Student Handbooks constitute Student Policy and are revised as needed. Please go to TCL.edu for updates.

Approved by Marge Sapp, Dean Health Sciences  May 29, 2014

Reviewed and revised Spring 2014/ approved M. Sapp May 29, 2014
Forward

The admission of a student into the health field is in many ways the entrance into a world with customs and rules differing in many respects from those to which one is accustomed. The following outline of program requirements, ethical standards, policies and regulations are formulated as a guide for the Radiologic Technology student. It is the students’ responsibility to carefully study this Handbook to learn what is expected of them and what they can expect from the program.

This handbook is in addition to the current Technical College of the Lowcountry Student Handbook, and is in no way a substitute, as it will be referred to throughout and carries the same level of importance and responsibility.

It is the responsibility of the College to provide instruction and to advise and counsel students regarding program requirements, graduation, and requirements to take the national certification examination by the American Registry of Radiologic Technologists (ARRT). It is the student’s responsibility to see that these requirements are met. Failure to meet these requirements may result in termination of a student from the program or delay graduation and eligibility to take the ARRT certification examination.

Program policies must meet the requirements for accreditation at the professional, state, and institutional levels and the rights of students and faculty, individually and collectively, must be preserved.

Suggestions regarding policies may be offered in writing to the Radiologic Technology Program at any time. Because we adhere to lifelong learning, we continue to seek to improve the program and welcome input from students, clinical education sites, faculty and the advisory committee. It must be understood, that a policy change cannot be implemented immediately, as some may require approval by the College as well as by accrediting bodies.

THE PATIENT

Student technologists who render service to the patient should measure the propriety of their actions and decisions by the primary consideration of their effect on the patient’s health and welfare, demonstrating a spirit of kindness, patience, and understanding.

Student technologists are obliged to keep confidential any information concerning the patient.
Student technologists are responsible for the competent and efficient performance of radiographic procedures prescribed only by a physician. They must not attempt to provide services for which they have not been properly educated.

Student technologists shall be discrete and tactful when dealing with the patient. They shall avoid all actions or statements, which in any way might be construed by the patient as criticism of the physician, or other professional concerned with the patient’s care. Student technologists will make no specific statements to the patient or anyone else concerning the patient’s diagnosis or prognosis.

Student technologists shall avoid all extraneous conversation of a personal nature in patient areas.

THE PHYSICIAN

Diagnosis and the prescription of radiographic procedures is the sole responsibility of the physician. Under no circumstances shall a student radiographer attempt to perform any of the functions of a physician or in any manner encroach on that portion of the practice of medicine.

Student technologists shall competently meet their responsibilities to all physicians with equal respect, interest, and courtesy.

V.1 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.

V.2 TARDINESS

The program considers three (3) tardies as excessive. Please note that when a student has three (3) tardies in any class, whether it is didactic or clinical, it will be considered one (1) full day absent, with all consequences involved. Leaving early from clinic or class will be included in the tardiness calculations.

V.3 HARASSMENT

If a student enrolled in the Radiologic Technology Program feels that their individual rights have been infringed upon, the student is encouraged to follow guidelines set forth in the college catalog. The student may wish to make an appointment to speak with the office of Student Services.

V.4 THE PUBLIC

Student technologists, as citizens, are obliged to understand and uphold the law of the land and perform the duties inherent to good citizenship. Students are expected to accept responsibilities where their knowledge will be of value and to support all constructive efforts on behalf of the public health and welfare.

Students are expected to participate in at least one community service project each year while enrolled in the program.

V.5 THE PROFESSION AND ASSOCIATES

V.5.1 In addition to applying the techniques of the Radiologic profession to the best of their ability, student technologists should constantly strive to perfect and gain knowledge and proficiency by keeping informed regarding professional matters, by reading pertinent literature, and by attending meetings, seminars, and other educational programs.

V.5.2 To promote advancement in the knowledge and practice of radiography, student technologists should contribute to the scientific progress of the profession and thus encourage and participate in research and investigation, and in educational programs that promote the welfare of the profession.

V.5.3 Student technologists should seek to attract to the profession, persons of good character and intellectual capacity and assist in
their education.

V.5.4 Student technologists should accord colleagues respect and cooperation.

