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Radiologic Technology Student Handbook 2022/2023



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Eastern Arizona College is an equal opportunity affirmative action employer and educational institution committed to excellence through diversity.

Introduction

The program is accreditation pending by:
The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
mail@jrcert.org

Vision

Eastern Arizona College's Radiologic Technology Program shall inspire and empower students for lifetime success in the medical imaging industry through a sense of community and world-class education.

Mission

The mission of Eastern Arizona College's Radiologic Technology Program is to provide quality higher education that prepares the graduate for immediate employment as a radiologic technologist and a member of the healthcare community in a fiscally responsible manner. The Radiologic Technology Program is accountable to its stakeholders for preparing graduates to thrive in a complex, ever-changing world through training that is accessible and emphasizes personal development and critical thinking.



ALLIED HEALTH

Table of Contents

Introduction.....	ii
I. Program Goals, Learning Outcomes, Assessment Plan, and Curriculum	
A. Radiologic Technology Program Mission Statement.....	6
B. Program Goals.....	6
C. Program outcomes, Assessment, Curriculum.....	7
D. Radiologic Technology Program Technical Standards.....	9
E. Program Costs and Course sequencing Guide.....	13
II. Communication Channels	
A. Radiologic Technology Program Contact Information.....	15
III. Rules & Code of Ethics for Radiologic Technologists	
A. ARRT Standard of Ethics.....	15
B. ASRT Code of Ethics.....	16
IV. JRCERT and EAC Clinical Schedule, Attendance, and Exam Policies	
A. Attendance and Tardiness.....	19
B. JRCERT Clinical Site Scheduling Policy.....	20
C. Advanced Modality Assignments.....	21
D. Clinical Notebook.....	21
E. Religious Holidays.....	22
F. Bereavement.....	22
G. Chemical Impairment Policy.....	22
H. Reasons for Immediate Program Dismissal.....	25
I. Confidentiality.....	26
J. Negative Drug/Alcohol Screen.....	26
K. Appeals.....	27
L. Health Insurance Policy.....	27
M. General Policies.....	27
V. Personal Health and Clinical Assignment Requirements, Immunizations, and CPR	
A. Radiologic Technology Program Immunization Policy.....	28
VI. Pregnancy Policy	
A. Pregnancy Policy.....	29
VII. NRCPP Guidelines for Pregnancy	
A. NRCPP guidelines for Pregnancy.....	31



ALLIED HEALTH

VIII. Infection Control Policy	
A. Standard Precautions.....	31
IX. Student Health Insurance	
A. Student Health Insurance Policy	33
X. Illness, Accidents, and Injuries	
A. Injury Procedures	33
XI. The Clinical Experience	
A. Clinical Incident Reports	34
B. Supervision Responsibilities.....	35
C. Clinical Preceptor Description	36
D. Duties of the Clinical Preceptor	37
E. Clinical Preceptor Qualifications.....	38
F. Clinical Notebook Policy.....	38
G. Student Holding Policy	38
H. Student Transportation and Clinical Assignment Policy	38
I. Electronic Devices Policy	39
J. Dosimetry Badge Policy	39
K. Student Uniform Policy.....	40
L. Student General Appearance Policy	40
XII. Testing and Grading Policy	
A. Testing Policies	41
B. Monster Mercy Policy	43
C. Grading Policy.....	43
D. Re-entry Policy.....	44
E. Clinical Experience Evaluation and Grading	44
F. Student Withdrawal from Course	45
G. Clinical Deficiencies	45
XIII. Eastern Arizona College Code of Academic Integrity	
A. College Wide Academic Policies.....	47
B. Sanctions and Appeals	50
C. Student Complaints.....	54
XIV. JRCERT Allegations of Non-Compliance	
A. How to report non-compliance to JRCERT	55
XV. Radiologic Technology Lab Policy	
A. Rad Lab Policies	55
XVI. Protective Devices Maintenance	
A. Lead Apron Screening procedures.....	55
XVII. Graduation	
A. Graduation Requirements	56



ALLIED HEALTH

XVIII. ARRT Examination

A. ARRT examination requirements 56

Appendix A

A. Clinical Competency Requirements 58

B. Competency Simulation Requirements 58

C. Scheduling Policy 61

D. Release of Claims 62

E. Standard Precautions Statement 63

F. Allied Health Program Waiver 65

G. Verification of Health Insurance 66

H. Physical Examination Form 67

I. Clinical Requirements 73

J. Vaccine Acknowledgement 74

K. Positive Tuberculosis Form 75

L. HIPAA Form 76

M. MRI Safety Form 77

N. Academic/Clinical Warning 78

O. Clinical Incident Report 79

P. Student Code of Conduct Agreement 81

Q. Substance Abuse Agreement 83

R. Release and Consent Agreement 83

S. Re-Entry Policy 84

T. Repeat Images Policy 85

U. Handbook Acknowledgment Form 88

V. Student Contact Information Page 90



ALLIED HEALTH

I. Program Goals, Learning Outcomes, Assessment Plan, and Curriculum

The program curriculum is reviewed every two years by the faculty with input from the Clinical Advisory Committee and is aligned with the American Registry of Radiologic Technologist (ARRT) content specifications and the American Society of Radiologic Technologist (ASRT) curriculum.

A. Radiologic Technology Program Mission Statement

The mission of Eastern Arizona College's Radiologic Technology Program is to provide quality higher education that prepares the graduate for immediate employment as a radiologic technologist and a member of the healthcare community in a fiscally responsible manner. The Radiologic Technology Program is accountable to its stakeholders for preparing graduates to thrive in a complex, ever-changing world through training that is accessible and emphasizes personal development and critical thinking.

B. Program Goals

- Students demonstrate effective communication skills with the patient and health care team.
- Students demonstrate clinical competency required of an entry level radiographer.
- Students demonstrate critical thinking and problem-solving skills that not only involve technical imaging considerations but also patient needs and clinical considerations.
- Students demonstrate professional behavior and values consistent with the rules and of the ARRT and the code of ethics of the ASRT.



ALLIED HEALTH

C. Program Learning Outcomes

Students demonstrate clinical competency required of an entry level radiographer.

Student Learning Outcome: Apply positioning skills, select technical factors, utilize radiation protection, and be competent and confident in the clinical setting.

Students demonstrate effective communication skills with the patient and health care team.

Student Learning Outcome: Demonstrate written and oral communication, in a manner that produces confidence from coworkers and patients.

Students will demonstrate critical thinking and problem-solving skills that not only involve technical imaging considerations but also those related to patient needs and clinical restrictions.

Student Learning Outcome: Confront situations that would be considered out of the ordinary with confidence and skill to accomplish the task.

Students demonstrate professional behavior and values consistent with the rules and of the ARRT and the code of ethics of the ASRT.

Student Learning Outcomes: Demonstrate work ethic and skills that promote confidence from employers and patients.

D. Programmatic Assessment of Student Learning Outcomes

Students demonstrate clinical competency required of an entry level radiographer.

Student Learning Outcome: Apply positioning skills, select technical factors, utilize radiation protection, and be competent and confident in the clinical setting.

- Critique radiographic images for positioning accuracy.
- Select appropriate technical factors.
- Critique radiographic images for technical accuracy with a knowledge of how to remedy inappropriate techniques.

ALLIED HEALTH

Student Learning Outcome: Confront situations that would be considered out of the ordinary with confidence and skill to accomplish the task.

- Critical Thinking Final Exams
- Clinical experience site visits
- Clinical Preceptor student evaluations

Students demonstrate effective communication skills with the patient and health care team.

Student Learning Outcome: Demonstrate written and oral communication, in a manner that produces confidence from coworkers and patients.

- Demonstrate communication competence in written and oral assignments.
- Demonstrate oral communication skills in the clinical setting

Student Learning Outcome: Confront situations that would be considered out of the ordinary with confidence and skill to accomplish the task.

- Differentiate factors affecting image quality and image production.
- Demonstrate critical thinking and problem-solving skills in the clinical setting.
- Critical Thinking Final Exams



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**Eastern Arizona College
Technical Standards**

(Functional Abilities Essential for Radiologic Technology Practice)

The purpose of the Radiologic Technology Program is to educate students to meet the program outcomes and to ensure that no graduate will pose a danger to the patient. Radiologic technology students will receive both classroom and clinical instruction in entry level radiography and will be required to demonstrate competency in multiple examinations and procedures.

In order to provide safe and effective patient care in the Radiologic Technology Program, the student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical agency requirements. Any applicant who has met the necessary academic prerequisites and can, with or without reasonable accommodation, meet and/or perform the Radiologic Technology Program technical standards will be accepted for admission consideration.

Students admitted to the Radiologic Technology Program gain experience in many settings that can be physically demanding, e.g., hospitals, outpatient clinics, urgent care centers, and college laboratories. During each clinical experience, the radiologic technology student is assigned to a clinical site that will require direct patient care. Students will be expected to adhere to the Health Insurance Portability and Accountability Act (HIPAA) of 1996 which safeguards patient confidentiality.

Transportation to and from the clinical site is the responsibility of the student.



ALLIED HEALTH

Please Carefully Read the Radiologic Technology Program Technical Standards

Functional Ability	Standard	Examples of Required Activities
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective patient care.	<ul style="list-style-type: none"> • Move within confined spaces • Assist with turning and lifting patients • Administer CPR
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	<ul style="list-style-type: none"> • Pick up and grasp small objects with fingers such as x-ray markers
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12hr shift while performing patient care examinations in varying degrees of movement.	<ul style="list-style-type: none"> • Walk/stand for extended periods of time • Wear lead apron for extended periods of time • Manually resuscitate patients in an emergency
Physical Strength	Physical strength sufficient to perform a full range of patient care activities.	<ul style="list-style-type: none"> • Push/pull 250lbs on a wheeled gurney • Manipulate radiographic equipment both mobile and fixed • Lift and move heavy objects up to 100lbs
Mobility	Physical ability to move from room to room and maneuver in tight spaces; full range of motion to twist, bend, squat, raise arms above head, finger dexterity. Ability to move and react quickly with hand eye coordination while performing radiographic examinations.	<ul style="list-style-type: none"> • Move around in work area and treatment areas • Respond quickly to changing situations



ALLIED HEALTH

Functional Ability	Standard	Examples of Required Activities
Hearing	Auditory ability sufficient for monitoring and assessment of patient's health care needs.	<ul style="list-style-type: none"> • Hear normal speaking volume • Hear cries for help • Hear auditory alarms
Visual	Visual ability to sufficiently observe and perform radiologic technology duties.	<ul style="list-style-type: none"> • See object 20ft away • Assess patient visually • Visual acuity to read computer screens and technical factors
Tactile	Tactile ability sufficient for physical monitoring and assessment of patient needs.	<ul style="list-style-type: none"> • Feel vibrations(pulses) • Detect temperature changes • Palpate anatomical markers during positioning
Smell	Olfactory ability sufficient to detect significant environmental patient odors.	<ul style="list-style-type: none"> • Detect smoke • Detect foul odors related to disease process
Emotional/Behavioral	Emotional fortitude to assume responsibility/accountability for actions.	<ul style="list-style-type: none"> • Establish good rapport with patients and instructors • Respect and care for patients whose appearance, condition, beliefs, and values that conflict with their own
Professional Attitude and Interpersonal Skills	Present professional appearance and demeanor and ability to communicate with patients, co-workers, and supervisors to support a positive and safe working environment. Ability to follow instructions. Display honest and integrity beyond reproach	<ul style="list-style-type: none"> • Work well with groups • Remaining calm in stressful situations • Being prompt to clinical assignments • Completing all patient care responsibility • Exhibit good judgment in ethical situations



ALLIED HEALTH

Functional Ability	Standard	Examples of Required Activities
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity, and efficiency with patients and member of the health care team, including nonverbal communication.	<ul style="list-style-type: none"> • Give and follow verbal instructions • Record accurate medical history • Relate information to others regarding patient care
Cognitive/Quantitative Abilities	Comprehension skills to understand written documents, solve mathematical problems, and analyze data.	<ul style="list-style-type: none"> • Calculate exposure factors • Analyze data to develop plans to acquire radiographic images
Conceptual/Spatial Abilities	Ability to evaluate images to distinguish spatial relationships.	<ul style="list-style-type: none"> • Evaluate patient arms to start IV's • Evaluate images for proper exposure
Clinical Reasoning	Ability to reason across time about a patient's changing condition and changes in a clinician's understanding.	<ul style="list-style-type: none"> • Evaluate instrument response • Interpret physician's orders
Flexibility	Adapt to the wide range of radiology departments schedules	<ul style="list-style-type: none"> • Availability to work the hours of an assigned schedule

After admission to the Radiologic Technology Program it is the students responsibility to notify the program director and the clinical coordinator of any situation that impacts the students ability to meet the technical standards. Any change in the students ability to meet the technical standards would require the student to provide documentation that they once again meet the standards. If an accommodation is required to participate in the Radiologic Technology Program, participation is dependent on the identification of a reasonable accommodation. Reasonableness will be determined by a consortium of program director and counseling services on a case by case basis using the Radiologic Technology Program technical standards. The accommodation should be in place prior to the start of the program or it may delay the ability to start the program. Eastern Arizona College provides reasonable accommodations to those students who qualify under the Americans with Disabilities Act, as amended, (ADA). Appropriate documentation will be required to determine eligibility to receive accommodations.



