

# SAUK VALLEY COMMUNITY COLLEGE



## RADIOLOGIC TECHNOLOGY PROGRAM

### **Student Handbook 2021-2022**

Sauk Valley Community College  
173 IL Route 2, Dixon, IL 61021  
815/288-5511

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## **Message from the Faculty**

We would like to extend a warm welcome from the Radiologic Technology program at Sauk Valley Community College. We are confident that your time here will provide a complete introduction and background in your chosen profession of radiologic technology. This handbook serves as one of your resources for successful completion of the program.

During your education, the program faculty will strive to prepare you to become a professional radiologic technologist. We wish you all success as you make a commitment to yourselves and this course of study for the next two years. Each day will give you opportunities to grow, if you look for them.

Your graduation from the Radiologic Technology Program and your career in the field will be the reward for your efforts. We look forward to working with you throughout your educational pursuits at Sauk and extend our hopes that this will be a satisfying and meaningful experience. Remember that success in the Radiologic Technology Program depends on you, and the best means to achieve that goal is to be familiar with the program policies/procedures and demonstrate responsibility and accountability by adhering to them.

## General Program Information

### Clinical Education Sites

<b>Burchard Hills</b> 1010 W. Fairway Drive Freeport, IL 61032	<b>Clinical Instructors:</b> Penny Ludwig RT (R)(M)	815-599-7735
<b>CGH Medical Center</b> East LeFevre Sterling, IL	<b>Clinical Instructors:</b> Amie Stoecker RT(R) Shelli Silva RT(R) <b>Director:</b> Gina Grennan MOL, CRA, BA, CNMT	815-625-0400 ext. 4448
<b>CGH Main Clinic</b>	<b>Clinical Instructors:</b> Heather Loftus RT (R)(CBDT)	815-625-4790
<b>Freeport Health Network</b> 1045 W. Stephenson St.  Freeport, IL 61032	<b>Clinical Instructors:</b> Molly Habben RT (R) Kayla DeWald RT (R)(CT) Victoria Cheshire RT (R)(CT)(M) <b>Director:</b> Katelyn Alvarado, MBA, RT (R)(N), CNMT	815-599-6170
<b>KSB Hospital</b> 403 East First Street Dixon, IL 61021	<b>Clinical Instructors:</b> Danielle Toms RT (R)(CT)(T) Cassie Long RT(R) <b>Director:</b> Jodi Haeffner, MHA, RT (R)(M)	815-285-5597
<b>(KSB) Commerce Towers</b>	<b>Clinical Instructors:</b> Leann Pitzer RT (R)	815-285-5594
<b>Mercy One Medical Center</b> 1410 North 4 <sup>th</sup> Street Clinton, IA 52732	<b>Clinical Instructors:</b> Shae Stanley RT (R)  <b>Director:</b> Roberta Redick, MBA, RT (R)(CT)	563-244-5642
<b>OSF Center for Health</b> 111 East Spring St. Streator, IL 61364	<b>Clinical Instructors:</b> Michelle Blakemore RT (R)(CT) Molly Gallick RT (R)(BD) <b>Director:</b> Tiffany Magallanes RT(R)(CT)	815-673-4642
<b>OSF Saint Paul Medical Center</b> 1401 E. 12 <sup>th</sup> Street Mendota, IL 61342	<b>Clinical Instructors:</b> Michelle Stone RT (R)(CT)(MR) Janelle Ultch RT (R)(CT) <b>Director:</b> Tiffany Magallanes RT(R)(CT)	815-539-1403
<b>OSF Center for Health-Rock Cut</b> 9951 Rock Cut Crossing Loves Park, IL 61111	<b>Contact Person:</b> Susan Hickey RT (R)  <b>Director:</b> Vicki Kirnberger, BA, RT (R)(CT)	815-639-8450
<b>OSF Medical Group Clinic</b> 1614 E. Norris Drive Ottawa, IL 61350	<b>Clinical Instructors:</b> Katherine Ernst RT(R)(M)	815-434-2048
<b>OSF Saint Anthony Medical Center</b> 5666 East State St. Rockford, IL 61108	<b>Clinical Instructor:</b> Sam St. George RT (R)  <b>Director:</b> Brenda Milne MS, RT (R)(CT)	815-395-5247
<b>OSF Saint Elizabeth Medical Center</b> 1100 East Norris Dr. Ottawa, IL 61350	<b>Clinical Instructors:</b> Bobbie Poggi RT (R) Addison Wissen RT(R) <b>Director:</b> Tiffany Magallanes RT(R)(CT)	815-431-5207
<b>Perry Memorial Hospital</b> 530 Park Avenue Princeton, IL 61356	<b>Clinical Instructors:</b> Darci Bankes RT (R)(M) Sarah Monier RT (R)(M) <b>Director:</b> Laura Seitz RT(R)(CT)	815-876-2291
<b>St. Margaret's Hospital</b> 500 E. First St. Spring Valley, IL 61362	<b>Clinical Instructors:</b> Olivia Maggio RT (R) Nicole Schillings RT(R) <b>Director:</b> Karen Gress, MSN, RCMS	815-664-1480
<b>St. Margaret's Hospital - Peru</b> 925 West St Peru, IL 61354	<b>Clinical Instructors:</b> Ana Arteaga RT (R) Cheryl Braboy BS, RT (R)(M) Jennifer Jenner RT (R)(M) <b>Director:</b> Cindy Herrman BS, RT (R)(CT)	815-780-3431

## Contact Information

### PROGRAM COORDINATOR

Dianna Brevitt, MAT, R.T. (R) (CT)

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[dianna.h.brevitt@svcc.edu](mailto:dianna.h.brevitt@svcc.edu)

### CLINICAL COORDINATOR

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### CLINICAL FACULTY

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Sauk Valley Community College  
173 IL Route 2  
Dixon, Illinois 61021

Telephone: 815-288-5511  
Fax: 815-380-6683

**Sauk Valley Community College**  
**Mission Statement**

Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

**Vision**

Sauk Valley Community College will be a leader in student achievement while expanding access to higher education across the Sauk Valley region.

**Shared Ethical Values**

Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.

**Sauk Valley Community College - Radiologic Technology Program**  
**Mission Statement**

The mission of the Radiologic Technology Program at Sauk Valley Community College is to develop competent radiographers whose expertise will meet the needs of the community they serve by providing patient centered care in a professional and compassionate manner. The program strives to provide a high quality educational experience to foster the radiology professionals of the future.

## Terminal Goals and Objectives of Radiography Program

Student and community needs will effectively be served by the program based upon the goals and outcomes listed.

1. Annual program completion rate of 75% or better.
2. Five-year average credentialing examination pass rate of 75% or better for first attempt.
3. Five-year average job placement rate of 75% or better.

**Goal #1:** Students will use critical thinking and problem-solving skills.

**Outcome:** Students will manipulate technical factors.  
Students will be able to adapt positioning to non-routine exams.  
Students will evaluate images.

**Goal #2:** Students/graduates will be clinically competent.

**Outcome:** Students will apply positioning skills.  
Student will select appropriate technical factors.  
Students will apply principles of radiation protection.

**Goal #3:** Students will be able to communicate effectively.

**Outcome:** Students will demonstrate written communication skills.  
Students will demonstrate oral communication skills.  
Students will effectively communicate in the healthcare environment.

**Goal #4:** Students will demonstrate professional and ethical behavior.

**Outcome:** Students will demonstrate professional qualities.  
Students will demonstrate ethical behavior.



## **Student Rights and Responsibilities**

Sauk Valley Community College is committed to a philosophy that ensures the basic rights of students, such as freedom of speech, freedom of the press, the right to assemble, and the right of inquiry. In consideration of these rights, it is implicit that students should also accept those responsibilities that are inherent with attendance at a public community college. These include such basic responsibilities as:

- Respect for Public and Private Property
- Respect for the Rights and Privileges of Others
- Adherence to Recognized Standards of Scholarship
- Respect for Duly Constituted Authority

Students should recognize that the primary educational function of Sauk Valley Community College must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency. The Board also serves as the place of final appeal for grievances in any matter concerning the College provided that the student shall have first exhausted all relevant procedures and appeals provided by College policy or procedure.

The program maintains records in accordance with the Family Education Rights and Privacy Act (FERPA). All confidential student records are kept in a secure location in the Health Professions and faculty offices.

## **Student Code of Conduct**

The Code of Student Conduct has been established to control action going beyond the exercise of such rights, to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at Sauk Valley Community College.

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available through Academic Advising, from the Dean of Student Services, and the Dean of Academics and Student Services.

The College further recognizes each student's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process.

1. Receive notice of the alleged violation. The notice will include:
  - a. the specific code violations; and
  - b. reference to the process and rights of students as indicated in the Code of Student Conduct;
2. Be provided an opportunity to respond to the charges;
3. Be able to appeal the decision, if necessary;
4. Not be permitted to withdraw from the College with a clear record until such charges have been resolved.

To review prescribed conduct, Dean of Student Services authority, procedures in cases involving possible discipline, disciplinary action, temporary suspensions, and appeals refer to the Code of Student Conduct and Disciplinary Procedures in the college catalog and on the college website at [svcc.edu/policies/conduct](http://svcc.edu/policies/conduct).

