



RADIOGRAPHY
HANDBOOK
2018-2019

CLINICAL AFFILIATES:
DESOTO MEMORIAL HOSPITAL
FLORIDA HOSPITAL HEARTLAND DIVISION
FLORIDA HOSPITAL LAKE PLACID
FLORIDA HOSPITAL WAUCHULA
HIGHLANDS REGIONAL MEDICAL CENTER

INTRODUCTION

Congratulations on being selected to South Florida State College Radiography Program. I am pleased to have you as a student of the South Florida State College Radiography Program.

The mission of the Radiography program is to provide quality education to students who seek to become competent and compassionate entry-level radiographers in the health care community while supporting the mission and core values of South Florida State College. However, you must successfully complete the educational program and pass the national certification examination in order to practice as a registered radiologic technologist.

This student handbook is prepared to provide you with information about the program and I hope it will be helpful in presenting the guidelines for professional conduct and academic excellence required of a radiologic technologist. General college information can be found in the regular South Florida State College Catalog. Please keep this student handbook in a safe and readily accessible place.

I wish you the best of luck as you pursue your professional education.

Sincerely,

Junior A. Gray, M.B.A, R.T. (R)
Director, Radiography Program

MISSION STATEMENT

The mission of the Radiography Program is to provide quality education to students who seek to become competent and compassionate entry-level radiographers in the health care community.

Goal #1 (Program Level Outcome)

Students will be clinically competent.

- Students will apply Positioning Skills.
- Students will select appropriate Technical Factors.
- Students will practice Radiation Protection.

Goal #2 (Program-Level Outcome)

Students will demonstrate communication skills.

- Students will demonstrate oral communication skills in the clinical education setting.
- Students will be able to correctly assess the patient's cognitive skill.

Goal #3 (Program-Level Outcome)

Students will use critical thinking and problem-solving skills.

- Students will be able to calculate missing exposure factors.
- Students will be able to correctly assess the patient's cognitive and psychomotor skills.
- Students will be able to critically evaluate radiographic images.

Goal #4 (Program-Level Outcome)

Students will model professionalism.

- Students will demonstrate dependability in the clinical education setting.
- Students will conduct him/herself in a professional manner in the clinical education setting.
- Students will be able to define ethics as it applies to radiologic technology.

PROGRAM ACCREDITATION

The South Florida State College Radiography Program is voluntarily accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)

20. N. Wacker Drive

Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Fax: (312) 704-5304

mail@jrcert.org or www.jrcert.org

GRADUATION REQUIREMENTS

To be awarded an Associate in Science Degree, the student must successfully complete all required courses in the Radiography curriculum and the graduation requirements as listed in the South Florida State College Catalog. In addition, the student must be able to demonstrate clinical competency. Graduation from the program, qualifies the student to take the national certification exam. However, graduation does not *guarantee* national certification or state licensure.

NATIONAL REGISTRY EXAMINATION

Graduates of South Florida State College Radiography Program are eligible to take the American Registry of Radiologic Technologists (ARRT) examination upon completion of the program. The examination is offered through Pearson VUE centers. If you have been convicted of a felony or misdemeanor, it is highly recommended you contact the ARRT at this number, 651-687-0048, to gain clearance to sit the exam.

FLORIDA STATE LICENSE

The Department of Health Office of Radiation Control must license all persons who practice Radiography in the State of Florida. After successfully completing the program, a student may apply for a General Radiographer state license. The state may issue a temporary license number, which will remain in effect until the graduate and state receive notice of the graduate successfully completing the ARRT exam. After successfully completing the exam, the temporary number will be converted to a permanent number. A graduate who fails the examination will lose their temporary license, and will not be allowed to work until the examination has been successfully completed. The Department of Health Office of Radiation Control contact information is as follow:

Department of Health Office of Radiation Control/MQA
Radiologic Technologists Certification
4052 Bald Cypress Way
Bin # C 85

Tallahassee, FL 32399-1741
Telephone number: 850-245-4910
(www.doh.state.fl.us/environment/radiation/).

PROFESSIONAL ORGANIZATIONS

Radiography students are encouraged to become members of professional organizations, such as the American Society of Radiologic Technologists (ASRT). This is the national organization that helps set the educational guidelines for our profession and keeps us updated with the latest information available on the profession. Publications include the "Radiologic Technology" as well as the "ASRT Scanner."

ACADEMIC REGULATIONS

Students enrolled in the South Florida State College Radiography Program will be responsible for observing rules and regulations as stated in the South Florida State College Catalog and Student Handbook, Radiography Program Student Handbook, and the American Registry of Radiologic Technologists Rules and Regulations (see Appendix B). In addition, the clinical affiliates used by the program each have their own rules and regulations that the student is expected to follow. Clinical affiliates, while located away from the college campus, are considered an integral part of the program for student clinical assignments. Each student will rotate through some of these affiliates during their matriculation through the program.

The policies and procedures stated in the Student Handbook represent a contractual agreement between South Florida State College Radiography Program and the student. Failure to comply with the policies and procedures in the Student Handbook may result in dismissal from the Radiography Program. Each student will sign an Agreement-to-Terms Form confirming that the handbook has been read and each policy and procedure will be followed during the educational period. If the student refuses to sign the Agreement-to-Terms Form, he/she will be required to withdraw from the program.

Situations of academic (including clinical) probation, suspension, withdrawal, grade appeal, discipline, grievance and dismissal will be handled according to the policies outlined in the South Florida State College Catalog, Exhibit #1, page 56 and the Radiography Student Handbook.

The Grounds for Dismissal are listed below.

A student may be dismissed from the Radiography Program at any time during their training for violation of any of the following:

- 1 Failing grades in Radiography and/or basic core of general education courses
- 2 Insubordination
- 3 The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
- 4 Failure to accomplish clinical assignments and objectives.
- 5 Unprofessional or unethical conduct.
- 6 Cheating in related or professional courses.

The Grounds for Immediate Dismissal are listed below.

A student may be dismissed from the program at any time during their training for violation of any of the following:

- 1 If a hospital requests a student be removed for violations of hospital or departmental policy or procedure.
- 2 Unauthorized release of confidential patient information.
- 3 Students shall not perform x-ray procedures on each other or have x-ray procedures performed on themselves without a doctor's prescription.
- 4 Students shall not perform x-ray procedures on family members or friends without a doctor's prescription.

CLASSROOM ATTENDANCE

Regular and punctual class attendance is expected of all students in order to obtain full benefits in class and to develop desirable personal traits necessary to succeed in employment. Instructional time missed is a serious deterrent to learning, therefore, students are responsible for fulfilling the requirements of the course by attending and completing course assignments.