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F. Program Cost and Core Course Information

Eastern Arizona College Radiologic Technology Program determines its enrollment data based on the number of students registered the day after the drop/refund date of the first course.



Associate of Applied Science Radiologic Technologist 2023-2024 Recommended Course Sequencing

	Course	Requirement Filled	Cr	Notes
Prerequisite Courses	BIO 201 Human Anatomy and Physiology I	Prerequisite	4	
	BIO 202 Human Anatomy and Physiology II	Prerequisite	4	
	CHM 130 General Chemistry	Prerequisite	4	CHM 138 can be substituted
	MAT 154 Precalculus Algebra	Prerequisite	4	
	Current BLS card through American Heart Association Completed immunizations or an approved exemption form A completed physical form A background check and DPS fingerprint card			
	Total Credits		16	
1st Semester Fall	RAD 101 Radiographic Procedures I	Core Curriculum	3	Admission into Radiologic Technologist Program
	RAD 136 Radiation Production and Exposure	Core Curriculum	2	Admission into Radiologic Technologist Program
	BUA 160 Medical Law and Ethics	Core Curriculum	2	
	ENG 101 Written Communications I	General Education	3	
	HCE 112 Medical Terminology	Core Curriculum	2	
	Total Credits		12	
2nd Semester Spring	RAD 102 Radiographic Procedures II	Core Curriculum	3	Spring Only, RAD 101 Prerequisite
	ENG 102 Written Communications II	General Education	3	ENG 101 Prerequisite
	RAD 201 Clinical Practicum I	Core Curriculum	10	Spring Only, RAD 101 Prerequisite
	RAD 205 Radiation Biology	Core Curriculum	3	Spring Only, RAD 101 Prerequisite
	Total Credits		19	



ALLIED HEALTH

3rd Semester	Summer	RAD 220 Radiographic Film Critique	Core Curriculum	3	Summer Only, RAD 201 Prerequisite
		RAD 202 Clinical Practicum II	Core Curriculum	10	Summer Only, RAD 201 Prerequisite
		Total Credits		13	
4th Semester	Fall	RAD 204 Clinical Practicum III	Core Curriculum	10	Fall Only RAD 202 Prerequisite
		PSY 101 Intro to Psychology	Core Curriculum	3	
		COM 201 Public Speaking	General Education	4	
		RAD 210 Radiation Physics and Equipment	Core Curriculum	2	Fall Only RAD 202 Prerequisite
		Total Credits		19	
5th Semester	Spring	RAD 240 Radiologic Advanced Procedures	Core Curriculum	10	Spring Only RAD 204 Prerequisite
		RAD 230 Radiologic Pathology	Core Curriculum	3	Spring Only RAD 204 Prerequisite
		Total Credits		13	
Total Credits 92					
			Total Related Prerequisite and Co-requisite 22		Total Core 66

All courses must be completed with a grade of "C" or better

Each student admitted to the Radiologic Technology Program has access to program faculty during scheduled office hours to serve as an academic advisor in addition to the student counseling and advising offices. All RAD courses must be taken in sequence. The student is responsible for all recorded documentation, verifying all program requirements are met and maintaining and updating current phone number and address. The student assumes the ultimate responsibility for meeting graduation requirements.

Tuition for full time tuition x 5 semesters;(Arizona Resident)	\$6750.00
Radiologic Technology Program fee	\$2500.00
Textbooks estimate	\$1500.00
Corporate screening fees.....	\$ 104.00
Uniforms, clinical supplies and clinical travel and lodging estimates.....	\$1500.00
Total program cost	\$12354.00

Fees may change and vary the above is only an estimate



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II. Communication Channels

Dean of Stem and Allied Health

Aaron Burk Office (928) 428-8207

aaron.burk@eac.edu

Office M/S 201

Radiologic Technology Program Director

Adam Bingham Office (928) 428-8349

adm.bingham@eac.edu

Office M/S 114

Allied Health Clinical Coordinator

Rachel Curtis Office (928)428-8906

rachel.curtis@eac.edu

Office M/S 114

To ensure communication takes place students are encouraged to dial the above numbers and if not answered a voicemail should be left.

III. Rules & Code of Ethics for Radiologic Technologists

The ARRT and Arizona Department for Health and Human Services(AZDHS) may deny licensure or registration of an applicant if they commit an unlawful act or unprofessional conduct, and ultimate approval of licensure lies with these bodies.

ARRT Standards of Ethics

<https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

American Registry of Radiologic Technologist

1255 Northland Drive

St. Paul, MN

55120-1155

(651)687-0048



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ASRT Code of Ethics Preamble

Ethical professional conduct is expected of every member of the American Society of Radiologic Technologists and every individual registered by the American Registry of Radiologic Technologists. As a guide, the ASRT and the ARRT have issued a code of ethics for their members and registrants. By following the principles embodied in this code, radiologic technologists will protect the integrity of the profession and enhance the delivery of patient care. Adherence to the code of ethics is only one component of each radiologic technologist's obligation to advance the values and standards of their profession. Technologists also should take advantage of activities that provide opportunities for personal growth while enhancing their competence as caregivers. These activities may include participating in research projects, volunteering in the community, sharing knowledge with colleagues through professional meetings and conferences, serving as an advocate for the profession on legislative issues and participating in other professional development activities.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care.

CODE OF ETHICS

1. The radiologic technologist conducts himself or herself 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 mankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts uses equipment and accessories consistent with the purpose 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.



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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 health care team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.



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STANDARDS OF PROFESSIONAL CODE OF ETHICS

The code of ethics for each Health-Related Professional identifies the fundamental moral and ethical values necessary in clinical practice. This code serves as the basis for evaluations of the personal qualities the student is expected to develop throughout the course of study.

Radiologic technology students are expected to adhere to the following standards of professional conduct as an integral aspect of professional socialization.

Accountability - Answering for one's action to self, the patient, the profession and the college.

Ethical - Adhering to the Radiologic technologist's Code of Ethics

Legal - Operating with the standards of care related to the radiologic technologist student role.

Honesty - Practicing fairness and truth in conduct and truthfulness.

Dependability - Being trustworthy and reliable.

Respect - Treating others and self with consideration and courtesy.

Responsibility - Performing duties associated with the radiologic technologist's role, and scope of responsibility.

Confidentiality - Respecting the privacy of patients by respecting privileged information.

Punctuality - Arriving on time for all classroom and clinical assignments.

Professional Appearance - Adhering to established dress code at all Eastern Arizona College activities.



ALLIED HEALTH

IV. JRCERT and EAC Clinical Schedule Attendance Exam Policies

A. Attendance and Tardiness

Attendance at each clinical assignment is required. The clinical site assignment is the responsibility of the Radiologic Technology Program Director and the Allied Health Clinical Coordinator. Assignment modification will be allowed only when needed for the student's achievement of competencies. Students cannot modify their assigned times or schedules without the permission of the clinical coordinator and the clinical instructor.

Clinical assignments are Monday thru Friday, with evening and weekend assignments as required by some clinical sites.

Absences can be made up on a day or evening shifts, Monday through Sunday, as long as they stay in compliance with the JRCERT traditional assignment requirements. If there are more than 20 hours of absence, the student is required to notify the program clinical coordinator and complete the Clinical make up hours form with the Clinical Coordinator approval. Students may not change their day and/or time schedules without the permission of the clinical instructor and clinical coordinator.

Students are not permitted to be in clinical sites more than 10 hours per shift. The total required days/hours for each semester are stated in the clinical education course objectives.

The clinical coordinator or a designee is required to maintain the attendance sheet for each student. Students are required to have the clinical instructor, or a designee sign their attendance sheet each week. Students are required to upload their attendance sheet by Friday of the same week. At this time, they will also update their digital time log.

Students must contact the clinical instructor, the clinical preceptor and assigned faculty if they are going to be late or absent from the clinical or classroom assignment. Failure to contact the clinical preceptor when late or absent may result in the student being dismissed from the program. Three unexcused absences from lecture or lab will result in the student being dismissed from the program.



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Any absence that reduces the total required days must be made up with the approval of the clinical coordinator or program director. Students are allowed to miss no more than two clinical days per semester. If more than two days are missed the student must meet with the clinical instructor to arrange a time to make up the days missed. Make up days, must be done either on a school holiday or during the semester break. The clinical coordinator must approve all make up days prior to them taking place. When making up time a student must do this in no less than eight-hour increments. At the end of each semester the student should verify all clinical time accruals are accurate and up to date. Orientation to class, college labs and clinical assignment are critical to your ability to perform. Orientation to the clinical site will vary depending on the clinical site policy. Orientation information and documents will be provided to students prior to the students start date. Absence from any of these orientations may necessitate an instructor-initiated withdrawal from the course. Punctual attendance at all RAD classes—lecture, college assignments, clinical assignment, and community observational experiences—is required.

B. JRCERT Clinical Site Schedule Policy

JRCERT policy requires:

- Clinical time cannot exceed 10 hours a day.
- Student to qualified staff ratio of 1:1 must always be maintained.
- Students must be able to achieve a sufficient variety and volume of procedures to achieve program competencies.
- Utilization of clinical assignments must be equitably applied to enrolled students.
- Repeat radiographs must be performed under the direct supervision of a certified technologist.
- The clinical site must be recognized by the JRCERT.
- Current student enrollment must correlate to available clinical sites.



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C. ADVANCED MODALITY ASSIGNMENTS

The Program will facilitate advanced modalities assignments in the last semester if clinical hours and required exam competencies have been completed. The rotations will be determined by clinical site availability. All students, male and female, will be offered the opportunity to participate in mammography clinical rotations if the above criteria is completed. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. 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. Advanced modality assignments/observations can be performed at the clinical site when the diagnostic area is slow and if approved by the clinical instructor and department supervisor. Advanced modality observation assignment is afforded to those students that have completed the required number of clinical competencies and have up to date attendance and in good standing academically and clinically.