## **Program Overview**

### **Radiologic Technology**

Radiologic Technology is the allied medical specialty which serves the needs of the public and medical practitioners by insuring the production of diagnostic quality radiographic images. The 21-month curriculum at Sauk Valley Community College follows the criteria and is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The AAS degree is awarded upon completion of the curriculum and the graduate is eligible to apply for the National Registry Examination in Radiography offered by the American Registry of Radiologic Technologists (ARRT).

Graduates are eligible for State licensure by the Illinois Emergency Management Agency.

### **Associate in Applied Science Radiologic Technology Program Philosophy**

In accordance with the philosophy of the Sauk Valley Community College, the faculty of the Radiography Education Department accepts the following philosophy:

Believing that education is a continuous process by which a person is assisted to achieve self-realization, we will provide opportunity for each student to have those learning experiences that will contribute to his/her reaching realistic goals. We believe that general education courses provide a sound basis for the radiography courses.

The graduate of this program may become a registered technologist upon successful completion of ARRT registry exam. She/he will have acquired the skills needed to give the client care as a beginning practitioner of medical imaging on the health team, having been prepared with a specific body of knowledge and technical skills to apply ionizing and non-ionizing radiation for diagnostic purposes. The graduate will have the basis to grow in competency as she/he gains in experience and will have the opportunity to participate in further learning experiences.

We recognize our obligation to evaluate the student, the program, the graduate and to use the findings of such evaluation as the basis for curriculum study.

### **Accreditation**

Accreditation is assurance of acceptable educational quality since accredited programs are required to meet national standards established by radiologic technology professionals and communities of interest.

The SVCC Radiologic Technology program is accredited by:

Joint Review Committee on Education in Radiologic Technology.  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300

Email: [mail@jrcert.org](mailto:mail@jrcert.org) URL: <http://www.jrcert.org>

## JRCERT Standards

There are established standards a program must be in compliance with to achieve accreditation. The Standards for an Accredited Educational Program in Radiologic Sciences are as follows:

### **Standard One: Accountability, Fair Practices, and Public Information**

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

### **Standard Two: Institutional Commitment and Resources**

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

### **Standard Three: Faculty and Staff**

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

### **Standard Four: Curriculum and Academic Practices**

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

### **Standard Five: Health and Safety**

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

### **Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement.**

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

If an individual believes that the program is not in compliance with the Standards, see Radiologic Technology Program policy 6, grievance policy.

## **Affirmative Action**

Sauk Valley Community College shall utilize Affirmative Action as required by law. The College has adopted an Affirmative Action Plan. Copies of this document are available in the Learning Resource Center, in the office of the Dean of Student Services, and in the office of Human Resources. The Sauk Valley Community College Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting the Director of Human Resources.

## **Non-Discrimination in Employment and Student Relations**

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions permitted by law, no qualified employee or student shall be excluded from the employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status or unfavorable discharge from military service classified as Re-3 or the equivalent thereof.

## **Appeal Procedure**

The SVCC Academic Appeal Procedure provides a fair and orderly process of steps for students who wish to pursue an instructional or grade issue appeal. The informal step begins with the instructor followed by the option to appeal to the appropriate dean/director. Should the decision of the appropriate dean/director still not satisfy the student, s/he can request an appeal to the Vice President of Academics and Student Services. If the issue is not resolved, the student can request an appeal to the Academic Appeals Board who make a recommendation to the Dean of Student Services. The student has the right to then appeal to the College President with a final right to appeal to the SVCC Board of Trustees. In taking any such action, students shall assume the burden of proof concerning any perceived error. For the detailed policy, including appeal timelines, refer to the SVCC catalog under policies or visit [svcc.edu/academic-appeals-policy](http://svcc.edu/academic-appeals-policy). A student may contact the JRCERT ([jrcert.org](http://jrcert.org)) for possible additional review.

## **Campus Security Report**

The campus security report is available on the College's Web page at [www.svcc.edu](http://www.svcc.edu) or in the Student Handbook that is available throughout the College.

## Code of Ethics

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

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect and the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses the situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other member of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

[https://www.arrt.org/docs/default-source/governing-documents/code-of-ethics.pdf?sfvrsn=71f304fc\\_14](https://www.arrt.org/docs/default-source/governing-documents/code-of-ethics.pdf?sfvrsn=71f304fc_14)

## Technical Abilities Relating to Essential Job/Skill Function

### **The radiography students must meet these physical ability standards:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Exceptions may be made to these requirements based on the principle of reasonable accommodation:

1. Must be able to:
  - a. have full range of motion of body joints and fine motor movements of the hands in order to perform finite tasks using the hands.
  - b. constantly stand, walk, handle, feel and talk or hear, taste or smell.
  - c. frequently sit, carry, push, pull, balance and crouch
  - d. frequently reach (i.e. 34-66% of the total working day. 2 2/3 – 5 1/2 hours)
  - e. occasionally stoop and kneel.
  - f. Rarely climb (i.e. 1-5% of the total working day. 1-24 minutes)
2. Must be able to:
  - a. constantly lift and/or move 35 pounds, 20 pounds and 10 pounds
  - b. occasionally lift and/or move 50 pounds
  - c. rarely lift and/or move 75 pounds.
3. Must have the ability to carry objects weighing up to 50 pounds daily.
4. Must be able to:
  - a. use the English language to communicate effectively in a clear concise manner in order to be easily understood.
  - b. write in a legible and understandable manner.
5. Must be able to:
  - a. see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of the position can be fully met.
  - b. possess far vision acuity, near vision acuity and peripheral vision on a constant basis.
6. Maintain composure when subjected to high stress levels.
7. Adapt effectively to environments with high tension to insure client safety.
8. Adapt to irregular working hours.
9. Respond quickly to emergency situations in an emotionally controlled manner.
10. Is subject to exposure to infectious waste, disease and conditions, including exposure to the AIDS and Hepatitis B viruses.

### **RADIOLOGY STUDENTS ONLY**

11. Wear lead protective devices for extended periods of time.

## Curriculum

### RADIOLOGIC TECHNOLOGY PROGRAM SEMESTER SEQUENCE

NRS 116 Medical Terminology for Health Careers, prerequisite, 3 credit hours

RAD 100 Radiologic Technology Introduction, prerequisite, .5 credit hour

#### **First Semester - Sem/Hrs: 13 - 14**

- Natural Science (BIO 108 or BIO 109) 3 or 4 Semester hour(s)
- FYE 101 - First Year Experience 1 Semester hour(s)
- RAD 101 - Radiologic Technology Clinical Experience I 3 Semester hour(s)
- RAD 110 - Technical Nursing I 1 Semester hour(s)
- RAD 120 – Radiologic Technology Anatomy and Positioning I 5 Semester hour(s)

#### **Second Semester - Sem/Hrs: 15-19**

- \* Natural Science (BIO 110) 0-4 Semester hour(s)
- Mathematics (MAT 106 or 121 or higher) 3 Semester hour(s)
- Communications 3 Semester hour(s)
- RAD 102 - Radiologic Technology Clinical Experience II 3 Semester hour(s)
- RAD 111 - Technical Nursing II 1 Semester hour(s)
- RAD 121 – Radiologic Technology Anatomy and Positioning II 5 Semester hour(s)

#### **Summer Session - Sem/Hrs: 8**

- Social/Behavioral Science 3 Semester hour(s)
- RAD 103 - Radiologic Technology Clinical Experience III 2 Semester hour(s)
- RAD 122 – Radiologic Physics 3 Semester hour(s)

#### **Third Semester - Sem/Hrs: 16**

- Communications 3 Semester hour(s)
- RAD 200 - Venipuncture for Radiologic Technology 1 Semester hour(s)
- RAD 201 - Radiologic Technology Clinical Experience IV 5 Semester hour(s)
- RAD 220 – Image Production in Radiography 3 Semester hour(s)
- RAD 221 – Pathology and Advanced Modalities in Diagnostic Imaging 4 Semester hour(s)

#### **Fourth Semester - Sem/Hrs: 13**

- RAD 202 - Radiologic Technology Clinical Experience V 5 Semester hour(s)
- RAD 223 –Cross Sectional Anatomy 3 Semester hour(s)
- RAD 222 - Ionizing Radiation in Medicine 3 Semester hour(s)—8 week course
- RAD 224 – Registry Review 2 Semester hour(s)—8 week course

