

# **SOUTHEASTERN COLLEGE**

**Department of  
Academic Affairs**

**Radiologic Technology Student Handbook  
(Carolinas & Florida)**

**Second Edition**

**Official governing policies and procedures**

**Adopted January 2021, June 2021, January 2022, February 2022, February 2023, July 2024,  
August 2024**

For questions or comments concerning this handbook, please contact the Department of Academic Affairs. The information contained in this handbook is program specific and supplements the information contained in the institutional catalog. The administration reserves the right to amend, supplement or rescind these policies at any time without prior notification.

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**SOUTHEASTERN COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**

**PREFACE**

This handbook was written by the Faculty of the Radiologic Technology Program to inform students of the Program's policies and procedures. This is a competency based didactic and clinical training program. The faculty will periodically review the policies, procedures, curriculum, and any other information contained in this manual as necessary. Any changes and/or additions will be distributed to the students in writing and will supersede previous policies and/or procedures.

**SOUTHEASTERN COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
STUDENT HANDBOOK**

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## **INTRODUCTION**

### **Foreword**

The Southeastern College catalog and the Radiologic Technology Program Student Handbook contain the policies and procedures of Southeastern College and of the Radiologic Technology Program. Due to the nature of the curriculum and the clinical expectations of the Program's graduates, program policies and procedures may be more stringent than those of the college.

Students are responsible for becoming familiar with all the information contained in the college catalog and the Radiologic Technology Program's Student Handbook. The student, throughout the duration of the program, should retain these materials and will receive copies of revised policies, procedures and/or revised editions.

All faculty and students have the responsibility of preserving the privacy, dignity, and safety of all individuals who are part of the program and must maintain confidentiality in all academic and clinical situations.

### **Equal Opportunity Statement**

Southeastern College's policy of equal opportunity, consistent with Federal policy, assures that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the college.

To ensure continued success in achieving equal opportunity and non-discrimination in all its programs and departments, Southeastern College hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

## **SOUTHEASTERN COLLEGE MISSION STATEMENT AND GOALS**

### **Mission Statement**

The mission of Southeastern College is to provide quality career education and skill development to aspiring individuals pursuing a career or advancement in their chosen field.

### **Strategic Directions**

The College maintains as key mission drivers the following Strategic Directions:

- \* Promote academic excellence and achievement through quality educational programs.
- \* Attract and retain quality faculty and staff.
- \* Develop and maintain high-demand educational programs that are distinctive, accessible, and responsive to community, disciplinary, and student aspirations and needs.
- \* Support, cultivate, and expand faculty instruction, student learning, and academic program-appropriate research.
- \* Expand the domestic and international development of Southeastern College through the addition of new locations, collaborative agreements, and programmatic and community initiatives.
- \* Continue the implementation of appropriate fiscal, budgetary, and managerial strategies to provide adequate resources with which to support Southeastern College and its future development.
- \* Develop and implement a multifaceted institutional development/advancement program with which to further enhance the college's relationships with alumni, selected supporting global constituencies, service communities, and the professions it serves.

The Radiologic Technology Program requires 8 months of general education courses followed by 16 months of radiology courses. Radiology Courses at Southeastern College are held Monday through Friday for five hours a day (times vary by campus). The program offers six clinical rotations, each rotation being four weeks in duration. The time of day, and possibly the days of the week (including weekends) of the practice experiences may differ from the normal school schedule. The practice experiences usually involve 5 days (40 hours) per week, unless other arrangements have been approved by the Radiologic Technology Program for unusual circumstances. Students will not be scheduled to have any combination of class, lab and clinical hours in excess of ten hours per day nor more than 40 hours per week.

The curriculum is divided into a general education component and an RT core education component. The core education component is further divided into didactic portion, which includes classroom and laboratory experiences, and a clinical portion, which consists of experiences in clinical settings. Each program course is a prerequisite for the subsequent program course offered, therefore, successful completion of prerequisite courses is a requirement for progression throughout the program.

Admission into the program is the prerequisite for enrollment in the Radiologic Technology core curriculum. Successful completion of English, Communications, Mathematics, Humanities, Computers, Behavioral/Social Sciences, and two Natural Science pre-requisite general education

courses with a minimum grade of “C” or higher. Students must have a cumulative grade average of 3.0 on a 4.0 scale in completion of all general education courses.

The Radiologic Technology curriculum is designed to provide the appropriate education necessary to prepare the graduate to practice as an entry level Radiologic Technologist.

The curriculum is a sequence of courses offered once to each class. As the curriculum must reflect the changing nature of the Radiologic Technology profession, from time to time restructuring of individual courses and in some cases the curriculum must occur. Due to this potential restructuring, students who leave the program from one class and return to complete the program with another class are required to meet the graduation requirements of the program and College when they return.

## **Faculty Responsibilities**

Full-Time Didactic Faculty Responsibilities:

1. Prepares and maintains course outlines and objectives, instructs, and evaluates students, and reports progress.
2. Participates in the accreditation and assessment process.
3. Supports the Program Director to help ensure effective program operation.
4. Participates in periodic review and revision of course materials.
5. Maintains current knowledge of professional discipline.
6. Maintains appropriate expertise and competence through continuing professional development.

Adjunct Faculty Responsibilities:

1. Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress.
2. Participates in the assessment process, as appropriate.
3. Participates in the periodic review and revision of course materials.
4. Maintains current knowledge of the professional discipline, as appropriate.
5. Maintains appropriate expertise and competence through continuing professional development.

Clinical Preceptor Responsibilities:

1. Is knowledgeable of program goals.
2. Understands the clinical objectives and clinical evaluation system.
3. Understands the sequencing of didactic instruction and clinical education.
4. Provides students with clinical instruction and supervision.
5. Evaluates students’ clinical competence.
6. Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development.
7. Maintains current knowledge of program policies, procedures, and student progress.



### Clinical Staff Responsibilities:

1. Understand the clinical competency system.
2. Understand requirements for student supervision.
3. Evaluates students' clinical competence, as appropriate.
4. Supports the educational process.
5. Maintain current knowledge of program policies, procedures, and student progress.

### **Program Objectives**

Southeastern College's Radiologic Technology Program is designed to provide instruction to prepare qualified students in the routine, general and fluoroscopic procedures, special procedures, and use of specialized equipment and techniques. Graduates will be qualified to take the American Registry of Radiologic Technologists Radiography examination and meet the criteria for licensing by the South Carolina Radiation Quality Standards Association and licensing by the State of Florida Department of Health.

### **Program Philosophy**

Radiologic Technology is a profession that serves a diverse population and focuses on diagnosing disease and/or symptoms using medical imaging technology. The Radiologic Technologist plays an integral role in the safe delivery of radiology services as part of the total health care team serving the patient.

The Radiologic Technology Program curriculum consists of an integration of didactic, laboratory and clinical experiences, each playing a vital role in the education of the student enrolled in the Radiologic Technology Program. In addition, the program believes that communication and interaction skills play an integral role in the development of an entry level Radiologic Technologist.

The program recognizes the value in providing the healthcare community with qualified, competent Radiologic Technologists who are prepared to contribute to the workforce and to the field of Radiologic Technology.

The program believes each student is an individual active participant, bringing in a variety of educational needs and attributes. The program strives to be aware of these individual needs and attributes and strives to provide an environment throughout all components of the program that will enhance and facilitate the development of a caring, competent entry level Radiologic Technologist.

The program believes that both faculty and student are responsible for the learning environment, requiring cooperation, commitment, and self-assessment from all individuals involved.

The program believes that learning is a continuous process, a part of professional growth and development, which is encouraged, and a necessary skill set.

### **Program Description**

Southeastern College's Associate in Applied Science Program in Radiologic Technology in South Carolina and North Carolina and Associate of Science in Radiologic Technology in Florida prepare

students for entry-level positions in the profession, producing radiographic images in accordance with standardized practices and procedures. The program provides radiologic information including medical terminology, patient care, radiographic procedures, radiation protection, equipment operations and image production and evaluation. The program's graduates are eligible to take the national certification examination administered by the American Registry of Radiologic Technologists and are eligible to be licensed by the State of South Carolina or Florida to practice Radiologic Technology (North Carolina does not require licensing but does require ARRT examination).

### **Program Mission Statement**

The Mission of Southeastern College's Associate in Applied Science Program in Radiologic Technology in South Carolina and North Carolina and Associate of Science in Radiologic Technology Florida is to provide students with the entry-level knowledge and clinical skills necessary to provide quality patient care, attain eligibility for certification, and employment in the diagnostic imaging profession.

### **Program Mission and Goals Statement**

The Radiologic Technology program's mission is to provide entry-level students with the academic knowledge and clinical skills necessary to provide quality patient care and attain eligibility for certification and employment in the diagnostic imaging profession.

Goal # 1 Students will communicate within a healthcare setting.

- Student Learning Outcomes:
  - Students will communicate with patients.
  - Students will demonstrate entry-level communication readiness.
  - Students will communicate with members of the healthcare team.

Goal # 2 Students will apply critical thinking skills.

- Student Learning Outcomes:
  - Students will perform non-routine procedures.
  - Students will competently perform image evaluation and analysis.
  - Students will demonstrate radiation safety considerations.

Goal # 3 Students will demonstrate professional and ethical behavior.

- Student Learning Outcomes:
  - Students will abide by professional policies.
  - Students will exhibit ethical behavior.

Goal # 4 Students will demonstrate clinical competency.

- Student Learning Outcomes:
  - Students will demonstrate readiness for clinical practice.
  - Students will achieve appropriate clinical competency level.

### **STANDARD OF ETHICS**

The program adheres to the ASRT Code of Ethics, ARRT Standard of Ethics and ARRT Code of Conduct.

The Radiologic Technology Program curriculum consists of an integration of didactic, laboratory and clinical experiences, each playing a vital role in the education of the student enrolled in the Radiologic Technology Program. The curriculum is supported by the American Society of Radiologic Technologists (ASRT), the professional agency that guides the profession.

Southeastern College's Associate of Applied Science Degree program in Radiologic Technology in South Carolina and North Carolina or the Associate of Science Degree program in Florida produce competent graduates for entry-level positions in the field. The American Registry of Radiologic Technologists (ARRT) is the national certification agency for the profession. Students in the program are advised of the ARRT Standard of Ethics. Failure of the student to adhere to this standard will be reported to the ARRT. Unethical or dishonest behavior on the part of the student may cause ineligibility to sit for the national certification examination, obtain state licensure, and/or dismissal from the program in accordance with ARRT guidelines.

It is the Program's belief that:

Learning includes an understanding of the ethical and moral issues involved in patient care and strives to maintain academic honesty and integrity in all aspects of the program in the student's preparation for entry into the profession. Adherence to the College and Program's Policies and Procedures demonstrates the student's responsibility and accountability in all aspects of the educational process.

The student will demonstrate/develop the ability to:

- Perform within the standards of the professional code of practice for Radiologic Technology and applicable state and federal laws within the scope of their abilities.
- Perform within the standards of the clinical education centers policies and procedures.
- Adhere to College and Programmatic policies and procedures.
- Adhere to the ASRT Practice Standards, ARRT Standard of Ethics.
- Participate in appropriate self-assessment and modify actions based on assessment results.

## **ARRT Standard of Ethics**

- **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, health care consumers, employers, colleagues, and other members of the health care team. The Code of Ethics is intended to help Certificate Holders and Candidates maintain a high level of ethical conduct and provide for the protection, safety, and comfort of patients.

The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
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 based on race, color, creed, religion, national origin, sex, marital status, status regarding public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted during 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.

[www.arrt.org/codeofethics](http://www.arrt.org/codeofethics)

## **B. RULES OF ETHICS**

The Rules of Ethics forms the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all Certificate Holders and Candidates. Certification and Registration are methods of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential Certificate Holders and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. Certificate Holders and Candidates engaging in any of the following conduct or activities with respect to them, have violated the Rules

of Ethics and are subject to sanctions. *For further information on sanctions please refer to the RT Student Handbook “Eligibility for Certification by the American Registry of Radiologic Technologists” or visit the ARRT website: [www.arrt.org](http://www.arrt.org)*

## **TECHNICAL STANDARDS**

Students must be physically capable of successfully performing the following standards related to the occupation in a safe, accurate, and expeditious manner. Please read the following standards carefully, assess your physical capabilities, and determine if you have any physical limitations that may restrict or interfere with your satisfactory performance of any of the standards listed below.

- Lift, move, and transport patients (in excess of 50 pounds) to and from various ambulatory devices, (wheelchair, stretcher, hospital bed, and radiographic table) without causing undue pain or discomfort to patient or oneself.
- The ability to spend prolonged periods of time walking, standing, sitting, bending, reaching, pushing, and pulling.
- Position patients for various radiologic examinations. This requires physical touch.
- Manipulate x-ray equipment into proper positions, including fixed and mobile units. This requires upper and lower body dexterity.
- Recognize audio sounds and (bells, buzzers, etc.) and visually distinguish colors.
- Respond immediately to emergency situations that may otherwise jeopardize a patient’s physical state if speedy care is not administered.
- Evaluate written requisitions for radiographic procedures.
- Communicate (verbal and written) the explanation of procedures and give effective instructions to a patient.
- Obtain medical histories of patients and communicate this information to appropriate members of the health care team.
- Visually evaluate radiographic images.