D. Clinical Notebook

The clinical notebook should be kept in a secure place at the clinical site and must be maintained by the student. The College Faculty will review the notebook for completeness and organization on a regular basis. The clinical notebook will be transferred to the between clinical site and collected at the end of program for storage.

JRCERT the clinical site must assure the security and confidentiality of student's records, instructional materials, and other appropriate program materials. This is the responsibility of the instructors and students. The student is responsible for returning the notebook and ICN badge to the college within a week of withdrawing or prior to graduation.



ALLIED HEALTH

E. Religious Holidays

The student must notify the instructor of a conflict between a scheduled class and an observable holiday of their religious preference. At least one week prior to the holiday, the student shall submit to their instructor(s) a written statement that contains both the date of the holiday and the reason why a class absence is requested. An alternate learning activity may be assigned based on the individual learning needs of the student.

F. Bereavement

Students will be allowed 5 days for immediate family bereavement. Immediate family includes spouse, child, father, mother, sister, brother, and grandparents. Make up of all didactic instruction, clinical hours, and tests are the student's responsibility.

G. Eastern Arizona College Radiologic Technology Chemical Impairment Policy

1. Eastern Arizona College prohibits the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by the Arizona Revised Statutes §15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.
2. Eastern Arizona College receives federal funds through grants and financial aid and will enforce current policies regarding controlled substances. Any student or employee who violates policy prohibiting the use or possession of illegal drugs on campus or in student activities – including educational internships – will be subject to disciplinary action and criminal prosecution.



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3. Urine drug screens are required by our clinical partners and therefore required of students prior to and throughout attendance in Radiologic Technology courses. Per clinical agency policies, marijuana, or its metabolite, is not an accepted substance in urine screens. Students with a prescription for medical marijuana will not be considered exempt from this screening.
4. On admission to the Radiologic Technology Program, if a drug test indicates the presence of marijuana or its metabolite, the student must have a subsequent negative drug screen prior to starting the program. The student then will have a minimum of two (2) mandatory random drug screens while enrolled in the Radiologic Technology Program.
5. If at any time during the Radiologic Technology Program a currently enrolled student has a positive marijuana (or its metabolite) drug test they will be immediately dismissed from the program (see Immediate Dismissal of the Program).

Drug Screening for Cause

This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Radiologic Technology Program.

When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to: slurred speech, unsteady gait, confusion, extreme fatigue or lethargy, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps will be taken:

1. The instructor will remove the student from the patient care or assigned work area immediately and notify the clinical coordinator, program director, or designee.
2. Upon student's verbal consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by EAC.
3. The student is to have a picture ID in his/her possession.
4. After drug testing, the student may call the transportation service contracted by Eastern Arizona College for transport home.



ALLIED HEALTH

5. Student disclosure of alcohol or drugs use will still necessitate drug screening.
6. The student is responsible for all costs associated with 'for-cause' drug screening.

Student refusal of "for cause" testing:

1. The instructor will remove the student from the clinical setting pending a full investigation.
2. The instructor will contact the transportation service contracted by EAC to request student transport. If the student refuses transportation, the student should be informed that security/law enforcement will be notified.
3. Failure to comply with any aspect of this procedure will result in dismissal of the program.

If the results of the test(s) are positive for alcohol, illegal substances or for prescribed or nonprescribed legal substances, the Radiologic Technology Program Director will withdraw the student from all program courses. Positive drug screens (with the exception of alcohol or nicotine), will be reported to the ARRT ethics committee.

Readmission Guidelines Related to Substance Abuse

1. Students seeking readmission after withdrawal from radiologic technology courses related to positive 'for cause' or refusal of 'for cause' testing will be required to meet all readmission guidelines AND submit a letter requesting readmission to the nursing director which includes:
 - a. Documentation from a therapist with experience in addiction behaviors indicating status and/or documented rehabilitation related to the alcohol/drug abuse.
 - b. Documentation of compliance in a treatment program if identified as required by the therapist.
 - c. Repeat random urine drug screen for alcohol/drugs as instructed prior to readmission (the student may be subject to random drug screening at the student's expense during the program).
2. If a student, after being re-admitted to the Radiologic Technology Program, has positive results on a drug screen, the student will be permanently dismissed from the program and notification will be sent to the ARRT ethics committee.



ALLIED HEALTH

H. Reasons for Immediate Dismissal from the Program

Circumstances that may lead to immediate dismissal from the program include, but are not limited to the following:

- Failure for student to be supervised in the clinical setting while performing exam that has not been found to be competent.
- Performance or negligence, which may cause physical or emotional jeopardy to a patient.
- Failure to immediately report a patient care error to the clinical instructor and/or responsible staff.
- Practicing under the influence of beverages containing alcohol, drugs which impair judgment (antihistamines, muscles relaxants, etc.), or illegal drugs while in lab/clinical/practice.
- Any verbal or written communication that is fraudulent, untruthful, and/or dishonest. This includes fabricating charting and written assignments.
- Academic dishonesty (e.g., stealing from the college or clinical agency, plagiarism, cheating on exams, falsification of class assignments, knowingly assisting others to cheat, witnessing cheating, and failing to report it to the instructor, doing individual assignments as a group).
- Unprofessional conduct (e.g., failure to show respect for patients or their significant others/families, peers, staff, and instructors, physically or verbally abusive/threatening behavior, etc.). This includes bullying or incivility. Any verbal, non-verbal and/or written actions that are determined to be threatening or abusive.
- Consistent lack of preparation for clinicals, such that student is unsafe in the clinical setting.
- Failure to improve unsatisfactory clinical performance after counseling.
- Failure to demonstrate appropriate behaviors already demonstrated or learned, with consistency, while incorporating new skills and theory.
- Failure to follow college or agency policies.
- HIPAA violation, including disclosure of student EMR password, or any hospital issued username and password, or social media violation.



ALLIED HEALTH

I. Confidentiality

All communications received by Eastern Arizona College relevant to drug/alcohol screening conducted pursuant to this chemical impairment policy will be treated as confidential. Such communications will not be disclosed, except:

- To the tested student or any other person designated in writing by the student.
- To the individuals designated by the College to receive and evaluate test results or hear the student's explanation.
- If the student is a Certified Assistant, Licensed Practical Nurse, or Emergency Medical Technician, notification of positive screening results will be sent to the Arizona State Board or other jurisdiction where the student is registered, certified, or licensed (ARS 32-1601, 1602 et seq., Arizona Administrative Code R4-19-403).
- In a proceeding related to an action by the College or student arising out of this chemical impairment policy.
- To an arbitrator or mediator, or a court or governmental agency as authorized by state and federal law.

The tested student has a right of access to the written screening results that pertain to that individual, subject to the maintenance of confidentiality for other individuals.

J. Negative Drug/Alcohol Screen After Being Suspected of Chemical Impairment

If the drug/alcohol screen is negative for the presence of illegal drug(s), blood alcohol, or the presence of prescription medication(s) of a quality or quantity not disclosed in the student disclosure form. The student will meet with the Radiologic Technology Program Director within 24hrs. to discuss the circumstances surrounding the suspicion of chemical impairment.

- If the indicator was the odor of alcohol, the student may be required to discontinue the use of whatever may have caused the alcohol like odor before being allowed to return to the classroom or clinical setting.
- If the indicator was behavioral, consideration must be given to the symptoms. A medical referral for evaluation may be indicated.



ALLIED HEALTH

K. Appeal Statement

A student may appeal any decision to impose discipline as a result of academic misconduct through the established grievance procedure for academic standards (GCCCD 5810.02)

L. Health Insurance Policy

All students enrolled in the Radiologic Technology Program are required to be covered by a valid health insurance policy.

M. General Policies

1. All students must meet health requirements prior to clinical experiences.
2. In circumstances of student illness, injury, or other health limitations, the student must obtain an appropriate release from licensed medical provider to return to a clinical experience.
3. If illness occurs during clinical experience, the student should inform the clinical preceptor and be excused from the clinical site.

V. Personal Health and Clinical Assignment Requirements, Immunizations, and CPR

The student needs to understand that there are health risks involved in the pursuit of a career in radiologic technology. (*See Health Risk Statement of Understanding*)

Prior to entry into the Radiologic Technology Program and entry into all clinical sites, the student must update, keep current, and provide the clinical coordinator with the following documentation.

- Signed immunization and health declaration form.
- Current American Heart Association (AHA) CPR for health care providers (adult, child, infant, and AED) certification. Only a valid card from AHA will be accepted.
- Negative PPD Tuberculosis: Negative initial two step skin test or QuantiFERON TB blood test. If a positive result is present the following is required
 - Documentation of a clear Chest X-ray, completed after the positive test and within the last five years.
 - Completed 2-page TB form indicating clear Chest X-ray results, date of positive PPD completed by a health care provider. Form is available in Radiologic Technology Handbook (this must be completed annually).



ALLIED HEALTH

- Annual Renewal of one of the following
 - 1-step PPD
 - QuantiFERON Gold test
- Documentation of TDaP (tetanus/diphtheria/pertussis).
- Documentation of Varicella/chicken pox immunization/vaccine X 2 (or positive serology).
- Documentation of measles, mumps, and rubella immunization (MMR) X 2 (or positive serology).
- Documentation of hepatitis B immunization (series of 3 injections) with serology results.
- Influenza vaccination, one injection with in the last year
- A current copy of student fingerprint card from the Arizona Department of Public Safety.
- Verification of health insurance by an insurance card. Students will be asked to sign a form verifying and agreeing to maintain personal health insurance while in the program.
- Signed copies of forms at the end of this handbook.

A. Eastern Arizona College Radiologic Technology Program-Immunization Policy

Immunizations are required by clinical agencies with which Eastern Arizona College has an affiliation. Eastern Arizona College has no control over a clinical agency's health standards for students in the clinical program.

Eastern Arizona College may be unable to place the student in a clinical rotation if the student has not met the clinical agency's requirements for proof of immunization requirements.

The student has been advised and understands that Eastern Arizona College has no duty to seek out additional clinical experiences to accommodate a student's immunization history or decisions.



ALLIED HEALTH

Students are responsible for remaining in compliance with all mandated immunizations and must adhere to all deadline requirements. Copies of immunization records and updated immunization documentation must be submitted to MyClinicalExchange after admission to the Radiologic Technology Program for the student files as mandated by the Program in order to continue in the program.

Students who have upcoming expirations for any requirements that will occur during the program must renew the requirement prior to expiration.

The annual immunization for Influenza is due in the fall no later than October 1. Students who begin the Radiologic Technology Program in fall, should already have the current flu season immunization completed upon conditional acceptance to the program.

All students are required to have a COVID vaccination series completed/or an approved exemption in place, prior to placement in the clinical setting as required by the clinical agency.

Employees and students may request accommodations for disabilities and may also obtain forms for a medical or religious exemption from a vaccine by contacting the College's Disability Coordinator in the Counseling Office located on the Thatcher Campus.

For more information related to the College's Disability Resource Services, visit the College's website at:
https://www.eac.edu/Student_Services/Counseling/Disability.shtml.

Immunization requirements listed in Appendix A

VI. Pregnancy Policy

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted that the risks of detectable effects induced by medical diagnostic exposure are very small.

The program has established the following policy directed toward the protection of the declared pregnant student and the unborn fetus from the harmful effects of ionizing radiation. The student may elect to voluntarily declare the pregnancy to the program director. The declaration must be in writing. The declared pregnant student has the option to withdraw the declaration of pregnancy at any time. Withdrawal of the



ALLIED HEALTH

declaration must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant and will continue her educational program without modification.

Declared pregnant students are expected to follow additional protective steps detailed below. These measures restrict the fetal radiation dose to not exceed 0.5rem (5mSv), the maximum permissible occupational exposure dose equivalent to the embryo-fetus during the gestational period.