If instructional time is missed for excusable reasons, the student will be permitted to make-up work to the extent possible. Because of the nature of some learning experiences, especially, laboratory sessions, it is difficult, if not impossible, to duplicate. Absences or tardiness of an individual is a major disruption to the performance of others in the class and will not be tolerated.

Being tardy is defined as arriving 10 or more minutes late for class, leaving early, or being away from class without permission during class hours.

NOTE: Anytime a student misses more than three consecutive days of class and/or clinic, the student must obtain a physician's note verifying illness before returning to class or clinic.

It is the joint responsibility of the student and instructor to discuss attendance patterns that will endanger the success of the student in the course. If it appears that a student will not be able to complete a course successfully, the instructor may advise the student to withdraw no later than the official withdrawal date published in the current Academic Calendar.

The responsibility of the student:

- 1 Students are responsible for all material covered in scheduled classes whether or not they were in attendance. The student must assume the task of obtaining the material they need from classmates or the instructor. If a test is missed, the student is expected to take it on their first day back to classes. Any delay in taking a missed test will result in a 10% grade reduction.
- 2 If an absence will result in a missed test, student project, student assignment or presentation, the instructor must be notified prior to the missed class to determine if the assignment can be made up.
- 3 Anytime a student misses more than three consecutive days of class and/or clinic, the student must obtain a doctor's excuse for the missed time before returning to class or clinic.
- 4 The faculty may develop guidelines for advance notice of absences or make-up.

CLINICAL ATTENDANCE

Attendance at clinical education settings during regularly scheduled hours is mandatory. Attendance is critically important since appropriate supervision of the student to accomplish the learning and performance objectives in accordance with guidelines can be completed only when certain supervisory and teaching personnel are present. Also, proper rotation and variety of studies are available primarily during these times. First and second year students are assigned specific clinical rotation days. All instances when a student is not present on-site during those assigned days are considered absences.

In the event of absence:

1. Contact all of the following personnel before your expected time of arrival:

- a Clinical Instructor, if unavailable, the Floor Supervisor
- b Program Director- if unavailable, leave voicemail message. In case of emergency, we need to know how to contact you.

Failure to notify appropriate personnel listed above will result in 5 points deducted from final clinical grade for each occurrence.

Clinical time missed must be made-up. Clinical absences shall be made-up within 3 weeks of the absence or by the end of the term (in which the absences occurred) depending on which comes first. Anytime a student misses more than three consecutive days of clinical internship, the student must obtain a doctor's excuse for the missed time before returning to clinic. All doctor, dental and other appointments should be made outside of scheduled school time. If for some reason this is not possible, the student must submit their name, date, time of appointment and reason to the Program Director no later than the day before the scheduled appointment. The student must provide written confirmation that he/she kept the doctor's appointment.

An exception to this policy is an extended illness which requires appropriate documentation (physician's orders, stating illness and release to return to school) for which make-up arrangements will be made on an individual basis. "Extended illness" is any illness that keeps one from attending school for three or more consecutive days.

Extended illness circumstances are traumatic, uncontrollable events such as having surgery (other than elective surgery); maternal/paternal leave; prolonged hospitalization; or death of a spouse, child, or parent/guardian that prevent the student from attending clinic for an extended period of time.

STUDENTS DO NOT ACCUMULATE OR BANK HOURS TO BE USED FOR ABSENCES.

SCHEDULED TIME OFF

In the event that there is an important circumstance (wedding, family reunion, etc.) that conflicts with your school schedule, you may request time off. Approval or denial of the request will be decided by the *program director* and be dependent on the following criteria:

- A Request must be made in writing to Program Director at least one (1) month in advance.
- B Clinic and classroom performance must be at least a "C" average with all current assignments completed.
- C Student must have previously demonstrated consistent adherence to program policies.
- D Student must have no make-up time pending.
- E Only one request for time off permitted per school year.

Upon approval of the request, arrangements to make-up requested time off will be made in advance. It may not be possible to approve all requests due to inability to schedule alternative clinic make-up time, or for any of the reasons listed above.

VOLUNTARY CLINIC TIME POLICY

Voluntary clinical time is at the discretion of the student and is not a requirement. Voluntary clinical time must be scheduled and approved by the program faculty. Voluntary time cannot be used as make up time. If for any reason a student finds they are unable to be present for the scheduled voluntary time they must give a twenty-four hour notice. Any abuse of this policy will result in the student losing this privilege. For reasons of accountability, liability, and responsibility we need to know when you are going to be in clinical areas.

SUBSTANCE ABUSE POLICY

A student who is unable to perform clinical and or laboratory activities as assigned with reasonable skill and safety to patients by reason of illness, or use of alcohol, drugs, narcotics, chemicals or any other type of material, or as a result of any mental or physical condition, shall be required to submit to mental or physical examination. The physician and health care practitioner must possess expertise to diagnose the impairment. Cost of the examination will be the responsibility of the student. Failure to submit to such an examination may result in dismissal from the program.

DUE PROCESS POLICY

If a student, faculty, or community of interest feels that the program is not in compliance with the JRCERT Educational Standards, they are requested to notify the program director in writing of any allegations or complaints.

The program director will investigate the complaint and will answer the student, faculty or community of interest within 10 days from the date of receipt of the written complaint.

If the student, faculty or community of interest is not satisfied with the response, they should notify the Dean of Health Sciences. The Dean of Health Sciences will investigate and respond to the student, faculty or community of interest within 10 school days.

If the student, faculty or community of interest is not satisfied with the response, they should notify the Vice President for Academic Affairs and Student Services. The Vice President for Academic Affairs and Student Services will investigate and respond to the student, faculty or community of interest within 10 school days.

If the student, faculty or community of interest is not satisfied with this response, they should notify the:
The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20. N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300, Fax: (312) 704-5304, email@jrcert.org or www.jrcert.org

RADIATION SAFETY POLICIES

All students must wear a radiation personnel monitoring device near their neck. The device must be worn at all times during clinical rotations and in the college's energized laboratory. Radiation personnel monitoring devices are changed quarterly. Students are required to insure that their radiation personnel monitoring devices are up-to-date. All students have the right to be informed of their quarterly radiation readings and must initial the radiation dosimetry report. Personnel radiation monitoring devices are not to be worn when a student is receiving radiation for personal medical or dental examinations/procedures.

