Classroom Behavior:** Students are expected to exhibit respectful behavior in the
classroom at all times. This includes respectful dialogue and conversation during classroom
discussions. Examples of respectful behavior includes, but is not limited to:
  - Using a respectful tone of voice when speaking to the instructor and/or other
    members of the class
  - Following instructions from your instructor quickly and without complaint
  - No teasing others or name calling
• Use of appropriate language at all times
• Being attentive to your instructor and fellow classmates when they are speaking
• Speaking one at a time
• Respecting the opinions of others, even if you do not agree
• Ending class discussions when instructed to do so by the course instructor

The classroom must be kept neat after each class session and students are responsible for picking up after themselves, which includes the use of the classroom lab. Students are to be respectful of the classroom furniture and take care of it at all times; at no time are students permitted to sit on the tables, put their feet up on desks and/or chairs, etc.

• **Definition of Classroom Disruption:** Classroom disruption is defined as behavior a reasonable person would view as likely, substantially, or repeatedly interfering with educational activities. Examples of classroom disruption includes, but is not limited to:
  o Constantly interrupting others
  o Repeated entering or leaving class
  o Making loud and/or disruptive noises
  o Swearing or use of inappropriate language
  o Using physical or verbal threats
  o Persistently speaking without being recognized
  o Having private conversations with others when the instructor or others are speaking

• **Food and Drinks in the Classroom:** Students are allowed to have beverages in the classroom during class sessions. Eating/snacking during class sessions is disruptive to others and is not permitted at any time. Eating in the classroom during lunch breaks will be at the discretion of the course instructor.

Violations of any of any of the classroom management standards or additional disruptive behavior will result in dismissal from class and a documented absence for the day.

**STUDENT EMPLOYMENT**
The Diagnostic Imaging Department recognizes that students may work while completing their course work. Students must realize that this may take away from valuable study time and may have a detrimental effect on academic and clinical performance.

Students who are employed in an assigned clinical site must notify the course instructor and program chair to determine if there is a conflict of interest. Each case will be evaluated on an individual basis. Students may be re-assigned to an alternate clinical site if deemed appropriate by the department faculty.

**COMMUNITY SERVICE/COLLEGE EVENTS**
Students in the RADT and DMS Programs are expected to participate in community service and/or college events as mandated by the Diagnostic Imaging Department faculty. Participation will include events that are scheduled both during and outside of scheduled program hours to include weekends.

**RELEASE OF STUDENT RECORDS**
Student records will be released at the discretion of the Diagnostic Imaging Department. Clinical documentation such as clinical competencies, competency lists, attendance rosters, examination logs, etc. that include confidential information, instructor signatures, or additional pertinent information that relate directly to the Department will not be released to the student. The
Department reserves the right not to release records to students who are under investigation until the investigation has been completed. The Department also reserves the right not to release academic records such as chapter examinations, quizzes, and assignments as deemed by the Department Chair and Faculty.

**BEHAVIOR EXPECTATIONS DURING OFF-CAMPUS EVENTS**

Students accepted into a program may participate in off-campus activities for fundraisers and other events. All off-campus activity locations are to be considered extensions of the South Texas College NAH campus. As such, students are expected to adhere to Diagnostic Imaging Department and NAH Division standards in order to ensure a safe environment. Expectations include appropriate attire and demeanor, punctuality, active participation, and adherence to safety standards with respect to care of self and care of environment. Additionally, students are expected to abide by all rules and regulations of the off-campus site. If patients are involved, students will respect the privacy and confidentiality of all health information as per federal law requirements (HIPAA).

**CRISIS, EXTREME WEATHER, OR SIGNIFICANT EVENT PROCEDURE**

In a crisis, extreme weather, or a significant event, students will be contacted via the RAVE Alert Emergency Notification system. This system provides students, faculty, and staff with important telephone, text, and email messages during a crisis, when the college is closed due to weather or other significant event. Students are automatically registered in the system.