V.5.6 Student technologists should have an appreciation of the aims and ideals of related professions for the maintenance of harmonious relations with other professional groups and persons who contribute to cooperation and efficiency of work toward common goals of delivering quality patient care.

V.5.7 Student technologists must carefully guard against conflicts of professional interest and must not solicit or accept compensation in any form from a manufacturer or dealer for suggesting any particular product or service.

SEE
AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS
CODE OF ETHICS, APPENDIX B

V.6 PATIENT’ RIGHTS

The American Hospital Association presents a Patient’s Bill of Rights with the expectation that observance of these rights will contribute to more effective patient care and greater satisfaction for patients, their physician, and the health care organization. Further, the Association presents these rights in the expectation that they will be supported by the health care organization on behalf of its patients, as an integral part of the healing process. It is recognized that a personal relationship between the physician and the patient is essential for the provision of proper medical care. The traditional physician-patient relationship takes on a new dimension when care is rendered within an organizational structure.

SEE
PATIENT BILL OF RIGHTS
APPENDIX C

TECHNICAL COLLEGE OF THE LOWCOUNTRY
RADIOLOGIC TECHNOLOGY PROGRAM

MISSION STATEMENT

While supporting the stated mission and goals of the college, the mission of the Radiologic Technology Program at the Technical College of the Lowcountry is to provide a comprehensive, competency-based curriculum, preparing students who will graduate with entry-level skills needed to perform quality radiologic procedures and provide the best care possible to patients.

PROGRAM GOALS

Goal: Student will be competent in the clinical setting
Outcome: Student will understand radiographic procedures
Student will position patients for radiographic procedures
Student will apply radiation protection
Student will manipulate radiographic equipment

Goal: Student will demonstrate effective communication skills
Outcome: Student will demonstrate oral presentation skills
Student will demonstrate written skills
Student will communicate with patients

Goal: Student will demonstrate critical thinking skills
Outcome: Student will perform non-routine procedures
Student will apply critical thinking and problem solving skills in the clinical setting

Goal: Student will demonstrate professionalism
Outcome: Student will demonstrate a professional attitude
Students complete 6 semesters of combined academic study and clinical experience. The academic program includes professional and general education courses. All professional courses (RAD prefix) have listed course goals, objectives, and/or competencies, which must be satisfied before a student can progress. Students who complete the program will be awarded an Associate in Applied Science Radiologic Technology, and may be eligible to sit for the radiography examination for national certification given by the American Registry of Radiologic Technologists (A.R.R.T.)

The program is conducted in cooperation with hospitals, clinics, and physician practices located within the four county areas of Beaufort, Colleton, Jasper, and Hampton, South Carolina, served by the Technical College of the Lowcountry. An affiliation is also in place with Memorial Health University Medical Center of Savannah, Georgia. To meet educational goals, students can expect to have clinical education class rotations at several designated clinical sites. Students can also expect clinical education classes/rotations that will involve afternoon and/or evening hours. Combined assigned clinical and academic hours cannot exceed forty (40) contact hours per week. The program runs for 6 consecutive semesters. Approximately 40% of the time is devoted to classroom and laboratory activities with the remainder in the clinical setting.

The program’s aim is to ensure that the patient is, and should remain, the student’s primary focus. While developing competent and professional radiographers who are proficient in all facets of entry-level radiologic technology, a further aim is to nurture pride in the profession of radiologic technology while encouraging continuing education and lifelong learning.

V. 7 PROGRESSION: STANDARD FOR ACADEMIC PROGRESS

Students in the Radiologic Technology Program are subject to the standards outlined in the current College catalog. Additional standards for academic progress in the Radiologic Technology Program are as follows:

1. All required prerequisite courses taken prior to acceptance into the Radiologic Technology Program must be completed in the sequence outlined in the current TCL catalog. No co-requisite course may be delayed. A grade of “C” or better is required in each course to progress in the Radiologic Technology Program sequence.
2. Students are required to maintain an overall 2.0 grade point average (GPA) in order to graduate.
3. English and mathematic competencies must be maintained throughout the curriculum.
4. A student will not be able to progress in the course sequence if:
   A. There is demonstration of a consistent pattern of negligence and/or unsafe clinical practice as documented in notes by the clinical instructor.
   B. There is a breach of professional standards of conduct
      Such actions might include but are not limited to:
      1) Failure to recognize the need for assistance when unprepared for clinical action.
      2) Failure to take clinical action when such action is essential to the health and safety of the patient and is within the student’s scope of knowledge.
      3) Attending clinical while under the influence of alcohol or drugs: Use of substances that interfere with the judgment, mood, and/or motor coordination of health science students poses an unacceptable risk for patients, health care agencies, the College, and the faculty. Therefore, use of alcohol, illegal drugs, or other substances and/or the misuse of legal therapeutic drugs by radiologic technology students while engaged in any portion of their educational experiences, is strictly prohibited. Faculty members who suspect Violations of this policy are required to take action. Students are required to be knowledgeable of and abide by this policy.
      4) Failure to manage one’s behavior that may have an adverse effect on the relationship with a patient, significant other or colleague.
      5) Lying or deliberately giving inaccurate information regarding clinical care.
      6) Performing clinical activities that are detrimental to the health and safety of the patient or outside the scope of knowledge/practice.
      7) Failure to assume responsibility for completing clinical activities.
      8) Breach of patient confidentiality/patient’s rights
      9) There is failure to achieve satisfactory completion of critical clinical competencies as designated by the program.
      10) There is failure to achieve a satisfactory laboratory/clinical evaluation
   C. There is professional negligence and/or verbal, physical or emotional abuse of a patient.
5. All curriculum requirements must be met in order to successfully complete the program.
6. All annual health, CPR, health insurance requirements, change in health status, or any additional drug screen and background checks, must be completed annually to participate in laboratory/clinical.
V. 8 RE-ENTRY INTO THE RADIOLOGIC TECHNOLOGY (RAD TECH) PROGRAM

In consideration for progression/re-entry to the Radiologic Technology program, the first preference is to residents of Beaufort, Jasper, Hampton, and Colleton counties. The second preference is to residents of other South Carolina counties, and finally residents from other states. All re-entry decisions are contingent on space availability. All health status requirements must be current or updated.

Withdrawal from program based on:

A.  Student who left the RAD TECH program for non-academic reasons
   1.  Has GPA > 2.0
   2.  Has not been out of program for > 1 academic year
   3.  Must petition program director for re-entry.

B.  Student who left the RAD TECH program for academic reasons and has only one WF or failure in a RAD course
   1.  Has GPA > 2.0
   2.  Has not been out of program for > 1 academic year
   3.  Must petition program director for re-entry.

C.  Student who left the RAD TECH program for academic reasons and has two WFs or failures in any level RAD course
   1.  Not eligible for re-entry.
   2.  May re-apply to the program.
   3.  All RAD TECH Program Acceptance Requirements must be met.

For re-entry, students must meet all Program admission requirements.
1.  Each request for re-entry will be considered as a unique situation, taking individual circumstances and merit into consideration. No precedent will be set by the decision of the faculty.
2.  A student petitioning for re-entry must be able to rotate through the approved clinical sites. The clinical facility utilized by the TCL program has the authority to deny a student the privilege of rotating through their facility. Rejection of a student by a clinical facility may result in denial of petition for re-entry.
3.  Any student who has the course sequence interrupted for more than two semesters may be required to validate knowledge and skills as a condition for re-entry. This may be accomplished through testing or repeating previously completed courses.
4.  A student is eligible for re-entry to the RAD TECH Program one time only.
5.  Re-entry/re-application students are placed at the lowermost position of all applicants at the time of student selection.
V. 9 VOLUNTARY CLINICAL ATTENDANCE / EMPLOYMENT AT A CLINIC SITE

A student may wish to voluntarily attend a clinic site on weekends/off times, but accumulation or banking of extra time will NOT occur. This voluntary time in clinic is solely an opportunity for the student to become familiar with a clinical area, as well as, routine radiographic procedures. The student must first notify the program faculty of the desire to attend clinic voluntarily. Approval of voluntary clinical attendance must come from the clinic site manager.

The student should wear appropriate dress as recommended by the clinic site when either volunteering or employed. The student must understand that they are not to be attired in a uniform, name or film badge that identifies them as a student at the Technical College of the Lowcountry. Uniform policy and procedure applies only to students in assigned clinical areas during scheduled TCL classes. The Technical College of the Lowcountry will not be responsible for students voluntarily attending a clinic site on his or her own time.