## **ADMISSION REQUIREMENTS TO ENTER CORE PROGRAM**

The following are admissions requirements to enter the core program:

- Have a high school diploma or GED.
- Pass the entrance exam.
- Background check and drug screening.
- Successful completion of Natural Sciences, Mathematics, English and two additional pre-requisite general education courses with a minimum grade of “C” or higher.
- Cumulative grade average of 3.0 on a 4.0 scale in completion of all general education courses.

## ACADEMIC PROGRESS

The Radiologic Technology Program has a set grading standard designed to assist graduates in achieving passing scores on the national certification examination and to demonstrate that the required core competencies have been achieved.

To enter the Radiologic core component, the student must achieve a minimum cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) in all completed general education courses. Earning a grade of “D” or “F” in any general education course, and/or not attaining a cumulative GPA of 3.0 (on a 4.0 scale) in the general education component will prevent the student from entering the program core. The student may elect to repeat a general education course in which a grade of “D” or “F” was received. Transfer credits from another institution will be calculated into this required general education cumulative GPA for admission into the program core.

To ensure the appropriate rigor of the Radiologic Technology is applied as students prepare for successfully completing the applicable national board exams, programs may implement recommendations offered by their respective programmatic accrediting agencies to award a course grade on two accounts where both didactic and competency testing is required. 1) Didactic knowledge and 2) skills/professionalism competency spans all three (3) learning domains (cognitive, psychomotor, and affective) and directly correlate to student learning outcomes and course objectives. These programs have evaluation tools that can be used to measure student learning objectives.

Therefore, to ensure the college supports students who possess the knowledge, skills, and attitudes necessary to pass a national certification/licensure exam, as well as practice safe and effective patient care, the recommendation is for the programs to award a course grade that includes both a didactic component and a competency component. Utilizing this approach, students should achieve a minimum grade of 75% in each of the two categories in order to pass the course and progress in the program of study.

A student who fails a core course must repeat the course before moving forward in the program. The failing grade will only be replaced when and if the student earns a passing grade.

**RADIOLOGIC TECHNOLOGY**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE CURRICULUM (NORTH AND SOUTH CAROLINA) OR ASSOCIATE OF SCIENCE DEGREE (FLORIDA)**

<b>8 General Education Courses (24.0 credit hours)</b>			
Course and course credit hour	South Carolina	Florida	North Carolina
English (3)	ENC 101	ENC 1101	ENC 101
Speech (3)	SPC 101	SPC 1017	SPC 101
Anatomy and Physiology I (3 + 1)	BSC 205	BSC 2085	BSC 205
Anatomy and Physiology II (3 + 1)	BSC 206	BSC 2086	BSC 206
Mathematics Intermediate Algebra (3)	MAT 103	MAT 1033	MAT 103
American Literature or English Literature (3)	AML 100 ENG 100	AML 1000 ENL 1000	AML 100 ENG 100
Introduction to Computers (3)	CGS 106	CGS 1060	CGS 106
Introduction to Psychology (3)	PSY 101	PSY 1012	PSY 101

<b>16 Core Education Courses (61 credit hours)</b>			
Course and course credit hour	South Carolina	Florida	North Carolina
Intro to Radiologic Technology (4)	RAD 101	RAD 1010	RAD 101
Radiologic Imaging (4)	RAD 102	RAD 1020	RAD 102
Radiologic Procedures I (4)	RAD 105	RAD 1050	RAD 105
Radiologic Procedures II (4)	RAD 106	RAD 1060	RAD 106
Clinical Rotation I (3.5)	RAD 111	RAD 1110	RAD 111
Clinical Rotation II (3.5)	RAD 112	RAD 1120	RAD 112
Radiologic Science I (4)	RAD 103	RAD 1030	RAD 103
Advanced Pathophysiology Imaging (4)	RAD 210	RAD 2100	RAD 210
Radiologic Procedures III (4)	RAD 107	RAD 1070	RAD 107
Radiologic Procedures IV (4)	RAD 108	RAD 1080	RAD 108
Clinical Rotation III (3.5)	RAD 113	RAD 1130	RAD 113
Clinical Rotation IV (3.5)	RAD 114	RAD 1140	RAD 114
Advanced Radiologic Imaging I (4)	RAD 209	RAD 2090	RAD 209
Clinical Rotation V (3.5)	RAD 115	RAD 1150	RAD 115
Clinical Rotation VI (3.5)	RAD 116	RAD 1160	RAD 116
Radiologic Science II (4)	RAD 104	RAD 1040	RAD 104

**TOTAL SEMESTER HOURS**

8 General Education Courses  
 16 Core Education Courses

24 credit hours  
 61 credit hours  
 85 credit hours

Total:

## **PROGRAM BELIEFS ABOUT LEARNING**

- Learning is a continuous process; a part of professional growth and development, which is encouraged and necessary.
- Learning with respect to each student's individual personality, ability and learning style is recognized and appreciated.
- Learning includes being instructed by qualified faculty who are respectful, understanding, fair and considerate of their students' needs.
- Learning includes a classroom of students who are respectful to their instructor and understand and appreciate that each instructor's individual personality leads to individual teaching styles.
- Learning involves active participation of the emotional, social, cultural, physical, cognitive and psychological aspects of each individual personality, each of which should be respected.
- Learning includes recognizing cultural diversities among fellow classmates and demonstrating an understanding and respect for one another, thus promoting the importance of working as a team.

## **ACCREDITATION STATEMENT**

Southeastern College is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

The Radiologic Technology Programs at Southeastern College is recognized by the American Registry of Radiologic Technologist (ARRT). Southeastern College is also working towards accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd, Suite 302  
Arlington, VA 22201

Joint Review Committee on Education in Radiologic Technology  
20 N Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

## **RESOLUTION OF A COMPLAINT REGARDING A JRCERT STANDARD**

<https://www.jrcert.org/accreditation-information/accreditation-standards-2021/>

The Radiologic Technology Program adheres to the highest possible standard of education and promotes a quality educational process in which students are involved. Therefore, any complaint about the program regarding accreditation or JRCERT Standards will be reviewed and reported to



the College's administration and to the Joint Review Committee on Education in Radiologic Technology.

- If a complaint is received by the College or program concerning the program's accreditation, or that a particular JRCERT Standard has not been met, the program will immediately notify College administration.
- The program director will investigate the complaint and will determine its validity. A report of findings will be presented to the College Administration for review within 3 business days of the complaint.
- Actions will be taken, if required and appropriate, to correct and/or improve the quality of the program and resolve the complaint.
- The program director will notify JRCERT of the complaint and the actions taken to correct and/or improve the quality of the program, if required.
- The complete process will be documented, and a record maintained on file in the Program Directors Office.
- A follow up report will be presented to the College Administration within 7 business days following the programs report of findings; the follow up report will document programmatic actions taken to resolve the complaint.

Joint Review Committee on Education in Radiologic Technology  
20 N Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

### **ARRT NATIONAL CERTIFICATION EXAMINATION**

Students who graduate from the Radiologic Technology Program at Southeastern College are eligible to submit an application, to take the national certification examination administered by the American Registry of Radiologic Technologists. This examination is computer based and may be taken at any of the Pearson-Vue Test Centers, upon a scheduled appointment.

If the student has questions or wishes to apply for the national certifying examination, they may contact the ARRT.

The American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, MN 55120  
(651) 687-0048  
[www.arrt.org](http://www.arrt.org)

## **ELIGIBILITY FOR CERTIFICATION BY THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS**

If a student has ever been convicted of a felony or misdemeanor the student must go through the ARRT review process and approval to be eligible to take their national certifying examination. If an applicant is convicted between the time of application and the exam administration date, it is the applicant's responsibility to inform the ARRT immediately and begin the review process. Additional information may be found in the ARRT Rules and Regulations and in the ARRT Standards of Ethics. Students who re-enter the program after being dismissed for any reason are required to submit a statement with the ARRT application addressing the reason for leaving the program, what they have done to move forward and graduate after successful re-entry. This will be accompanied by a letter from the program director acknowledging the student's statement. The American Registry of Radiologic Technologists can be contacted for any additional information at the following:

American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, Minnesota 55120  
(651) 687-0048  
[www.arrt.org](http://www.arrt.org)

## **STATE OF FLORIDA LICENSURE IN RADIOLOGIC TECHNOLOGY**

Students who graduate from the Radiologic Technology Program at Southeastern College are eligible to submit an application for state licensure to the State of Florida Department of Health Radiologic Technology Certification. To practice Radiologic Technology in the State of Florida one must be licensed by the State of Florida.

Per [s. 468.3065, F.S.](#), certification by endorsement may be issued to an applicant that submits a [completed application](#), remits the appropriate fee, and can demonstrate that they hold a [current certificate, license, or registration to practice Radiologic Technology in another jurisdiction](#). However, the requirements of all such certificates, licenses or registrations to practice Radiologic Technology must be substantially equivalent (in the department's opinion) to those required in Florida, including graduation from an approved educational or training program. Applicants who are graduates of such approved programs and who hold current ARRT or NMTCB licensure in those subject areas are considered substantially equivalent. "Alternative Eligibility" is not an approved educational or training program. Applicants must submit [complete documentation of past criminal convictions or professional disciplinary actions](#), and must not have committed a crime listed in [s. 435.03 F.S.](#), or similar statute in another state.

Department of Health | Radiologic Technology Certification  
4052 Bald Cypress Way, Bin C-85  
Tallahassee, FL 32399-3285

Council Office: [mqa.rad-tech@flhealth.gov](mailto:mqa.rad-tech@flhealth.gov) (850) 245-4910 Fax: (850) 921-6365

<http://www.floridahealth.gov/licensing-and-regulation/radiologic-technology>

## **STATE OF SOUTH CAROLINA**

### **LICENSURE IN RADIOLOGIC TECHNOLOGY**

Students who graduate from the Radiologic Technology Program at Southeastern College and have a Social Security number are eligible to submit an application for state licensure to the South Carolina Radiation Quality Standards Association. To practice Radiologic Technology in the State of South Carolina one must be licensed by the South Carolina Radiation Quality Standards Association. All applicants **must have** a Social Security number in order to be eligible and **must** meet the ethics criteria for ARRT to be licensed by the State of South Carolina.

If a student has ever been convicted of a felony or misdemeanor the student must go through the South Carolina Radiation Quality Standards Association, State of South Carolina review process for approval to be eligible to be licensed by the State of South Carolina. If a student has any questions regarding licensure or wishes to obtain an application for licensure, the student may contact the South Carolina Radiation Quality Standards Association.

#### **South Carolina Radiation Quality Standards Association**

P.O. Box 7515

Columbia, SC 29202

**Office:** 1927 Thurmond Mall Suite 101

Columbia, SC 29201

Toll-Free (877) 771-6141

(803) 771-6141 (803) 771-8048 Fax

[www.scrqsa.org](http://www.scrqsa.org) [scrqsa@capconsc.com](mailto:scrqsa@capconsc.com)

## **STATE OF NORTH CAROLINA**

### **LICENSURE IN RADIOLOGIC TECHNOLOGY**

Students who graduate from the Radiologic Technology Program at Southeastern College and have a Social Security number are eligible to submit an application for the American Registry for Radiologic Technologists (ARRT) examination. The state of North Carolina does not require licensing for employment in that state. Students may be eligible for licensing in South Carolina by following the steps in the South Carolina Licensure in Radiologic Technology requirements. Students may contact the South Carolina Radiation Quality Standards Association at the address and websites above.

## **RADIOLOGIC SCIENCE – PROFESSIONAL ORGANIZATION**

The Southeastern College Radiologic Technology Program encourages currently enrolled RT students to become a member of the American Society of Radiologic Technologists (ASRT). The ASRT is the world's largest and oldest membership association for medical imaging technologists and radiation therapists. The ASRT provides its members with educational opportunities, promotes

radiologic technology as a career, and monitors state and federal legislation that affects the profession. It also is responsible for establishing standards of practice for the radiologic science profession and developing educational curricula. Student members are those who are enrolled in primary radiologic science programs. They have all rights, privileges and obligations of Active members. Individuals applying for student membership must demonstrate that they are currently enrolled in a primary educational program in the radiologic sciences. Eligibility for student membership shall terminate upon initial certification. Students receive discounted membership dues. Students may obtain an ASRT application from the program director or by visiting the ASRT website at: <http://www.asrt.org/>

### **HEALTH SERVICES**

In the event a student at Southeastern College has a medical emergency, Southeastern College will immediately call 911 for emergency medical assistance. The student is responsible for all costs incurred for all medical treatment.

Should the student require emergency medical treatment while at a clinical education site the student will use emergency facilities, i.e. Emergency Room at the clinical education site. The student is responsible for all costs incurred for all medical treatment.

Students must have current health insurance while at the clinical education centers. Student Services has information available on student health insurance plans for students without personal insurance coverage.

The Department of Student Services maintains a listing of health centers and community hospitals if a student is in need of a health service referral and/or insurance plan referrals. In the event of a medical emergency "911" is called immediately.

### **STUDENT TRANSPORTATION**

The student is responsible for all costs associated with their transportation to and from Southeastern College and all assigned clinical education sites. The program will not make any allowances for a student who is unable to be in a didactic or clinical course due to lack of transportation. Clinical education sites are located at diverse geographical areas up to 100 miles from the campus and will require travel.