The following procedure shall be followed:

- The Department Director will review the student's previous radiation exposure history. The Director will review with the student the NCR Guide 8.13, protective actions and the risks associated with radiation exposure to the fetus. Guide available at: <https://www.nrc.gov/docs/ML0037/ML003739505.pdf>
- After student consultation with her physician and medical certification that a pregnancy exists, the Program Director will offer two options to the student. Medical forms provided by the Program will need to be completed by the physician.

Option #1 - Leave of Absence During Pregnancy

If the student so decides, she may elect to leave the program during the pregnancy period.

- If the student decides to accept this option and leaves the program, she must immediately notify the Program Director in writing.
- May postpone entry until the following year if the pregnancy is declared before beginning the program.
- An incomplete grade will be awarded for the course(s) in progress. The remaining course work may be completed upon the student's return; however, it may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.
- All didactic and clinical course work must be completed prior to completion and graduation from the program.



ALLIED HEALTH

Option #2 - Remain in the Program During the Pregnancy

If the student so decides, she may continue in the program under the following requirements:

- The student is required to review and implement radiation safety practices as outlined by NCR Guide 8.13.3.
- Submit a physical exam report from her physician documenting that she may continue to participate in all aspects of the clinical portion of the Radiologic Technology Program.
- Follow all policies and procedures of the clinical education affiliate.
- The student will wear two body dosimetry badges. One badge should always be worn at collar level and the other badge at waist level. The waist level badge should be identified as a fetal badge. When a lead apron is worn, the badge at collar level should be worn outside the apron and the badge at waist level should be worn under the apron.
- The student should wear a wrap-around lead apron during exposures to radiation. Lead aprons of 1.0 mm Pb, worn at fetal level is recommended.
- The student is required to participate in all scheduled clinical rotation areas as assigned in order to complete required clinical competency exams with the exception of elective Nuclear Medicine and Radiation Therapy optional rotations.

The student is required to complete and sign documentation acknowledging receipt of all information associated with the pregnancy. This documentation is kept in the student's secure file.

VII. NRCP Guidelines for Pregnancy

The National Council for Radiation Protection report #39 recommends that the fetus be limited to not more than 0.5 rem during the period of pregnancy. Aprons worn during pregnancy must contain 1mm Pb at fetal level.

VIII. Infection Control Policy

STANDARD PRECAUTIONS

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach previously recommended by CDC and referred to as —universal blood and body fluid precautions or —universal precautions, should be used in the care of all patients, especially in emergency care settings where



ALLIED HEALTH

the risk of blood exposure is increased, and the infection status of the patient is usually unknown.

A. Health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any patient. Gloves should be worn when exposed to blood and body fluids, mucous membranes or non-intact skin of all patients, handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed, and hands washed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membrane of the mouth, nose and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

B. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

C. Health care workers should take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent, or broken by hand, removed from disposable syringes or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.

D. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

E. Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.



ALLIED HEALTH

F. Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission.

In the event of accidental exposure to potentially infective material, the student should immediately contact their Clinical Preceptor.

IX. Student Health Insurance

Students must have current health insurance coverage and will be required to sign, verifying coverage. Documentation of current health care coverage must be placed in the front of the clinical notebook. No discount insurance cards will be accepted.

X. Illness, Accidents, and Injuries

Students must use good judgment when illness occurs. To protect patients, staff, and peers, students with fever and/or symptoms of infectious disease must not report to the clinical assignment setting. If in doubt, the student should consult with the clinical instructor prior to the start of the clinical day. The clinical instructor may dismiss a student from the clinical assignment setting if in his/her judgment the student poses a risk of infecting others. Clinical hours will need to be made up when a student is dismissed from clinical assignment because of illness. When a student experiences a serious illness, injury or a pregnancy which may hinder his/her ability to perform in the clinical setting, the Radiologic Technologist Program reserves the right to require a physician's statement authorizing that the student can safely continue to give patient care at required competency levels. Each case will be considered on an individual basis. Specific release guidelines may be required in the physician's statement for situations involving back injury, surgery, communicable diseases, etc. The following guidelines will outline the process to be followed should an injury occur in the clinical assignment setting:

1. A student who is injured (this includes exposures to body fluids) in the clinical assignment should immediately notify his/her clinical instructor and program director.
2. A written summary of the occurrence and care rendered will be completed on the appropriate clinical site form if the incident occurred at the clinical site. If an incident occurred at Eastern Arizona College a Student Accident Report Form obtained from the Radiologic technology Program Director.



ALLIED HEALTH

3. If the injury is life threatening the student will be seen in the Emergency Room of the facility or by calling 911.
4. If the injury is NOT life threatening, the student shall contact their personal physician for immediate care and follow-up.
5. The college and the clinical facility are not responsible for any claims for expenses that result from an action of a student in the clinical site setting.
6. A copy of the summary/incident must be forwarded to the director of the Radiologic Technology Program.
7. Any further questions can be answered by the program faculty.

XI. The Clinical Experience

A. Clinical Incident Reports

Incident reports are utilized in the clinical site when an error or accident has occurred (e.g., incident involving student, patient, staff, visitor, etc). In the event that an accident or error occurs, the student will:

1. Immediately notify the clinical instructor and site supervisor. The physician will then be notified according to hospital protocol.
2. Be responsible for completing both the incident report per facility and program report found in the RAD Handbook appendix.
3. Forward a copy of the incident report to the Radiologic Technology Program Director.
4. Further discuss the incident with the clinical supervisor and Program Director who may assign subsequent documentation that explains:
 - The precipitating events that led to the incident.
 - How and why the incident occurred.
 - How the student intends to avoid this situation in the future.
 - The commitment from the student to prevent this or similar incidents from happening.



ALLIED HEALTH

B. Supervision and Responsibilities of Students

Standards for an accredited educational program require documentation and compliance for the following objectives by the Joint Review Committee on Education in Radiologic Technology (JRCERT). (See position description below.)

1. Students shall not take the responsibilities or the place of qualified staff. Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. All radiographic Images must be reviewed by a qualified radiographer before the patient is dismissed or images sent to PACS. Unlike other exams Portable exams require direct supervision regardless of competency status.

The parameters of direct supervision are:

- A qualified radiographer reviews the request for examination in relation to the student's achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A qualified radiographer is present during the conduct of the examination, and a qualified radiographer reviews and approves the radiographs.
- After demonstrating competency, students may perform procedures with indirect supervision.
- Indirect supervision is defined as that supervision provided by a qualified radiographer IMMEDIATELY AVAILABLE to assist students regardless of the level of student achievement.
- "IMMEDIATELY AVAILABLE" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use including mobile radiography, emergency room procedures, and procedures performed in surgery.
- Students are directly supervised by a by a qualified radiographer when repeating unsatisfactory radiographs.



ALLIED HEALTH

C. Clinical Preceptor Position Description

JRCERT Objective 3.2- Documents that the responsibilities of faculty and clinical staff are delineated and performed.

JRCERT Objective 3.3- Evaluates program faculty and clinical instructor performance regularly to assure instructional responsibilities are performed.

JRCERT Objective 5.1- Assures that students employ proper radiation safety practices.

JRCERT Objective 5.4- Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

JRCERT Objective 5.4- Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

JRCERT Objective 5.4- Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory radiographs.

JRCERT Objective 5.5- Assures sponsoring institution's policies safeguard the health and safety of students.

JRCERT Objective 4.4- Assures that students are oriented to clinical education setting policies and procedures in regard to health and safety.

POSITION SUMMARY: In the clinical setting, provides education and supervision for the radiologic technology student, consistent with the established standards of medical care in radiological services. The clinical instructor ensures that the clinical staff understands the clinical competency system, requirements of the student, and supports the educational process, and policies.



ALLIED HEALTH

D. Duties and Responsibilities of Clinical Preceptor

- Demonstrates knowledge of EAC Radiologic Technologist Program goals, clinical objectives, and clinical evaluation systems.
- Provides students with appropriate and adequate clinical supervision, both direct and indirect supervision in accordance with documented student competencies.
- Provides students with appropriate and adequate clinical instruction.
- Performs clinical progress and competency evaluation for each student assigned to their supervision.
- Exhibits a positive professional attitude toward students and the learning process.
- Participates in continuing education to improve and maintain competence in evaluation and professional skills.
- Meets regularly with program faculty to communicate student progress, strengths, and weaknesses.
- Provides a positive role model for students of the radiologic science profession.
- Maintains confidentiality in accordance with program policy.
- Participates in clinical instructors and advisory meetings.
- Facilitates proper student rotations in the clinical setting to achieve course objectives.
- Utilizes positive interpersonal communication skills.
- Maintains competency within the relative discipline.
- Instrumental in providing student access to written departmental policies/procedures.



ALLIED HEALTH

- Implements or promotes diligent compliance with radiation monitoring procedures.
- On a regular basis, updates the staff technologists on EAC program policies and procedures.
- Maintains proper release time from staff duties for student related activities.

E. Clinical Preceptor Qualifications

- Shall be credentialed in good standing by the respective credentialing agencies (ARRT, ADHS).
- Shall meet the criteria for the position as established by the sponsoring institution and JRCERT.

F. Clinical Notebook Policy

JRCERT requires that the clinical site must assure the security and confidentiality of student records, instructional materials, and other appropriate program materials. The clinical notebook should be kept in a secure area while at the clinical site. The maintenance and upkeep of the clinical notebook is the student's responsibility.

G. Student Radiography Patient and Image Receptor Holding Policy

To ensure the health and safety of the student and to demonstrate compliance with JRCERT standard 5 objective 5.3, Students enrolled in the Eastern Arizona College Radiologic Technology Program may not at any time hold or immobilize a patient during a radiographic procedure when ionizing radiation is being utilized. Failure to comply with this policy may result in dismissal from the program.

H. Student Transportation and Clinical Assignment Policy

Students are responsible for their own transportation to and from clinical sites. Students must be able to attend a clinical assignment at any of the clinical facilities used by the Radiologic Technology Program during any semester. Student's personal convenience cannot be accommodated. Students will be required to sign the Radiologic Technology Program scheduling policy. (See form in Appendix A)



ALLIED HEALTH

Occasionally it will be necessary to make changes after registration to accommodate the learning needs of all students admitted to the Radiologic technology Program. The Radiologic Technology Program faculty guarantees a clinical assignment to all students admitted but there is no guarantee of assignment to a specific clinical site. Therefore, all students must have paid fees for the radiography courses to attend any part of the Radiologic Technology Program. If your tuition is not paid, you will not be allowed to attend any radiologic technology class.

I. Electronic Devices (Cell Phones, Laptops, Computers, etc.)

- Cell Phones are not to be used during clinical experiences and must be stored away for use only in breaks in a nonpatient/visitor area. Students will not access their personal electronic devices in clinical or classroom setting unless permission is first given by the clinical preceptor or faculty.
- Text messaging may only be done during breaks, and not while in the classroom, laboratory, or clinical experience.
- Electronic devices will be turned off and put away during all examinations.
- Students identified as accessing their electronic device in the classroom, laboratory, or clinical experience will be required to meet with the program director within five days to discuss the results if this happens again and may result in program dismissal.

J. Dosimetry Badge Policy

- Dosimetry badge must be worn whenever the student is training at the clinical education center or in the laboratory. Failure to comply may result in the student being sent home to return with badge and make-up lost time. In the event that a badge is lost or misplaced the student is responsible for notifying the clinical instructor and the faculty immediately and a new badge is ordered at the student's expense. Under no circumstances is the student to work around ionizing radiation if the badge is not appropriately being worn.