**Total minimum hours: 69.5**

## Clinical Coursework Display

### Fall Semester

1 <sup>st</sup> year students	2 <sup>nd</sup> year students																								
<p>Simulations first five weeks positioning includes:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">CHEST</td> <td style="width: 50%;">HAND</td> </tr> <tr> <td>ABDOMEN</td> <td>FEMUR</td> </tr> <tr> <td>SHOULDER</td> <td>FINGERS</td> </tr> <tr> <td>ANKLE</td> <td>PELVIS – HIP</td> </tr> <tr> <td>AC JOINTS</td> <td>THUMB</td> </tr> <tr> <td>TIBIA – FIBULA</td> <td>STERNUM</td> </tr> <tr> <td>CLAVICLE</td> <td>WRIST</td> </tr> <tr> <td>KNEE</td> <td>RIBS</td> </tr> <tr> <td>SCAPULA</td> <td>FOREARM</td> </tr> <tr> <td>PATELLA</td> <td>ELBOW</td> </tr> <tr> <td>TOE</td> <td>HUMERUS</td> </tr> <tr> <td>CALCANEUS</td> <td>FOOT</td> </tr> </table> <p>Classroom instruction focuses on the anatomy, physiology, and positioning of these anatomical areas. Technical nursing course will be included in this semester.</p>	CHEST	HAND	ABDOMEN	FEMUR	SHOULDER	FINGERS	ANKLE	PELVIS – HIP	AC JOINTS	THUMB	TIBIA – FIBULA	STERNUM	CLAVICLE	WRIST	KNEE	RIBS	SCAPULA	FOREARM	PATELLA	ELBOW	TOE	HUMERUS	CALCANEUS	FOOT	<p>Student will complete clinical objectives for CT, MRI, Ultrasound, Nuclear Medicine, Cardiac Cath lab, Mammography, and Radiation Therapy.</p> <p>Students will begin to work toward completing final competencies at the clinical site.</p> <p>Portables, pediatric, trauma, and c-arm exams are required for competency in this semester.</p> <p>IV therapy class is included in the first five weeks of the semester.</p> <p>Students will complete evening shift weekend rotations.</p> <p>SVCC courses are image production, advanced modalities, and pathology.</p>
CHEST	HAND																								
ABDOMEN	FEMUR																								
SHOULDER	FINGERS																								
ANKLE	PELVIS – HIP																								
AC JOINTS	THUMB																								
TIBIA – FIBULA	STERNUM																								
CLAVICLE	WRIST																								
KNEE	RIBS																								
SCAPULA	FOREARM																								
PATELLA	ELBOW																								
TOE	HUMERUS																								
CALCANEUS	FOOT																								

### Spring Semester

1 <sup>st</sup> year students	2 <sup>nd</sup> year students																		
<p>Simulation positioning includes:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">CERVICAL SPINE</td> <td style="width: 50%;">MANDIBLE</td> </tr> <tr> <td>SINUSES</td> <td>LUMBAR</td> </tr> <tr> <td>THORACIC SPINE</td> <td>LARYNX</td> </tr> <tr> <td>ORBITS</td> <td>SI JOINTS</td> </tr> <tr> <td>SKULL</td> <td>SACRUM</td> </tr> <tr> <td>NASAL BONES</td> <td>COCCYX</td> </tr> <tr> <td>FACIAL BONES</td> <td>C-ARM, PORTABLE</td> </tr> <tr> <td>UGI</td> <td></td> </tr> <tr> <td>COLON</td> <td></td> </tr> </table> <p>Classroom instruction focuses on the anatomy, physiology, and positioning of these anatomical areas, in addition to urinary system. Technical nursing course will be completed in this semester.</p>	CERVICAL SPINE	MANDIBLE	SINUSES	LUMBAR	THORACIC SPINE	LARYNX	ORBITS	SI JOINTS	SKULL	SACRUM	NASAL BONES	COCCYX	FACIAL BONES	C-ARM, PORTABLE	UGI		COLON		<p>Portables, pediatric, trauma, and c-arm exams are required for competency in this semester.</p> <p>Student will be rotating through weekend evening rotations.</p> <p>Student will complete final competencies.</p> <p>Elective rotations to advanced modalities are available to the student if semester requirements are met.</p> <p>SVCC courses are cross sectional anatomy, radiobiology, and registry review.</p>
CERVICAL SPINE	MANDIBLE																		
SINUSES	LUMBAR																		
THORACIC SPINE	LARYNX																		
ORBITS	SI JOINTS																		
SKULL	SACRUM																		
NASAL BONES	COCCYX																		
FACIAL BONES	C-ARM, PORTABLE																		
UGI																			
COLON																			

### Summer Semester

1 <sup>st</sup> year students
<p>Rotation to a new clinical site. Orientation to pediatric and c-arm exams. Trauma and portable competencies required in addition to all radiologic exams already covered. Radiologic Physics is the SVCC course.</p>



## **Didactic Courses**

1. Each student will be provided a course schedule/syllabus at the beginning of each course. The content of each course will follow this guide, though sequence may vary. Additional topics may occasionally be scheduled as valuable opportunities present themselves.
2. Class attendance is mandatory as are all assignments. Quizzes may be made up at the discretion of the instructor. Students absent for tests will receive an automatic "0" unless prior arrangements have been made to take the test at a different time.
3. Laboratory sessions are required parts of certain classes and grading will be included with the didactic grade for the appropriate class.

## **Resources and Services**

### **Disability Support Office (DSO)**

The Disability Support Office provides services for students with disabilities. Services are intended to assist students in the successful completion of their educational and career pursuits at SVCC. Students requesting services for documented disabilities are encouraged to contact the Disability Support Office early in their enrollment planning. Eligibility and registration for services is a separate process and is independent from registration of classes. For further information, including getting started steps, documentation guidelines and the grievance procedure, contact DSO at 815.835.6220 (first floor) or visit [svcc.edu/students/disability-support](http://svcc.edu/students/disability-support)

### **Counseling and Student/Faculty Conference**

Counseling is available to students at the counseling office of the college. All academic advisement is the responsibility and prerogative of the coordinator. Career counseling, however, is a matter of concern to all technologists with whom the student comes into contact. Conference forms are to be used when clinical instructors, technologists and SVCC coordinator meet with a student who has a clinical performance problem.

### **Conference Form**

The conference form is a general form to document interactions, issues, comments, or incidents that have occurred at the clinical site.

When a conference form has been completed, the clinical instructors must discuss the form with the student. The student and the clinical instructor must sign the conference form to verify that the issue has been discussed. Students may write any comments on the conference form regarding the issue.

## Useful Web Sites

www.onlineradschool.com

www.ARRT.org

www.ASRT.org

www.state.il.us/iema/dns

www.issrt.org

Clinical forms are located on svcc.edu, Canvas.

user name: clinical.guest

password: clinical.guest

## Insurance

Accident insurance is required for all Radiology students and is covered by lab fees at SVCC. You are covered by a Travel Accident (outlined below), while you are going to, attending, and returning from your college-sponsored courses at locations other than Sauk Valley Community College.

More specifically, coverage commences at the actual start of an anticipated trip, whether it be from Sauk Valley Community College, or your residence, to your destination (e.g. CGH Medical Center). Coverage shall terminate immediately upon return to SVCC, or to your residence, whichever shall first occur. The policy is designed to give your twofold protection:

**DEATH AND DISMEMBERMENT-PRINCIPLE SUM**                      \$5,000.

If within one year from the date of the accident, such injuries shall result in your death, dismemberment, or loss of sight, the company will pay for loss of:

Life or Two Members (Hand, Foot, Eye)

Principle Sum.

One Member

1/2 the Principle Sum.

## **MEDICAL EXPENSE-\$5000.00**

Should you sustain an accidental injury that shall require treatment by any practitioner of the healing arts (duly licensed by proper governmental authority and acting within the scope of his license) and/or confinement in a legally constituted hospital and/or x-ray examination and/or ambulance, the company will pay up to \$5000.00 for the loss of such services actually rendered within one year of the date of accident. The policy has a \$25.00 deductible.

Remember that this is an accident policy only and it is not designed to cover disease, illness (other than illness which results solely from the accidental ingestion or inhalation of a toxic substance) or bacterial infection (other than that occurring in consequence of an accidental cut or wound).

In the case of loss of life, the Principle Sum will be paid to the beneficiary that you have so designated and is on file with the company. If, at the time of payment, no such designation is then effective, such indemnity shall be paid to your estate.

Claims should be sent to your personal carrier, if applicable, first. Claims not paid by your personal carrier should be submitted to the Dean of Health Professions.

### **1) Liability**

Radiology students are covered by the college's professional liability insurance policy once tuition and fees for a course have been paid.

### **2) Comprehensive Health Insurance**

You will be notified if your clinical facility requires the student “maintain comprehensive health insurance.” The clinical facility may terminate your clinical placement if documentation of the required coverage is not provided or if your policy is cancelled.

## **College Resources**

### **Learning Commons Tutoring Center**

#### **Tutoring, Tools and Math Testing**

The goal of the Learning Commons Tutoring Center is to help meet the academic needs of students by supplementing their classroom instruction with tutoring, instructional materials, equipment and math testing.

All current students and employees have a library account which is activated when the individual obtains a library card. Accounts are active during academic terms and may be extended between terms at the request of the individual. Students and employees may borrow books, magazines and journals, videos, and music from the library; request items through interlibrary loan; and access online resources such as eBooks and research databases from off-campus.

#### **Success Workshops**

Student Success Workshops will provide students with step-by-step strategies to improve skills such as study tips, time management, and organization. Students can either participate in scheduled workshops sessions held on campus or visit [svcc.edu/students/success/workshops](http://svcc.edu/students/success/workshops) to view workshop sessions and print handouts and materials. Individual Student Success Sessions are designed to help students identify learning strengths as well as understand how to improve any learning deficiencies. SVCC academic advisors will assist students in creating an individualized success plan designed to help accomplish their educational goal.

#### **Career Planning and Graduate Placement**

Sessions on resume writing and interviewing skills are conducted for second-year students during the final year of the program.

Information regarding application to educational programs in the advanced modalities is available from your instructors.

Sauk Valley Community College has formal Articulation Agreements with Southern Illinois University, University of St. Francis, and Northern Illinois University for Bachelor's degree completion. Several other Bachelor degree options are available.

## **Program Policies and Procedures**

### **Policy 1: Grading**

A grade of "C" or better is required in all clinical and classroom radiography courses. The evaluation of radiologic technology clinical courses includes clinical performance, attendance and submission of clinical forms as outlined in course syllabi and semester material handouts.