During such events, classes will remain as scheduled unless students are notified through the RAVE system that the college is closed and classes are cancelled. Should driving conditions be questionable and/or unsafe, the student is responsible for notifying the course instructor if he or she is unable to attend class/clinic due to extenuating circumstances.

Students will be notified if the course instructor is unable to make it to class/clinic due to questionable and/or unsafe driving conditions if the college remains open. Students are to assume that classes are scheduled as planned in all other circumstances.
CLINICAL AND PRACTICUM STANDARDS

CLINICAL SITE AND TRAVEL EXPECTATIONS
Students involved in clinical education are required to provide their own transportation to and from assigned clinic sites during all clinical/practicum experiences. Current clinic sites range from Mission, Texas to Brownsville, Texas and include acute care/hospital facilities and ambulatory care/outpatient facilities.

Not all contracted facilities participate in every clinical/practicum course. Student placement is dependent on the facility's ability to accommodate a student as well as meet the identified clinical objectives for that course. Many of the clinical facilities are within reasonable driving distance from the Nursing and Allied Health Campus.

South Texas College and the Diagnostic Imaging Department do not provide housing and/or transportation to individual clinic sites.

ATTENDANCE VERIFICATION PROCEDURE
Students involved in clinical education will be required to verify attendance at the clinical affiliate. Each respective program within the department will utilize the attendance verification of choice that may include one or more of the following procedures:

Trajecsys System
Students are required to verify attendance electronically utilizing the Trajecsys system. Students are responsible for clocking in and out in a punctual manner according to course schedule. It is the students' responsibility to arrive to the clinical site in a timely manner to ensure computer availability in order to avoid tardiness and/or an absence. The Trajecsys website may only be accessed through the designated areas as deemed by the course instructor/s. Attendance roster reports from the Trajecsys System may be printed and are deemed as legal documents. As such, the following guidelines must be strictly adhered to:

- Students are only allowed to make entries under their own names. Students are not permitted to document information for another student at any time to include their name and/or time.
- Students must clock themselves in and out using accurate times. Students are not permitted to clock in or out at a fictitious or inaccurate time.
- Each entry will be verified and approved by the course instructor.
- Should a student neglect to clock themselves in or out, the course instructor has the authority to mark the student as tardy or absent for the day depending on the circumstance.
- If a correction is to be made to an attendance roster, please inform the course instructor.

Attendance Rosters
Students are required to log their name and arrival time in the attendance roster at each clinical facility. Students are required to sign in when they arrive at the clinical/practicum site and sign out at the scheduled departure time. Students are also required to sign in and out when they take their lunch break. The attendance roster is deemed a legal document. As such, the following guidelines must be strictly adhered to:

- Students are only allowed to make entries under their own names. Students are not permitted to document information for another student at any time to include their name and/or time.
• Students must sign themselves in and out using accurate times. Students are not permitted to log in or out at a fictitious or inaccurate time.
• Students are only permitted to document entries at the actual time of each occurrence. Students are not permitted to document more than one entry at a time (e.g., arriving at the clinical site at 8:00 a.m. and entering the time of arrival at 8:00 a.m. and the anticipated time of departure for lunch at 12:00 p.m.).
• Each entry must be verified and initialed by a member of the staff at the clinical affiliate at the time of each entry. It is the students’ responsibility to locate a member of the staff for verification each time they sign in and/or out.
• Should a student neglect to sign themselves in or out, or have a staff member verify an entry, the course instructor has the authority to mark the student as tardy or absent for the day depending on the circumstance.
• If a correction is to be made to an attendance roster, a single line must be placed through the altered information, and initialed by the student who has made this alteration. Any information on the attendance roster should not be deemed as having been altered or covered up in any manner.

Any deviation from the Attendance Verification Procedure, dishonest and/or altered documentation on paper and/or electronically, may be regarded as falsification of records, which will be treated as a violation of professional student conduct.