Students who gain employment by a designated clinical education site, in any job capacity, while enrolled in the Radiologic Technology program must notify the clinical coordinator in writing of such employment. It is the policy of the program that students not attend a clinical education class at a facility in which they are employed. Students may choose to take a leave of absence from their employer to meet the educational outcomes of the program. Violation of this policy may be cause for termination from the program. Students shall state truthful their credentials of professional education and experience to an employer.

Clinical competencies cannot be obtained during voluntary clinical attendance or while employed. Students must obtain clinical competencies during scheduled clinical education classes or at the direction of the program faculty.

V. 10 PREGNANCY (Specific to Radiologic Technology Students)

Due to the specific types of courses in the Radiologic Technology curriculum that require clinical assignments to meet the competency based clinical education requirement, students enrolled in the program are encouraged not to become pregnant during the educational program.

If during her course of education, a student becomes pregnant, she is strongly encouraged to declare her pregnancy to the Program Director. Revealing her pregnancy is not a requirement and is the decision of the student. The student may choose not to declare her pregnancy, in which case, the student will be treated as though she is not pregnant. Once a pregnancy is declared, the student also has the right to undeclare the pregnancy at any time. This is in accordance with federal and state law. Only by declaring the pregnancy, is the fetus subject to lower dose limits of 0.5 rem or 0.05rem in any one month.

If a decision is made to declare pregnancy, the student must do the following:

1. Submit a formal statement in writing to the Program Director
2. Receive counseling of radiation safety practices that are to be observed during the pregnancy. This counseling will come from the program faculty and documented in the student file.
3. Receive a fetal radiation dosimeter monitor that is to be worn at the waist level and under the lead apron where appropriate
4. Be subject to the fetus’ lower radiation dose limits for the duration of the pregnancy

The student in the Radiography Program at the Technical College of the Lowcountry must be aware of the following:

1. Only declared pregnancies are subject to the fetal lower dose limits
2. The program will assume that a pregnancy does NOT exist unless the Program Director is informed of the pregnancy in writing
3. Declared pregnant students have several options as they relate to the Radiologic Technology Program. If a pregnancy is declared, the program faculty will advise the student of the following options:
   A. The student may continue both the academic and clinical components of the program without modifications.
   B. The student may continue academic course work only. This option is the discretion of the faculty and will depend on the placement of the student within the program. Students, who choose this option and have the approval of the program director, will make up all clinical education prior to graduation and receiving their diploma. The maximum leave of absence within a twelve (12) month period is sixty (60) days.
   C. The student may choose to leave the program with possible re-entry at a time to be determined by the program director in consultation with the program faculty and compliance with policy of the Division of Health Sciences. The student may be required to begin the program again, depending on the student’s placement within the program.
Students needing to re-enter the program must follow the “Conditions for Re-entry to Health Sciences Programs” as stated above in Section I. Clinical remediation may be required if the absence has been considered substantial and/or if clinical skills need to be further enhanced.

V. 11 UNIFORM POLICY

The patient’s first impression is primarily based on appearance. Patients have more confidence in a clinician who is well groomed and presents a professional appearance. Therefore, TCL Radiologic Technology Program adheres to the following student uniform policy: (Subject to change at program discretion)

1. TCL Radiologic Technology Program uniform (TCL school patch on left sleeve)
2. White crew or mock neck shirt worn under uniform top. Short sleeve only unless otherwise permitted by program faculty.
3. White crew or mock should not be visible below uniform sleeves and should be tucked into scrub pants.
4. White laboratory coat (TCL school patch on left sleeve)
5. TCL School name badge, dosimeter and/or film badge
6. Clinical site name badge (if provided by the clinical site)
7. White leather laced tennis shoes (no sandals, clogs, crocs, or open toe shoes)
8. Shoes must be clean in appearance at all times
9. White socks
10. Watch with a second hand
11. Lead markers
12. Pocket guide to radiography (Mosby)

Miscellaneous
1. Jewelry
2. No jewelry may be worn other than a wedding band, a watch and professional pin. No necklaces, bracelets or additional rings. Students with pierced ear lobes may wear 1 pair of small plain posts. Loops or other decorations are considered inappropriate. No additional body jewelry may be worn in the clinical setting.
3. Hair is to be arranged in a style that keeps it secured and off the collar. Fasteners should be of neutral color. Bows or ornate fasteners are not appropriate.
4. For patient safety, fingernails must be of fingertip length, neatly trimmed and clean. Students may wear clear nail polish. Acrylic, gel, or silk wrap nails are not allowed.
5. All tattoos and other forms of body art must be covered
7. Perfume or strong shave lotions are not appropriate in clinical settings.
8. Proper personal and oral hygiene are required.
9. Students must adhere to the smoking policy of the clinical facility.