All students must exercise safe radiation protection practices at all times and at no time may a student participate in a procedure using unsafe radiation protection practices. Unsafe radiation protection practices are grounds for dismissal from the radiography program. These unsafe practices include, but are not limited to:

1. Students must never be exposed to the primary x-ray beam. Therefore, no student should hold image receptors during any radiographic procedure(s) or a patient when an immobilization method is appropriate for the standard care.
2. Intentionally or unintentionally exposing another student while the student is not safely behind the secondary barrier in the clinical education settings or the college's energized laboratory.
3. Attempting any procedures under indirect supervision until competency has been achieved.
4. Repeating radiographic images without the direct supervision of a radiographer.

College Energized X-Ray Unit

1. Before making a radiographic exposure, be sure the door to the energized laboratory is closed tightly and the control panel is set.
2. Be sure to turn the appropriate positioning locks on/off on the tube housing before attempting to move unit. This will help prolong the life of the equipment.
3. Do not, under any circumstances, radiograph another classmate using this unit.
4. Obey safety rules when working with any equipment. Report all defects in the operation of equipment to program faculty. NEVER play with the equipment.
5. Do not eat or drink in the college's energized laboratory x-ray room.
6. While positioning the phantom or a fellow classmate can be fun, do not lose sight of the fact that you are working with heavy Electrical equipment and injuries can occur (i.e. hitting head on tube stand). Therefore, good conduct is required when operating the unit. Should injury occur, please report it to the instructor immediately.

ALL EXPOSURES ON HUMAN BEINGS ARE TO BE TAKEN FOR MEDICALLY VALID REASONS ONLY.

RADIATION DOSE LIMIT POLICY

All students enrolled in the Radiography Program must comply with keeping their radiation exposure as low as reasonably achievable (ALARA) according to the Nuclear Regulatory Commission (NRC). Students are expected to wear their personnel monitoring device as instructed by program faculty and loss or mishandling of the personnel monitoring device must be reported to faculty as soon as possible.

Doses must NOT exceed NCRP requirements. Should a monitor report indicate an exposure of 125 mRem per quarter or 500 mRem per year or higher for a student, the following steps will be taken:

1. Notification of student of excessive dose.
2. A conference between the student, program director and/or clinical coordinator will be held.
3. An action plan will be determined to reduce future excessive exposure.

PREGNANCY POLICY

Students are advised that pregnancy may interfere with meeting the objectives of the program, and may delay completion of the program. It is the student's choice to remain in the program with or without modification or discontinue the program should she become pregnant. A student who is pregnant or suspects she is pregnant may or may not inform the program officials. If she chooses to inform the program officials of her pregnancy, it must be in writing and indicate the expected date of delivery. The pregnant student also has the right to revoke her declaration at any time; however, the withdrawal of declaration must be in writing.

The pregnant student will receive counseling according to Nuclear Regulatory Commission (NRC) Regulation 10 CFR Part 20.1208 "Dose to an Embryo/Fetus" and National Council on Radiation Protection and Measurements (NCRP) Report No. 116, "Protection of the Embryo-Fetus." She must then choose one of the following options:

1. Continue in the program - The student must submit a letter of clearance from her physician. The physician should base this decision on the PHYSICAL AND TECHNICAL ABILITIES REQUIRED OF A COMPETENT RADIOGRAPHER. Upon clearance from her physician, she will receive radiation protection counseling, a monitoring badge for the fetus, and must sign a release form. Absences due to pregnancy will be made up in accordance to rules governing absence.
2. Continue in the program with the exception of clinical education courses - A student who withdraws from the clinical education Courses will be provided the opportunity to complete the courses on a space available basis. She will be required to resume the clinical education courses during the term immediately following medical approval by her personal physician to return to normal activities, not to exceed one year post-partum. Withdrawal from clinical education courses requires the student confer with the Program Director to develop a revised program of study.
3. Withdraw from the program - Readmission will be based on the student's performance records at the time of withdrawal and available clinical space at the time of re-entry.

RADIOGRAPHIC CLINICAL EDUCATION ASSIGNMENT AND ROTATION POLICY

Diagnostic Imaging involves a wide variety of elements; therefore, learning the art and science of the profession requires significant demonstration, discussion, and more supervised clinical experience than any other Allied Health Technology. To obtain ample and varied experience in diagnostic procedures, students rotate through at least three of the five clinical education settings, including two of the larger clinical education settings. To allow a student to omit three or more of the five clinical education settings would be detrimental to the clinical education experience and it would place the sponsor in the position of allowing students to receive unequal clinical education and decrease future employment options. The five clinical education settings are located in Arcadia, (DeSoto Memorial Hospital); Wauchula, (Florida Hospital); Lake Placid, (Florida Hospital); and Sebring, (Florida Hospital Heartland and Highland Regional Medical Center).

Rotation through three clinical education settings may at times be difficult due to geographic location and after school employment; however the necessary experiences gained through site diversity outweighs the inconvenience to the student. Transportation to clinical education settings is the student's responsibility.

While assigned to the clinical education settings, students follow a clinic area rotation schedule that includes routine diagnostic radiography, bedside radiography, and operating room procedures. A second year student who has completed and documented successful completion of all Clinical Competencies, and all ten Patient Care Competencies and is interested in being assigned to one or more advanced imaging modalities (i.e., bone densitometry, angiographic/interventional procedures, mammography, etc.) to further enhance his/her learning experience may do so in writing. The request must be in writing to ensure availability, instruction, supervision and evaluation. The advanced imaging modalities rotation will have the same learning objectives as in routine musculoskeletal procedures in "Radiographic Procedures I and II including geriatric patient (physically or cognitively impaired as a result of aging), fluoroscopic, pediatric and traumatic procedures in "Radiographic Procedures III," computed tomography, magnetic resonance imaging in "Introduction to Sectional Anatomy and Computed Tomography, RTE 2763." Assignment to advanced imaging modalities will be considered during "Radiographic Clinical Education V.

The method by which clinical education settings are initially assigned to beginning students is as follows:

Each student is assigned to a clinical education setting within close proximity to their home. If by this method the number of students in a geographic location is greater than the allowed numbers for that particular facility, or the composition of the group is not conducive to maximize learning, students may volunteer to change. If there are no volunteers or if the number of volunteers is not sufficient, assignments are made to make groups of appropriate size and composition. The students do a 1-1-1-1-1. This means that students are assigned their first clinical education setting in the spring term before moving on to the next. Thereafter, every effort is made to move each student each term but this may be impossible because two of the clinical education settings can only be assigned one student each. Radiographic Clinical Education V, RTE 2854 L, is the final summer term, second year. Every effort is made to accommodate student needs while providing for an equitable clinical education experience.