MERITS AND DEMERITS
Merits will be issued in efforts to motivate students to emulate the role of a health care professional and adhere to the department student handbook throughout the educational experience. A system of demerits is also employed to penalize behavior that is inconsistent with professional student conduct.

Merits
• Points will be issued to students who demonstrate exemplary performance of duty and/or outstanding achievement in the clinical site.
• Merits will range from 1 to 5 points per semester.
• Merits will not exceed a total of 5 points per semester.

Demerits
• Failure to follow any requirement of a course syllabus and/or student handbook may result in a student being issued demerits.
• Demerits may be issued for additional unethical, unprofessional, and/or unacceptable behavior as deemed by the department faculty.
• Demerits will range from 1 to 6 points; the number of demerits assessed will be based on the nature and/or frequency of the infraction.
• Demerits will be evaluated on a case-by-case basis. The course instructor will determine the amount of demerits issued per infraction based on the severity of the violation.
• Demerits are cumulative throughout the duration of the program. Students are expected to remain below the following department standards:
  o Maximum demerits per semester: 6
  o Maximum cumulative demerits: 20

25
Students who exceed the maximum number of demerits allowed by the Diagnostic Imaging Department will be subject to the Disciplinary Action Process, which may jeopardize the ability to pass the course in which the demerits were received.

**CLINICAL BREAKS**
Students may be issued one or more breaks throughout each day of clinical training, depending on the duration of scheduled shift. The standard for clinical breaks include:

- Students attending clinical/practicum sessions are required to remain at the site for the duration of the assigned shift to include breaks. Students are not permitted to leave the clinical site for any reason.
- Lunch breaks must be taken at the clinical site either in the cafeteria, break room or other designated eating area where the student is assigned.
- Students are not permitted to leave the clinical site for lunch or other matters during assigned clinical hours.
- Students are to take their lunch breaks during the time frames stipulated by the course instructor. If the student waits too long and misses their lunch break, they may **NOT** leave early to make up for the lunch break. They will be required to stay until the scheduled designated time.
- Students are only allowed to take morning and/or afternoon breaks if permitted by the course instructor.
- Students must obtain permission from the supervisor or a supervising technologist before taking a break.
- Students in each facility must alternate their lunch breaks so that at least one student will always be present in the department, unless otherwise instructed.

**THE JOINT COMMISSION**
In the event that a clinical affiliate receives a scheduled visit from The Joint Commission during clinical/practicum assignments and the affiliate requests that all diagnostic imaging students be removed from the site during this time, those students are to report to the Nursing and Allied Health Campus Building-B, check in with the department secretary for verification of arrival, and follow the instructions given as deemed by the course instructor. Students will be required to remain at the assigned locations until they are allowed to return to their assigned clinical/practicum site.

**CLINICAL COMPETENCY EVALUATIONS**
Students are required to attempt and pass a number of clinical competencies each semester. The diagnostic imaging faculty will evaluate all clinical competencies and will determine if the student demonstrates mastery of each diagnostic procedure. Each procedure must be covered in class before attempting to pass the competency and must be approved by the course instructor.

All clinical competencies performed by a student must be completed and signed by the supervising technologist before the end of the clinical shift on that day. If the supervising technologist fails to either complete or sign the competency by this time, the competency will not be graded and the student will have to perform another competency in its place. The clinical competency may only be signed by the technologist that supervised the student during the said procedure or the competency will not be accepted.
Each student is responsible for completing the number of clinical competencies assigned for each semester, including those due by assigned dates, if applicable. Students will be notified of the deadlines for competencies at the onset of each semester. Simulated competencies must be completed on or prior to the scheduled deadlines. Diagnostic imaging faculty will notify the students of deadlines for simulations each semester. It is the student’s responsibility to obtain all necessary simulations prior to this time.