### **LIBRARY AND INTERNET RESOURCES**

The campus online library has numerous volumes and issues of Radiologic Technology textbooks and professional journals. In addition, the online library holdings (Library Information Resource Network (LIRN)) include online textbooks and journals in other health and allied fields.

The library has computers with Internet access. Multiple radiology related sites are accessible to students who need to access the Internet for research assignments. Students can log in at <https://bar-ed.libguides.com/c.php?g=975847&p=7055404&preview=18d09adfc51c91eda7e620fac032cca>.

In addition, the faculty has their own private collection of textbooks and professional journals which students may use under the direction of the program's faculty.

## **ADMINISTRATIVE POLICIES**

### **Orientation**

The orientation program held prior to the first day of each term is designed to facilitate the transition into college, to familiarize new students with the organization and operation of the college, and to assist them in planning their academic schedule. During orientation students are versed in the mission and traditions of the college, rules and regulations, study techniques, academic standards, and counseling.

Students enrolled in the Radiologic Technology Program are required to attend the Radiologic Technology program orientation for introduction to program policy and procedure and to receive the program's Student Handbook. Orientation is scheduled prior to the start of the radiologic technology courses. Students are notified in advance of the scheduled date and time.

### **Standards of Appearance**

Proper professional dress and appearance are required per the program's Dress Code Policy. Students in the Allied Health Programs must wear the prescribed scrubs with the SEC logo hose or socks, closed toe and heel, clean all white shoes (no heels), and the approved lab coat. Uniforms must be clean and maintained.

### **Standards of Attendance**

Regular class attendance is essential to proper academic progress and is expected. Absenteeism (including late arrivals, extended break times and early leaves) resulting in fifteen (15) percent of missed class hours, for any subject, may cause the student to be ineligible to take the final examination in that subject. Absenteeism (including late arrivals, extended break times and early leaves) in excess of ten (10) percent of missed clinical hours per clinical rotation may cause the student to be ineligible to continue in the program. Patterns (*3 or more occurrences during a didactic and/or clinical course*) of poor attendance include late arrivals, early leaves and extended break times may also result in the following administrative actions: written warning, final written warning, removal of clinical placement privileges, student suspensions, student termination and cancellation or termination of student financial aid.

### **Program Attendance Policy**

The Radiologic Technology Program has established a programmatic attendance policy that will help facilitate the learning of required knowledge, technical skills, and patient care vital to success in the radiologic profession. Classes begin promptly at scheduled start time (8:00 a.m. to 9:00 a.m., depending on campus location). A student will be considered *late* if he/she arrives at 8:01 a.m. or 9:01 a.m. (depending on the start time by campus).

The program acknowledges that emergency circumstances (i.e., funeral, deaths, and serious illnesses of immediate family) can occur; such events will be taken under advisement by the Program Director. However, students must provide the Program Director with appropriate documentation supporting their reason for being late and/or absent. It is required that students call their clinical coordinator and Clinical Preceptor ahead of time if they will not be able to attend class/clinical or will be arriving late. *Repetitive or excessive absences may result in dismissal from the program.*

**DIDACTIC ATTENDANCE:** Absenteeism, including late arrivals, extended break times, and/or early leaves resulting in missing 15% of one 4-week course (15 hours) for any didactic course may cause the student to be ineligible to take the final examination in that subject, which could result in the student receiving a failing grade for the course.

#### **ADMINISTRATIVE ACTIONS**

- **Written Warning** – If a student misses 5% of course hours through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student will receive a Written Warning.
- **Final Written Warning** – If a student misses 10% of course hours through a combination of absences, late arrivals, extended breaks, or early leaves during a didactic course the student will receive a Final Written Warning.
- **Course Failure** – If a student misses 15% of course hours through a combination of absences, late arrivals, extended breaks or early leaves during a didactic course the student may be ineligible to take the final examination, which could result in the student receiving a failing grade for the course.

**CLINICAL ATTENDANCE:** Absenteeism, including late arrivals, extended breaks and early leaves in excess of 10% percent (16 of 160 hours / 2 days) of missed clinical hours per clinical rotation may cause the student to be ineligible to continue in the program. Exceptions for illness can be made by the program director not to exceed a maximum of 20% (32 of 160 hours / 4 days) per clinical rotation. A doctor's note is required.

***A clinical absence is defined as 3 or more missed clinical hours on any one day, or 3 occurrences in any combination of late arrivals, extended breaks and/or early leaves.***

#### **ADMINISTRATIVE ACTIONS**

- **Written Warning** – If a student arrives late to a clinical site or back from a scheduled break or leaves early from a clinical site the student will receive a Written Warning.
- **Final Written Warning** – If a student is absent one day during a clinical rotation or has 2 occurrences in any combination of late arrivals, extended breaks and/or early leaves the student will receive a Final Written Warning.
- **Course Failure** – If a student is absent in excess of four days during one clinical rotation, through a combination of absences, late arrivals, extended breaks or early leaves during a clinical rotation the student may fail the course as a result of excessive time missed.
- ***Repeat pattern of poor attendance: a maximum of three Final Written Warnings throughout the duration of the program can result in the student being dismissed from the program.***

**Program Re-ENTRY** - If a student is dismissed from the program due to excessive absences (in any combination of absences, late arrivals, extended break times and/or early leaves) the student may apply for re-entry to the program; however, acceptance for program re-entry is contingent upon the student's cumulative GPA standing and the program not exceeding maximum class capacity.

### **Grading Policy**

The Radiologic Technology Program has set a program and course grading policy that will measure the student knowledge and skill outcomes as outline for that core course. The program's grading policy follows Southeastern College's grading policy, as outlined in the College's catalog.

The grade for any course examination, quiz, homework, lab exercise, and course final grade will follow the following scale:

<u>Letter Grade</u>	<u>Numeric Grade</u>
A	90.0 – 100.0%
B	80.0 – 89.99%
C	75.0 – 79.99%
D	65.0 – 74.99%
F	Up to 64.99%
I	Incomplete

The percentage of the course examinations, quizzes, homework, lab exercises, attendance, etc. that apply toward the course final grade is determined by the program and faculty for each course and are reflected in the course syllabus.

These areas and percentages can change as deemed necessary by the program and faculty to improve the course(s) for the student.

Clinical course grades are factored into the student's cumulative GPA. A student must submit all required clinical paperwork, successfully complete the minimum clinical competency requirements as outlined for each clinical rotation, participate in assignments, clinical conference sessions and written examinations, and present a clinical case study. Students must adhere to the program's clinical schedule for examinations, presentations, and clinical paperwork submission. Failure to meet course requirement deadlines will impact the student's final grade and may result in a failing grade for the course. Students are provided a schedule of clinical events and due dates prior to the start of each clinical rotation. Grading criteria for each course evaluation strategy is listed in the course syllabus which is provided to students during clinical orientation. A student's clinical performance will be evaluated by the Clinical Coordinator and the Clinical Preceptor.

### **Student Dress Code Policy**

The Radiologic Technology Program has developed a student dress code that will help the student develop a professional look and demeanor:

1. Students in the Program are required to wear hunter green hospital scrub tops with the Southeastern College Radiologic Technology logo along with matching hunter green scrub pants. Solid, all white or hunter green lab coats and/or solid, all white undershirts are optional.
2. The student will be responsible for the cost of their scrubs.
3. Student identification badges are required to be visibly worn on the scrub top or scrub jacket depending on which one the student is wearing.
4. The student's footwear includes solid, all white closed toe and heel shoes, which can be sneakers, and white socks or hosiery covering the entire foot and ankle.
5. The student's uniform, including footwear, must always be clean and neat, properly maintained and appropriately laundered and pressed.

6. The student is required to wear their uniform and radiation dosimeter badge during all core professional classes, labs and clinical courses. The uniform should not be worn outside of Southeastern College Radiologic Technology experiences.
7. Any additional clothing, i.e., a sweater, etc., color must be all **WHITE**. Sweatshirts are not permitted.
8. Jewelry must be kept to a minimum during all core professional classes, labs and clinical courses. **NO** dangling jewelry, facial piercings, or sharp rings. Obscene or derogatory jewelry and/or body adornment will not be permitted.
9. Body piercing: one small stud permitted per ear; no other visible piercings including tongue piercings.
10. Fingernails must be kept clean and clipped. Fingernail coloring must be neutral or light colors. **NO ARTIFICIAL FINGERNAILS**. Nails: short (not beyond tip of finger); no nail décor/jewelry, or acrylic nails are permitted.
11. All students must maintain appropriate personal hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation.
12. If a student comes to class, lab or the clinical site not dressed in the proper uniform, the student will be sent home to change. It will be the responsibility of the student to obtain any course assignments, examinations and/or course material that may be missed due to time away from class or clinical rotation.
13. Any time lost from the course will be recorded in the student's attendance record and appropriate action(s) taken as per the program's attendance policy.
14. When assigned to a clinical rotation site the student must follow that facility's dress code in addition to the Program's policy.
15. No visible tattoo. Tattoos that may be visible must be covered.
16. Hair must be neat and off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non-ornamental, preferably matching the hair color or white/neutral in color.

*Natural or artificial hair must be of a natural color such as blonde, brunette, auburn or black (no artificial colors, i.e. - florescent reds, blues, greens, purples etc.). \*Natural or artificial hair that is too long to securely fit into a surgical bonnet is not permitted.*

17. Facial hair, including beards, moustache, and sideburns must be neatly trimmed and is contingent on facility policies. \*Artificial eyelashes will not be allowed.

### **Cell Phone and Pager Policy**

Students attending class, lab or clinical sites can **NOT** have cell phones activated while in the classroom or in the patient care areas. Cell phones may be placed on vibrate at the discretion of the instructor/clinical preceptor. Depending on the clinical assignment, cell phones may also be prohibited during clinical hours.

Students must turn off their cell phone while attending their class or clinical site. The ringing of these devices disrupts the class and instruction being delivered. In addition, cell phones and other electronic devices may interfere with medical equipment and devices in the patient care environment.



If a student's cell phone goes off during the class, lab or clinical the student will receive a verbal warning. A second incident will result in the student being given a written academic warning. Appropriate administrative action will be taken for subsequent incidents.

If someone needs to contact a student, for any reason, they must call Southeastern College and leave a message with the receptionist. The message will be delivered to the student in a timely manner.

### **Anatomical Marker Replacement Policy**

- Students are expected to maintain control and possession of their anatomical markers (right and left) while in the program.
- An initial set of markers will be provided to the student.
- Lost marker(s) must be replaced as soon as possible.
- The student must report loss of the marker(s) to their Instructor, Clinical Coordinator, or the Program director immediately.
- Failure to have the proper markers may result in the student not being able to perform exams which could result in a failing grade.
- The student is responsible for associated replacement fees.

### **No Food or Beverages in Classrooms/Lab Policy**

The Radiologic Technology Program wants the educational process for the student to be a quality process, which means that the classroom and lab need to be as distraction free as possible. Therefore, the student **cannot** bring food or drink into the x-ray lab or classroom. If a student does bring food or drink into the x-ray lab or classroom, the student will be told to remove it immediately. Subsequent incidents could result in the administrative action and program dismissal.

**Only** water in a sealed bottle may be brought into the classrooms.

### **Professional Core Course Repeat Policy**

If a student fails or receives a "D" in a professional core course, the student can choose to repeat the course with permission of the program, provided the program does not exceed maximum class capacity.

- If a student repeats a professional core course, they must wait until the course re-sequences. Courses are only offered in their normal sequence; a time frame of approximately four to eight months between offerings. If a class is full, a student may have to wait an additional four to eight months to re-enter the program if space is available.
- Depending on the length of time a student is out of the program, there could be a recommendation made by the Program Director, to have the student audit previous course(s) because it is deemed the student has lost knowledge and skills due to the time out of the program.
- A student can only repeat the *same* major course once. If the student fails the *same* course a second time, the student will be dismissed from the program.
- A student can repeat *only two different* major courses one time. Failing a repeated major course will result in the student being dismissed from the program. Should a

student wish to re-enter the program after a second failed major course, they may apply for program entry and repeat the program from the beginning.

- Re-entry to the program should not exceed more than eight (8) months since the time away may impact on the student's ability to successfully complete academic and clinical performance in meeting degree requirements. If the period of time away from the program is one year or more the student must re-start the Radiologic Technology program from the beginning of the professional courses as a means to ensure adherence to current industry standards and best practices as related to radiation safety principles. Admission is contingent upon not exceeding maximum class capacity.
- Re-entry students are required to demonstrate continued competency, previously acquired, prior to re-entry to the core class. The eligible student will meet with the Radiologic Technology Re-entry Committee which may include the program director, clinical coordinator and program faculty to address any student concerns and to develop an action plan with input from the student in order to successfully complete the program. Options may include, auditing classes, one-on-one remediation for didactics and/or simulation for positioning, etc.
- Repeat of courses may not be covered by Financial Aid.

### **Student Advisement Policy**

The Radiologic Technology Program will advise program students in the area in which the student or program has educational concerns and/or issues.

Student academic advisement will be conducted by the Program Director or designee each semester. If a student has concerns and/or issues regarding course scheduling, transfer credits, or other academic issues, the student should make an appointment with the Program Director.