ALLIED HEALTH

- The dosimetry badge is to be worn on the neck collar or chest outside of the lead apron at all times. The dosimetry badge is to be handed in to the faculty the last Friday of every month. Failure to do so will result in delayed or no dosimetry reading.
- Monthly reports will be posted in lab for student review. Faculty will review monthly reports and investigate readings over 125 (MREM) with the applicable clinical education site and student with findings documented.

K. Uniform Policy

The delivery of competent radiologic care depends in part on personal adjustment and self-discipline to meet ethical and personal appearance standards of the profession. The complete radiologic technologist student uniform is to be worn at all times when you are representing Eastern Arizona College in the clinical experience. Only the approved Eastern Arizona College Radiologic Technology Program uniforms are approved. No other scrub colors will be acceptable. Purchase three uniforms for the first fall semester. In the spring semester you may need to purchase an additional two uniforms.

- Uniforms are to be clean, well fitting, non-stained, free of wrinkles, and in good repair. Any student not properly attired may be sent home from a clinical experience. The students clinical site reserves the right to adjust requirements at any time.
- Name badges must be worn and properly displayed at all times while attending a clinical experience.
- Shoes should be clean, in good repair, and reserved in color and appearance.
- Undergarments - men and women are to wear appropriate undergarments (bra, panties, jockey or boxer shorts) with uniforms. No visible print, or colored underwear are permitted. Undergarments must be worn and not be visible.



ALLIED HEALTH

L. General Appearance

- Appropriate hygiene measures should be followed. These measures include daily bathing/showering and use of an effective deodorant or antiperspirant. Absence of body odor is required. Odors that may be offensive to patients are not allowed. This includes, but is not limited to, cologne, perfume, fragrant hairspray, and smoke. Breath mints or breath freshener should be used after smoking and as needed.
- Makeup should be minimal and a natural look suitable for daytime use.
- Hair should be clean, restrained and controlled so it is out of the face and does not hang forward. Hair accessories should be appropriate for a professional look.
- Men should be clean-shaven neatly trimmed mustaches (even with the upper lip), beards must be short (no whiskers on the neck) and/or sideburns (no longer than the ear lobes and non-flared).
- Nails must be clean and well-manicured. No acrylic nails. If polish is worn, it must be clear. To ensure patient safety and practice infection control nails should not exceed the tip of the finger no longer than ¼ inch.
- No jewelry except watch, wedding band and earring studs (one per earlobe). All other visible jewelry from piercings (tongue, nose, eyebrow, etc.) must be removed while in the clinical setting and during professional/rad tech program sponsored activities. Nose piercings for cultural or religious purposes may be permitted according to facility policy. Visible tattoos above the wrists must be covered while in the clinical setting (tattoo makeup is preferred).
- Students not in compliance with the dress code: The first offense, the student will be dismissed from clinical experience for the day and the absence will need to be made up. The student is required to sign a noncompliance probation contract. The second offense, the student will be dismissed from clinical experience for the day and the absence will need to be made up. The third offence, the student will be dismissed from the program.



ALLIED HEALTH

XII. Testing and Grading Policies

A. Testing Policies

- Exams will be given through Canvas and/or Respondus Lockdown Browser in an allotted time specific to block.
- Students will be given an individual score for each exam.
- Students will have a time limited opportunity for exam review following the exam. Exam review will not be offered at any other time. Exam questions may not be discussed between students and/or instructors, and confidentiality is expected and part of the academic integrity policy.
- All belongings- including but not limited to: books, papers, reference or study materials, student calculators, cell phones, hats/baseball caps, PDAs, smart devices including watches, food and drink must be deposited at the front of the room prior to exam. Students in possession of any of these items during the exam will receive a zero on the exam.
- Blank paper will be provided by the instructor and must be submitted to the proctor at the end of testing. The removal of material from the testing site may result in a zero on the exam.
- A calculator will be provided through the testing program.
- Students requiring assistance must obtain it from the instructor. Communication between students during an exam is strictly prohibited. If this occurs both students will receive a zero on the exam and be reported to administration for violation of the Academic Integrity Policy.
- Students may not leave the testing site for any reason before completion of the exam. Once the student leaves, the exam is considered complete and will be graded as such. Students with medical conditions must make prior arrangements with the instructor.
- Students causing a disturbance of any kind or engaging in misconduct will be dismissed and receive a zero on the exam.
- Written documentation of accommodation for students with medical conditions or disabilities (including test anxiety) must be on file in the student's permanent record before testing modifications can be made. Accommodations cannot be made retroactively.
- A student who is absent at the start of an exam without notice is considered a "no call/no show" and will incur an automatic deduction of 10% (see Monster Mercy Policy)



ALLIED HEALTH

- Any testing outside of the class schedule will impose an automatic 10% deduction of the student's test score.
- Students will make up an exam no later than three (3) days from the originally scheduled date of the exam. Extended time must be approved by a faculty committee.
- Extenuating circumstances may be reviewed by rad tech program faculty.
- Students who witnesses testing violations are expected to report such actions. The duty to report is a component of professional accountability. This includes breeches in all aspects of academic integrity as well as professional conduct in the clinical setting.

Monster Mercy Policy

If a student submits an assignment late it will be with a 10% deduction for EACH day late. (Example - clinical documentation is due at 0900, but student was late to class and submits the assignments 20 minutes late. Since it is not on time, there is a 10% deduction on the accepted assignment. If the student submits the assignment after 0900 the next day, there is another 10% deduction. They can turn it in as late as needed with a 10% deduction every day, until there are no points left in the assignment.

B. Grading Policy

- The program is designed so that each semesters RAD courses be done in sequence, building on the previous content. A minimum grade of "C" must be achieved in all RAD courses to advance to the next semester.
- If a student fails (less than 75%) the first two didactic tests in any RAD course, they will be considered unsafe or unprepared to continue in the clinical course as well. Therefore, will be removed from the clinical component.
- If a student needs to withdraw from any RAD course for any reason (academic or personal) prior to the end of the semester, the student will be withdrawn from all RAD courses in that semester.



ALLIED HEALTH

Successful completion of each RAD course requires a passing grade in classroom theory, college assignments and clinical labs.

Grading Scale

A= 95-100

B= 85-94.99

C=75-84.99

F= 0-74.99

C. Radiologic Technology Program Re-entry Policy

A student withdrawal from the Program for non-cognitive reasons will be considered on an individual basis. Request for re-entry must be completed and submitted to the program director within ten (10) business days of the student withdrawal. Requests for re-entry to the RAD Program are carefully considered. Students may be allowed to re-enter only if there is evidence that the conditions which caused the student's withdrawal have been resolved and there is clinical space available. Only 1 RAD semester can be repeated. Re-entry into the Program must be the following year. If students choose to sit out greater than one year, they must re-apply, be re-admitted, and repeat all of the RAD courses from the beginning.

D. Clinical Experience Evaluation and Grading

- If a student fails (less than 75%) the first two didactic tests in any RAD course, they will be considered unsafe or unprepared to continue in the clinical course as well and therefore will be removed from the clinical component.
- Attendance at all class and clinical sessions is required to meet the objectives of the course. The student must complete all clinical education objectives and competencies and satisfactorily fulfill the requirements to receive a grade of C or higher.



ALLIED HEALTH

- 100% of the competency must be completed. If a student does not complete the required number of competencies and re-checks each semester, the students must inform the clinical instructor and college faculty member as to the specifics of the deficiencies. An action plan must then be implemented until the required number of competencies has been completed. Failure to complete required competencies and hours per semester will be reflected on your written evaluation, which may give you a failing grade.
- An Incomplete grade (I) may be considered for completion of required semester clinical hours in cases of severe illness, pregnancy (unavoidable life event).
- Missed clinical hours must be made up by the end of the semester and approved by the clinical coordinator.

E. Students Official Withdrawal from Class

A student may withdraw him/herself from the class by the student withdrawal deadline listed for each semester and a grade of 'W' will be recorded on the transcript. It is strongly recommended that you speak with faculty and a financial aid staff member before deciding to withdraw.

F. Actions Related to Academic or Laboratory Deficiencies

- Any student who earns less than a C grade on any test in any course will be at academic risk. The student will be referred by the course instructor, and to the program director. A conference may be held for the purpose of clarifying the student's standing in the class and identifying areas where the student needs assistance.
- Academic dishonesty such as cheating on exams, knowingly assisting another to cheat, or failure to report observed cheating by other students, plagiarism or other dishonest activity will jeopardize continuation in the program.

G. Actions Related to Clinical Deficiencies or Conduct

The clinical coordinator and or program director reserve the right to remove from the clinical experience any student who presents a danger to self or others. Failure to abide by EAC code of conduct and or RAD polices may result in a student being removed from the RAD program.



ALLIED HEALTH

The following is a list of reasons, which constitute clinical performance deficiencies and may become the basis for dismissal. This list is not intended to be exhaustive.

- Failure to achieve a grade of "C" or higher on the written: clinical evaluation component of a given radiology course.
- Failure to immediately report a patient-care error to the clinical preceptor and/or responsible radiology personnel (wrong exam/ wrong patient, markers, exposure to a pregnant patient).
- Any verbal communication or any written material that is fraudulent, untruthful, and/or dishonest.
- Lack of adequate theoretical knowledge for application to patient care.
- Violations of principles of confidentiality (HIPPA).
- Lack of preparation for clinical assignments.
- Lack of ability to set priorities, inability to handle stress, lack of judgment, lack of confidence.
- Any performance, which could jeopardize life, impedes recovery, or interferes with the maintenance of the patient's current health status. Not preventing or reporting patient injury.
- Not maintaining current CPR and health immunizations, private health insurance.
- Non-compliance with Repeat Exposure Policy
- Not following the policies and procedures of the clinical site.
- No call, no show in the clinical experience may result in removal from the clinical site.
- Unprofessional use of electronic media (phone, computer, face book, twitter, texting etc.).



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- Unprofessional comments or sharing of information pertaining to clinical sites, co-workers, patients, or colleagues.
- The student is required to disclose any changes in status related to Department of Safety (DPS) clearance to the Radiologic Technology Program. Failure to self-disclose will result in termination from the program.
- Entering students with a positive urine drug/alcohol screen are terminated from the program. Students with a positive urine drug/alcohol screen must reapply to the program.
- Permanent termination from the radiologic program will be warranted for refusal to submit to drug/alcohol screening without adequate explanation.

XIII. Eastern Arizona College Campus Wide Code of Academic Integrity

Academic integrity is a vital part of the culture of all successful institutions of higher learning. The value of the degrees, certificates, and coursework offered by Eastern Arizona College greatly depends, now and in the future, on its reputation as an institution dedicated to academic honesty. This Academic Integrity Policy provides guidance in helping students and faculty understand the meaning and importance of academic integrity; defines academic dishonesty; and outlines the procedures for handling infractions of academic integrity. No provision or section of this policy shall be construed as infringing upon the academic freedom of any member of the EAC community to pursue and participate in any academic endeavor ordinarily considered appropriate. Each member of the EAC community is charged with honoring and upholding the policies and procedures governing academic integrity as set forth below.

Student Responsibilities

Students are responsible for understanding the College's policy regarding academic integrity and academic misconduct as well as the sanctions that may be imposed as a result of academic misconduct. Students are also responsible for understanding their appeal rights associated with findings of any policy violation.

Students shall practice the provisions of the College's Code of Academic Integrity and uphold integrity in their academic pursuits.