MAMMOGRAPHY AND OTHER GENDER SPECIFIC CLINICAL ROTATION

The program will make every effort to place a male student in mammography and other gender specific procedures, e.g., hysterosalpingography. If clinical rotation is requested, the program will not attempt to override clinical educational settings' policies that restrict mammography and other gender specific procedures to female students.

Male students should be advised that placement in mammography and other gender specific procedures is not guaranteed and, in fact, would be very unlikely.

To deny mammography and other gender specific educational experience to female students would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients.

It should be noted that the same clinical education settings' policies that are in place during mammography and other gender specific procedures are most likely applicable upon employment, thus, limiting access for males to pursue careers in mammography and other gender specific procedures.

MAGNETIC IMAGING SAFETY POLICY

The program requires every registered radiography student to view a "Basic MRI Safety Training (Level 1 MR Personnel)," video and to print a "Statement of Participation" certificate once completed. A copy of the Statement of Participation is placed in the student's file which is kept in the program director's office.

This 50-minute video provides basic information regarding MRI technology, describes common hazards and unique dangers associated with the MRI environment, and presents guidelines and recommendations to prevent accidents and injuries. This video is appropriate for medical and other personnel who may occasionally or periodically encounter MRI facilities as part of their employment and emphasizes the potential hazards of the MRI environment and the necessary safety precautions that particularly impact such groups.

This video also reviews fundamental MRI safety protocols and meets training recommendations set by the American College of Radiology and the requirements of the Joint Commission. The video may be access at the following:

<http://bayer.appliedradiology.org/default.aspx>

DISMISSAL FROM A CLINICAL EDUCATION SETTING

If a student is dismissed from a clinical education setting for academic or disciplinary reasons, the student may appeal the decision via written documentation and submit the written document to South Florida State College's Radiography Program Director. The Program Director will investigate on the student's behalf and attempt to resolve the matter. However, the clinical education setting shall have priority to determine if a student is permitted to return to the clinical education portion of the program at that clinical education setting. The Program Director will make every to re-assign the student to another clinical education setting if he/she is unable reassign the student to the clinical education setting in question.

READMISSION POLICY

Students who wish to be re-admitted to the Radiology Program may do so on a space available basis. The student should meet with the Program Director or advisor prior to the start of the term in which they plan to re-enter. Re-admission will be granted providing there are available clinical internship positions. While enrolled in the program, if a student withdraws or fails a course that is a prerequisite for the next term, it is the student's responsibility to contact the Program Director or the Coordinator of Health Services to discuss re-admission procedures. It is the policy of the Department of Radiography that a radiography course may be repeated only once. If a student does not successfully complete a course being repeated, no additional radiography courses may be taken. A student may only be re-admitted once.

STUDENTS WITH DISABILITIES POLICY

South Florida State College seeks to ensure that programs, services, and facilities are accessible to and usable by persons with disabilities. If you are a qualified student with a disability, the college will make every effort to provide reasonable accommodations.

The following college staff members have been assigned to assist in ensuring that you have access to the college's programs, services and facilities. Please contact these individuals if you require assistance.

Dr. Timothy Wise, Dean of Student Services
ADA Student Coordinator
863-784-7107

Mr. Donald L. Kesterson, Director, Human Resources
ADA Employee Coordinator
863-784-7132

LIABILITY AND ACCIDENT INSURANCE

Students should maintain their own health insurance since it is not provided through the college. The college also does not provide Workmen's Compensation for students.

APPROXIMATE PROGRAM COSTS

Resident Tuition	\$7,097.00
Laboratory Fees	\$781.00
Graduation Fee	\$15.00
FDLE/Drug Screen	\$122.00
Textbooks	\$1,500.00
The American Registry of Radiologic Technologists Examination	\$200.00

ACCIDENTS AND/OR INJURY IN THE CLINICAL SETTING - HEALTH OCCUPATIONS DIVISION GUIDELINES

Department of Education The State of Florida

1. Students who are injured in the clinical education setting should immediately notify a Clinical Instructor.
2. An Incident Report form must be completed by the Clinical Supervisor and submitted to Risk Management within 24 hours of occurrence.
3. All clinical facilities by contractual agreement must provide access to acute emergency care in the event of accident or injury to a student.
4. A student is responsible for all expenses charged by the clinical facility in rendering medical care. Students are covered by an accident policy through South Florida State College. Submit claims to the program director. The clinical facility is not responsible for any claims for expenses that result from an action of a student in the clinical setting.
5. Students in Health Occupations Programs are strongly urged to carry a personal health insurance policy.
6. Students who have sustained an injury or have been hospitalized must have a written release to return to the clinical site from a licensed medical officer.

DRESS CODE POLICY

Students are required to appear professionally dressed and groomed whenever they are in attendance at all clinical sites. The designated uniform, name badges and radiation dosimeter must be worn at all times.

General Requirements:

Students will be identified by wearing:

1. South Florida State College identification/emblem embroidered above the left upper pocket.
2. Student uniforms shall be "teal" in color. No substitute material or street clothing is acceptable.
3. Uniforms must be clean and neat (no wrinkles).
4. Appropriate undergarments must be worn and must not be visible through the uniform.
5. Solid white or predominantly white nursing-type shoes or athletic (leather or vinyl) shoes must be worn.
6. Solid white socks must be worn with white shoes. Women may wear white hosiery with uniforms.
7. Shoes must be clean and polished at all times.
8. When needed, a white turtleneck long-sleeved shirt may be worn under the "teal" scrub.
9. No badges, pins, buttons or stickers may be worn unless issued and approved by the hospital or college.
10. No hats or caps may be worn unless specified as approved dress code in a clinical area.
11. Hair must be clean, neat, and kept out of the face and off the collar at all times and must not interfere with patient care.
12. Fingernails must be kept short, clean and well groomed. Acrylic or artificial fingernails must not be worn.
13. Strong perfumes and colognes are not acceptable.
14. Body cleanliness is mandatory, so that no offensive body odors are perceived by others
15. Students may wear O.R. scrubs with a long white lab coat during O.R. rotations ONLY.

Under no circumstances shall O.R. scrubs be worn outside the hospital or taken home.

NON-COMPLIANCE WITH THE DRESS CODE WILL RESULT IN DISCIPLINARY ACTION. IF YOU ARE NOT DRESSED APPROPRIATELY, YOU WILL BE SENT HOME AND REQUIRED TO MAKE UP THE TIME MISSED.