All Program Faculty are available for student advisement. The student should speak directly with the Faculty member (Instructor) if they have a concern and/or issue regarding coursework as the first step in the resolution process.

The Faculty's office hours are posted on their office door and are documented on the program's course syllabi; students may see faculty during these scheduled times or can make an appointment for a different time.

If the Program's Faculty cannot help the student or the student wants to discuss the concern and/or issue with someone else, then the student should make an appointment with the Program Director.

If the student does not find resolution through the chain of command, (Instructor, Program Director, Dean of Academic Affairs and Campus President) the student should refer to the College Catalog Grievance Policy.

If the student has concerns and/or issues outside of the educational area, then the student should seek assistance from the Department of Student Services.

## Student Grievance Policy

The program encourages the student to discuss the issue with the party(s) involved (i.e., Instructor, Program Director, etc.) within the first 48 hours following the alleged occurrence. If the student received unsatisfactory resolution in directly dealing with the party(s) involved the student has a maximum two-week period to lodge a formal complaint with administration. (*Administrative members include: Program Director, Dean of Academic Affairs and Campus President*) A programmatic decision will be made by administrative members within 24 hours of the student's lodged complaint. The student will be notified of the decision by the following business day. If the student wishes to appeal the program's decision a formal process, external to the program is in place for resolving a student's grievance. This process has been established by Southeastern College and is as follows:

If Southeastern College is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Grievance Committee. Students are encouraged to resolve problems through normal administrative channels. A Request for a Grievance Committee Hearing form must be submitted to the Student Services Department by or on Thursday no later than 5 p.m. in order to hold a grievance hearing on the following Tuesday. The Grievance hearings are held on a Tuesday immediately after day classes have concluded. Requests for a Grievance Committee hearing that are received immediately prior to or during a student break are recognized as received the week following the break. The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Executive Director, will become binding upon the administration as well as the student who filed the grievance. Grievances not resolved on the institutional level, for the Columbia, SC and North Charleston, SC campuses may be forwarded to the South Carolina Commission on Higher Education, Nonpublic Postsecondary Institutional Licensing, 1122 Lady Street, Suite 300, Columbia, SC 29201, (803) 737-2260.

Students may file a complaint with the South Carolina Commission on Higher Education by completing a complaint form available at the following:

[http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf) Any grievance not resolved on the Institutional level.

For the Charlotte, NC campus they may be forwarded to the North Carolina Community College System Office of Proprietary Schools, 5001 Mail Service Center, Raleigh, North Carolina, 27699-5001, phone (919) 807-7061, fax (919) 807-7169. Procedures for handling complaints may be found at: <http://www.nccommunitycolleges.edu/proprietary-schools>

For the Florida campuses: Grievances not resolved on the institutional level, may be forward to the Executive Director Accrediting Commission of Career Schools and Colleges 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201

### **Grievance Process Procedure**

- The Director of Student Services will present a brief introduction of the student requesting the grievance as well as members of the grievance panel who will hear the issues. The Director of Student Services will also provide a brief overview of the nature and chronology of the proceedings.
- The student will have ten (10) minutes in which to present his/her views, documentation, and/or other evidence in opposition to the position or action taken by the College.
- During the presentation of the student, members of the panel will have the opportunity to ask questions and view any documentation provided by the student.
- A representative of the College will have ten (10) minutes in which to present the position of the College and/or the basis for the action taken by the College.
- Following the conclusion of the presentation by the College representative, both the student and the representative of the College will have the opportunity for a three (3) minute rebuttal. The student will be permitted to rebut first and the College second.
- Following the rebuttal, the Director of Student Services will ask for final questions.
- The student will be instructed as to the date that they can expect \*notification of the Grievance Panel's decision.
- Then the student and the College representative will be excused.
- The members of the panel will deliberate and determine if Southeastern College policy has been adhered to. This decision will be forwarded to the Chancellor for approval.

\*The student requesting the grievance committee will be notified of the decision within seventy-two (72) hours of the grievance hearing.

### **Safe Environment Policy**

The personal safety and health of each student is of primary importance to Southeastern College. This includes not only didactic courses held on campus, but also clinical courses which require students to attend medical facilities for hands-on training. The goal of the Radiologic Technology Program is to provide a safe program for students that will help prevent the incidence of injuries, fire, property losses and exposure to hazardous conditions.

In order to maintain a safe learning environment, a student(s) involvement in, or witness to the following types of events should be immediately reported to your Instructor/Clinical Preceptor,

Clinical Coordinator and/or to the Program Director. The student can review Southeastern College security and safety resources at <https://www.sec.edu/safety-and-security/>

- Smoking in unauthorized areas
- Vandalism of personal property, College property or medical facility property
- Theft (personal and/or College/medical facility)
- Illegal drugs (possession or use)
- Alcohol (possession or use)
- Accidental radiation exposure (energized lab and/or clinical facility)
- Emergencies (i.e., illness, fire, etc....)
- Bodily injury to oneself, fellow student and/or patient, (i.e., slip or fall, exposure to communicable disease, etc....)
- Chemical or hazardous material spill
- Equipment malfunctions/issues
- Safety/security issues
- Confidentiality issues
- Threat of violence
- Sexual harassment

**Campus-Incident Reporting:** Should an incident occur during a didactic RT course the student should immediately inform the instructor of the occurrence. The RT Instructor will acquire all pertinent information to complete an incident report. The student will adhere to Southeastern College policy and to the Radiologic Technology Program policy regarding the incident in question and may consult with the Program Director. Appropriate actions and follow up will be initiated by the Program Director upon receipt of a written incident report.

**Clinical Site-Incident Reporting:** If an incident occurs during a student's clinical rotation, the student should inform the Clinical Preceptor at the site immediately and the Clinical Coordinator within 24 hours of occurrence. The Clinical Coordinator will acquire all pertinent information to complete an incident report. The student will adhere to the medical facility's rules and guidelines for the incident in question and may consult with the Clinical Coordinator and/or Program Director. Appropriate actions and follow-up will be initiated by the Program Director upon receipt of a written incident report.

## **Student Conduct Policies: Academic Honesty and Professional Behavior**

### **ACADEMIC HONESTY POLICY**

The College can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the College expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the College. Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are different forms of academic dishonesty including, but not limited to, the following:

### **Acquiring or Providing Information Dishonestly**

Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

### **Plagiarism**

The College can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the College expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the College. Academic dishonesty is a serious violation of the trust upon which an academic community depends.

There are different forms of academic dishonesty including, but not limited to, the following: Acquiring or Providing Information Dishonestly Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

The use of Artificial Intelligence (AI) tools (Chat GPT, or others etc.) or remote access tools during testing are strictly prohibited at Southeastern College.

**Plagiarism:** The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship.

It is a policy of Southeastern College that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a 61 course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties.

The penalties are as follows:

Partially plagiarized assignments:

- The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic “F” for that assignment.
- The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic “F” for the course.
- The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the College.

Entirely plagiarized assignments:

- The first occurrence of a student turning in an entire plagiarized assignment results in an automatic “F” for the course.
- The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the College.

All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term. Students who have been dismissed may reapply to Southeastern College after remaining out of school for one full semester/pay period.

Southeastern College believes strongly that each student, against whom the College is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found later in this catalog.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text.

Plagiarism also consists of passing off as one’s own, segments or the total of another’s work. At Southeastern College, references are cited in accordance with the American Psychological Association (APA) approved format. Conspiracy Agreeing with one or more persons to commit any act of academic dishonesty. Fabrication of Information Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one’s status in the College; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the College’s reputation or that of the members of its academic community of students and scholars. Multiple Submissions Submitting the same work for credit in two different courses without the instructor’s permission.

Facilitating Academic Dishonesty Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or College academic honesty policies; providing false information in connection with any academic honesty inquiry.

Abuse or Denying Others Access to Information or Resource Materials Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work.

All of these acts are dishonest and harmful to the community. Falsifying Records and Official Documents Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official College document.

### **Conspiracy**

Agreeing with one or more persons to commit any act of academic dishonesty.

### **Fabrication of Information**

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the College; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the College's reputation or that of the members of its academic community of students and scholars.

### **Multiple Submissions**

Submitting the same work for credit in two different courses without the instructor's permission.

### **Facilitating Academic Dishonesty**

Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or College academic honesty policies; providing false information in connection with any academic honesty inquiry.

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### **Falsifying Records and Official Documents**



Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official College document.

### **Clinical Misconduct**

Dishonesty in the clinical setting includes but is not limited to misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, visitor and/or student property.

### **Disclosure of Confidential Information**

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of “curiosity.” It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Southeastern College.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

### **Sanctions for Violating the Academic Honesty Policy**

After determining that the student has violated the Academic Honesty Policy, the instructor may impose one of the following sanctions (please note: separate sanctions apply to Plagiarism as described above):

- The first occurrence of academic dishonesty will result in a grade of “F” for the assignment or examination.
- The second occurrence of academic dishonesty will result in a grade of “F” for the course.
- The third occurrence of academic dishonesty will result in dismissal from the College.

All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term. Students who have been dismissed may reapply to Southeastern College after remaining out of school for one full semester.

Southeastern College believes strongly that each student against whom the College is forced to take action has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Southeastern College catalog.

## **PROFESSIONAL BEHAVIOR POLICY**

The College has established a set of professional behavior(s) which will help students develop their knowledge and skills for entry-level positions in their fields.

1. Adhere to College policies and procedures as outlined in the College catalog.
2. Adhere to program policies and procedures as outlined in the program student handbook.
3. Adhere to policies and procedures of the clinical education site where assigned.
4. Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
5. Demonstrate responsibility and accountability in all aspects of the educational process.
6. Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
7. Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals, or any other visitor.

The following behaviors are strictly prohibited while the student is in uniform:

- Smoking, including e-cigarettes, is prohibited while attending clinical rotations.
- Using alcohol and/or prescribed or non-prescribed mind-altering substances.
- Using obscene language, gestures and/or language that may be offensive to others.
- Engaging in behaviors of any kind that may be construed by others as inappropriate or lacking in consideration for the thoughts/feelings of others.
- Gum chewing is prohibited.

If a student demonstrates unprofessional behavior(s), the student will be placed on an Administrative Action and receive a written warning, final written warning, or program dismissal depending on the severity of the action (*Professional Behavior Procedure*). A student action plan will be implemented outlining the immediate expected professional behavior(s) to be consistently demonstrated by the student. The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the program director and dean of academic affairs.

### **Professional Behavior Procedure**

The Administrative Action will become effective in the semester the student is currently enrolled in and remain in place for the remainder of the *following* semester. At the completion of the *following* semester, the program director or dean will assess the student's progress and determine whether to remove the student from or to extend the Administrative Action.

Failure to meet the terms of the Administrative Action, as outlined in a student action plan, will result in dismissal from the program. If additional unprofessional behavior(s) occur during the remainder of the program, the student will be dismissed from the program and the college and may be eligible for re-entry.

### **Clinical Experience – Request for Removal of Student**

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program and/or clinical site's policies and procedures, the student will

be placed on Administrative Action and receiving a grade of “0” (zero) on the Affective Domain Evaluation.

It should be noted that if the cause for removing a student from a clinical site is deemed by the program director and dean of academic affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the College.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the *same* clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and the student will become ineligible for re-entry to the program.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site based on unprofessional behavior, and similar unprofessional behavior occurs in a *subsequent* clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

### **Academic and Administrative Dismissal**

A student may be dismissed from Southeastern College for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- Failure to meet minimum educational standards established by the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
  - meeting of deadlines for academic work and tuition payments;
  - provision of documentation, corrections and/or added information as requested;
  - notification of any information that has changed since the student’s initial application;
  - purchase or otherwise furnish required supplies;
  - maintenance of college property in a manner that does not destroy or harm it;
  - return of library books in a timely manner and payment of any fines that may be imposed;
  - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
  - continued inappropriate personal appearance;
  - continued unsatisfactory attendance;
  - non-payment for services provided by the college;
  - failure to comply with policies and procedures listed in the current college catalog and student handbook; or
  - conduct prejudicial to the class, program, or college.
- Specific behaviors that may be cause for dismissal include, but are not limited to:
  - willful destruction or defacement of college or student property;
  - theft of student or College property;

- improper or illegal conduct, including hazing, sexual harassment, etc.
- use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus.
- being under the influence of alcoholic beverages or illegal drugs while on campus.
- cheating, plagiarism, and/or infractions of the College's Student Conduct Policies.
- any behavior which distracts other students and disrupts routine classroom activities.
- use of abusive language, including verbalization or gestures of an obscene nature; or
- threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.

### **Conflict Resolution**

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their program director. Subsequent levels are the associate dean or dean of academic affairs and the campus president. Chain of command should *always* be utilized for prompt resolution. Southeastern College does, however, maintain an open-door policy.

### **Student Disciplinary Procedures**

If a student violates Southeastern College's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the dean of academic affairs is responsible. In the absence of the dean, the campus president determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Southeastern College catalog.

When a student violates Southeastern College's Standards of Conduct outside the classroom but on campus, the dean of academic affairs is the first level of discipline. The next level is the campus president. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Southeastern College catalog.