Code of Academic Integrity



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Students at Eastern Arizona College are expected to:

- Conduct themselves in accordance with principles of academic integrity
- Behave so as to foster an atmosphere of honesty and fairness
- Avoid plagiarism and other forms of academic misconduct
- Give truthful information to any College professional educator to any other college employee regarding issues concerning academic integrity or academic misconduct, or suspected academic misconduct
- Not alter, misuse, or forge any college document, record, or instrument of identification

Students are not excused from these provisions because of any failure or inability on the part of the professional educator to prevent other instances of academic misconduct.

Academic Misconduct

Academic misconduct includes any act that improperly affects the evaluation of a student's academic performance or achievement, or any act designed to deceive a professional educator.

Specific infractions include, but are not limited to, the following:

Cheating on Examinations: Cheating includes the use of crib sheets, "cheat sheets," or discarded computer programs; aid from other persons; copying from another student's work; and soliciting and giving or receiving unauthorized aid orally, electronically, or in writing. The student will not consult books, notes, calculators, or other materials of any kind during an examination or assignment without the express permission of the instructor. If calculators, spellers, or other hand-held electronic devices are permitted to be used during an examination or assignment, no information may be programmed into or retrieved from the device other than that expressly permitted by the instructor.

Inappropriate Collaboration: Permission from an instructor for students to "work together" on homework, an assignment, or paper is not permission for one student to present another student's work as his or her own. Unless the professional educator specifies otherwise, all work submitted for a grade or credit toward completion of a course will be the product of the student's own understanding, expressed in the student's own words, calculations, computer code, etc. One form of inappropriate collaboration involves having another person significantly alter either the content or grammar of the student's written work. A student may seek feedback from another student or individual



ALLIED HEALTH

concerning a document's content, grammar, and spelling, but to avoid this type of inappropriate collaboration, the student must fix problems himself or herself.

Submitting the Same Assignment for Different Classes: Submitting the same assignment for a second class violates the assumption that every assignment advances a student's learning and growth. Unless instructors of both classes involved expressly allow it, submitting an assignment already submitted for another class is a breach of academic integrity.

Intentional Misrepresentation: Misrepresentation occurs when a student claims that source materials contain information or phrasing that they do not. In addition, misrepresentation occurs when a student omits or inserts words, changes words, misquotes, or takes correctly quoted phrases out of context. If this is done with the intent to deceive a professional educator in any academic evaluation, the student has committed a breach of academic integrity.

Plagiarism: Plagiarism means presenting someone else's ideas or words as one's own. Plagiarism may involve some degree of intent or may be the result of carelessness or ignorance of acceptable forms for citation. Not knowing how or when to cite a source does not excuse an act of plagiarism. Each of the four kinds of plagiarism below is a breach of academic integrity.

- Copying without citation, the most serious form of plagiarism, involves copying part or all of a paper from the Internet, from a book or magazine, or from another source without indicating that the work is someone else's. To avoid this form of plagiarism, quoted material must be placed in quotation marks and one of the standard forms of documentation (APA, MLA, etc.) must be used to indicate where the material came from.
- Copying from an external source and citing the source but failing to show (by the use of quotation marks, for example) that the material is a direct quotation is another form of plagiarism. Simply documenting the source does not indicate that the words themselves are someone else's. Avoiding this form of plagiarism involves putting all quoted material in quotation marks or using the format designated by APA, MLA, etc. to indicate quoted material.



ALLIED HEALTH

- Incorrect paraphrasing is another form of plagiarism. Paraphrasing involves putting a lengthy phrase, sentence, or group of sentences written by another into one's own words, thereby making it significantly different from the original. Changing a few words, or rearranging words, is not proper paraphrasing, and though the source is cited (as is always required with paraphrased material), wording remains substantially that of another and cannot rightfully be represented as original. Avoiding this form of plagiarism involves either making the material a direct quote by using quotation marks and citing the source, or paraphrasing properly by substantially changing the original to new words; again, making sure to cite the source.
- Presenting arguments, lines of reasoning, or facts learned from someone else without citing the source, even if the material is paraphrased, is another form of plagiarism. The source must be properly cited.

Improper Influence: Attempting to influence a grade or to receive any other academic benefit not earned through the normal exercise of academic effort by offering anything of value, including the performance of services, to a professional educator, college employee, other college student, or any other person, is academic misconduct.

A. Procedures sanctions and Appeals

The Professional Educator

The college respects and accepts the professional educator's qualifications and rights to determine academic standards. The professional educator is accountable for establishing and maintaining appropriate academic standards for coursework and for informing students of any special rules or practices for a particular class.

When a professional educator becomes aware of a possible violation of academic integrity by one of his or her students, a confidential conference between the professional educator and the student should be held to discuss the perceived violation and its consequences. If, following the conversation, the professional educator is satisfied that a violation has occurred, he or she may determine that one or more of the following consequences are appropriate and impose such penalty:



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- Issuing a verbal or written reprimand.
- Requiring that the academic project or examination in question be repeated.
- Assigning the academic project or examination in question a reduced grade.
- Requiring that the academic project or exam in question be repeated for a reduced grade.
- Assigning the academic project or examination in question a failing grade.
- Assigning a reduced grade in the course.
- Assigning a failing grade in the course.
- Initiating the student's involuntary withdrawal from the course the professional educator will resolve most violations in the above manner.

The professional educator will report each violation and its disposition to the division chair within five business days of the occurrence; the chair will report to the appropriate dean, who in turn will report it to the Admissions and Academic Standards Appeals Committee. If the professional educator feels that the violation in question was especially serious or repeated, he or she may recommend that additional penalties be imposed.

The Admissions and Academic Standards Appeals Committee

The Admissions and Academic Standards Appeals Committee will be notified of all acts of academic misconduct. Such reports will be noted in the agenda and minutes of committee meetings. The committee may report the incidence and nature of these violations to the faculty and administration at appropriate intervals.



ALLIED HEALTH

When, in the opinion of the committee, evidence of repeated or especially serious offenses exists, or upon the recommendation of the professional educator involved, the Admissions and Academic Standards Appeals Committee will consider the case and may decide to impose one or more of the following additional penalties against a violator:

- Placing a written reprimand in the student's permanent file.
- Restricting the student's access to certain college resources.
- Requiring the student to complete an academic integrity education program.
- Placing the student on academic probation.
- If the Admissions and Academic Standards Appeals Committee concludes that the violation is so serious as to possibly warrant the student's exclusion from extracurricular college activities, or suspension or dismissal from the college, it will make that recommendation to the Judiciary Committee.

The Judiciary Committee

The Judiciary Committee will resolve the most serious acts of academic misconduct. Only the Judiciary Committee has authority to suspend or expel a student from the college for academic misconduct.

After receiving recommendation from the Admissions and Academic Standards Appeals Committee that a violation of academic integrity may warrant the student's dismissal from the college, the Judiciary Committee will consider the evidence and render a decision which shall be binding, subject only to student appeals as otherwise provided.

The Judiciary Committee may impose additional penalties against a violator, which may include:

- Censure and exclusion from extracurricular college activities, including student government, athletics, performances, or other activities of the college community.
- Suspension for a specified period of time



ALLIED HEALTH

- Expulsion from the college without expectation of readmission

Violations Other Than Academic Ethics Violations

In Addition to Academic Ethics, students are expected to adhere to other ethics. They include but are not limited to:

- Disruption, Assault and Related Offenses
- Tobacco, Alcohol and Drug Offenses.
- Offenses Involving College IT Systems (Computers, Networks and Telephones).
- Discrimination, Harassment, and Sexual Offenses.
- Offenses Involving Weapons
- Property and Related Offenses
- Offenses Involving the Violation of a Local, State or Federal Law
- Offenses Related to Disciplinary Sanctions and Proceedings
- Attempted Misconduct and Conspiracy Offenses

B. Grade Appeals

A student may appeal any decision to impose discipline as a result of academic misconduct through the established Grievance Procedure and Official Review Process for Academic Standards (GCCCD 5810.02).

C. Withdrawal from the Radiologic Technology Program

Student Initiated Withdrawal



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- Students who withdraw from a radiologic technology course must notify their instructor(s) of their intent prior to missing the next scheduled class or clinical day.
- The student is responsible for contacting Admissions/Registration to withdraw. This can be done online or with a student services specialist in the Student Services bldg.
- Students must return Dosimetry badge to RAD office within 5 days of withdrawing.
- Students must return any clinical site ID badge to clinical site within 24 hours of withdrawing from program.

D. Student Complaint Process

- Student Complaints should be first discussed with the instructor.
- If the student cannot speak with or a resolution be found with the instructor, the complaint should be discussed with program director.
- If the student cannot speak with or a resolution be found with the program director, the complaint should be discussed with the dean.
- All complaints should be discussed and resolved in a timely manner.
- If the student feels the issue has not been resolved by the college, they can follow the steps to file a complaint with the JRCERT.



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XIV. JRCERT Allegations of Non-compliance Policy

Complaints and allegations of non-compliance by the program of JRCERT standards may be communicated directly by students to the JRCERT by calling their office at (312) 704-5300.

It is the policy of the Radiologic Technology Program to work with the JRCERT if and when the program is in non-compliance with the JRCERT standards. The program will investigate and where appropriate make the revision necessary to come into compliance. The program is committed to informing the students, clinical sites and advisory board members of the JRCERT standards.

Complaints that point to non-compliance are brought to the program director's attention. With the program director and the faculty member's involvement, a plan of action is developed and implemented. If the issue is not resolved, the dean is consulted. Complaints or allegations are documented and addressed by the program director.

XV. Radiologic Technology Laboratory Policy

- Visitors are not permitted in RAD lab.
- All labs will be supervised by the assigned faculty. Students will not make an exposure without faculty approval and direct supervision.
- Dosimetry badges must be worn while in lab.
- Dosimetry monthly reports will be posted in lab for review.
- No open toe shoes in the lab.



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XVI. Protective devices Maintenance

Lead Aprons checked annually for defects with all disposals being handled by Plants Operations Hazard Material officer. Lead aprons must contain .5mm Pb. Aprons worn during pregnancy must contain 1mm Pb at fetal level.

XVII. Graduation Requirements

Verification of completion of the program is required before the student can sit for the national boards and be certified in the state of Arizona, therefore the student must be responsible for their records and seek advising on an on-going basis.

The student is responsible for:

- Ensuring all records are correct.
- Submitting the signed application to records office by the deadline.

Graduates are encouraged to participate in the Eastern Arizona College graduation Ceremony.

XVIII. ARRT Examination

Electronic application for the ARRT examination will be distributed to the second-year students in the spring semester. ARRT and ADHS application process will be reviewed in RAD-230.



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Appendix A



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Radiographic Procedures Clinical Competency Requirements and Process

The clinical competency requirements include 10 general patient care activities and 51 radiographic procedures for a total of 61 competencies.

Demonstration of competence should include variations in patient characteristics (e.g., age, gender, medical condition). 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.

1. General Patient Care:

Requirement: Students must be CPR certified and demonstrate competence in the remaining nine (9) patient care activities listed below. The activities should be performed on patients; however, simulation is acceptable.

2. General Performance Considerations:

Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition.

3. Simulated Performance:

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 activating the x-ray beam.
- The program director or designee must be confident that the skills required to competently perform the simulated procedure will transfer to the clinical setting, and if applicable, the candidate must evaluate related images.

4. Imaging Procedures:

As part of the EAC Radiologic Technology Program, students must demonstrate competence in the clinical activities identified below:

- Ten mandatory general patient care activities.
- 36 mandatory imaging procedures.



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- 15 elective imaging procedures selected from the list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section
- 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.

Students must demonstrate competence in all 36 procedures listed as mandatory (M).

Students must demonstrate competence in 15 of the 34 elective (E) procedures.

*A maximum of ten procedures may be simulated if demonstration a patient is not feasible. Procedures eligible are noted as an (S) on the master competency sheet.