COMMUNICABLE DISEASE POLICY

During the two-year program, a student may contract a communicable disease from a patient or the general public. In order to protect patients, staff, and other students, the following rules must be adhered to:

1. A student must notify the Clinical Instructor and Program Director immediately upon being diagnosed with a communicable disease.
2. The student must submit written documentation from the diagnosing physician indicating how their contact with patients, staff and students should be limited.
3. The faculty will remove the student from the clinical rotation and classroom instruction in accordance with the recommendation of the diagnosing physician.
4. The student may return to the clinical and/or classroom when they have received a written release from the physician.
5. Classroom and clinical absences will be handled according to the previously described attendance policies.

In recognition of the possibility of coming into contact with patients who carry a communicable disease capable of being spread by blood or bodily fluids, Radiography students at South Florida State College should follow these guidelines:

1. Hands should be properly washed before and after each patient contact.
Gloves:
2.
 - a. Should be worn when the possibility of exposure to blood, mucous membrane, body fluids, or secretions exists.
 - b. Should also be worn when handling items soiled with blood or equipment.
 - c. Should be changed if there is a break in the glove either by needle stick or tear.
 - d. Must be changed between patients.
3. Needles:
 - a. Considered as potentially infective and handled with extraordinary care to prevent accidental injuries.
 - b. Should be disposed of in biohazard, puncture resistant containers located in designated areas at each clinical affiliate.
 - c. Should NOT be re-capped, bent, broken, and/or removed from disposable syringes, or otherwise manipulated by hand.
4. When performing procedures involving any contact with blood or body fluids, gloves, gowns, masks, and goggles should be used in accordance with affiliate procedure.
5. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-to-mouth masks should be used in accordance with affiliate procedure.
9. All students will be required to obtain Hepatitis B vaccine.

GRADING POLICIES

Radiography students must meet or exceed the following requirements to be retained and promoted:

1. Each student must adhere to the Academic Ethics Policy as outlined in the South Florida State College Catalog. The student will be subjected to administrative and/or disciplinary penalties in acts of dishonesty, cheating, plagiarism, or failure to fulfill responsibilities in the clinical education settings and/or lab areas.
2. Each student is required to achieve and maintain an overall Grade Point Average of 2.75 or higher in all general education courses with no grade below a "C." These courses will be graded and evaluated according to the policy of the individual instructor.
3. The following grading scale will be used for all courses pre-fixed with the letters RTE and HSC 1230 C:

A	=	100 - 90
B	=	89 - 80
C	=	79 - 75
F	=	74 and below

The instructor will provide a supplemental sheet with the dates of the lecture schedules, and all written examinations and/or reports during the first class at the beginning of each term. The final grade will be computed according to the supplemental sheet provided by the instructor. Each student is required to achieve and maintain a grade of 75% in all courses pre-fixed with the letters RTE and HSC 1230 C. Didactic and clinical grades are computed separately. If a student fails to obtain a grade of 75% in any radiology course (didactic or clinical), he/she must withdraw from the radiography program, except, Radiologic Seminar, RTE 2061. If he/she wishes to be readmitted to the radiography program, he/she must re-apply and submit a letter to the Program Director or Allied Health Advisor requesting to repeat that course the next time it is offered. If a vacancy does not exist in the specific course needed or if the student is unable to repeat the course at the next offering of the course, then, the student must repeat the entire program, which will require him/her to re-enter the pool of qualified applicants through the standard application procedure.

**South Florida State College
Radiography Program
2018-2019 Radiography Curriculum**

Prerequisite		Course	Lecture	Lab	Clinic	Contact	Credit
BSC	1085C	Anatomy and Physiology I	0	0	0	0	4
MAC	1105	College Algebra or equivalent	0	0	0	0	3
ENC	1101	Freshman Composition I	0	0	0	0	3
		Total:	0	0	0	0	10

Fall	1st	Course	Lecture	Lab	Clinic	Contact	Credit
MCB	2010C	Microbiology	3	1	0		4
HSC	1230C	Methods of Patient Care	3	1	0		4
RTE	1503C	Radiographic Procedures I	2	4	0		3
RTE	1418C	Principles of Radiography I	2	0	0		2
		Total:	10	6	0		13

Spring	2nd	Course	Lecture	Lab	Clinic	Contact	Credit
BSC	1086C	Anatomy & Physiology II	3	1	0		4
RTE	1458C	Principles of Radiography II	3	1	0		4
RTE	1513C	Radiographic Procedures II	2	4	0		3
RTE	1814L	Radiographic Clinical Education I	0	0	8		2
		Total:	8	6	16		13

Summer	3rd	Course	Lecture	Lab	Clinic	Contact	Credit
RTE	2563	Principles of Radiography III	3	1	0		4
RTE	1523C	Radiographic Procedures III	2	4	0		3
RTE	1824L	Radiographic Clinical Education II	0	0	16		2
CGS	1100C	Introduction to Microcomputers	3	0	0		3
		Total:	8	5	16		12

Fall	4th	Course	Lecture	Lab	Clinic	Contact	Credit
RTE	2609C	Principles of Radiography IV	3	0	0		3
RTE	2834L	Radiographic Clinical Education III	0	0	24		3
PSY	2012	Introduction to Psychology	3	0	0		3
RTE	2763	Intro to Sectional Anatomy & Computed Tomography	2	1	0		3
		Total:	8	1	24		12

Spring	5th	Course	Lecture	Lab	Clinic	Contact	Credit
RTE	2782	Radiographic Pathology	3	0	0		3
RTE	2385	Radiation Biology & Protection	3	0	0		3
RTE	2844L	Radiographic Clinical Education IV	0	0	24		3
HUM		Humanities Elective	3	0	0		3
		Total:	9	0	24		12

Summer	6th	Course	Lecture	Lab	Clinic	Contact	Credit
RTE	2061	Radiographic Seminar	3	0	0		2
RTE	2854L	Radiographic Clinical Education V	0	0	24		3
		Total:	3	0	24		5
		TOTAL CREDIT HRS:					77