### **Sexual Harassment Policy**

The Radiologic Technology Program follows Southeastern College's Sexual Harassment Policy as stated in the College's catalog. The statement is as follows:

Southeastern College actively supports a policy on sexual harassment which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the College community should be aware that the college is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by college policy. The college intends to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

This statement applies to all students in the Radiologic Technology Program. It also covers the educational areas of the College campus, classrooms and clinical education sites and the student's interaction with individuals involved in their education process.

A student will be withdrawn from the Radiologic Technology Program for violating this Sexual Harassment Policy.

### **Title IX Compliance**

Title IX Compliance Title IX of the Education Amendments of 1972 (“Title IX”) protects individuals from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Southeastern College not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. Southeastern College is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment. All students are responsible to make certain that sexual discrimination, sexual violence or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify either of the Title IX Coordinators designated below. Southeastern College forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation, it is also a violation of Federal law. Additional details on this policy can be found at the following link <http://www.sec.edu/heoa> and under the heading “Health & Safety Information – Title IX Compliance”.

#### **Title IX Coordinator**

Dr. Paula Cherry  
Regional Academic Compliance Specialist  
1900 W. Commercial Blvd #180 Fort Lauderdale, FL 33309  
[pcherry@sec.edu](mailto:pcherry@sec.edu)

### **Substance Abuse Policy**

Southeastern College is in compliance with Federal Government Regulations for a Drug Free Workplace for both students and employees. The program has established a substance abuse policy for program students with the intent to protect the health, safety and welfare of the student, student peers, faculty, College staff, and patients at the clinical education sites.

Use or possession of alcoholic beverages, illegal substances, or paraphernalia on campus or at a clinical education site will result in immediate dismissal from the program and subsequently from the College.

### **Criminal Background Check and Drug Screening Policy**

The Joint Commission (TJC) has implemented requirements for criminal background checks. Standard HR.1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services at EP 5 states criminal background checks are verified when required by law and regulation and organization policy. ([www.jointcommission.org](http://www.jointcommission.org))

State and/or federal laws through designated agencies regulate health professions. Each agency sets the specific requirement for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on eligibility to sit for credentialing examinations and granting licensure or certification to an individual with a criminal record.

Pursuant to Florida Statutes Section 456.0635, the Florida Department of Health, and related health care boards will refuse to issue a license, certificate, or registration, or renew a license, certificate or registration and will refuse to admit a candidate for examination if the applicant has been:

- Convicted or pled guilty or no contest, regardless of adjudication, to a felony violation of the following Florida Statutes: Chapter 409 - Social and Economic Assistance, Chapter 817 - Fraudulent Practices or Chapter 893 - Drug Abuse Prevention and Control, or 21 United States Code ss. 801-970 that pertains to Controlled Substances or 42 United States Code ss. 1395-1396 that pertains to Public health and Welfare and Medicare, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
- Terminated for cause from the Florida Medicaid Program unless the applicant has been in good standing for the most recent 5 years.
- Terminated for cause by any other State Medicaid Program or the Medicare Program unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years.
- Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Section 456.0635 of the Florida Statutes lists restrictions for initial licensure applicants and renewals. It is the responsibility of the applicant to research eligibility for the examination, license, and/or certification being sought.

The initial criminal background check will be required, during the admissions process and prior to enrollment in the Allied Health Program. The completed background report will be reviewed and a determination concerning program acceptance made within three (3) to five (5) business days. The College reserves the right to deny an application.

Students will be subject to criminal background checks and drug screenings prior to enrollment in the program and/or at any time throughout the duration of the program as per the request from the program's clinical affiliates. The student is responsible for all associated fees. Allied Health programs mandate clinical participation to meet degree completion requirements. It is at the discretion of each medical facility with which the program has a clinical affiliation agreement, to implement a standard protocol regarding student admittance for educational purposes.

Once the student has been accepted into the program it will become the responsibility of the program to assign the student to a clinical education site. Acceptance at the clinical site, however, is determined solely by the facility's individual protocol. The program **does not guarantee** student acceptance at a clinical education site.

If for any reason, a student is denied acceptance at a clinical facility and is unable to complete the program based on their criminal background status the student will fail the clinical course, be dismissed from the program, and become ineligible for re-entry to the program.

Students are subject to drug screening prior to and during their clinical education experience. Students should be aware that some medical facilities require a drug screening on site prior to the clinical rotation or a random drug screening during the clinical rotation. Students are required to abide by facility protocols and are responsible for any associated fees.

In the event that a student receives a positive drug screen result, the following actions may occur:

1. If it is determined the student has breached the Southeastern College Drug Policy the student will be immediately dismissed from the program and subsequently from the College.
2. The student may request testing at another facility within 24 hours of notification of a positive drug screen result. A second positive drug screen report will result in the student being dismissed from the program and subsequently the College. Medication prescribed to the student by a licensed physician is an exception (*Any additional costs incurred in this process are the sole responsibility of the student*).
3. The student may petition for a grievance hearing by completing the “Request for Grievance Committee” form, which can be obtained from the Director of Student Services during normal business hours. The student must initiate the grievance process within two (2) business days of the alleged occurrence. (*Refer to College catalog grievance policy*)

It is the student’s responsibility to report any changes in the criminal background status to the Program Director immediately. Involvement in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, will result in the student being withdrawn from the program. The program and the college will not modify the curriculum for students who have an unsatisfactory criminal background status.

### **Hurricane Policy and Guidelines**

The Radiologic Technology Program has developed a Hurricane Plan in accordance with Southeastern College’s policies to protect the safety of the students. Above all else, Southeastern College students are encouraged to respond to the threat of a Hurricane for their location and should put their safety and that of their families first.

During the didactic component of the curriculum when the students attend classes on campus, the decision of the campus regarding school closings must be followed. During the clinical rotations the student should follow the hurricane status based on the geographic area of the site and/or the student’s address. For information and updates on approaching storms/hurricanes students can call the Southeastern College **Hurricane Hot-line phone number – (877) 353-4737.**

Campus classes – Utilize the **Southeastern College Hurricane Hot-line phone number** and listen for your campus listing and any class cancellations.

- **Tropical Depression or Tropical Warning** – No change in class schedule
- **Hurricane Watch** – Students must attend classes as scheduled
- **Hurricane Warning** – Classes will be cancelled

### Clinical sites

Students in clinical sites should follow the same procedures with the following exceptions:

- It is the student's responsibility to obtain a contact number for the Clinical Preceptor at the clinical site.
- The student will call the Clinical Preceptor to find out if the site will be operating under normal conditions.
- If the site is closing, the student must contact the clinical coordinator for further instructions.
- Hospitals and Out-Patient facilities may go into "lock-down" up to 24 hours prior to a storm event. At that point, the Clinical Preceptor will inform the student of an eminent lock-down and the student will contact the clinical coordinator. The student is to leave the hospital and take all personal items with them. The student may NOT stay in the facility once the lock-down procedure has been instituted.

### Post Storm

- *Check to see that classes have resumed or for possible delayed openings. Once the College resumes classes it is expected that students return to their scheduled class.*
- *For clinical courses - contact the facility to see if they are operational; contact the clinical coordinator prior to going to a facility.*
- *If a facility was in the path of a hurricane, contact the clinical coordinator first for instructions.*
- *In the event a facility is closed or that students are not allowed at the site, the clinical coordinator may require the students to come to campus.*

Each event will be evaluated as it occurs and will be dealt with as needed by the program director and the clinical coordinator per Southeastern College policy. It is the student's responsibility to keep in contact with the College and the clinical coordinator. Any concerns or issues that arise will be attended to on an as need basis, per Southeastern College policy. If classes are **not** cancelled and you do **not** attend, this will be considered an absence. Extenuating circumstances should be brought to the attention of the program director.

### **Exposure to Blood Borne Pathogens & Communicable Diseases**

The Radiologic Technology Program has developed a policy to limit the student's occupational exposure to blood and other potentially infectious materials since any exposure could result in the risk of transmission of these materials. All students will receive orientation to the facility's policy at each assigned clinical education site.

- Training: Basic information regarding blood borne pathogens and standard precautions will be provided to all students in the Radiologic Technology Program.
- Exposure associated tasks for Radiologic Technology students during the clinical rotations:
  - Patient hygiene/elimination
  - Vascular access
  - Environmental/equipment cleaning
  - Specimen collection
  - Specimen transport
  - Waste/linens management



- Standard precautions to prevent the acquisition of infection by the student:
  - Hands must be washed between every direct patient contact.
  - Non-sterile gloves must be used if contact with blood, body fluid, secretion or excretion is anticipated.
  - Gown and facial protection must be worn when doing procedures which may cause splatter & aerosolization of body fluids.
  - Disposable needles & syringes should be placed in rigid puncture resistant containers. To prevent needle stick injuries, needles should not be recapped, bent or broken before disposal.
- Incident Reporting: Should an exposure incident occur during a student's clinical rotation; the student should immediately inform the Clinical Preceptor at the site and the Clinical Coordinator within 24 hours of occurrence. Appropriate actions and follow-up will be initiated immediately by the Program Director upon receipt of a written incident report.
- Students may be required to attend a facility orientation prior to the start of their clinical rotation; this is contingent upon each facility. It will be the responsibility of the student to make up any course assignments, or exams missed due to the facility's orientation schedule.

### **Medical Record Confidentiality Policy**

Students of the Radiologic Technology Program must maintain the confidentiality of all patients' medical records and information they come in contact with at a clinical education site or at the College as part of their educational process.

- The student must follow all state and federal statutes and regulations regarding patient medical records and medical information.
- The student must follow the clinical education site policies and procedures regarding medical records and medical information.
- When a student must use a patient's medical information, the student must use it properly and in the correct setting.
- The student must not disclose any of a patient's medical record information to a non-health care provider. The health care provider must be medically involved with the patient for the student to provide the patient's medical record information.
- Failure of the student to follow state and federal statutes and regulations and improperly use confidential patient medical record information will cause the student to be permanently withdrawn from the Radiologic Technology Program.

### **Safety and Security**

Southeastern College considers the safety and security of all College community members integral to its educational mission. In preparation for natural and man-made emergencies, Southeastern college has developed an emergency management strategy that is intended to prevent, prepare, respond and recover from disasters while providing a safe and secure environment to students, staff, faculty and visitors. See also: <https://www.sec.edu/safety-and-security>.

### **Social Media and Clinical Experience Policy**

Students may not disclose any information concerning patients, employees, clients and/or procedures witnessed during their clinical/fieldwork experience on any social media (*see Medical Record*

*Confidentiality Policy*). Social media includes but is not limited to; blogs; media sharing; microblogs; social networks; virtual worlds; and wikis.

Students should not socialize (including on any social media) with faculty, staff and clinical or fieldwork instructors. If a student exhibits inappropriate behavior or posts on social media, the program will follow the Professional Behavior Policy (*see Professional Behavior Procedures*).

Future employers often review social media network sites when considering potential candidates for employment. Students should carefully consider the type of information posted on these sites as the information they post may be public for anyone to see even after it has been removed or deleted.

### **Clinical Education Requirements Policy**

Radiologic Technology Program students who will be assigned to a clinical education site for their clinical rotation must have completed the following before they are assigned to a clinical education site. This includes required tests to include, but not limited to, TB test (chest x-ray for positive TB test results), titers for MMR, Rubella, Varicella, Hepatitis B (immunization record if available), flu immunization, CPR/BLS certification, bloodborne pathogen OSHA information, criminal background check, drug and alcohol screening. Testing will be required of all students prior to the first clinical rotation and subsequently as determined by the assigned clinical education site's requirements.

1. The health record and required tests must not be any older than one year from the clinical assignment date; a current PPD within six months of the clinical assignment may be accepted. Stricter deadlines may be required at assigned clinical education sites; the student must meet these requirements in order to attend.
2. The Radiologic Technology Program will schedule the bloodborne pathogen, CPR/BLS and OSHA courses at no cost to the student.
3. Students will need proof of Health Insurance coverage prior to each clinical rotation. The student will be responsible for maintaining coverage for the duration of each clinical rotation. Health Insurance fees are the responsibility of the student.
4. Completed criminal background check and negative drug screen as required by the clinical education site; the student is responsible for any fees incurred.
5. The student must schedule an appointment for the required tests and is responsible for any fees incurred. All forms to be submitted to the program director by the designated date, including:
  - Health Record/Immunizations Form
  - Hepatitis Form
  - Health Insurance verification
  - Clinical Education Requirement Waiver
  - TB results
  - Immunizations as needed.
  - Flu vaccine as required by assigned clinical education site.
6. It is the responsibility of the student to be in attendance for any scheduled clinical education site orientation. The student will receive an orientation information packet by the Clinical Coordinator prior to the start of each clinical rotation which will include the

date, time and place of the mandatory orientation. Non-attendance of the mandatory scheduled orientation will result in the student to not be allowed admittance to the medical facility in which they were assigned a clinical rotation. The Program will reschedule an orientation time for the student. However, due to the facility's timeframe between scheduled orientations several days or weeks could pass. Absenteeism in the amount of 10% of the clinical rotation hours can result in the student being withdrawn from the course/clinical rotation, and subsequently withdrawn from the program. The student may apply for re-entry to the program when the course re-sequences; however, re-entry within eight months is contingent upon not exceeding maximum student class size capacity and current GPA standing.