Total number of competencies required is 61.

Simulated Performance must meet the following criteria:

- Simulation of imaging procedures requires use of proper radiographic equipment without activating the x-ray beam.
- A total of ten imaging procedures may be simulated. Imaging procedures eligible for simulation are noted on the master competency sheet.
- If applicable, the student must evaluate related images.
- Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing, and image evaluation.
- Some situations are acceptable for General Patient Care (i.e. Vital signs, Venipuncture, Patient Transfer, Sterile and Aseptic technique, and Oxygen). These do not count toward the ten imaging procedures that can be simulated.



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5. Competency Requirements

When performing Imaging Procedures, the candidate must independently demonstrate appropriate:

- Patient identity verification
- Examination order verification
- Patient assessment
- Room preparation
- Patient management
- Equipment operation
- Technique selection
- Patient positioning
- Radiation safety
- Image processing
- Image 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. Exp. (Orthogonal views using the IR and tube instead of the patient part)

Once a competency has been achieved, the student will require indirect supervision by a certified R.T., for that examination (except for examinations that are repeated and portable exams).

*One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both).

Note: To ensure quality and consistency throughout all clinical sites only the clinical coordinator can initial the master competency form, and a competency is not considered completed until the clinical coordinator has evaluated images, the student has completed the competency test, and the clinical coordinator has initialed the master form.



Scheduling Policy

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Schedules for radiology courses (lectures, and clinical assignments) are established at the discretion of the Radiologic Technology Program. Individual student requests for schedules will not be guaranteed. Radiologic schedules are dependent on clinical site and instructor availability and are always subject to change. Clinical site rotation sites and shifts may be changed from the original designated clinical site/ shift at the discretion of the Clinical Coordinator and Program Director. Students are responsible for Clinical Education site placement fees and additional immunizations.

I have read and understand the above statement. I will sign this statement at the beginning of each and every semester I am enrolled in a radiologic course.

Student Name (Print)

Student ID#

Student Signature

Date



Release of all Claims

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In consideration of the privilege and permission granted to me by Eastern Arizona College to enroll and participate in the Radiologic Technology Program.

I, the undersigned, hereby freely agree to the following contractual representations and agreements:

I have received counseling with regard to the above-mentioned program and I am aware of and fully understand the hazards related to clinical training and practices in hospitals and clinical settings. I agree to accept and abide by all safety practices and procedures which will be part of the training program.

My participation in the program is voluntary and motivated by personal interest, and I fully assume the risks associated with clinical training, including those related to the treatment of patients who have contagious illnesses or diseases.

I hereby release and discharge Eastern Arizona College, its agents, employees and officers from all claims, demands, actions, judgments and executions which the undersigned may have or the undersigned's heirs, executors, administrators or assigns may have against Eastern Arizona College for all personal injuries, arising out of my participation in the clinical training related to the above mentioned program.

I have read the Radiologic Technology Program Student Handbook and I understand and accept unamended the responsibilities and obligation imposed upon me.

I, the undersigned, have read this Release and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have executed this release on the day and year appearing after my signature.

Print Name _____ Date _____

Signature _____



Standard Precautions

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Since medical history and examination cannot reliably identify all patients infected with HIV or other blood borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach previously recommended by CDC and referred to as —universal blood and body fluid precautions or —universal precautions, should be used in the care of all patients, especially in emergency care settings where the risk of blood exposure is increased, and the infection status of the patient is usually unknown.

1. Health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any patient. Gloves should be worn when exposed to blood and body fluids, mucous membranes or non-intact skin of all patients, handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed, and hands washed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membrane of the mouth, nose and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. Health care workers should take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
5. Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.



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6. Pregnant health care workers are not known to be at greater risk of contracting HIV infection than health care workers who are not pregnant; however, if a health care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission.

In the event of accidental exposure to potentially infective material, the student should immediately contact their Clinical Instructor.



Allied Health Program Waiver

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The EAC Allied Health Program requires participation in activities which are, by nature, physically demanding, and may expose students and staff/faculty to communicable agents. Therefore, all participants must be cautious of medical or physical conditions which might create undue risk to themselves or others who depend upon them. If there is any doubt whatsoever about your ability to participate safely in these activities, you should consult your personal physician.

The undersigned herewith formally acknowledges and declares the following (initial to certify):

_____ I understand that my voluntary participation in Allied Health courses at Eastern Arizona College (EAC) may expose me to communicable agents. I agree to follow and abide by recommended practices and guidelines set forth by the CDC, EAC, and/or state and local health departments.

_____ To the fullest extent permitted by law, I release and discharge any and all claims, causes of action, damages, and rights of any kind against EAC, its Board of Trustees, administrators, employees, agents, and other volunteers and participants arising from my participation in the course or any other aspect of EAC's Allied Health Programs.

_____ I certify that I have no physical or medical condition which, to my knowledge, would endanger myself or others through participation in this course, or would interfere with my ability to participate.

Understanding the health risks involved, I choose to pursue the training and education necessary to fulfill the requirements of the Medical Assisting Program at Eastern Arizona College.

Printed Name

Student ID #

Signature

Date



Verification of Health Insurance

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Verification of health insurance. Students must provide a current personal health insurance card. Students will be asked to sign a form verifying and agreeing to maintain personal health insurance while in the program. Discount or sliding scale fee cards are not accepted.

I understand that:

1. In order to participate in any Radiologic technology course with a clinical component, I must carry personal health insurance; it is my responsibility to have current documentation of insurance on clinical site, and one copy in my master file in the Radiologic Technologist Program office.
2. By signing this verification, I am stating to the radiologic program and the clinical agencies that I have personal health insurance; and will maintain this policy through out my enrolment.
3. Falsification of this document will result in my being processed through the Student Code of Conduct.

Student Name (PRINT)

Student I.D. Number

Student Signature

Date



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Physical Examination

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**This form must be completed by a licensed health care provider (MD, DO, NP or PA).
Please read and complete all information.**

Student Applicant Contact Information

Student Applicant Name: _____ Student Applicant I.D. #: _____

Street Address: _____ Home Phone: _____

City, State ZIP: _____ Work Phone: _____

Email: _____

Cell Phone: _____

Health Declaration

Radiologic Technology students are required to be able to meet and/or perform the Technical Standards Essential for Radiologic Technology Practice. These technical standards include a number of physical activities that students must perform in the skills lab and clinical portion of the program, with or without reasonable accommodation. These activities may include lifting patients, performing physical activities for several hours at a time without rest, obtaining readings from medical instruments, placing and obtaining objects from areas above the shoulders and below the waist, receiving verbal instructions, and communicating effectively with members of the health care team, patients, and families. The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.



ALLIED HEALTH

Physical Examination

In conducting your physical examination to determine whether the above-named applicant is capable of meeting the Technical Standards Essential for Radiologic Technology Practice listed on the back of this page, please include an evaluation of the following systems:

- Basic vital statistics to include height, weight, blood pressure, pulse, respiration, and temperature
- Vision (Snellen Chart)
- Hearing (gross –whisper heard at 3 ft.)
- EENT
- Cardiovascular System
- Respiratory System
- G.I. System
- G.U. System
- Neuromuscular System
- Musculoskeletal System
- Endocrine
- Integumentary System
- Neurological System

Please read the Radiologic Technology Program Technical Standards Essential for Radiologic Technology Practice listed on the back of this page (page 2) and then complete the two questions on page 3.

Technical Standards Essential for Radiologic Technology Practice

Functional Ability	Standard	Examples of Required Activities
Gross Motor Skills	Gross motor skills sufficient to provide the full range for safe and effective patients care activities.	<ul style="list-style-type: none"> • Move within confined spaces such as treatment room or operating suite. • Assist with turning and lifting patients. • Administer CPR.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.	<ul style="list-style-type: none"> • Pick up and grasp small objects with fingers such x-ray identification markers



ALLIED HEALTH

Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12- hour clinical shift while standing, sitting, moving, lifting, and bending to perform radiographic examinations and procedures.	<ul style="list-style-type: none">• Lift and move heavy objects up to 50 pounds.• Walk/stand for extended periods of time; turn, position, and transfer patients.• Wear lead aprons, and thyroid collars for extended periods of time• Manually resuscitate patients in emergency situations.
Physical Strength	Physical strength sufficient to perform full range of required patient care activities.	<ul style="list-style-type: none">• Push and pull 250 pounds on wheeled bed or gurney.• Lift and move heavy objects up to 50 pounds.• Push and pull radiographic mobile equipment for extended periods of time.
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform radiologic technologist activities.	<ul style="list-style-type: none">• Move around in work area and treatment areas. Position oneself in the environment to perform duties without obstructing the position of other team members or equipment.
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient's healthcare needs.	<ul style="list-style-type: none">• Hear normal speaking level sounds, hear auditory alarms
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of radiologic technologist duties.	<ul style="list-style-type: none">• See objects up to 20ft away.• Visual acuity to set exposure factors.• Acuity to assess patient condition.



ALLIED HEALTH

Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.	<ul style="list-style-type: none"> • Feel vibrations (pulses). • Detect temperature changes. • Palpate anatomical landmarks during radiographic positioning.
Smell	Olfactory ability sufficient to detect significant environmental and patient's odors	<ul style="list-style-type: none"> • Detect odors from patients (foul smelling drainage, alcohol breath) • Detect smoke
Emotional/ Behavioral	Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions	<ul style="list-style-type: none"> • Establish rapport with patients, instructors, and members of health care team. • Respect and care for persons whose appearance, condition, beliefs, and values may be in conflict with their own. • Deliver care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation, or diagnosis.
Professional Attitudes and Interpersonal Skills	Present professional appearance and demeanor; demonstrate ability to communicate with patients, supervisors, members of health care team to achieve a positive and safe work environment. Follow instructions and safety protocols. Honesty and integrity beyond reproach	<ul style="list-style-type: none"> • Conduct themselves in a composed, respectful manner in all situations and with all persons. • Work with teams and workgroups. • Establish and maintain professional boundaries. • Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation.

ALLIED HEALTH

		<ul style="list-style-type: none"> • Demonstrate prompt and safe completion of all patients care responsibilities. • Adapt rapidly to changing environment/stress. • Exhibit ethical behaviors and exercise good judgment
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency with patients, their families, and other members of the health care team, including nonverbal communication, such as interpretation of facial expressions, affect and body language	<ul style="list-style-type: none"> • Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussions of patients care • Elicit and record information about health history, current health status and responses to treatment from patients or family members. • Convey information to patients and others as necessary to teach, and direct individuals in an accurate, effective, and timely manner. • Recognize and report critical patient's information to other caregivers.



Licensed health care provider's conclusions. Questions #1 and #2 must be answered.

ALLIED HEALTH

1. To the best of your knowledge, do the results of your physical examination indicate that the student applicant will be able to deliver safe and efficient patient care while in the Radiologic Technology Program?

Yes No

If no, please explain, and attach your explanation on letterhead stationary.

2. To the best of your knowledge, can the student applicant perform all the Technical Standards Essential for Radiologic Technology Practice?

Yes No

If no, please explain which standards the applicant is unable to perform and please attach your explanation on letterhead stationery.

ATTENTION STUDENT APPLICANT: If the health care provider's response to Question #1 or Question #2 is "No", Please contact Eastern Arizona College Radiologic Technologist program director to determine if reasonable accommodations can be made.

- If you require or believe you may require a reasonable accommodation for a disability, or if you have a question about the Americans with Disabilities Act (ADA) or the Rehabilitation Act (Section 504), please contact the College's Office of Access and Disability Resources (ADR) click the link for ADR information or help or call ADR Director at (520) 206-3228. Even if a Licensed Health Care Examiner has indicated a belief that you will not be able to function as a student in the program or activity listed above, even with a reasonable accommodation, you are encouraged to contact ADR to discuss further options that may be available to you.