RADIOGRAPHY COURSE DESCRIPTIONS

	Credits	Lecture	Laboratory
<p>HSC 1230 C Methods OF PATIENT CARE</p> <p>This course provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.</p>	3	3	1
<p>RTE 1418 C PRINCIPLES OF RADIOGRAPHY I</p> <p>This course provides the radiography students with a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter.</p>	2	2	0
<p>RTE 1458 C PRINCIPLES OF RADIOGRAPHY II</p> <p>This course establishes a knowledge base in technical factors that govern the image production process.</p>	3	3	1
<p>RTE 2563 PRINCIPLES OF RADIOGRAPHY III</p> <p>This course provides the radiography students with an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.</p>	3	3	1
<p>RTE 2609 C PRINCIPLES OF RADIOGRAPHY IV</p> <p>This course provides the radiography students with a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of quality control.</p>	3	3	1
<p>RTE 1503 C RADIOGRAPHIC PROCEDURES I</p> <p>A study of patient habitus, positioning, equipment manipulation, and radiographic quality evaluation of the chest, abdomen and upper extremity. Emphasis is placed on critical thinking and communication skills related to procedure performance, patient care and radiation protection.</p>	3	2	4
<p>RTE 1513 C RADIOGRAPHIC PROCEDURES II</p> <p>This is a study of patient positioning, equipment manipulation, and radiographic quality evaluation of the shoulder girdle, lower extremity, bony thorax, vertebral column, bony thorax, intravenous urogram, upper and lower gastrointestinal series and cholecystography. Laboratory demonstration will be used to complement the lecture portion of this course. This course includes learning activity designed to ensure competence in oral and written communication.</p>	3	2	4

	Credits	Lecture	Laboratory
RTE 1523 C RADIOGRAPHIC PROCEDURES III	3	2	4
This is a study of patient positioning, equipment manipulation, and radiographic quality evaluation of the skull, facial bones, sinuses, arthrography, myelography, venography, hysterosalpingography, basic CT examination with and without contrast of the head, thorax and abdomen. Laboratory demonstration will be used to complement the lecture portion of this course. This course includes learning activity designed to ensure competence in oral and written communication.			
RTE 2763 INTRODUCTION TO SECTIONAL ANATOMY AND COMPUTED TOMOGRAPHY	3	2	4
This course provides you with an introduction to and principles related to computed tomography (CT) imaging to produce computer-generated sectional images of anatomical structures within the head, neck, chest, abdomen, and pelvis in multiple dimensions. This course also provides you with the standard terminology and theoretical foundations necessary to develop the psychomotor skills that are essential to perform radiographic imaging procedures of the cranium, and special studies such as arthrography, and myelography.			
RTE 2385 RADIATION BIOLOGY AND PROTECTION	2	2	0
Study the effects of ionizing radiation on biologic systems. Investigates responses at cellular and total organism level. Presents protection measures and regulations for all types of ionizing radiation.			
RTE 2782 RADIOGRAPHIC PATHOLOGY	3	3	0
This course provides the student with an introduction to the origins of medical terminology, and introduces concepts related to disease and etiology with an emphasis on radiographic appearance of disease and its impact on exposure factor selection.			
RTE 2061 RADIOLOGIC SEMINAR	3	3	0
This course is designed to provide a forum for student research and review of all aspects of radiography.			

	Credits	Lecture	Laboratory
RTE 1814 RADIOGRAPHIC CLINICAL EDUCATION I	2	0	16
Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation.			
RTE 1824 RADIOGRAPHIC CLINICAL EDUCATION II	2	0	16
Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation.			
RTE 2834 RADIOGRAPHIC CLINICAL EDUCATION III	3	0	24
Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation.			
RTE 2844 RADIOGRAPHIC CLINICAL EDUCATION IV	3	0	24
Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation.			
RTE 2854 RADIOGRAPHIC CLINICAL EDUCATION V	3	0	24
Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation.			

SOUTH FLORIDA STATE COLLEGE

RADIOGRAPHY PROGRAM

Clinical Education Requirements

CLINICAL EDUCATION POLICY

South Florida State College Radiography Program's Competency Based Clinical Education procedure, if followed, complies with the American Registry of Radiologic Technologists (ARRT) Radiography Clinical Competency Requirements.

The purpose of the clinical competency requirements is to verify that individuals certified and registered by the ARRT have demonstrated competency performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the radiography examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education. The following pages identify the specific procedures for the clinical competency requirements. Students may wish to use these pages, or their equivalent, to record completion of the requirements

The coordination of classroom and clinical instruction is an important element of the program. In recognition of this, the Competency Based Clinical Education at South Florida State College uses a progressive approach to the clinical development of students. Students begin this process by observing a procedure or groups of procedures. After didactic and laboratory instruction and documented laboratory proficiency in a procedure, the student then proceeds to the participation stage of the Competency Based Clinical Education. In the participation stage, the student may now assume a more active role in his/her clinical responsibilities. Student shall perform these procedures under direct supervision.

The final stage in this Competency Based Clinical Education is based on the ability of a student to perform radiographic procedures under indirect supervision. Before the student can achieve this level of supervision, he/she must demonstrate competency through Clinical Competency Evaluations. Demonstration of clinical competence should include variations in patient characteristics such as age, gender, and medical condition and cannot be completed under simulated conditions.

South Florida State College Radiography Program's standard includes the following two (2) levels of Clinical Competency Evaluations: (1) **Clinical Competency Evaluations**, and (2) **Terminal Clinical Competency Evaluations**. The Clinical Competency Evaluations are usually common procedures that are performed on ambulatory, non-traumatic patients and as the student is evaluated on Terminal Clinical Competency Evaluations, characteristics such as age, and medical conditions become progressively more difficult.

PREREQUISITE FOR CLINICAL COMPETENCY EVALUATIONS:

1. Clinical Competency Evaluations:

Prior to a **Clinical Competency Evaluation**, a student shall complete the following:

- a. Documented didactic proficiency at the college;
- b. Documented laboratory proficiency at the college;

2. Terminal Competency Evaluations:

Terminal Clinical Competency Evaluations must be performed on a progressive level of patient or procedure difficulty. Prior to graduation, the student must demonstrate Terminal Competency in clinical education. This is accomplished by Terminal Clinical Competency Evaluations. Before advancing to this level of competency, students must:

- a. Be within 6 months of their anticipated date of program completion and
- b. Have achieved Clinical Competency Evaluations of all mandatory procedures within that category of procedures in which Terminal Clinical Competency Evaluations are to be attempted.

Terminal Clinical Competency Evaluations cannot be attempted within that category of procedures until all the **Mandatory** Clinical Competency Evaluations within that category of procedures are completed.

Terminal Clinical Competency Evaluations must be performed on a progressive level of patient or procedure difficulty, e.g., if a student was determined competent by way of a simulated competency evaluation, the Terminal Clinical Competency Evaluations should be performed on a patient. However, if a student was determined competent by way of Clinical Competency Evaluation on an adult non-traumatic elbow, the Terminal Clinical Competency Evaluations could be performed on a traumatic elbow.