Grades are issued with a system of letters indicating the quality of academic work as follows:

93 - 100%	-	A	--	Excellent
84 - 92%	-	B	--	Good
77 - 83%	-	C	--	Meets minimal expectations
70 - 76%	-	D	--	Does not meet minimal expectations
Below 70%	-	F	--	Failure

If a didactic course is failed, it must be repeated the next time it is offered, and the clinical counterpart may also need to be repeated. If one year has elapsed, a student may be required to complete one (1) credit hour of Independent Study as a refresher for clinical/didactic updating which may include simulations. Clinical and didactic courses run concurrently.

### **Policy 2: Clinical Experience**

#### **GENERAL**

Students will be assigned to a clinical site after successfully completing simulations with a score of 40% or higher. Students are assigned to facilities by the coordinator to function under supervision of a clinical instructor with regard to clinical hours. Students cannot attend clinical sites prior to first assigned date.

First-year students will spend two full days per week on-site. The two days will be 8-hour days each, with one 30-minute lunch break. These days will be Tuesday and Thursday, unless other arrangements have been made through the program coordinator, due to lack of needed exams. First-year students will rotate to a different clinical site in the summer semester. In the summer, 3 weeks of 8-hour shifts the remaining 9 weeks will be 6-hour shifts.

Second-year students will spend three full days per week on-site. The three days will be 8-hour days each, with one 30-minute lunch break. These days will be Monday, Wednesday and Friday, unless other arrangements have been made with the coordinator. Students may not exceed 40 hours per week (combined classroom and clinical hours).

Second-year students will be scheduled for evenings and weekends during fall and spring semester for additional experience with trauma type patients when the department is not as fully staffed to evaluate ability to perform procedures more independently. This rotation's objective is for the student to gain confidence and independence when dealing with a trauma patient.

Effective communication and interpersonal interactions are a crucial element of the role of the student in the clinical facility. If a student is not performing well in this area, the issue should be addressed and documented. A plan of action to improve will be put in place to remediate the problem. Areas of special importance for the student include:

- Tact and courtesy with coworkers.
- Initiative and helping other staff members.
- Cooperation with staff technologist--demonstrates a team approach.
- Acceptance of constructive criticism.
- Professionalism in stressful situations.

### **Supervision**

Students must have proper supervision during all clinical assignments. A student must be supervised one-on-one with a qualified radiographer at all times. The student must receive direct supervision until they have achieved competency on the given exam. The student may have indirect supervision after they have achieved competency on the given exam. The student must have the images checked with a technologist after every exam-no exceptions. When repeating an unsatisfactory radiograph, a student may only repeat a radiograph in the presence of a qualified radiographer.

Direct supervision: a qualified radiologic technologist is present for the entire exam. This includes the preparation of the room, the assessment of patient condition, explanation of the exam to the patient, the actual positioning and exposure of the radiograph, the processing of the image and review of the resulting radiograph, the completion of required paperwork, and the release of the patient. This is done during competency exams, portable exams, and surgery cases.

Indirect supervision: a qualified radiologic technologist must be adjacent to the room or location of the procedure being performed. Access to immediate assistance is necessary for the student. Indirect supervision is done after a student has proven competency on the exam. The resulting radiograph must be assessed by the qualified radiologic technologist before the exam is complete.

A one-to-one ratio of student to technologist must be maintained when students are present in the clinical site.

### **Clinical Rotations**

Students will be initially assigned to one hospital for the program. A rotation to a new hospital will be assigned in the summer semester. Students may rotate through clinics and imaging centers which will provide a different variety of exams from the hospitals. The hospital clinical setting will provide a wide range of examinations (mobile, surgical, and trauma) and patients (outpatient, inpatient, critical, pediatric, and geriatric). All students will be provided with equitable learning opportunities with rotations of evenings, weekends, fluoroscopic, surgery, CT, and other specialized modalities.

### **Policy 3: Clinical Performance and Expectations**

Prior to beginning the clinical experience, the following must be completed:

AIDET handout

Code examples handout

HIPAA guideline handout

RAD 100 hospital orientation power point/quiz

MRI Safety Video

Background check

Physical

Immunizations:

MMR

Varicella

TB

Tdap

Hepatitis B

MMR and Varicella

Drug screening for students attending OSF St. Elizabeth Medical Center

Flu vaccine completed and approved by Viewpoint Screening by the end of October

1. Students are required to keep records of their clinical experience by recording the number and type of examinations in which the student will have participated. The folder containing these records must be left at the clinical site. Positioning notebook is to be available at the clinical site. These clinical experience records are to be turned in to the coordinator at the end of the semester to receive credit and course grade. Competencies will be entered by the student to the online site and verified by the clinical instructor. A lock box is provided for completed competencies. Students should enter competencies, including attempts into online system daily. If one week has lapsed since the exam completion and it has not been entered it will no longer be valid as a competency.
2. If a student has already achieved a final competency of an exam, the student may have to perform a re-competency on that exam. This would be given at the discretion of the clinical instructor or SVCC faculty. A re-comp is given to confirm that the other technologists in the department are grading the students accurately and that students are retaining knowledge of previously performed exams. A failed re-comp will result in a written conference form and possible probation or dismissal from the program.

Re-comp policy: In an effort to confirm ongoing improvement and retention of skill, students may be checked for competency on exams that have already been completed and documented as competent. This will be done primarily on final comps that were not completed by the clinical instructor to assure that all technologists are holding to the same standards. The policy will be enforced when the above designated instructor has indications that a student is not performing consistently or making errors in an area that has been completed as competent.

## 2<sup>nd</sup> year students

On a random basis the clinical instructor may pick an exam to verify the student's competency. The clinical instructor will have the student complete this exam and retest them. If the student passes this exam, it will be marked that the exam was passed again as a re-comp. If the student fails this exam, this will be documented that the student will have to re-comp this entire category and final comp if applicable.

Example: FINAL COMP Upper Extremity

Wrist/Hand	_____
Trauma Upper	_____
Elbow/Forearm/ Humerus	_____

If a second-year student had completed this entire category and failed a re-comp on an elbow, the entire category on worksheet and final comp sheet would have to be redone with new documentation. If re-competency is performed on a worksheet exam all exams will be removed and will need to be performed again.

## 1<sup>st</sup> year student

On a random basis the clinical instructor may pick an exam that was done for a comp at least twice. If the student is unable to pass the comp when the clinical instructor grades them for the additional exam, the student will have to do all comps relating to that exam.

Example:	Exam 1	Exam 2	Exam 3
Wrist	_____	_____	_____

A student has completed a comp on a wrist exam two or more times and successfully passed each time.

The clinical instructor may randomly decide to have the student do another wrist exam for a comp. If the student passes, it will be entered on their record as passing a re-comp. If the student fails, they will have to redo all wrist exams on the RAD 101 clinical competency record before exams can go onto the worksheet.

Any time a student does an exam for competency credit the student must do the entire exam alone including setting up the room, getting history, explanation of exam to patient, technique selection, positioning, evaluating image, and dismissing the patient from the department.

### 3. Image Critique grading policy

- Students will be given image critiques by SVCC faculty.
- Scores will be taken, averaged together and become a portion of the clinical grade.
- Students will complete three critiques in the fall and spring semester. Only two image critiques will be given in the summer semester.



#### 4. Clinical Evaluations

- Evaluation of students will be completed by SVCC faculty and clinical instructors.
  - Each student will be evaluated at mid-term and final evaluation at the end of the semester. The first-year students will not be given a midterm evaluation from the clinical instructors due to the amount of time the students spend at SVCC for simulations during the beginning of each semester.
  - In summer semesters students only receive a final evaluation.
  - The date that the evaluations must be received at the college will be listed on the SVCC clinical calendar.
  - The clinical evaluator will discuss the evaluation with the students and explain any areas that are questioned. If students are graded at one point or below for any category, there must be a conference form. Both the student and the evaluator must sign the evaluation form. Students may make comments of agreement or disagreement or clarification on the evaluation form.
5. During the fourth and fifth semester of the program (RAD 201 and 202) students will be required to perform at the hospital during hours other than the normal operating hours of the department. This time will generally be spent during weekend afternoon/evenings and will never interfere with regularly scheduled classes. Any weekend scheduled time missed must be made up on a weekend, with deduction of a personal day, regardless of personal days the student has left.
6. Students shall be required, during the second year of the program to participate at one or more specialty institutions or departments. Forms and objectives are included in the clinical semester materials. These forms must be turned in as soon as specialty assignment is completed to get credit. Sheets containing rotation dates must also be turned in. All required paperwork must be submitted to the clinical coordinator.
7. Students will complete final clinical competencies during the last year. Students not completing final competencies will continue in clinical until all are completed and may then apply for the ARRT exam. To qualify, all competency exams must be turned in with documentation by the end of the spring semester so records can be verified. Senior students who have not used all of their sick or personal time may use those days for early exit from the clinical site only.
8. Students completing the radiography program may apply for a temporary license with IEMA which must be approved before they are allowed to practice radiography in the State of Illinois. After certification by the ARRT, technologists may apply for an active license.
9. In regards to repeating an unsatisfactory radiograph, a student may only repeat a radiograph in the presence of a qualified radiographer, regardless if the student is at the first or second year level.  
Under NO circumstances shall a student pass radiographs they have completed and let a patient leave without a physician or radiographer's permission. A student is not an employee of the hospital as a radiographer. Not following this guideline may result in student being released from the program.