V. 12 PHILOSOPHY

The philosophy of the Radiologic Technology Program is congruent with the mission of the Technical College of the Lowcountry. The Radiologic Technology program serves the profession, community, and society. Both TCL and the Radiologic Technology Program strive to create an atmosphere of excellence in teaching and learning. Within the college’s open atmosphere of shared values, the Radiologic Technology Program encourages creativity, innovation and resourcefulness among its students and faculty. With these commitments, a positive student-centered environment is established, while individuals are empowered to learn and develop throughout their lifetimes.

At the completion of the Radiologic Technology Program, graduates are should be able to function safely and effectively as beginners within their scope of practice to perform quality radiologic procedures and provide quality care to patients.
V. 13 ATTENDANCE /COMMUNICATIONS (GENERAL)

V. 13.1 Attendance in the Radiologic Technology program courses is clearly defined. The status of students who may have long term absences will be evaluated by the faculty based upon how realistically a viable education can be provided under existing conditions. Conditions, which prevent students from participating in clinical and/or didactic education, may result in the student’s total withdrawal from the program.

V. 13.2 It is the students responsibility to notify the program if they are going to be absent from any class including clinical. The student must call and leave a voice message for the instructor and the Health Sciences administrative assistant, 30 minutes prior to the start of class. If the class is a clinical assignment, the student must include the clinical education site and rotation they are attending in both the voice and email messages. Students do not need to contact the clinical education site. The faculty will notify the clinic site of any absences.

V. 13.3 Many course announcements and/or assignments will be sent to the student via their TCL email account. Student are required to check their email account at least twice daily Sunday-Thursday.

V. 14 PROGRESS REPORTS/EVALUATIONS

The program maintains progress reports/evaluations of student academic and clinical education. Reports/evaluations will be reviewed with the student each semester.

V. 15 TEXTBOOKS

Students are responsible for purchasing the required texts.

V. 16 CLINICAL EDUCATION CLASS ROTATIONS

Students can expect, but not be limited to; clinical education class/rotations at all designated clinical education sites who have signed contractual agreements with the Technical College of the Lowcountry. Some clinical education class/rotations may involve afternoon and/or evening hours.

V.17 FIELD TRIPS/SCSRT

V. 17. 1 Students may be required to attend or be involved in certain field trips, lectures, projects, and other special events scheduled outside of the normal classroom hours. Any such activity will be scheduled in advance with students notified of the time, date, and nature of the event.

V. 17. 2 If extenuating circumstances prevent a student from attending an outside activity, a contract* will be made between the program and the student stating that an acceptable paper of at least 500 words, referenced, typed, double-spaced, will be due no later than 7 days from the last day of the event. Topics* for such papers must come from an area presented at the conference/meeting that was missed.

V. 17. 3 Failure to comply with the conditions of the contract may lead to immediate dismissal from the program.

* At the discretion of the program

V.18 TRAVEL POLICY

V. 18.1 The student will adhere to the travel policy as published by the college as well as that of the program. The program requires strict adherence to the college and program travel policy. Failure to follow rules and guidelines as printed in the college catalog may lead to immediate dismissal form the program.

V. 19 CLINICAL BEHAVIOR

V.19. 1 The student is expected to adhere to the standards of ethical and professional behavior as described in the ARRT/ASRT Code of Ethics
V. 19.2 Most radiology departments have areas where eating and drinking is permitted and where technologists and student technologists may congregate when not busy. These activities must NEVER take place in the halls or patient areas.