### **Clinical Education Center Assignment Policy**

Clinical Education is an integral part of the curriculum of the Radiology Technology program. The program affiliates with a variety of clinical sites geographically dispersed throughout the surrounding area. Locations of the program's JRCERT recognized clinical affiliates may be found at: [Find a Program – JRCERT](#). Upon enrollment into the program each student receives a catalog in which the entire program curriculum is outlined. The clinical rotation portion of the program is discussed in the catalog. The Radiologic Technology course sequence of classes can be found on the Southeastern College website at: [radiologic-technology-student-handbook.pdf \(sec.edu\)](#).

In preparation for clinical rotation site assignments the Clinical Coordinator will consider student input in assignment/placement. The program reserves the right to make any changes deemed necessary. Each student in the Radiologic Technology program will be assigned to a clinical education site/s. Each site provides a Clinical Preceptor who will help instruct and evaluate student progress during the clinical rotation course. Clinical education sites are located at diverse geographical areas from the campus and require travel up to 100 miles from the campus. The program will provide the student with the clinical education sites locations and distance from campus. The student is responsible for all expenses related to clinical travel.

### **REMUNERATION FOR CLINICAL EDUCATION ROTATIONS IS NOT PERMITTED.**

The Radiologic Technology program provides three clinical rotations throughout the duration of the program. Each rotation lasts 4 weeks. The forty-hour week allows students sufficient time to complete the required clinical competencies for each assigned clinical rotation.

1. The clinical education component will consist of forty-hour weeks in an assigned facility for supervised practice of acquired knowledge and skills. As part of the educational experience students will be required to perform off-hour evening shift and/or weekend rotation.
2. Students will receive a set schedule of stated hours for the entire rotation prior to the start of the clinical rotation. The program will attempt to place the student at one of their requested clinical sites. However, if the program is unable to do so, then the student will be required to attend the clinical education site the program has assigned and adhere to the scheduled hours assigned.
3. At least one clinical rotation **must** include a hospital setting.

4. The program requires students to rotate through a minimum of two different clinical education sites.
  - Clinical assignments and shifts are determined by the clinical coordinator after receipt of the student's Clinical Education Request form.
  - The program will attempt to assign the student to one of the choices requested. However, the program reserves the right to place the student at any clinical education setting which the student did not select.
  - Once the program decides student placement, the student must attend the clinical education setting assigned.
  - All students are required to observe and/or perform imaging in advanced/specialized modalities for at least 40 hours; 16 of the 40 hours must be in CT.
  - Students may observe and/or assist in breast imaging as well as any imaging procedures performed by radiologic technology professionals during clinical rotations unless restricted by the clinical education setting.
  - Supervision policies are made known to students, clinical preceptors, and clinical staff per the Direct and Indirect Supervision section in the Radiologic Technology Program Handbook, which includes information on direct and indirect supervision and the Repeat Policy, students remain under direct supervision until they have successfully completed a competency and earned a passing grade.
  - Surgery and portable procedures must be under direct supervision, regardless of a student successfully passing the competency for that procedure.
  - Upon orientation to a new site, the student will make their Clinical Preceptor aware of the competencies that they already completed. Once a competency is successfully completed, it is up to the site to allow the student to complete the same procedure under indirect supervision.
  - It is the student's responsibility to inform the site and take initiative if they want to perform a procedure under indirect supervision. Outside of the department (portables, surgery, etc.) students will always remain under direct supervision. The Program Director and/or Clinical Coordinator will follow up with the Clinical Preceptor at the site to ensure these policies are being enforced and address any concerns or questions.
  - Students are made aware of information in the Supervision section of the Radiologic Technology Program Handbook during the Program orientation prior to program start. Students note their understanding of Program policies by signing a Handbook acknowledgement form.
  - Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in

mammography rotations if clinical settings are not available to provide the same opportunity to male students.

- If a student has any questions about this process, please discuss your concerns with the Clinical Preceptor and/or the Program Director.

### **CLINICAL LOG REQUIREMENTS**

Students are required to keep a current clinical log of daily radiographic procedures that they have either observed, assisted, or performed during their clinical rotation. The log is to be maintained daily. Recorded in Trajecsys daily, and readily available for review by the Clinical Coordinator. Students may be asked to submit their clinical log bi-weekly to the Clinical Coordinator for grading; this process allows the Clinical Coordinator to monitor the student's progress and furnish the student with appropriate feedback. At the end of each clinical rotation clinical logs will be collected to become part of the student's clinical file.

The clinical log is beneficial in the following ways:

- Help students to locate observed, assisted, and/or performed radiographic examinations, competency examinations, and clinical case studies.
- Enable the Clinical Coordinator to review exams with students to determine the student's knowledge of anatomy, positioning criteria, imaging techniques, critical thinking scenarios, and correctness of the images relating to student competency. Exams deemed less than acceptable by the Clinical Coordinator will not be added to the completed competency list.
- Enable Program Director to justify an enriching learning environment with sufficient and varied workload.

Maintaining the clinical log can also be time consuming; therefore, clinical time not to exceed 15 minutes will be allocated daily.

The Clinical Coordinator will check clinical logs bi-weekly. Failure to present an up-to-date clinical log will be reflected in the student's overall clinical grade.

On the last day of clinical rotation, the student must submit their daily log, and all other required clinical paperwork (as stated on the course control document) to the Clinical Coordinator. Any paperwork not submitted by the end of the rotation will cause the student to receive a failing grade for the clinical rotation. A clinical grade of "C" or higher is required to continue in the program.

### **AFFECTIVE DOMAIN EVALUATION**

The main reason for this type of evaluation is the development of verbal and written communication, professional/ethical behavior, attitude, and work ethic. It takes into consideration such areas as conduct, attendance, patient interaction, and technical skills, etc. This evaluation is completed by the Clinical Preceptor at the clinical education site with input from the staff and administration and is factored into the student's overall clinical grade.

## **CLINICAL COORDINATOR EVALUATION**

The main reason for this type of evaluation is the development of professional/ethical behavior, attitude, and work ethic. It takes into consideration such areas as ability to work with direct and indirect supervision, apply critical thinking skills, welcome constructive criticism, adhere to programmatic and medical facility policies and demonstrate progression of required clinical competencies, etc. This evaluation is completed by the Clinical Preceptor at the clinical education center with input from the staff and administration.

## **CLINICAL CONFERENCE**

The students are brought together at Southeastern College at least once during each clinical rotation to either present a clinical case study to the class or participate in an image system analysis workshop. This type of workshop assists students in recognizing diagnostic quality images. A formal critique of least (3) radiographic examinations will occur in the field at the clinical site or in class by the Clinical Coordinator involving the identification of various projections, positions, artifacts, techniques, and methods for improvement of the quality of the image(s). In addition, there will be a discussion on educational topics that link the academic aspects and the clinical portion.

## **Clinical Competency Evaluation Form**

This form is used for clinical competency evaluation and can be completed by the Clinical Preceptor, Clinical Staff, and/or Clinical Preceptor. The student can request a clinical competency evaluation on a radiographic procedure only after the required performance has been learned didactically, observed and assisted at least once in the clinical setting, and is reflected in the student's clinical log. The clinical competency evaluation will include all projections for each examination according to the clinical education center's protocol, and all tasks associated with the radiographic procedure. After the student has successfully completed the clinical competency, the student can then perform that examination under INDIRECT SUPERVISION. Continual and terminal competencies are similar to clinical competency evaluations in that the same evaluation form is utilized. Should a student not be able to perform a procedure consistently without error on a previously completed competency, the competency will be taken from the student and will need to prove competency after additional exams under direct supervision.

## **Final Competency Evaluation Form**

This form is used for clinical competency evaluation and is completed by the Clinical Preceptor in the third clinical rotation. The clinical competency evaluation will include three radiographic procedures to be performed by the student. The student must pass this evaluation with a minimum score of 80% to be considered clinically competent as an entry-level practitioner. Any student that scores below the minimum required score will need to receive remediation by the Clinical Coordinator and be reevaluated after the remediation process has been successfully completed. Failure to achieve a grade of 80% on the second attempt will result in the student not being able to pass the course and continue in the program.

## **Continual, Terminal & Final Competency Evaluation Policy**

Continual competency evaluations will only occur in Clinical Rotation III and IV. The student will only be able to perform a continual competency after they have successfully completed an evaluation

competency on the same radiographic procedure during, Clinical Rotation I and II. The student must complete (4) continual competencies during, Clinical Rotation III and IV

Terminal competency evaluations and the final competency evaluation will only occur in Clinical Rotation V and VI, and only after the student has completed all required competency evaluations, as outlined in the clinical course Master Syllabus. The student must complete (4) terminal competency evaluations (different examinations than those chosen for continual competency evaluations), and successfully pass the final competency evaluation, no later than the end of Clinical Rotation VI. The student will choose from the list of categories on the Clinical Competency Requirement Summary Sheet. Terminal and Final Competency Evaluations are to be performed at the clinical site. Due to an unexpected situation, a student may request that a clinical competency (continual, terminal, or final) be simulated. Simulation will be at the discretion of the Clinical Preceptor and not to exceed two (2) simulations per clinical rotation.

- **General Patient Care Competencies**

Competency must be demonstrated in all nine patient care activities prior to the end of the final clinical rotation. These include CPR, vital signs for blood pressure, temperature, pulse, respiration, pulse oximetry, sterile and aseptic technique, venipuncture, transfer of patient, and care of patient medical equipment. CPR and venipuncture will be simulated on campus. Students are not to perform actual venipuncture on another person.

**STUDENTS WILL NOT:**

- Hold patients during a radiographic procedure.
- Inject any contrast media or medication nor perform venipuncture on a patient.
- Support an image receptor during radiographic exposures.
- Perform radiographic exams unless a licensed and/or registered Radiologic Technologist is present (direct supervision) or in the immediate area (indirect supervision) as required.
- Perform or assist with radiographic procedures not yet learned didactically through classroom instruction.
- Use fluoroscopy as a way to position patients for radiographic positions.
- Perform repeat radiographs without the consent and direct supervision “presence” of a qualified radiographer during the repeat of an unsatisfactory image to assure patient safety and proper educational practices.

## CONTINUAL, TERMINAL AND FINAL COMPETENCY CATEGORIES

<b>Continual Competency Evaluation Categories are as follows:</b>	<b>Terminal and Final Competency Evaluation Categories are as follows:</b>
• Chest	• Chest & Thorax
• Extremities (upper and lower)	• Extremities (upper and lower)
• Pelvis	• Head
• Abdomen	• Spine & Pelvis
• Fluoroscopy Studies	• Abdomen
• Mobile and Surgical Studies	• Fluoroscopy Studies
• Pediatrics (age 6 or younger)	• Mobile and Surgical Studies
	• Pediatrics (age 6 or younger)

- **Continual Competency Evaluation**

Continual competencies are similar to clinical competency evaluations and utilize the same evaluation form and follow the same guidelines and procedures. Any radiographic procedure in which the student has previously been evaluated, and has demonstrated clinical competency, is subject to continual competency. These competency evaluations are performed during the student's second Clinical Rotation III/IV and can be completed by the Clinical Preceptor Clinical Staff, and/or Clinical Preceptor. Patient selection for these evaluations should demonstrate a progressive level of difficulty. If the student fails the continual competency, the student will then be required to receive remediation developed by the Clinical Coordinator and be reevaluated after the remediation process is successfully completed. During this period the student will be placed back on DIRECT SUPERVISION for that particular examination. Once the student has successfully completed the continual competency evaluation the student will be placed on INDIRECT SUPERVISION for that examination.

- **Terminal Competency Evaluation**

Terminal competencies are similar to clinical competency evaluations; utilize the same evaluation form and follow the same guidelines and procedures. Any radiographic procedure in which the student has previously been evaluated, and has demonstrated clinical competency, is subject to a terminal competency unless performed for a continual competency. Terminal competencies are completed during the student's final clinical rotation course and evaluated by the Clinical Preceptor Clinical Staff, and/or Clinical Preceptor. Patient selection for these evaluations should demonstrate a progressive level of difficulty. If the student fails, the terminal competency the student will then be required to receive remediation developed by the Clinical Preceptor and be reevaluated after the remediation process is successfully completed. During this period the student will be placed back on DIRECT SUPERVISION for that particular examination. Once the student has successfully completed the terminal competency evaluation, the student will be placed on INDIRECT SUPERVISION for that examination.



- **Final Competency Evaluation**

The Final Competency Evaluation is completed during the student's final clinical rotation course after satisfactory completion of all terminal competencies. Students must be within simulation range of only 2 remaining competencies to challenge the final competency evaluation. Students will perform 3 radiographic examinations to be evaluated **only** by the Clinical Coordinator. The patient selection and time for these evaluations will again be at the discretion of the Clinical Coordinator. In the event the student scores below the minimum required score of 80% the student will then be required to receive remediation. The remediation process will be conducted by the Clinical Coordinator and the student will be reevaluated after the remediation process is successfully completed. Failure to achieve a grade of 80% on the second attempt will result in the student not being able to pass the course and continue in the program.

- **Simulation of Clinical Competencies**

- Due to an unexpected situation a student may request that a clinical competency be simulated.
- The Clinical Coordinator must approve the simulated clinical competency evaluation and must be the evaluator.
- A maximum of two six radiologic procedures can be simulated for clinical competency evaluation during the final clinical rotation.
- A student may request additional lab experience and upon approval by the Program Director an Instructor/Tutor will be assigned.