10. Competencies are not given for an exam if there is a repeat required. Exceptions to this include:
  - a. Uncooperative patient. Example: intoxicated patient.
  - b. Difficult exams. Example: open mouth view, obese patientsTo gain competency credit for a repeat radiograph the student must identify the area of interest, explain the correction, and correct the error with only one additional image, with technologist under direct supervision. In these circumstances it is under the technologist's discretion to give competency credit.
11. At clinical sites discretion, student technologists can perform electronic documentation under supervision of staff technologists.
12. Students should follow hospital policy for language interpretation for patients.
13. Breast feeding students should be allowed to pump during clinical rotations. If excessive time is used (above 20 minutes each time) then student must punch out and time made up so that 8 hours of clinical time is achieved each day.
14. If a student has not been fitted for an N95 mask/respirator the student shall not perform exams on patients contagious by airborne transmission.
15. A copy of the Essentials and Guidelines of an Accredited Educational Program for the Radiographer is available in the Office of the Director of Radiography for students to read if they desire.
16. In the event that the faculty of SVCC believes that your clinical grade or performance is not acceptable, you may be required to write out a Plan of Action. This is a paragraph or two discussing how you plan to improve your performance or improve your clinical grade. The following should be addressed in the Plan of Action.
  - Are you committed to the Radiologic Technology Program? Do you like the radiology field and/or do you plan to successfully finish the program? If you realize this career is not a good choice for you, please state that and set up a withdrawal from the program with the Director. Why did you choose this career?
  - Address the reasons given to you on the conference form why your success is in jeopardy. Specify what you plan to do to improve those areas of concern. Is it low number of procedures; excessive makeup days; poor retention of knowledge or inconsistent performance, etc., causing you to receive an unacceptable grade.
  - A due date will be given and a copy will be turned in to the Program Director, Clinical Coordinator, SVCC Clinical Supervisor. The due date will be the class of the following week and the first scheduled clinical day of the following week; but not exceeding 7 days.
18. It is suggested that students should be given a 15-minute break within each four-hour work period. Students must be given a thirty-minute lunch break in the middle of their clinical day. However, students are to follow the policies regarding breaks and lunch of the clinical facility that they are assigned to. Clinical instructors are to assign the time of lunch break to the student. Students must punch out for lunch breaks if they leave the building.

## **Policy 4: Attendance**

1. Students are responsible for maintaining the Attendance Tracker worksheet. Proper documentation of time and verification by a staff technologist or clinical instructor (preferred) must be included on the worksheet. There must be a clock-in and clock-out in the Online Rad School website to correspond with the attendance tracker to count as a clinical day. Falsification of time will be considered a violation of an ethical precept. Please see policy 17 Student Disciplinary policy. If a student leaves for lunch they must clock-out and clock-in upon returning to clinical site. The absence report must be filled out and turned in to the SVCC clinical supervisor monthly. The Attendance Tracker worksheet must be initialed at the end of each clinical day by the clinical instructor or technologist working that day.

The clinical supervisors will monitor and record each student's attendance. The total number of hours each student spends on clinical assignment will be entered in the student's record at the end of the semester. If 3 tardies in one semester, then an additional personal day will be deducted. Chronic absences or tardiness can be a reason for dismissal.

2. First-year students are granted 3 sick or personal days for the first 12 months. Second-year students may be granted a total of 4 sick or personal days for the last 2 semesters in the program. If additional time is used, it will be made up before the end of the semester in which it was missed or extension in program will result. Make up time shall not interfere with regularly scheduled classes. Dependability is important in health care facilities and is part of the clinical evaluation. Personal days are to be scheduled 24 hours prior to the assigned clinical day, unless it is an emergency. Second-year students who have not used all 4 personal days in the last year may use them at end of program for early release providing all required clinical and classroom work is completed. Make-up days must be scheduled with and approved by the clinical instructor in order to receive credit. Make-up time shall be marked in 4 or 8 hour increments only. In addition, for each day missed (8 hours) over the allotted personal days, a .3 reduction in clinical GPA will be taken. In a medical situation, the event will be reviewed by the faculty and determined if the reduction in GPA is warranted, and an extension of the semester can be granted. Any weekend scheduled time missed must be made up on a weekend, with deduction of personal time regardless of personal days left.
3. The student is responsible for calling the clinical instructors, along with email to clinical supervisors, prior to the beginning of the shift if he/she will be unable for any reason to be at the clinical site on a scheduled day. If no call, no show, there will be an additional debit of one personal day as well as a conference form written. If tardy, the student shall lose a minimum of 1 hour clinical time.
4. Snow days: Due to the size of the SVCC Radiology program district, weather can vary at clinical site. On any given day, snow days will be granted only if SVCC is closed on a weekday (Monday through Friday). The student will be excused on that day. If a student is unable to attend clinical on their weekend due to weather, it must be made up on an extra weekend shift. Out-of-district clinical sites may have snow days granted based on clinical instructor's discretion. Students must notify clinical sites if SVCC is closed for a snow day.

5. Vacation: Student vacations from their clinical assignments follow the vacation schedules of the college as a whole. Students shall have vacations during the week of Thanksgiving, Christmas, spring break, and the end of the SVCC summer session.
6. Interview days: Senior students anticipating early completion of clinical may be granted up to 2 clinical days for prospective job or school interviews. Time for interviews must be documented and may not be used for other purposes in conjunction with SVCC vacation times and must be scheduled in advance or make up time will be required. Students must bring back verification from facility indicating date and time of interview, etc., to be allowed credit.
7. Extra clinical hours attended to increase exam numbers must be approved through clinical site instructor, SVCC clinical supervisor, and SVCC faculty. Attendance is not required and will not count as banked time.
8. Perfect attendance certificates will be given to students that do not use any personal days or have any tardies for the year. Personal days can be used in the end of the clinical year and still qualify for perfect attendance.
9. Funeral leave. Students shall be allowed funeral leave, up to 2 clinical days for the death of:
  - Parents
  - Siblings
  - Spouse- child – step-child, residing in the household

Funeral leave up to 1 clinical day for the death of:

- Aunt – Uncle
- Step-parent
- Step- child
- Grandparents
- Niece – Nephew
- In-laws

\*Students may be asked to e-mail SVCC Faculty with the name of the deceased, relation to the student, and the date and location of funeral.

10. As part of the clinical experience, students will participate in regularly scheduled image critique sessions held by the clinical instructor. Attendance is required at these sessions, as is the completion of any assignments made in conjunction with the critiques. Image critiques will be graded and averaged into the clinical grade. If a student is absent for a critique session with the SVCC faculty, the student will receive a zero for the image critique grade. If scheduling permits, and with one-week prior notification; it may be possible to reschedule.

## Policy 5: Dress Code

Students shall be required to meet appearance standards of the affiliating clinical facility to which they are assigned in addition to the college requirements for clinical uniforms.

1. Uniform must be worn, ordered through Uniforms Etc.
2. Students are highly discouraged from appearing in public places (excluding Sauk Valley Community College) while in uniform. A student in uniform at locations other than their clinical site or SVCC may be considered for reprimand depending on the location.
3. White duty shoes (all white athletic, no colors, no clogs), white or light tan hose/socks only.
4. A SVCC student patch must be worn on the left shoulder. This can be purchased through the SVCC bookstore.
5. Long sleeved shirts, navy or white may be worn under uniform tops.
6. A patch will also be required on lab coat worn over uniform. (No knit cardigans.)
7. Markers, radiation monitor, and SVCC student ID badge are considered mandatory and part of the uniform. If a student loses their markers it is the students responsibility to request replacements through SVCC. Loss of radiation monitor is discussed under Radiation Safety section of the handbook.
8. Hair must be clean and well controlled so that it does not hang in eyes, around face, or on shoulders while in clinical uniform. Hair shall be of conservative length (above the collar), style and color. If long (below shoulder), hair shall be tied back/pinned up out of eyes. Beards shall be neatly trimmed.
9. Watches, wedding rings, and pierced ear-posts/studs (1/ear) are acceptable jewelry (flesh color gauges only, no hoops). No visible body piercing (tongue not acceptable).
10. Fingernails-no polish, no artificial nails, trimmed to conservative length.
11. Tattoos must be covered or concealed.
12. No gum chewing at the clinical site.
13. No smoking during clinical assignments, including breaks.
14. Cell phones are not allowed during clinical hours, except at lunch. Keep phones, laptops and iPad off and put away until lunch. **Do not carry them.**
15. Smart watches are allowed. If wearing, it must be on silent mode. SVCC may deny the use of a smart watch in the clinical site dependent on student usage.
16. Personal cleanliness is essential including; bathing, the use of deodorant and oral hygiene. Moderate use of makeup, mild perfume, mild cologne is acceptable.
17. Positioning notebook and a pen is to be carried in your pocket.

## **Policy 6: Grievance Policy**

All problems and concerns at the clinical facilities should be discussed with Sauk Valley Community College clinical faculty assigned to each hospital. If the problem is unresolved, students should contact the Clinical Coordinator who will discuss concern with the clinical instructor and appropriate clinical supervisor and director of department if necessary.

Students should feel free to communicate with clinical supervisor and instructors regarding all aspects of their learning experience at the affiliate hospital and are encouraged to communicate with the clinical instructor(s) at scheduled evaluations.