REQUIREMENTS FOR ALL CLINICAL COMPETENCY EVALUATIONS:

1. Students must be assigned to an approved clinical education center.
2. All Clinical Competency Evaluations must be performed on patients. A competency evaluation that is not performed on a patient cannot be counted as a Clinical Competency Evaluation but can be counted as a simulated competency provided that the evaluation include all criteria listed for Simulated Competency Evaluations and Clinical Competency Evaluations.
3. The clinical instructor shall approve the patients for all Clinical Competency Evaluations. Patient selection shall include a wide variety of patient types. (e.g., geriatric, physically or cognitively impaired as a result of aging, pediatric, trauma, geriatric, ambulatory, etc.)
4. The clinical instructor shall determine the minimum number of times that a procedure will need to be completely and satisfactorily performed by a student while under direct supervision prior to performing a Clinical Competency Evaluation.
5. The clinical instructor shall develop suggested time frames for completion of all Clinical Competency Evaluations.
6. Clinical Competency Evaluations shall include all projections for each procedure, as identified by the hospital's protocol or by the ARRT (e.g., cross-table lateral cervical spine).
7. Clinical Competency Evaluations shall include all tasks associated with the radiographic procedure. This includes but is not limited to patient assessment and positioning; applying radiation protection principles; setting technique factors; and making the x-ray exposure.
8. The program director shall be responsible for the development and implementation of the clinical competency grading system, Affective domain evaluation forms (Professional Development Evaluation Forms), performance objectives, and record maintenance of all Clinical Competency Evaluations.
9. The program director shall determine and publish the required number of Terminal Clinical Competency Evaluations.
10. Clinical Competency Evaluations and Terminal Clinical Competency Evaluations should be performed on a progressive level of patient and procedure difficulty.

REQUIREMENTS FOR SIMULATED PERFORMANCE

South Florida State College Radiography Program and the ARRT requirements specify that certain clinical procedures may be simulated as designated in the specific requirements below. Simulations must meet the following criteria:

The student must simulate the procedure on another person with the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient. Examples of acceptable simulation include positioning another person for a projection without actually activating the x-ray beam and performing venipuncture by demonstrating aseptic technique while inserting the needle into an artificial forearm or suitable device.

The program director must be confident that the skills required to competently perform the simulated procedure will transfer to the clinical education setting and, if applicable, the student must evaluate related images.

All simulated competency evaluations and clinical competency evaluations must include the following minimum evaluation criteria:

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

REQUIREMENTS FOR REPEAT RADIOGRAPH:

All unsatisfactory radiographs shall be repeated only under the direction and in the physical presence of a licensed and registered radiologic technologist, regardless of the student's level of competency.

In order to reduce the risk to students and patient care, adherence to the supervision policy will be the student's responsibility. If a student is observed doing any of the following, the student will be dismissed from the program:

- Performing a repeat without direct supervision
- Performing a procedure that has not been competency tested without direct supervision
- Performing a portable/mobile or C-Arm procedure without direct supervision

REQUIRED LEVELS OF CLINICAL SUPERVISION:

Prior to didactic and laboratory instruction and documented laboratory proficiency in a procedure, the student is only permitted to observe a licensed diagnostic radiologic technologist perform that procedure.

1. After didactic and laboratory instruction and documented laboratory proficiency in a procedure but prior to a clinical competency evaluation or simulated clinical competency evaluation:

The student continues to observe these procedures and gradually progresses to the point where the student can now participate and assist the licensed diagnostic radiologic technologist while under direct supervision. The following parameters constitute **direct supervision**. The licensed diagnostic radiologic technologist shall:

- a. Review the request for examination in relation to the student's achievement.
- b. Evaluate the condition of the patient in relation to the student's knowledge.
- c. Be present during the conduct of the procedure.
- d. Review and approve the radiographs.

2. After a Clinical Competency Evaluations or simulated competency evaluation:

After a student has demonstrated competency on a Clinical Competency Evaluation or simulated competency evaluation in a given procedure, the student may perform that procedure under the indirect supervision of a licensed diagnostic radiologic technologist.

The following parameters constitute **indirect supervision**:

3. Supervision provided by a licensed diagnostic radiologic technologist who is immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a licensed diagnostic radiologic technologist adjacent to the room or location where a radiographic or fluoroscopic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. (Based on these parameters, a student cannot be assigned to a surgical or mobile rotation or assigned to a room that is not adjacent to another radiographic or fluoroscopic room (i.e., ED) unless a licensed diagnostic radiologic technologist is present in that room or in the adjacent room.)
4. A licensed and registered radiologic technologist must review and approve all radiographic images.

REMEDIATION:

Remediation shall be an essential part of the Competency Based Clinical Education process. The following are the minimum remediation requirements for the 4 types of clinical education failures:

1. Failure to demonstrate didactic or laboratory proficiency.

The program shall: (a) discuss the area(s) of failure with the student; (b) develop and implement a valid remediation plan; (c) reevaluate after remediation has been completed.

2. Failure of a simulated competency evaluation:

The program shall: (a) discuss the area(s) of failure with the student; (b) develop and implement a valid remediation plan; (c) require application of reinforced skills; and (d) reevaluate for either a clinical competency or simulated competency in that radiographic procedure.

3. Failure of a clinical competency evaluation:

The program shall: (a) discuss the area(s) of failure with the student; (b) develop and implement a valid remediation plan; (c) require clinical application of reinforced skills; and (d) reevaluate for either a clinical competency or simulated competency in that radiographic procedure. If reevaluation is performed as a simulated competency, the competency cannot be counted as a clinical competency evaluation.

4. Failure of a terminal clinical competency evaluation:

The program shall require remediation and reevaluation for either a terminal clinical competency or simulated competency in that radiographic procedure. If reevaluation is performed as a simulated competency, the competency cannot be counted as a terminal clinical competency evaluation. An additional terminal clinical competency evaluation would then be required prior to graduation eligibility.

VOIDING A PREVIOUSLY COMPLETED CLINICAL COMPETENCY:

Voiding a previously completed clinical competency may only be done through the following procedure:

The clinical instructor, in writing, declares that the student has performed the prior documented successfully completed clinical competency in an unsatisfactory manner two (2) times during the same term. This declaration is to be completed for each of the two (2) unsatisfactory performances of the clinical competency in question, and must include the following:

- a. be in writing, including the date the examination was performed and patient number;
- b. include specific reasons why the examination was declared unsatisfactory;
- c. be signed by the **clinical instructor** completing the clinical competency review.

