UNIFORM POLICY

TCL Radiologic Technology Program uniform (TCL school patch on left sleeve)
White Laboratory Coat (TCL patch on left sleeve)
White crew or mock neck short sleeve t-shirt tucked in under uniform top.
* In the event of visible tattoos, they must be covered during clinical education class.
TCL School Badge and Dosimeter
White Leather Laced Tennis Shoes
White Socks
Watch with a second hand
Lead markers
Pocket Guide to Radiography

STUDENTS NOT IN COMPLIANCE WITH THE UNIFORM POLICY WILL BE SUBJECT TO A GRADE REDUCTION IN THE CLASS FOR EACH OCCURRENCE.

CLINICAL ATTENDANCE POLICY

Students are allowed one (1) clinical class absence each semester without penalty. Any clinical education class absence after the one (1) allotted, will result in a five percent (5%) reduction in the final course grade for each occurrence. No make up time will be permitted. However, students are responsible for completing the required number of competencies as assigned.

Students are encouraged to schedule appointments, etc. etc. on a scheduled day off if one is made available during the semester.

In the event that a student will miss a clinical day, or will be late, he/she must:

1. **Call and leave a message** with the clinical coordinator, (30 minutes prior to your start time), the reason you will be absent, the clinical site you are scheduled at, and the phone number where you can be reached.
2. **Send via email** to the clinical coordinator, (also before your start time, or as soon as possible), the same information that was left on your phone message.
3. If for some reason you cannot leave a message with the clinical coordinator, and then leave a message with the program director or the Division of Health Sciences administrative assistant.
4. If for some reason these steps are not followed, then the student will fall under the **NO CALL/ NO SHOW** category and **WILL BE DISMISSED FROM THE PROGRAM.**
POSITIONING LAB

Learning experiences in the radiologic technology lab provide an opportunity for the student to become familiar with equipment and positioning techniques. The student utilizes the radiologic technology lab to assist in the development of clinical skills. Clinical skill, (positioning), must be practiced in the lab before application in the clinical setting for competency evaluation. Competency evaluation may be demonstrated in the radiologic technology lab or clinical setting under supervision from faculty and/or site educators.

RADIOLOGIC TECHNOLOGY LAB RULES

1. No food or beverages are allowed near the radiographic equipment or media equipment.
2. Any food products in the Radiologic Technology classroom must be contained. Drinks must have lids. Any unused food or drink must be disposed of properly. No liquid is to be placed in the trash receptacle.
3. All equipment must be returned to its proper place at the end of each laboratory session.
4. Equipment must be handled with care.
5. No equipment is to be “borrowed” or removed from the lab without the permission of the faculty.
6. Each student is responsible for the clean-up of his/her own area in lab.
7. Negligent use of equipment may result in dismissal from the program.

Process for Completing Required Clinical Competencies

1. Clinical competencies are required by the RAD TECH program, and may be completed at the discretion of the site educators, adjunct faculty, or FT faculty any time during the program after the student has completed a successful practical exam grade on that procedure.
2. Once the competency has been initiate by the student or others (stated above), it must be completed in its entirety.
3. Once the competency has been completed, and signed by the student and the RT that performed the procedure, the competency MUST be faxed to the clinical coordinator instantly, no matter the outcome of the competency (successful or unsuccessful).
4. The student must then get a site educator’s signature on the original clinical competency and return the original competency to the clinical coordinator the next day they return to campus. If for some reason the clinical site educator is not present the day that the competency is performed, then the student must leave the competency at the clinical site until the competency is signed by the site educator.
5. If for some reason the site educator is unavailable to sign the competency for an extended period of time, then the student must make the clinical coordinator aware of the situation for a solution.
6. If for any reason these steps are not followed correctly it may be GROUNDS FOR DISMISSAL FROM THE PROGRAM.

ASSIGNMENTS

Certain classes such as clinical education classes periodically require students to return to the college campus as assigned by the program director, clinical coordinator and/or instructor for Radiologic Film Critique. Attendance at an announced film critique is mandatory. Students not attending film critique will be subject to a grade reduction for each film critique class not attended. The student may also be subject to withdrawal from the program.