Steps to resolve issues are as follows:

1. Hospital Clinical Instructor
2. SVCC Clinical Instructor
3. Coordinator & Director
4. Dean of Health Professions
5. Refer to college catalog [www.svcc.edu](http://www.svcc.edu) for Academic Appeal policy.

### **STUDENTS RIGHT TO SUBMIT PROGRAM GRIEVANCES TO JRCERT**

Students have the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards.

JRCERT expanded standards are posted on Canvas in the Clinical Resources section and on the JRCERT website.

Contact of the JRCERT should not be a step in the formal institutional/program grievance procedure. The individual must first attempt to resolve the complaint directly with institution/program officials by following the grievance procedures provided by the institution/program. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRCERT at:

20 N. Wacker Drive Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304

[www.jrcert.org](http://www.jrcert.org)

## **Policy 7: Radiation / MRI Safety**

1. Radiation monitoring devices will be issued to each student at the outset of the program. Quarterly these devices are to be turned in and exchanged for current monitors. The student is responsible for exchanging monitors in the month due. Students' clinical grades will be affected by failure to exchange monitors. This is recorded on midterm and final clinical evaluations. Reports of student radiation exposure are available for review quarterly or upon request at the coordinator's office at the college.
2. Radiation safety practices at each institution are to be followed by the students who are assigned to each facility. The student must use the policies and procedures of each clinical site to assure safety and minimizing radiation exposure to patients, students and others.
3. Monitors must always be worn in the x-ray department. If a student forgets a monitor the student may go home to get the monitor with appropriate time deduction. If the monitor is lost contact the Program Director as soon as possible for replacement. Students will be charged for a replacement monitor.
4. Radiation monitoring devices are to be worn at the collar and are not to be covered by lead shielding. During fluoroscopic examinations, the student shall not turn his/her back to the fluoroscope during its operation.
5. Holding patients during radiographic examinations is to be avoided whenever possible. Immobilization devices are to be used in all except extraordinary circumstances. If it becomes essential that the student be in the radiographic room during an exposure proper protective shielding (including lead apron and gloves, if appropriate) are to be worn. Under no circumstances can a student hold an image receptor for an exposure. During portable radiography, a lead apron must be worn.
6. A student who receives a reading of 125 mRem or greater during a quarter will be required to meet with the program director to determine the reason for the high recording. Repeated high exposure rates may be cause for dismissal from the program if it is determined that improper safety precautions on the part of the student are the cause of the situation.
7. Students will be required to wear monitors for RAD 120/121 lab classes. Failure to wear the monitor for lab sessions will result in the student being dismissed from the lab and work to be made up at the discretion of lab instructor or a grade of "0" for the lab exercises being performed if not made up within reasonable time during the semester. Students must be positioned in the control panel area with an instructor present when exposures are made in lab class.

8. **MRI Safety Training & Screening Policy:** the MRI Safety Training & Screening Policy has been established for students as all students have potential access to the magnetic resonance environment. This assures that students are appropriately screened for magnetic wave or radiofrequency hazards. All students must complete the following:
  1. MRI Safety Training Video
  2. MRI Student Questionnaire/Screening Form Completion of the questionnaire will ensure that no contraindications exist which would put the student at risk while in the magnetic environment.

Students will watch the training video and complete the questionnaire during orientation and the first semester of the program. The screening form must be reviewed and approved by the MRI supervisor, it then needs to be submitted to the Clinical Coordinator prior to entering the MRI environment. A student must notify the Clinical Coordinator immediately of any potential physical changes that may create a safety hazard in a MRI imaging area. This may include, but not limited to metal shavings in eye or body, shrapnel of any kind, metal implants, joint replacement or surgical staples.



## **Policy 8: Pregnancy**

If a student becomes pregnant, she has the option of notifying the coordinator and clinical supervisor in order to protect her own health and that of her unborn child. Once notified, she is thus a Declared Pregnant Worker which is a female student who has voluntarily informed her designated program official in writing of her pregnancy. She will then be assigned an additional fetal badge monitor to be worn during the pregnancy to monitor radiation to the fetus. A physician's statement indicating date of pregnancy and anticipated delivery date must be on file in program director and clinical coordinator's office.

Radiation monitoring will be checked closely on pregnant students. Any student receiving a total of 500 millirems during pregnancy will be required to take a leave of absence from clinical until after the birth of her child.

If the student chooses to voluntarily declare her pregnancy she has several options:

1. She may continue in the program without any modifications to her clinical schedule.
2. She may request her clinical schedule be modified to reduce assignment to areas where exposure may be higher, such as surgery or fluoro, however, these areas would have to be made up after the birth of her child.
3. She may request a leave of absence from the program and reapply to return after the birth of her child. This may require assignment at a different clinical site depending on availability of student spaces as allocated by JRCERT.
4. A student may acquire additional hours by working during college breaks and vacation. They may bank six (6) clinical days in the first year of the program (1<sup>st</sup> year = 3 weeks) and nine (9) clinical days in in the second year of the program (2<sup>nd</sup> year = 3 weeks). These days may be used post-delivery.

The student has the right at any time to revoke the written declaration of pregnancy. The revoking of the declaration must be in writing and turned in to the Program Director.

Students continuing in the program will need to maintain didactic requirements and meet course objectives. Clinical objectives will need to be met according to option chosen by student. If unable to meet clinical objectives the student may withdraw and reapply after delivery of her child according to option 3.

Extended leaves may require withdrawal from the program and readmission at a time when they may be placed in the program at the proper sequence didactically and clinically. This may require assignment at different clinical facilities depending on availability of student spaces as allocated by JRCERT.

A leave of absence will extend your anticipated graduation date and you may not be able to graduate with your class.

Pregnant students must bring a physician release without restrictions post-delivery prior to returning to the clinical site.

## **Policy 9: Outside Employment**

In accordance with the IEMA, students may be employed only in a capacity that does not require a radiography license. Students are not able to work in an x-ray department taking x-rays for pay at any time during the course of the program.

Students outside employment hours must not interfere with clinical or classroom hours, as these hours will not be adjusted for the convenience of the students' employer. If outside employment interferes with regularly scheduled classroom or clinical hours, students may be dismissed from the program. Students may not leave clinical site or classroom early to get to work. Students may not reschedule evenings and/or weekend assigned hours for the convenience of outside employment.

It is strongly advised that the student not work full-time while in the Radiologic Technology Program. Alertness is important during lecture and simulation testing. During clinicals, rested bodies have a lesser chance of injury, and alertness is important to the safety of patients as well as the technologists who work at the clinical sites. Attendance and promptness is required during the clinical experience or a deduction in grade will be given, as outline in both the class syllabus and Student Handbook.

## **Policy 10: CPR And Health Requirements**

*(Must be met before first clinical day)*

### **CPR Requirements**

Each student must document that they have CPR for Basic Life Support Heart Code BLS (American Heart Association) or Professional Rescuer (American Red Cross) certification. The certification must be current.

Online training for the classroom portion is acceptable, however, an in-person skills check off with someone is required for the CPR to be valid.

### **Health Requirements**

A medical record must be completed by the student and the student's healthcare provider upon admission to the program and subsequent years, and submitted to Viewpoint Screening by the deadline date(s) indicated on their website. The medical record shall include the following:

a. A physical examination by the student's healthcare provider (using Sauk physical form located on Canvas). The examination must have occurred no more than three months prior to the beginning of classes. (See physical form). **You will not be allowed to attend clinical until the physical examination, immunizations, background check and CPR requirements are met.** (See clinical absence policy in syllabi).

b. Immunizations

Rubella, Mumps and Rubeola (measles). All applicants must provide evidence of immunity to Rubella, Mumps and Rubeola by laboratory titers or immunizations.

- i. Two-step Mantoux skin test (Chest X-ray if Mantoux positive).
- ii. Hepatitis B or declination. Highly recommended.
- iii. Varicella. Required
- iv. Tdap. Required
- v. Influenza or declination. Highly recommended.

Failure to meet deadlines for CPR and health requirements will result in loss of personal days and reflected on mid-term and final clinical evaluations.

## **Policy 11: Criminal Background Check**

Sauk Valley Community College (SVCC's) Health Professions utilize local health care facilities for student learning. These facilities utilize background checks as a means to protect their clients/patients and have the right to extend these criteria to students that would be placed at their institution. In the event that a student is denied a clinical practicum by a facility, alternatives for the student will be evaluated. In most cases, the student will be required to withdraw from the Health Professions Program.

The student is responsible for fees associated with the criminal background investigation and providing the requested information to castlebranch.com. The student will be required to sign a disclosure/release form.

Students who are convicted of a disqualifying offense after program admission are responsible for reporting that conviction immediately to the Program Director. Failure to report may result in dismissal from the program.

## **Policy 12: HIPAA Rules and Regulations**

HIPAA is the federal Health Insurance Portability and Accountability Act of 1996. The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information and help the healthcare industry control administrative costs.

Protected health information includes written, spoken, and electronic data. The information includes medical diagnosis, medical history, and medications. Information can be shared for treatment and care, billing for coding to insurance companies and quality assurance programs.