ASSIGNMENT TO ADVANCED IMAGING MODALITIES:

Each student must demonstrate and document a minimum of 37 Mandatory, 15 Elective (one of the 15 elective imaging procedures must be selected from the head section; and 2 of the 15 elective imaging procedures must be selected from the fluoroscopy studies section, one of which must be either upper GI or contrast enema). The student must demonstrate and document 15 Terminal Clinical Competencies as well as demonstrate competence in all 10 patient care competencies. A second year student who has completed and documented successful completion of all competencies, and is interested in being assigned to one or more advanced imaging modalities (i.e., computed tomography, magnetic resonance, angiography, etc.) to further enhance his/her learning experience may do so in writing. The request must be in writing to ensure availability, instruction, supervision and evaluation. The advanced imaging modalities rotation will have the same learning objectives as routine musculoskeletal procedures in "Radiographic Procedures I and II including geriatric patient (physically or cognitively impaired as a result of aging), fluoroscopic, pediatric and traumatic procedures in "Radiographic Procedures III," computed tomography, magnetic resonance imaging, bone densitometry and angiographic/interventional procedures in "Introduction to Sectional Anatomy and Computed Tomography." Assignment to advanced imaging modalities will be considered during "Radiographic Clinical Education V.

CLINICAL INSTRUCTORS' DUTIES AND RESPONSIBILITIES:

All South Florida State College students must have adequate and proper supervision during all clinical assignments as specified by accreditation standards. The following policies and procedures apply to South Florida State College clinical assignments for students, and evaluators:

1. Evaluate the student required clinical competencies and professional development evaluations in the clinical education setting.
2. Supervise students assigned to various imaging modalities.
3. Evaluate student's critiques of radiographic images and determine the necessity of repeat procedures.
4. Provide documentation of any unusual, positive, and/or negative incidents involving the student's performance of clinical competencies that occurred during the assigned clinical rotation to the clinical coordinator or program director.
5. Provide direct supervision and assistance for all repeat procedures.
6. Complete appropriate Clinical Competency Evaluation forms and return the original forms to the program director.
7. Intervene when a critical error appears imminent and offer corrective instruction or demonstration before proceeding with the procedure.

CLINICAL EDUCATION CENTER RULES AND REGULATIONS:

In order to maintain high standards of patient care, the Radiography Program has established the following rules of conduct in conjunction with the general hospital rules and regulations:

1. STUDENTS ARE SUBJECT TO ALL RULES AND REGULATIONS OF THE CLINICAL EDUCATION CENTER.
2. Students MUST NOT inject contrast medium or medication.
3. All patients with whom the student comes in contact will be treated with respect, dignity, and with careful attention given to patient modesty. Treat every patient as if you were the one being radiographed. All hospital records and patient records are confidential in nature. Students are expected to maintain confidentiality in a professional manner.
4. Unless otherwise instructed, any student who begins or helps in a radiographic procedure must complete the procedure before leaving the clinical facility.
5. Each student is to perform non-technical duties (patient transporting, front office duties, etc.) as scheduled by the clinical instructor. Each student is required to assist in maintaining a clean department by helping to keep the radiographic room to which he/she is assigned orderly and properly supplied.
6. A student should never leave a patient unattended. Please note hospital policy for safe practices in patient supervision.
7. Clinical differences - It is the intent and objective of the Radiography Program (college and affiliate hospitals) to be as uniform as possible with regard to student activities for all students. However, all clinical sites are individual and unique institutions and for this reason, there will be different policies and responsibilities at each clinical facility. Any questions that may arise concerning these differences will be gladly answered/addressed by the college faculty.
8. Problems - Recognizing that the college and clinical affiliates conduct a joint effort in the education of students, any problem which may arise within the hospital area, should first be discussed with hospital officials (clinical instructor) before involving the college faculty (clinical coordinator, program director) in the discussion.
9. Report any accident or incident to your clinical instructor immediately and complete the necessary paperwork.
10. Students will present themselves as professionals in the clinical education centers.
11. Students are to be in the clinical area only when they are scheduled to be there.
12. There will be no food, drinks, or smoking allowed in the clinical area except in designated areas.

13. Students are assigned lunch periods and breaks by the clinical instructor.
14. Students are not permitted to leave hospital grounds or assigned clinical areas without the permission of the clinical instructor, except during lunch periods.
15. Students may not bring guests into the department without the permission of the clinical instructor.
16. Students cannot sit in wheelchairs, on stretchers or any other equipment designed for patient use.
17. Do not use the clinical site telephone for personal use.
18. Report to clinical assignments in an alert condition.
19. Willful destruction or theft of clinical site property will result in dismissal.
20. Possession of firearms or explosives, possession or consumption of alcoholic beverages, marijuana or un-prescribed narcotics on clinical site property will result in dismissal.
21. Fighting on clinical site property will result in dismissal.
22. Insubordination to any superior could result in dismissal.
23. Conviction of a felony will result in dismissal.
24. Gum chewing while on clinical assignment is forbidden.
25. Do not sleep on clinical assignment.
26. Do not engage in immoral conduct while on clinical assignment.
27. Do not accept any type of gratuity or "tip" from a patient or patient's family.
28. Do not use language or manners unbecoming a professional.

CLINICAL EDUCATION PLAN:

South Florida State College Radiography Program Clinical Education Plan is designed to define and document required clinical competencies and to establish eligibility for certification with the American Registry of Radiologic Technologists.

As part of the educational program, each student must demonstrate competence in the clinical activities mentioned below:

- 10 mandatory general patient care activities;
- 37 Mandatory imaging procedures;
- 15 Elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective procedures must be selected from the head section; and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section, one of which must be either upper GI or contrast enema.
- 15 Terminal Competencies

The clinical activities mentioned above are listed in Appendix G. Institutional protocol will determine the positions and projections used for each procedure.

SUGGESTED NUMBER OF CLINICAL COMPETENCIES TO BE COMPLETED PER TERM

RTE 1814	Radiographic Clinical Education I	Checklists, chest, abdomen and upper extremities
RTE 1824	Radiographic Clinical Education II	20 Competencies
RTE 2834	Radiographic Clinical Education III	10 Competencies
RTE 2844	Radiographic Clinical Education IV	15 Competencies, Fluoroscopy Checklist
RTE 2854	Radiographic Clinical Education V	15 Competencies, 15 Terminal Competencies and Special Rotations