**STUDENT SIMULATION SESSIONS**
Students will be attending student simulation sessions throughout the duration of the Radiologic Technology and Diagnostic Medical Sonography Programs. Student simulation sessions will be scheduled as deemed by the course instructor and may be held at any time during clinical/practicum hours. Students may also be released from clinic/practicum sessions if deemed necessary by the diagnostic imaging faculty.

The purpose of the student simulation sessions are for the students to practice positioning examinations, review anatomical structures, and/or review topics related to diagnostic procedures in effort to improve clinical skills. These sessions may be instructor or student guided and all students are expected to work in a cohesive manner in order to strengthen skills and the knowledge base necessary to progress successfully in the program.

Students may choose to develop a schedule of events or designate a leader to organize sessions that are not pre-planned in order to maximize learning. This is the time for the students to work as a team to help each other work through problem areas.

- Student simulation sessions are considered to be part of the clinical and practicum curriculum.
- Students are not permitted to miss a simulation session or leave early for any reason without being marked as absent for the day.
- Students are expected to be at the simulation site in a punctual manner, in uniform, and bring all items that would be taken to the clinical site. If a student forgets any of these items, or is in violation of the proper dress code, he/she will be dismissed from the simulation session and marked as absent for the day.
- During simulation sessions, all students are expected to participate in classroom interaction.
- Students are expected to remain busy for the duration of the simulation session and remain focused in the current subject area. If any students are found to be loafing during this time or working on any other subject material, they will be asked to leave and will be marked absent for the day.
- All examinations performed in the simulation room are to be performed as learned in the program and in the proper manner.
- Examination protocols will vary with each clinical affiliate. As such, each student is expected to perform each examination as designated by the course instructor.
- When performing examinations/simulations, the student will be graded for demonstrating skills as taught by the instructor, not by hospital protocol.
STUDENT AGREEMENTS

Code of Practice Agreement
I understand that the Diagnostic Imaging Department at South Texas College employs a variety of hands-on practice of diagnostic positions, both in the clinical affiliates and in the lab. Students will be required to practice positioning skills on one another and on faculty at various times throughout the duration of each respective program. I understand that the practice of positioning/scaning is inherent in the Diagnostic Imaging Department and is part of the learning experience.

Professional Standards Agreement
A student entering the profession of diagnostic imaging must understand that they are entering a field of medicine that requires certain professional standards that other career choices may not. Professional dress, appearance, and modes of communication and conduct must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of a technologist present themselves in all ages, cultures, and of various ethnic origins; therefore trendy modes of dress and appearance are not allowed. The Diagnostic Imaging Department has an established dress code, code of conduct, and program professional boundaries that must be followed throughout the duration of each program.

ALARA Safety Agreement
A student entering the profession of diagnostic imaging must understand that they are responsible for ALARA safety practices in all areas of the program. Students are responsible not only to themselves but the general public, patients, hospital personnel, and program faculty. It is required of all students to keep their exposure dose low, protect the patient, public, and program faculty from unnecessary radiation and/or sound waves, possible biological effects and follow the Bureau of Radiation Safety guidelines by adhering to ALARA principles. Intentional and unnecessary exposure of the general public, patients, hospital personnel, and/or program faculty may be subject to disciplinary actions.
South Texas College
Diagnostic Imaging Department

Receipt of Diagnostic Imaging Department Student Handbook
Verification of Notification

I have read, understood and agree to abide by the standards that govern the Diagnostic Imaging Department at South Texas College. I understand that my continuance in the ____________________________ Program is contingent upon my following the standards, guidelines, and procedures as outlined within the handbook. My signature below indicates that I have received electronic access to the handbook. I agree to abide by the standards and fully understand the implications and consequences of failure on my part.

I understand that additions or modifications to the handbook can be made during my program participation. When additions or modifications are made, I will be notified in writing of such changes before they go into effect.

**Student Verification:**

_________________________________________
Name of Student (*printed*) A# Date

_________________________________________
Name of Student (*signature*)

**Department Chair Verification:**

_________________________________________
Crystal Bird Date
Chair, Diagnostic Imaging Department