**Do not access any electronic records of yourself, friends and family members, only those to which you will provide care.**

### **HIPAA Policy**

All those in health care must now comply with the federal regulations of the Health Insurance Portability & Accountability Act (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures. SVCC faculty and students understand the importance of patient confidentiality and have a strong desire to maintain confidentiality at all times.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans or notes. Patient initials are the only identifier to be used for student logs or assignments. Chart forms are NOT to be copied or printed. It is the student's responsibility to assure that all papers are handled with caution to prevent careless circulation or handling by anyone other than the medical staff of the clinical site. Student papers with confidential patient information must be either carefully stored or shredded to prevent disclosure of such information. Confidentiality and privacy also extends to oral and electronic communications. Students and faculty will only use patient information as is necessary for direct patient care and student learning.

Students will not be approved for clinical rotations until the following is completed:

- a. View the HIPAA video in its entirety and provide a signature to indicate compliance.
- b. Sign the SVCC confidentiality agreement.

General guidelines to follow:

Don't leave documents open.

Only discuss information with those involved in the care of the patient.

Don't leave phone messages with information.

Don't leave patient information lying around unattended.

Shred information when no longer needed.

Log off computers when leaving unattended.

Close curtains for patient privacy.

Speak softly so as not to be overheard.

Don't leave computer screens up and keep away from public view.

Keep password secret and don't use other's password.

## **HIPAA REGULATIONS**

Elements that make information individually identifiable:

Names

Addresses

Employers

Relatives' names

Dates of birth

Telephone and fax numbers

E-mail addresses

Social security numbers

Medical record numbers

Certificate numbers

Photos

Any other characteristics, such as occupation, situation of events, etc., which may identify the individuals.

Clinical staff is allowed to look at their patient's entire record and share information freely with other clinicians directly caring for that patient.

### **Consequences of Violating HIPAA Patient Privacy Requirements**

The civil monetary penalties authorized under HIPAA vary depending on whether an individual is determined to have committed a single violation or is determined to have committed repeat violations. Under HIPAA, the Department of Health and Human Services may impose a penalty not to exceed \$100 per individual for one instance of a HIPAA violation. If an individual is determined to have committed multiple identical violations, then the penalty is capped at \$25,000 during a single calendar year.

The Department of Health and Human Services also can bring criminal sanctions against individuals for serious acts of noncompliance. The individual must have knowledge of the HIPAA violation that he/she is committing. Depending on the circumstances of the crime and the perpetrator's intent,

penalties can include a fine of up to \$50,000 and/or imprisonment of up to one year for any person who commits a criminal offense. If a person commits an offense under false pretenses, the fine may increase to \$100,000 and/or imprisonment of not more than five years. If a person commits an offense with intent to sell, transfer or use individually identifiable health information for commercial advantage, personal gain or malicious harm, the individual may be fined by a court up to \$250,000 and/or imprisoned for not more than 10 years. In addition, a patient who has had his/her protected health information improperly disclosed can file a state law claim against a covered entity for its noncompliance and resulting harm. Healthcare providers also are exposed with respect to state licensure standards. In other words, healthcare providers are licensed either by state boards of medicine (medical professionals) or state departments of health (healthcare facilities). All licensing entities maintain strict confidentiality obligations on their licensees. Violations of these obligations can lead to suspension or revocation of licenses.

### **Policy 13: Harassment, Sexual Harassment and Discrimination Policy**

Sauk Valley Community College does not tolerate sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking, and intimate partner violence. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, and staff. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will result in discipline, including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of prohibited conduct, and criminal prosecution may take place independently of any disciplinary action instituted by the College.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex or gender in the College's programs and activities. The College will respond to complaints or reports about prohibited conduct with measures designed to stop the behavior, eliminate any such gender discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in College-related programs or activities.

SVCC encourages anyone experiencing sexual discrimination or misconduct to talk to someone about what happened, so support/resources can be provided and the college can also respond appropriately. A student wishing to report an incident or having questions about College policies and procedures regarding Title IX, should contact the College's Title IX Coordinator, more information: <https://www.svcc.edu/about/policies/title-ix-policy.html>.

### **Policy 14: Professional Responsibilities**

1. Conduct consistent with sound medical ethical practice is expected of students at all times. Ethical practices are evaluated as part of each student's clinical course grade. Flagrant or repeated violations of accepted ethical precepts may be grounds for dismissal from the program.
2. Membership in appropriate professional societies is encouraged for all students. The coordinator and clinical instructors will strive to provide opportunity to enable students to participate actively in the functions of Illinois State Society of Radiologic Technologists, Northern or Central Region.

### **Policy 15: Honor Code**

If a dishonorable action occurs at the clinical site a conference form will be given, the student will receive no credit hours for that day and personal time will be used with suspension or dismissal initiated.

In the event that a second incident of cheating, dishonesty, or any other dishonorable action should occur, the student will be given a conference form and dismissed from the course by the instructor and given a failing grade for the course.

### **Policy 16: Student Behavior at Professional Meetings**

It is expected that students attending any professional meetings will observe appropriate standards of conduct. Students are reminded that while in attendance they are representing this School of Radiography. While attendance at classes, exhibits, and other presentations may be a requisite for attendance, the student is reminded that attendance at social functions held during a meeting is completely optional. The student will assume responsibility for his/her own actions at all times.

The student is required to comply with all rules established by the sponsor of the meeting, the proprietor of the meeting site, and the laws of the state of Illinois. Failure to comply may result in expulsion from the meeting, dismissal from school, or action taken by law enforcement officials representing the state, or locality in which the meeting is being held.

In addition, the student will sign a statement of understanding of these criteria and release Sauk Valley Community College and its representatives from any and all liability resulting from the students' actions or non-compliance with such rules and laws.

## **Policy 17: Student Disciplinary Action**

It is essential that patient care be everyone's prime concern. In the event that the standards of the clinical site and the college are not met, the following disciplinary actions will be taken. Records of incidents will be maintained throughout the duration of the program.

### A. Disciplinary Action

#### 1. Disciplinary action for clinical incidents:

- a. 1st incident – documented with clinical instructor and student signature.
- b. 2nd incident of the same nature - documented with clinical instructor and student signature. Student will be placed on probation. Student may be required to meet with SVCC faculty.
- c. 3rd incident of the same nature - suspension from clinical education with probation. Missed clinical time will be made up with loss of personal day. A conference will be initiated with the student and documented at SVCC. The student will be required to submit an essay regarding their actions and consequences and how it reflects on professionalism and future employment. This must be submitted to SVCC prior to return to clinical site.
- d. 4th incident with documentation - dismissal from the program. Referral to SVCC for dismissal.

2. Suspensions and dismissals are made only by the Program Director based on recommendations by clinical and academic faculty. Student may be dismissed prior to three disciplinary incidents, or when on probationary status.

Incidents include:

- a. Insubordination to clinical or college personnel.
- b. Failure to comply with the policies, rules and regulations of the clinical institution or college, or HIPAA guidelines
- c. Unprofessional conduct.
- d. Excessive and/or unexcused absences.
- e. Unauthorized schedule change.
- f. Evidence of alcohol/substance use during clinicals.
- g. Failure to give accurate radiologists report to medical staff.
- h. Hospital administration's refusal to keep student in clinical site due to risk or well-being of patients and/or staff.
- i. Failure to maintain competency level.
- j. Theft.
- k. Falsifying documents.
- l. Sentinel events as defined by the Joint Commission.
- m. A performance resulting in a possible threat to the physical and/or emotional well-being of a patient or staff.
- n. Falsification of time. Example - clocking classmate in or out of Online Rad School. This includes all parties involved.
- o. Use of photography in the clinical environment.



### **Policy 18: Injuries/Incident**

Any injury to the student or the client while on duty must be reported immediately to the supervisor/instructor and SVCC. Necessary forms must be completed; and if possible, a copy should be submitted to SVCC. Neither the college nor the health facility is responsible for student injury or disease contracted at the clinical site. Students are expected to provide their own medical insurance coverage.

Within 24 hours of an incident, which occurs at a clinical facility, students must inform the Clinical Coordinator and Program Director. An incident form should be completed and submitted to the college. This form can be found in Canvas.

### **Policy 19: Illness**

Students with a fever above 100° cannot attend clinical. Student must be fever free for 24 hours to return to clinical. Personal/sick days are used for illness.

Students who have been hospitalized and/or have had surgery, extended illness, 3 consecutive days absent, newly diagnosed or chronic illness, or an accident, must obtain a written statement from their physician giving medical consent to return to school and attend clinicals. Students undergoing prescribed medical treatments with a controlled substance that may impair thinking ability shall report this treatment to their instructor. The use of controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action, although it is important for the instructor to know such use is occurring. If use of a controlled substance interferes with your clinical performance, this may be grounds for a leave of absence or withdrawal.

### **Policy 20: Reporting Illness/Contagious Disease and Returning To Clinical Site**

Students are required to report all contagious illness/disease to their clinical site and to the clinical coordinator at SVCC.

Students off clinical/class for three consecutive days because of illness or injury must provide a physician's statement of permission to return to the clinical site without limitation.

The policy that is in place at the clinical site for reporting illness and contagious disease must be followed as well and may involve reporting to occupational health office.