Clinical record keeping, including but not limited to, the student clinical notebook and radiation dosimeter badges is a vital part of the radiologic technology program. All clinical forms must be completed accurately and submitted to Clinical Coordinator as assigned. Failure to accurately keep clinical records and submission of
clinical competency and/or evaluation tools within the allotted time frame may result in a grade reduction for the class. Radiation dosimeter badges not submitted within the designated time frame will result in a grade reduction in the class.

Clinical notebooks and assignments must be turned in to the respective Radiologic Technology faculty members or his/her designee at the assigned deadline. Late notebooks and assignments will not be accepted after the assigned deadline. Notebook points are “ALL or NOTHING.”

If a student notebook is late or incomplete in any way, including but not limited to, improperly secured, torn, or additional pages such as competencies and evaluations, or missing pages, such as syllabi or addendums, no assignment of points will be given for that portion of the students clinical education grade. Any other assignment that is late or incomplete may result in a grade reduction for the associated class.

The Clinical Coordinator or his/her designee will assign the number of competencies needed at the beginning of each respective semester. This number will be determined, based on the students individual status regarding progression and competencies required.

In order to perform at a satisfactory level in the clinical area, students must be prepared, on a daily basis, to perform in the clinical setting through:

**Knowledge**
- Demonstrates a thorough knowledge of a patient’s condition as it relates to radiologic care.

**Work Ethic**
- Arrives and leaves clinical areas as assigned in designated uniform attire.

**Evaluation**
- Completes clinical assignment on time and in the prescribed manner by the clinical coordinator and/or clinical site educator.

**Appearance**
- Displays appropriate dress, hygiene, appearance and etiquette (hair pulled back an up off shoulders), wedding band only on hands, no necklaces, ball or small stud earrings, no perfumes or colognes, no artificial or long nails, and watch with second hand.

**Character**
- Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, and self-responsibility.

**Attitude**
- Demonstrates a positive attitude, self confidence, and realistic expectations of self.

**Productivity**
- Follows safety practices, conserves materials, and maintains a neat and safe work environment.

**Organization**
- Practices time and stress management, demonstrates ability to be flexible in the clinical environment.

**Communication**
- Displays appropriate verbal and non-verbal skills (eye-contact, body language, proper grammar, and listening).

**Cooperation**
- Demonstrates leadership skills, accepts constructive criticism, appropriately handles conflicts and complaints, maintains professional and appropriate relationship with supervisors and peers, and follows the chain of command.

**Critical thinking**
- Demonstrates the ability to problem-solve independently.

**CLINICAL SUPERVISION**

In order to meet accreditation standards set forth by the Joint Review Committee on Education in Radiologic Technology (JRCERT), as well as providing proper patient care and operator protection, the following policies apply to student supervision in the clinical setting as well as in an energized laboratory.

1. Students performing imaging procedures must be under direct supervision of a qualified practitioner until the student achieves competency as outlined by TCL Radiologic Technology program policy.
2. Students performing imaging procedures must be under indirect supervision of a qualified practitioner after the student achieves competency as outlined by the TCL Radiologic Technology program policy.

3. Students repeating unsatisfactory radiographs must be under direct supervision of a qualified practitioner regardless of achieved competencies.

*FAILURE TO ADHERE TO THIS POLICY MAY CONSTITUTE GROUNDS FOR DISMISSAL FROM THE RADIOLOGIC TECHNOLOGY PROGRAM*

CLINICAL GRADING BREAKDOWN

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Clinical Competency Averages</td>
</tr>
<tr>
<td>20</td>
<td>Terminal (final), Clinical Competency Average</td>
</tr>
<tr>
<td>24</td>
<td>Student Clinical Progress Evaluations Average (generals &amp; CT)</td>
</tr>
<tr>
<td>10</td>
<td>Evening Rotation Evaluation</td>
</tr>
<tr>
<td>14</td>
<td>Film Critique</td>
</tr>
<tr>
<td>12</td>
<td>Record Maintenance (notebook ALL OR NOTHING)</td>
</tr>
</tbody>
</table>

*100 total points

STUDENT CONTRIBUTIONS:

1. Attend all classes
2. Come to class prepared
3. Maintain a positive attitude
4. Be enthusiastic
5. Participate in class
6. Ask questions
7. Help fellow classmates

COMMON DEDUCTIONS ON CLINICAL FORMS (not limited to)

1 error = grade of 89%
2 errors = grade of 81%
3 errors = failure (competency must be repeated. Failing score and repeat score are averaged together for a final competency grade.

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