Licensed Health Care Provider (MD, DO, NP or PA)

Signature of Licensed Health Care Provider: _____

Date: _____

Please PRINT clearly or type:

Name of licensed health care examiner: _____

Title: _____ Telephone Number: _____

Address: _____



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Clinical Requirements

Prior to entry into all health facilities or clinical laboratories (as required by clinical partners), the student must update, keep current, and provide the Allied Health program the following documentation:

- 2-Step Tuberculosis (TB/PPD) test:** Students are required to have two TB skin tests within three weeks of each other, and ensure the facility writes dates and times the results are read. Tests must be read 48-72 hours after being given. If no times are listed or the test is read too early or late, it will not be valid. A negative T-spot or QuantiFERON is acceptable in place of the 2-step TB test. The TB test needs to be within the last three months. If TB skin test is positive: Chest X-ray or statement of health clearance.
- *MMR (Measles, Mumps, Rubella):** Two doses required, administered at least 28 days apart. A positive titer result is also acceptable.
- *Hepatitis B:** Three doses required or positive titer result. (The 2nd dose needs to be 4 weeks after the 1st. The 3rd dose needs to be 8 weeks after the 2nd dose and 6 months after the 1st dose.)
- *Varicella (chickenpox):** Two doses required, 4 weeks apart or a positive titer result.
- *Tdap (Tetanus, Diphtheria and Pertussis):** Tdap required within the last 8 years.
- *COVID-19 Vaccine:** Two (2) doses of the Moderna or Pfizer vaccine or one (1) dose of the Johnson & Johnson vaccine.
- *Influenza Vaccine (Flu):** Current flu vaccination if coming into the program in Spring. Annual administration due by October 1st.
- CPR: Current American Heart Association BLS CPR card.** No other card is acceptable.

Supporting documents for immunization records must be verified by a licensed medical provider and your name must be listed on each document. For questions, please email Rachel at rachel.curtis@eac.edu

Additional clinical site requirements including application forms, background checks, medical clearances, and drug screening tests may be required and are the responsibility of the student. Please see myClinicalExchange.



ALLIED HEALTH

Vaccine Acknowledgement

I understand that completion of the Eastern Arizona College Medical Assisting Program requires clinical experiences with agencies that have affiliation agreements in place with EAC.

I further acknowledge that (initial to certify):

_____ EAC's clinical partners require students to provide proof of immunization to participate in clinical experiences. Agencies may change vaccination requirements at any time. I have a right to seek an exemption of any vaccination requirement based on my sincerely held religious beliefs or medical contraindication(s). Such an exemption must be sought directly from each agency.

_____ EAC has no governance over the vaccination requirements or exemption policies of affiliate agencies.

_____ It is my responsibility to provide proof of required vaccinations, or to apply for an exemption directly from the agency assigned for clinical rotations. I must abide by the agency's policies and procedures regarding vaccinations, and strictly adhere to any additional precautions associated with an approved exemption.

_____ I understand that declination of required vaccinations without an approved exemption may result in limitations in clinical experiences or prevention of course completion.

_____ I understand that proof of vaccinations or exemptions must be approved and uploaded to myClinicalExchange (mCE) prior to scheduled clinical rotation, as directed by my instructor.

_____ I understand that failure to complete the required clinical experiences will result in forfeiting paid tuition and failing the clinical experience.

Printed Name: _____

Student ID #: _____

Signature: _____

Date: _____



ALLIED HEALTH

Dear Healthcare Provider (MD, DO, NP, PA),

**Tuberculosis Symptom Screen for
Persons with Positive PPDs**

Please complete the symptom checklist below:

- 1. Cough longer than three weeks _____ Yes _____ No
- 2. Hemoptysis _____ Yes _____ No
- 3. Shortness of breath _____ Yes _____ No
- 4. Night sweats _____ Yes _____ No
- 5. Poor appetite _____ Yes _____ No
- 6. Unexplained weight loss _____ Yes _____ No
- 7. Fever/chills _____ Yes _____ No
- 8. Very low energy/very tired without reason _____ Yes _____ No

(Name of Patient)

, is free of symptoms of tuberculosis and I do not recommend a repeat chest X-ray.

Healthcare Provider Name (please print): _____

Title: _____

Signature: _____

Date _____



HIPAA and Patient Confidentiality Agreement

ALLIED HEALTH

The undersigned hereby recognizes that medical records, patient care information, personnel information, reports to regulatory agencies, conversations between or among any health care professionals are considered privileged and should be treated with utmost confidentiality.

If it determined that a breach of confidentiality has occurred as a result of my action. I can be liable for damages that result from such a breach and may result in my dismissal from the clinical experience and/or the Radiologic Technology Program.

Signature indicates that you have read the above policy and understand your rights and responsibilities as a student radiographer in the Eastern Arizona College Radiologic Technology Program.

Student Name (PRINT)

Student Signature

Date



MRI Safety Agreement

ALLIED HEALTH

I have viewed the MRI safety video and successfully completed the posttest and reviewed the MRI safety checklist. I will comply with all MRI safety guidelines set forth in the instructional video and those protocols designated at the clinical centers. I understand that I am not allowed in the MRI suites at any clinical center without authorization and must have direct supervision when allowed into MRI suites as part of my training.

Student Name (PRINT)

Student Signature

Date



Academic/Clinical Warning

ALLIED HEALTH

Student's Name: _____

Course Name: _____

Date: _____

Instructor: _____ Clinical Site: _____

In keeping with the published standards regarding minimum grade requirements in the Radiologic Technology Program curriculum, please be advised that you are below acceptable limits in the above course.

In accordance with program policy you must maintain a 75% average in all radiography courses. Please make an appointment with me to discuss ways in which you can improve your course average in order that you may be successful in this course and in the program. My office hours are posted in the course syllabus.

A copy of this form will be given to you and one placed in your file.

Please make an appointment with your instructor within 24 hours.

Student Signature: _____

Instructor Signature: _____

Program Director Signature: _____

Clinical Preceptor Signature: _____



Clinical Incident Report

ALLIED HEALTH

Name of person preparing this incident report _____

Date that this Incident Report is being prepared _____

Name of student involved in the incident being reported _____

Time/date and place of incident being reported: Time: _____ Date: _____

Location where incident occurred: _____

Description of the incident (please provide as much detail as possible—use additional sheets if necessary):



ALLIED HEALTH

Names of other witnesses to, or persons with information concerning, the incident:

Clinical Instructor Notified _____

Supervisor Notified _____

Program Director Notified _____

Clinical Coordinator notified _____

Signature and Contact Information of Person Preparing This Incident Report

Signature

Telephone number of other contact information



Student Code of Conduct Agreement

ALLIED HEALTH

As a student of Eastern Arizona College, you have rights and responsibilities which are listed in the Student Code of Conduct. It is the duty of each student to be aware of the policies that govern behavior and due process at Eastern Arizona College. This important document can be found on the Eastern Arizona College website or by typing the following link into your browser. https://www.eac.edu/Campus_Life/Student_Handbook/StudentHandbook.pdf page 34

As a student in Eastern Arizona College, you must sign and date the verification below:

I realize that it is my responsibility to read and understand the information contained in the Student Code of Conduct. I confirm that I have read and understand the Student Code of Conduct.

Name (Please print): _____

Signature: _____

Date: _____



Substance Abuse Agreement

ALLIED HEALTH

I have read and was given the Substance Abuse Policy the first day of my first class upon entering this program. I am aware that the program will require annual random drug screens and the clinical institutions may have policies requiring random drug testing.

Student Name (PRINT)

Student I.D. Number

Student Signature

Date



Release and Consent Agreement

ALLIED HEALTH

I, _____, authorize Mt Graham Regional Medical Center Laboratory, Eastern Arizona College police or any law enforcement agency deemed appropriate by the Eastern Arizona College police to obtain urine, blood, breath, saliva, and/or hair specimens from my body for laboratory analysis for the purpose of alcohol and/or drug screening. I authorize release of the results of the screen(s) to Eastern Arizona College. This release and consent form is subject to the terms and conditions of Eastern Arizona College Radiologic Technology Program policy on chemical impairment.

A photocopy of this authorization shall be the equivalent of the original.

I understand that my refusal to cooperate in such screening will subject me to discipline according to the Policy, up to and including permanent dismissal from the Radiologic Technology Program.

Print Name _____ Date _____

Signature _____



Re-Entry Policy

ALLIED HEALTH

A student withdrawal from the program for non-cognitive reasons will be considered on an individual basis. Request for re-entry must be completed and submitted to the program director within ten (10) business days of the student withdrawal. Requests for re-entry to the RAD Program are carefully considered. Students may be allowed to re-enter only if there is evidence that the conditions which caused the student’s withdrawal have been resolved and there is clinical space available. Only 1 RAD semester can be repeated. Re-entry into the Program must be the following year. If students choose to sit out greater than one year, they must re-apply on-line, be re-admitted and repeat all of the RAD courses from the beginning.

I am requesting consideration for re-entry into the Eastern Arizona College Radiologic Technology Program.

I understand re-entry is contingent upon space availability and there is no guarantee a seat will be available upon my return. I understand failure to update my contact information may cause me to lose my re-entry seat because I cannot be contacted. Attached is a detailed explanation for how I have corrected the conditions which necessitated my withdrawal from the program.

Student Signature

Date

Director Signature

Date



Repeat Images Policy and Form

ALLIED HEALTH

JRCERT STANDARD 5.4 states “repeat images must be completed under direct supervision.”

To monitor the repeat image policy the student must complete the form for all images repeated. The technologist signature is required. This form will stay in the Clinical notebook and will be reviewed by the faculty on a regular basis.

Reason for repeat:

P = Positioning M = Motion TOE = Technique overexposed TUE = Technique under exposed OC= Off Center D = Detent Ant= Anatomy Misc. = Miscellaneous

STUDENTNAME _____ SEMESTER _____

Projection repeated _____ Date _____ Technologist signature _____
Reason for repeat _____

Projection repeated _____ Date _____ Technologist signature _____
Reason for repeat _____

Projection repeated _____ Date _____ Technologist signature _____
Reason for repeat _____

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Reason for repeat _____



ALLIED HEALTH

Projection repeated _____ Date _____ Technologist signature _____
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ALLIED HEALTH

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Projection repeated _____ Date _____ Technologist signature _____
Reason for repeat _____



Supervision Policy Acknowledgment Form

ALLIED HEALTH

JRCERT Standard 5.4 states that appropriate supervision assures patient safety and proper educational practices. To ensure that all students are properly supervised, all students and clinical sites are informed verbally and or in written form of the expectations of Eastern Arizona Colleges Radiologic Technology Program concerning supervision of students. It is students responsibility to ensure that they are being supervised by these standards. By signing you are agreeing to these terms.

Student Name

Student Signature

Date



ALLIED HEALTH

Eastern Arizona College Radiologic Technology Handbook Acknowledgement Form

I have received, read, understand, and will abide by the Eastern Arizona College Radiologic Program Student Handbook policies. I have attended the orientation, where the entire Handbook was reviewed and discussed.

Printed Name _____ Student Number _____

Signature _____ Date: _____



Student Contact Information

ALLIED HEALTH

Name: _____

Date: _____

Address (Street & Number): _____

City, State, Zip

Home Phone:

Cell Phone:

E-mail: _____

Name of Nearest Relative: _____

Relationship: _____

Address (Street & Number): _____

City, State, Zip

Home Phone:

Cell Phone:

E-mail: _____



ALLIED HEALTH