## Policy 21: Readmission After Dismissal Or Withdrawal

A student may have the opportunity to return to the Radiography Program and to repeat one RAD course. The procedure for readmission will include the following conditions:

1. A written request to the Director indicating specific reasons for readmission. The request must be in the Director's office nine weeks prior to the beginning of the semester the student wishes to re-enter.
2. If a student fails first-year, first-semester then the student must reapply for the program following admission requirements.
3. Clinical placement for Independent study, and readmission will be placed upon clinical availability.
4. Independent study is a required course to re-evaluate clinical and didactic skills, if returning to RAD 103, 201, and 202. Simulation testing may also be required.
5. If a student has been dismissed from the program for any illegal, unethical, or grossly unsafe practices they cannot be considered for reapplication to any SVCC health professions program.
6. Admission is based on available openings at clinical sites.
7. Readmission **must** occur within 2 years after leaving the program.
8. See Health Career Counselor to update Academic Plan.
9. A student will be required to complete simulations if the student failed simulations with a score less than 40%, or did not successfully complete the clinical semester for RAD 101 or RAD 102.
10. A student will be on probationary status (Policy 17, 1.B.) for the independent study, and eight weeks after readmission.
11. Unsatisfactory performance as outlined in policy 17, will lead to permanent dismissal.
12. Returning student must have another physical, immunizations, background check and CPR certification prior to going to clinical site.
13. If more than two years have lapsed since the last attendance of the RAD Tech Program, the student must reapply to the program as a first-entrance student. All RAD Tech courses must be taken again, due to rapid advances in technology and the healthcare field.
14. One personal day will be granted for Independent study. Personal days for readmitted students to the program will be determined based upon semester of reentry.
15. A student may be asked to meet with the RAD faculty for review.

## **Policy 22: Student Organizations**

Student activities at SVCC provide an opportunity for all students to participate in learning outside of the classroom.

### **Rad Tech Club:**

The purpose of this organization is to advance and supplement the field of Radiologic Technology; to promote professionalism, scholarship, leadership, and social responsibility through school and community involvement.

### **Lambda Nu:**

This is a national honor society for radiologic and imaging sciences. SVCC Radiologic Technology program is a part of the Alpha Omega Lambda Nu. The purpose is to foster academic scholarship at the highest academic levels, promote academic research and investigation in the radiological and imaging sciences, and recognize exemplary scholarship. Students are chosen to be members of this honor society based on cumulative 3.5 GPA at SVCC.

### **ISSRT:**

Students are encouraged to join ISSRT as student members and attend the annual ISSRT Spring conference. If the student does not attend the spring conference offered by ISSRT, clinical days will be attended, and a research paper completed.

## **Program Leadership Award**

The Outstanding Student Award is provided by Radiography Program to recognize graduating students. Selection of the recipient is made by the graduating radiography students. To receive this award, a successful candidate must demonstrate the following:

### **Leadership**

Demonstrates the ability and initiative to motivate fellow students regarding worthwhile endeavors and follows through with the accomplishment of established personal, program and college activities. Has the ability to set priorities and delegate responsibilities appropriately.

### **Service**

Has voluntarily assumed responsibility for, participated in or supported club, community and college affairs.

### **Perseverance**

Has demonstrated the ability to anticipate problems, compensate with appropriate actions to modify situations and completes established goals in light of strenuous circumstances.

### **Patient Advocate**

Takes appropriate action regarding any instances of incompetence, unethical, prejudicial, or illegal practices by any member of the health care team or the health care system itself.

### **Professionalism**

Maintains a standard of personal conduct and appearance which reflects credit upon the profession at all times.

### **Enthusiasm**

Demonstrates eagerness to learn participates in non-required learning experiences and supports the morale of the class with a positive, optimistic attitude

## **Mentoring**

First-year students will be partnered with a second-year student for informal advisement and training.

## **Clinical Attendance Award**

The Perfect Clinical Attendance Award is provided by the Radiography Program. To receive this award, a successful candidate must demonstrate perfect clinical attendance. This is awarded yearly.

## **Policy 23: Energized Lab**

Radiation can be both beneficial and harmful. Therefore, it is necessary to establish policies, rules, and guidelines for the energized laboratory to assure that the student, faculty and bystanders are not irradiated. The laboratory is for teaching purposes only and cannot be used for diagnoses.

Student utilization of energized laboratories must be under the direct supervision of an instructor who is in the control panel area with students. Students who expose another person without an instructor present are subject to immediate dismissal from the radiography program.

When an exposure is made, all students and faculty will remain behind the lead barrier or outside the room. Dosimeters must be worn when exposures are being made.

Each student is expected to replace equipment and other teaching aids in their proper location. Equipment is not to be removed from the laboratory or classroom.

The equipment may be turned on only with permission from SVCC Radiography Faculty.

Food and drinks are not allowed in the laboratory.

Students using the laboratory outside the regular scheduled laboratory times must ask permission.

Students are responsible to ensure that equipment is turned off.

## **Policy 24: Transfer**

Sauk Valley Community College's Radiologic Technology program does not accept advanced placement students.

## **Policy 25: Social Networking**

Students must refrain from disclosing confidential, proprietary, or sensitive information of the clinical site experiences.

Students must avoid all discussions of personalities involving the doctors and hospital personnel at your assigned clinical sites/ discussion of problems, issues, or experiences encountered in the hospital or clinic should not be given on any social network. Assume co-workers and future employers are reading your contributions.

Social networking contributions must comply with the Radiology Programs policies, including the ARRT code of ethics as outlined in the SVCC handbook.

The Radiology Program director will determine whether a particular social networking use violates the program policy. Violation of this policy may result in discipline up to and including dismissal from the program

## **Policy 26: Intent to Graduate**

Degree and certificate-seeking students must apply for graduation at the beginning of the semester in which they will fulfill their graduation requirements. It is recommended that the student apply for graduation the semester prior to graduation to verify that all requirements are met or are in progress. Proper notification of intent to graduate must be on file in Admissions and Records no later than the mid-term of the fall, spring or summer semester in which students intend to complete their award. The College reserves the right to administratively award degrees/certificates upon completion of any program.

### **GRADUATION REQUIREMENTS OF THE PROGRAM:**

A student must complete the graduation requirements of the program to be awarded an Associate of Science Degree by the college. Students must also meet the College's requirements prior to graduation.

1. Complete a minimum of 16 semester hours at SVCC toward a degree; complete 16 hours in the major field for A.A.S. degree;
2. Complete no fewer than the required semester hours in a prescribed program of study;
3. Satisfy all admissions requirements;
4. Achieve a minimum cumulative GPA of 2.00;
5. Fulfill all financial obligations to the College;
6. File an "Intent to Graduate" form with Admissions and Records. Deadline to file this form is midterm week of the semester which the student intends to graduate;
7. If the student wishes to participate in the commencement ceremony, he/she must pay a commencement fee by a designated date of the graduation year;
8. All program courses must be satisfactorily completed, with a passing grade;
9. All required make-up time must be completed;
10. All required clinical documents must be on file with Clinical Coordinator; <sup>[1]</sup><sub>[SEP]</sub>
11. Two-year checklist of elective and mandatory competencies must be completed;
12. Requirements of the registry review course must be met prior to graduation;

## **Policy 27: Registry Eligibility**

NOTE: If a student has been convicted of a felony or a series of misdemeanors, the American Registry of Radiologic Technologists will not consider an application for registration until the entire sentence including parole and restoration of civil rights has been completed. Violations must be documented to ARRT Board for approval to take exam.

If you have been involved in a criminal proceeding, misdemeanor or felony, you may request a *pre-application review* with the ARRT to obtain a ruling on the impact of the situation for eligibility for certification and registration. This process may be done prior to taking the registry. Visit the ARRT website to obtain further information.

## **Policy 28: Program Surveys**

Exit/Student Satisfaction Surveys are completed by the graduating class. All data is collected and tabulated, the results are utilized for program improvement and reflection, and are a part of program assessment.

Employer surveys are completed by facilities that employ SVCC graduates. This survey is completed six months after the employee has graduated. All data is collected and tabulated, the results are utilized for program improvement and reflection and are part of program assessment.

Graduate surveys are completed by the graduate, six months after graduation. All data is collected and tabulated, the results are utilized for program improvement and reflection, and are part of program assessment.

## **Policy 28: Contingency plan**

### **Purpose**

Whenever an emergency affecting the education of students enrolled in the program reaches proportions that cannot be handled by routine measures, the following contingency guidelines may be implemented by the Program Coordinator, Clinical Coordinator, or College Administration.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate the contingencies of various types and magnitude.

- unable to continue with in classroom didactic education
- unable to participate in patient's exams in the clinical sites

- provide an extension for graduation dates until students are able to fulfill their didactic and clinical education
- consider delaying admissions to enable to currently in rolled students the opportunity to matriculate

## **Policy**

### **Classroom education**

- A. Students will be notified immediately that classroom instruction has to be altered or discontinued
- B. Faculty will adjust lesson plans to accommodate distance education delivery
- C. Students will return to the didactic education when facility deems it safe

### **Clinical education**

- A. If possible, clinical labs may continue in a controlled environment under the supervision of the clinical coordinator or faculty member
- B. Students will return to clinical sites in the facility deems it safe
- C. This may mean that students could be reassigned to a different clinical facility or site, or to a non-traditional shift, such as evenings and weekends in order to accommodate the student
- D. The program will adhere to the supervision policies
- E. The program will sure adequate PPE is provided to maintain and ensure student safety
- F. The program will review and possibly revise the clinical education plan and ensure student safety
- G. The program will review and possibly revise the clinical education plan to assure that all students are provided equitable learning activities regardless of the type of activity

Sauk Valley Community College Radiologic Technology Program will work with its affiliates to assure they are aware of the steps being taken to ensure student safety and to keep them apprised of the program's plan for the students' education.