### **DIRECT AND INDIRECT SUPERVISION**

Students will be under DIRECT SUPERVISION until they successfully complete their clinical competency on a radiographic procedure. At that time the student will be advised to be under INDIRECT SUPERVISION for that radiographic procedure. The students will remain on INDIRECT SUPERVISION for all successfully completed clinical competencies for the remainder of the program.

#### **Direct Supervision**

Students will be required to be under DIRECT SUPERVISION under the following situations and according to certain guidelines:

- The student must receive DIRECT SUPERVISION until he/she successfully completes his/her clinical competencies.
- DIRECT SUPERVISION must be provided by a Radiologic Technologist who is licensed to practice in their State and/or an ARRT registered radiologic technologist. The Radiologic Technologist will monitor the procedure(s) in relation to the student's achievement.
- The Radiologic Technologist will evaluate the condition(s) of the patient in relation to the student's knowledge.
- The Radiologic Technologist will be present throughout the duration of the radiographic procedure.
- The Radiologic Technologist will review and approve the radiographic procedure(s).

- The Radiologic Technologist will be present during student performance(s) of any repeat procedures due to unsatisfactory images(s)

### **Indirect Supervision**

Pertains to a Radiologic Technologist who is licensed to practice in their State licensed and/or an ARRT registered radiologic technologist who will be immediately available to assist students regardless of the level of student's achievement. Immediately available is interpreted as the presence of the Radiologic Technologist adjacent to the room or location where a radiographic procedure is performed. This availability applies to all areas where ionizing radiation equipment is in use. The technologist will approve the radiographic images prior to the patient leaving.

## **REQUIRED CLINICAL COMPETENCIES**

### **Clinical Competency Evaluations**

- The student can request a clinical competency evaluation on a radiographic procedure only after the required performance has been learned didactically, observed at least once in the clinical setting, and reflected in the student's clinical log, book. Any Radiologic Technologist licensed in their State and ARRT registered Radiologic Technologist on staff or Program Faculty may perform the clinical competency evaluation.
- Radiographic procedures (*M – mandatory, E – elective*) which are allowed to be evaluated for clinical courses are as follows per arrt.org:
  - **Chest**
    - Chest Routine (*M*)
    - Chest AP (Wheelchair or Stretcher) (*M*)
    - Ribs (*M*)
    - Chest Lateral Decubitus (*E*)
    - Sternum (*E*)
    - Upper Airway (Soft-Tissue Neck) (*E*)
    - Sternoclavicular joints (*E*)
  - **Upper Extremity**
    - Thumb or Finger (*M*)
    - Hand (*M*)
    - Wrist (*M*)
    - Forearm (*M*)
    - Elbow (*M*)
    - Humerus (*M*)
    - Shoulder (*M*)
    - Trauma: Shoulder (Scapular Y, Transthoracic or Axillary)\*\* (*M*)
    - Clavicle (*M*)
    - Scapula (*E*)
    - AC Joints (*E*)
    - Trauma: Upper Extremity (Non shoulder)\*\* (*M*)

- **Lower Extremity**
  - Foot (*M*)
  - Ankle (*M*)
  - Knee (*M*)
  - Tibia-Fibula (*M*)
  - Femur (*M*)
  - Trauma: Lower Extremity\*\* (*M*)
  - Patella (*E*)
  - Calcaneus (Os Calcis) (*E*)
  - Toe (*E*)
- **Pelvis**
  - Pelvis (*M*)
  - Hip (*M*)
  - Cross Table (Horizontal Beam) / Lateral Hip (Patient Recumbent)(*M*)
  - Sacroiliac Joints (*E*)
- **Abdomen**
  - Abdomen Supine (KUB) (*M*)
  - Abdomen Upright (*M*)
  - Abdomen Decubitus (*E*)
  - Intravenous Urography (*E*)
- **Fluoroscopy Studies: *Must select two procedures from this section and perform per site protocol***
  - Upper GI Series (Single or Double Contrast) (*E*)
  - Barium Enema (Single or Double Contrast) (*E*)
  - Small Bowel Series (*E*)
  - Esophagus (*E*)
  - Cystography/Cystourethrography (*E*)
  - ERCP (*E*)
  - Arthrography (*E*)
  - Myelography (*E*)
  - Hysterosalpingography (*E*)
- **Surgical Studies**
  - C-Arm Procedure (Requiring manipulation to obtain more than one projection)) (*M*)
  - C-Arm Procedure (Requiring manipulation around a sterile field) (*E*)
- **Mobile Studies**
  - Chest (*M*)
  - Abdomen (*M*)
  - Orthopedic (*M*)
- **Pediatrics (age 6 or younger)**
  - Chest Routine (*M*)
  - Upper or Lower Extremity (*E*)
  - Abdomen (*E*)

- Mobile Study (*E*)
- **Geriatric Patient (at least 65 years old and physically or cognitively impaired, as a result of aging)**
  - Chest Routine (*M*)
  - Upper or Lower Extremity (*M*)
  - Hip or spine (*E*)
- **Spine**
  - Cervical Spine (*M*)
  - Thoracic Spine (*M*)
  - Lumbar Spine (*M*)
  - Cross-Table (horizontal beam)/Lateral Spine (Patient Recumbent) (*M*)
  - Sacrum and/or Coccyx(*E*)
  - Scoliosis series (*E*)
- **Head- Candidates must select at least one elective procedure from this section.**
  - Skull (*E*)
  - Paranasal Sinuses (*E*)
  - Facial Bones (*E*)
  - Orbits (*E*)
  - Nasal Bones (*E*)
  - Mandible (*E*)
  - Temporomandibular Joints (*E*)

*\*\*Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.*

### **Clinical Competency Evaluations**

- The student can request a clinical competency evaluation on a radiographic procedure only after the required performance has been taught didactically in the classroom, observed at least once in the clinical setting, and is reflected in the student’s clinical log. Any technologist licensed by their State and ARRT registered Radiologic Technologist on staff or Program Faculty may perform the clinical competency evaluation.

*\*Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.*

## **NUMBER OF REQUIRED COMPETENCIES TO BE COMPLETED BY CLINICAL ROTATION COURSE**

### **CLINICAL ROTATION I**

13 of 51 mandatory clinical competencies (includes mandatory and elective)

### **CLINICAL ROTATION II**

37 of 51 mandatory clinical competencies (includes mandatory and elective)

4 continual competencies

### **CLINICAL ROTATION III**

36 of 36 mandatory clinical competencies

15 of 35 elective clinical competencies

4 terminal competencies

1 final clinical competency (3 exams)

## **CLINICAL COMPETENCY REMEDIATION PROCESS**

When a student fails a radiographic or patient skills competency, clinical competency, continual competency, terminal competency, or final competency evaluation the student will be required to receive remediation for that radiographic examination. If the student refuses to do an examination selected by the Clinical Coordinator for their continual, terminal, or final competency evaluation, the student will receive a grade of zero “0”, which may result in the student failing the course.

The design for the remediation program will be done by the Clinical Coordinator based on the individual student’s need and may include additional clinical experience, study of and about the examination, additional laboratory experience, testing of their knowledge and skills associated with the examination. The remediation process will include an action plan and student progress advisement.

The student will be placed on DIRECT SUPERVISION during the period of the remediation program and successful completion of the competency evaluation.

The remediation program will be documented and placed in the student’s clinical file.

If the student fails a clinical competency of any type on the same radiographic procedure more than once in the same clinical rotation course, remediation will be implemented immediately by the Clinical Preceptor, in conjunction with the Clinical Preceptor. Should the student be unable to demonstrate competency upon completion of the remediation plan, the student will fail the clinical rotation course. Failure to demonstrate competency includes but is not limited to repeated images, unsafe radiation protection practice, and/or poor patient care. Inability to demonstrate competency will result in course failure.

## Clinical Rotation Case Study

To fulfill the clinical course requirements of each clinical rotation, the following assignment must be satisfactorily completed via a written presentation to the instructor and an oral presentation to the class.

### **Criteria:**

1. Each student will submit a typed, 2-page case study to the instructor at the time of the presentation (*12 pt. font*).
2. The case study must be based on a procedure/exam in which the student was fully involved or witnessed.
3. Each student should make copies of pertinent images, reports and other documentation to clarify and enhance the presentation. *All identifying information must be removed.*
4. Each case study presentation should last approximately 5-10 minutes. Students should be prepared to correctly answer questions posed by the instructor.
5. The case study presentation must include the following:

### **Introduction:**

- Age and gender of the patient.
- Primary diagnosis (briefly explain why the procedure was performed).
- Discussion of student interaction with the patient before, during, and after the exam.
- Complete patient history.

### **Critique of Film:**

- Discuss positioning.
- Discuss technical factors.
- Identify imaging equipment utilized.
- Identify materials needed (i.e. contrast, etc.).
- Critique image quality (sensitivity or exposure indicator).

### **Results/Interpretation:**

- Purpose of the procedure.
- Radiologist interpretation (include Radiologist's report).
- Discuss pathology (what was found and significance of finding).
- Other related or additional tests to be performed.
- Any other relevant or interesting information.

### **Grading Criteria:** (*Refer to the Clinical Case Study Rubric for details of grading criteria*)

- |                             |                                 |
|-----------------------------|---------------------------------|
| • Written Section           | maximum point value – 25 points |
| • Oral Section              | maximum point value – 25 points |
| • Critical Thinking Section | maximum point value – 25 points |

Total maximum point value – 75points = 100%



# **RADIOLOGIC TECHNOLOGY PROGRAM**

## **RADIATION SAFETY PROGRAM**

**SOUTHEASTERN COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**

**RADIATION SAFETY PROGRAM**

**Radiation Protection Policies and Practices:**

- The Radiation Protection Program will be re-evaluated annually, each January.
- Program faculty and students will follow the ALARA principle and always use good Radiation Protection practices and techniques.
- Students operating the x-ray units and administering radiation as part of their educational training, in the program's energized laboratory must:
  - Never turn on the x-ray units without a licensed and registered Program Instructor present.
  - Must be supervised by a licensed and registered Program Instructor when using the energized laboratory.
- When students are at their assigned clinical educational center, they **MUST**:
  - Follow the department's Radiation Protection Policies.
  - Always be under either **DIRECT** or **INDIRECT** supervision by a licensed and registered Technologist.
  - Participate in a facility orientation within the first week of arriving at a clinical education site.
  - Receive orientation and training prior to entry to the MR imaging area at **each** new facility.
  - Always be under **DIRECT** supervision in the MR imaging area at all times
- When students are at their assigned clinical educational center, they **MUST NOT**:
  - Hold patients during a radiographic procedure
  - Inject any contrast media or medication
  - Support an image receptor during radiographic exposures
  - Perform radiographic exams unless a licensed and/or registered Radiologic Technologist is present (direct supervision) or in the immediate area (indirect supervision) as appropriate
  - Perform radiographic procedures not yet learned didactically
  - Use fluoroscopy as a way to position patients for radiographic positions
  - Perform repeat images without the consent and direct supervision of a licensed technologist within their State and/or registered Radiologic Technologist.
- ***Failure to comply with any of the above mandates will result in disciplinary action by the program and possible program dismissal.***

**Personal Radiation Monitoring**

All students in the Radiologic Technology Program will be required to wear a radiation monitor to measure any radiation exposure/dose the student might receive during their attendance in the Program. This includes simulation lab and the clinical areas.

- The radiation monitor (dosimeter) will be supplied and maintained by the Radiologic Technology Program.
- The radiation monitoring dosimeters will be issued to the student by the radiation safety officer (RSO) at the start of the program.
- Once a student is given their first personal radiation monitor, the student is required to use and maintain it properly. The dose equivalent reading should not exceed the program threshold dose



equivalent exposure of 325 mrem (3.25 mSv) per month and will not exceed the NCRP occupational effective dose equivalent of 5000 mrem (50 mSv) per year.

- The student must wear the dosimeter at their collar level **at all times**, this includes class, lab, and the clinical education site.
- During fluoroscopy exams the dosimeter is placed at the collar level **outside** of the lead apron.
- The dosimeter must never be stored or placed in their car (for long periods of time) near heat, direct light or near microwave ovens.
- If the dosimeter gets wet, dried, damaged or lost, the student must report this immediately to the course Instructor or Clinical Preceptor.
- If a student does not have, or is not wearing their dosimeter, the student will not be allowed into the simulation lab or clinical education site.
- If a student voluntarily declares in writing that she is pregnant a second dosimeter will be assigned to the student. This second dosimeter must be worn at waist level and will monitor the fetal exposure/dose.
- The student may review the radiation Dosimetry Report within thirty (30) days after the report is received by the radiation safety officer. A copy of the report with identifying information is kept locked in the Program Director’s office, un-identifying information reports are posted for student review. The student's initials will document knowledge of his/her current radiation levels.
- A student whose dosimeter reading exceeds the program threshold dose equivalent exposure for whole body, eye, extremities or fetal limit will be advised by the Radiation Safety Officer (RSO).
- The RSO will determine the circumstances of the excessive dose; advise the student; make recommendations based upon the student’s accumulated annual dose.
- The Radiation Safety Officer/ Program Director, Clinical Preceptor and student will participate in developing an action plan to reduce further excessive exposure.

At the completion of the Program, all radiation monitoring dosimeters must be returned to the Radiologic Technology Program for final dosimeter reading.

A final report will be given to all students after the termination of the program.

### Occupational Dose Limits

Students are responsible for adhering to the guidelines for radiation safety and protection and practicing the ALARA principles. The Effective Dose Equivalent is recorded in the Radiation Dosimetry Report provided by Landauer®. These records are kept by the Radiation Safety Officer. Students and faculty receive instruction on radiation safety and protection guidelines. Excessive Dose Guidelines are established for dosimetry report review and reporting. The occupational dose limits listed in the table below based on the NCRP Report # 116 Limitation of Exposure to Ionizing Radiation and *found in Title10, Part 20 of the Code of Federal Regulations (10CFR20)*.

Occupational Effective Dose Equivalents Will not exceed	Program Threshold Dose Equivalents Should not exceed		
	mrem/year	mrem/semester	mrem/monthly
Total effective dose equivalent (whole body)	5000	1300	325
Eye dose equivalent	15000	4000	1000
Shallow dose equivalent (skin) or extremity	50000	1300	650

### Pregnant Worker

Occupational Effective Dose Equivalents Will not exceed		Program Threshold Dose Equivalents Should not exceed	
Pregnant worker	mrem/year	mrem/year	mrem/monthly
	500 (entire pregnancy)	400	40

### **Radiation Exposure Awareness**

Notification of radiation dosimetry readings will be given to students exceeding allotted radiation exposure levels. The radiation safety officer will review the report with the student to discuss unacceptable practice or inaccuracies. The student will be made aware of the importance of good radiation protection practices and recommendations will be provided to the student to correct any discrepancies in monitoring dosimeter placement, storage and better use of good radiation protection practices and techniques. A copy of the student consultation/advisement plan will be placed in the student's file. Appropriate follow up will be done by the radiation safety officer to ensure the safety advisement plan is adhered to.

### **Radiation Shielding**

The Program's energized laboratories meet all federal and state requirements for primary and secondary radiation shielding.

### **Radiation Safety Officer**

A Radiation Safety Officer is designated for each campus.

### **Radiation Protection Guidelines**

A student is required to exercise sound radiation practices and techniques at all times. At no time may a student participate in a procedure using unsafe protection practices. This includes, but is not limited to:

- All students participating in lab activities or attending clinical education settings must wear a dosimeter.
- A student may not take exposure, intentionally or unintentionally, on another student or while another student is in the energized lab. All exposures on human beings are to be taken for a medically valid reason only and prescribed by a physician.
- A student may not attempt any procedure under **INDIRECT SUPERVISION** until competency has been achieved.
- A student may not repeat an image without the supervision of a licensed and registered Radiologic Technologist.

### **Radiation Personal Monitoring Dosimeter Replacement Policy**

- Students are expected to maintain control and possession of their radiation monitoring dosimeter, while in the Program.
- If a student loses, misplaces, or damages their radiation monitoring dosimeter, it must be replaced as soon as possible. Loss of or damage to the radiation monitoring dosimeter may result in loss of exposure data.
- The student must report loss or damage of the radiation monitoring dosimeter to their Instructor, Clinical Preceptor, or the Program director immediately.
- The student will then receive a replacement dosimeter from the Program's contracted company.

- The student will be required to pay the replacement cost for the dosimeter overnight delivery, and any charges associated with dosimeter replacement based on current charges. The student will be required to pay this amount before the dosimeter can be picked up.

### **Clinical Education Center Policies, Procedures**

Students must follow all of the policies and procedures of the Clinical Education Center to which they are assigned as well as adhere to the Program's Radiation Safety Rules.

### **MRI Safety**

- Students **must** complete an MR safety checklist and a safety orientation prior to initial entry to each clinical education site MR imaging suite and follow all protocols.
- Students **must** be oriented to the MR facilities protocols prior to entering the MR imaging area.
- Students are to remain under **DIRECT** supervision in the MR imaging area at all times.
- All students must follow the Radiologic Technology and Clinical Education Center Radiation Safety Programs. Pregnant students must follow Imaging and MR protocols for pregnant workers.
- If there are any changes on the MRI clearance form students must notify the program director and clinical coordinator.



All students will receive a written copy of their termination report of occupational radiation dose after concluding the program and submission of the final dosimeter to the Radiation Safety Officer. Landauer® will provide the termination report within the next two weeks and the report will be mailed to the address provided by the student. The report will be sent by the Radiation Safety Officer approximately 45 days after final dosimeter submission.

*Excessive Radiation Exposure Form*

*Pregnancy Policy Awareness Form (for students that declare pregnancy)*

## **Radiation Safety Program – Pregnancy Policy**

The student may voluntarily notify the Program Director of her pregnancy. This notification must be in writing and include the following information:

- a. Student's Name
  - b. Expected date of birth or date of conception
  - c. Social Security number
  - d. Student's date of birth
1. Should the student choose to voluntarily in writing declare her pregnancy, the RSO will order a monthly embryo/fetal radiation monitoring dosimeter which will be worn at waist level during the entire gestation period.
  2. Should the student choose to voluntarily declare her pregnancy and remain in the program. The program director will review modification options available to the student regarding clinical assignments/scheduling in areas of potentially higher radiation exposure such as: OR, ER, mobile and/or fluoroscopy.
  3. The student also has the option to continue in the program without modification and may choose to request a leave of absence, per the College's policy. The request shall be granted upon submission of proper documentation. Upon completion of the leave, the student may choose to be reinstated in the program as outlined in the re-entry policy.
  4. The student shall not receive an embryo/fetal exposure dose of more than 400 mrem during the gestation period nor should the monthly equivalent dose exceed 40 mrem.
  5. The radiation safety officer will review the dosimeter reading with the student on a monthly basis. The student's initials will document knowledge of her current radiation exposure levels.
  6. A student who has given voluntarily written notice of pregnancy to the radiation safety officer may submit a voluntary written withdrawal of the notification at any time. The radiation safety officer will determine whether to continue to issue a fetal dosimeter. Upon withdrawal of declaration the lower limits no longer apply (*NRC Regulatory Guide No. 8.13*)
  7. The radiation safety officer will meet with each student who has voluntarily declared or voluntarily undeclared pregnancy in writing to review the clinical environment and course objectives to assure a less than 40 mrem exposure per month and no more than 400 mrem annual exposure.
  8. Pregnant students are responsible for following all safety precaution protocols for pregnant personnel in MRI.
  9. Modifications to limit potential radiation exposure may include but is not limited to deferring assignment of OR, ER, fluoroscopy or portables to another clinical rotation.

The Radiation Safety Officer/Program Director will monitor the declared student's radiation dosimetry reports and readings. If the student's radiation exposure dose exceeds 400 mrem during the gestation period or should the monthly dose exceeds 40 mrem, the student may be required to take a leave of absence from the program. Upon completion of the leave, the student may choose to be reinstated in the program as outlined in the re-entry policy.

Upon completion of the leave, the student may choose to be reinstated in the program by making an appointment with one of the College Deans to fill out the appropriate College re-entry forms. The returning student will meet with the program director for academic advisement, remediation, etc. prior to re-entry. Once paperwork is complete the student will be permitted to re-enter the program into same course they took leave from the program. The program will not offer “out of sequence” course(s) to accommodate returning students.

## **Radiologic Technology Mammography Policy**

It is the policy of Southeastern College that radiologic technology students participate in mammography clinical rotations to observe and/or perform breast imaging and any imaging procedures performed by professionals who are of the opposite gender of the patient.

### **POLICY:**

- 1. Radiologic technology students, of any gender, may observe and/or perform breast imaging or any imaging procedures performed by professionals who are of the opposite gender of the patient during clinical rotations unless restricted by the clinical education setting.*
- 2. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures.*
- 3. The radiologic technology program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.*

### **PROCEDURE:**

- 1. All radiologic technology students will be offered the opportunity to participate in mammography procedures during clinical rotations.*
- 2. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not able to override clinical setting policies that restrict clinical experiences in mammography to female students.*
- 3. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures.*
- 4. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.*

## **RADIOLOGIC TECHNOLOGY PROGRAM**

### **Program Handbook Evidence of Understanding**

I have read the Southeastern College Criminal Background Check & Drug Screening Policy/Waiver and understand my responsibility in the criminal background and drug screening process.

Furthermore, I understand that it is my responsibility to report any changes in the status of my criminal background history to the Program Director immediately. Should I become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, I will be withdrawn from the program. The program and the college will not modify the curriculum for students who have an unsatisfactory criminal background status.

I authorize the release verbally and/or in writing of all the information contained in the health records including drug screen test, and/or criminal background check to Southeastern College and its clinical affiliates as necessary for assignment in a clinical facility.

I have read the statements of policy and procedure for Southeastern College Radiologic Technology Program. I understand the contents and agree that I will adhere to the policies and procedures specified in the RT Student Handbook. In cases where I do not follow the program guidelines, I am willing to abide by the consequences identified in this statement, course syllabus, and/or the College Catalog.

Student's Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Copy: Student's file



## **ADDENDUM: SOUTHEASTERN COLLEGE FACE COVERINGS POLICY**

The Centers for Disease Control (CDC) recommends wearing cloth face coverings in public settings where social distancing measures are difficult to maintain. **As safety at our institution is our primary concern, everyone on campus is required to wear a face covering over the nose and mouth when indoors. This includes classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, and other indoor spaces. Additionally, face coverings are required outdoors when six-foot physical distancing cannot be maintained.** Signage will be placed around the campus to remind students, faculty and staff that face coverings are required.

It is important to note that the use of a face covering does not prevent the wearer from getting sick or eliminate the need to continue the primary mitigation efforts, to stop the spread of COVID-19, but may prevent the spread of the virus from the wearer to others.

You may wear a homemade face covering if it is cleaned daily, or you may wear a purchased face covering. **Face coverings may not have obscene or offensive writing or artwork on them.**

According to CDC guidance, an effective face covering will meet the following criteria: fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine-dried without damage or change to shape. Please review the World Health Organization (WHO) flyer for the correct way to wear a face covering. If you arrive to the campus and do not have a face covering, you may be sent home, or one may be provided to you.

Please note the following exceptions:

1. Individuals whose health or safety is put at risk by wearing a mask or cloth face-covering. If this applies to you, please contact the Campus President.
2. If you cannot wear a mask due to your religion under Title VII, or if you need a reasonable accommodation under the Americans with Disabilities Act (ADA) please contact the Campus President to obtain an accommodation.
3. Individuals alone in an office are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering at all other times.
4. Face coverings are not required in public spaces when eating or drinking, but individuals should seek to physically distance six feet and return the face covering, perform the necessary hand hygiene and replace the mask when they are done.

Individuals should also maintain other suggested health measures including maintaining six feet of physical distance even when wearing a mask, and frequently washing hands with soap and water for at least twenty seconds.

(8/25/20)

## **RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

In addition to the policies described in this Student Handbook, I understand that by initialing the following items below, the undersigned student acknowledges they have received the materials listed and will read and abide by ALL policies contained within.

\_\_\_\_\_ I have received a current Radiologic Technology Student Handbook and SEC Catalog.

\_\_\_\_\_ I understand that the Columbia and North Charleston campuses are programmatically accredited by the Joint Review Committee of Education in Radiologic Technology (JRCERT). The West Palm Beach and Charlotte campuses are not yet accredited by (JRCERT).

\_\_\_\_\_ I acknowledge that I have been fully advised that my program of study requires performing 100% of the required clinical and lab hours and that I am required to attend all clinical and laboratory hours when scheduled. I understand the Clinical Attendance, Assignment, and Make Up Policies.

\_\_\_\_\_ I have been advised of the rigors of the Radiologic Technology Program, and I will seek tutoring if necessary and when advised.

\_\_\_\_\_ I agree to hold Southeastern College harmless for any and all consequences (including transmission of blood borne pathogens) of such participation which are neither the fault nor within the control of Southeastern College.

\_\_\_\_\_ I further agree and understand that if an injury were to occur, I will immediately notify the instructor of said incident. I further hold Southeastern College harmless for any and all consequences resulting from said injury and for all costs incurred.

\_\_\_\_\_ I understand that I am required to show proof of health insurance prior to the start of clinical rotation one and maintain current, active insurance throughout the program.

\_\_\_\_\_ I understand that I am required to submit a urine drug screening prior to clinical rotations at a laboratory designated by the College. I understand I also may be required to submit additional health screenings requirements and submit to drug test(s) randomly while in the Program. I understand that the results of this test(s) may influence my clinical placement and/or completion of the program.

\_\_\_\_\_ I have read and understand the technical standard requirements of the program.

\_\_\_\_\_ I have read and understand the Institute pregnancy policy.

\_\_\_\_\_ I understand that I will not receive remuneration for time spent at clinical sites during clinical rotation.

\_\_\_\_\_ I understand that I am required to sit for the ARRT examination within sixty (60) days of completing the required coursework.

\_\_\_\_\_ I understand the attendance and dress code policy of the program.

\_\_\_\_\_ I have read and understand the Health Exam, CPR, HIV/AIDs and OSHA Policy

\_\_\_\_\_ I understand the requirements for successful completion of courses, laboratory, and clinical components of the program.

I have read and understood the information contained in this document. Furthermore, I understand that failure to meet and comply with the requirements of this program may result in my termination from the program.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date