V. 19.3 Students are to take advantage of every opportunity to participate in any radiographic examination performed at the clinical site regardless of whether the student has completed the competency requirement. Once competency has been completed, students are expected to perform examinations with indirect supervision to maintain a competency level. Students are never to refuse to perform a radiographic examination because they do not need to prove competency.

V.19.4 Students are responsible for obtaining the required number of competencies each semester, regardless of where they are participating in clinical rotation. Students are encouraged to participate in all examinations performed while in a clinical education setting. However, no competency can be completed until the student has successfully completed a simulated practical examination evaluated by program faculty. The student is required to follow the direct/indirect supervision policy as defined by the program.

V.19.5 Students are to utilize down time to become familiar with the radiographic equipment, department operations, and/or practicing of positioning procedures with fellow students or department staff if available.

V.19.6 Lunch breaks while in the clinical education classes are limited to thirty (30) minutes regardless of the clinical site policy.

V.19.7 Except in emergencies, personal phone calls should not be made or received on clinical site phone lines. Students are not to have their cell phones, iPod, or any other electronic device at their clinical rotations.

V.19.8 Students are responsible to the supervising radiographer or their designee while in the clinic.

V.19.9 Students shall inform the supervising radiographer before leaving the department.

V.19.10 Students will assist in keeping the radiographic rooms clean and stocked with supplies and linens.

V.19.11 Clinical education classes are designed to give the student opportunities to learn and obtain required clinical competencies for progression in the program. In exceptionally rare occasions’, students may “mock up” clinical competencies during the duration of the program. Final clinical competencies will not be done as “mock up”. Mock up competencies are at the discretion of the program faculty.

V.19.12 Students are required to maintain a clinical notebook and keep certain records throughout the program which will be evaluated as part of a student’s clinical grade.

V. 20 PATIENT CARE AND SAFETY

V.20.1 All patients MUST be correctly identified. (Consult patient’s hospital arm bracelet).

V.20.2 Address patients, their families and hospital personnel by their proper titles (Mr., Mrs., Miss, Dr.) an exception might be made for addressing children.

V.20.3 Always assist ALL patients on and off the radiographic table.

V.20.4 Do not embarrass patients by unnecessarily exposing their bodies. All patients must be properly robed and draped. Place a clean sheet on the table for each patient. Do not allow patients to leave the radiographic room in soiled gowns.

V.20.5 Each student must be familiar with the first aid supplies as well as the department emergency cart. In acute emergencies, students should solicit help as best they can and stay with the patient to aid him until help arrives. Students are expected to follow the protocol of the clinical education site in all emergency situations.

V.20.6 Notify the supervising radiographer immediately of any equipment malfunction. In the event the clinic site has published safety codes, each student will read the safety codes to become familiar with them. Please check with the supervising technologist regarding published safety codes.
Radiographic Technology students are required to wash their hands before and after each patient.

RADIATION BIO-HAZARD/ SAFETY PRACTICES/WORKPLACE HAZARDS

Each student must wear a TCL radiation-monitoring device. If a student reports to his/her clinical assignment without a CURRENT monitoring device, he/she must immediately leave the clinic site until he/she obtains his/her appropriate device. This will constitute an absence for the lost clinical education time.

Students will receive written notification if their current dose report (deep) exceeds 60mrem. A copy of this counseling report will be forwarded to the administrative director of the students assigned clinical education site and an additional copy kept in the students file. The student will be required to complete the Radiation Monitoring /Overexposure Documentation form. The form provides space for the student to document reasons for the over exposure. Consequences of an over exposure report could lengthen the students enrollment time and/or require the student to attend a radiation safety program at their expense.

A lab fee may be charged to the student each term for the purpose of purchasing radiation monitoring services. Monitoring badges are exchanged bi-monthly at the direction of the Program Director/ Radiation Safety Officer. Failure to return badges within 24 hours of notification (Monday-Friday) may result in a grade reduction for the clinical class that semester.

Radiation monitoring reports are maintained by the program and made available for the student to initial. If a student loses or damages a radiation-monitoring device, he/she must complete the radiation monitoring device incident report. Replacement costs are the responsibility of the student.

Doors to radiographic rooms are to remain closed when a patient is in the room to protect the passersby from radiation exposure. The student cannot make an exposure with anyone except the patient in the room unless it is necessary and only when protective apparel or other measures are taken. Patients shall be provided with appropriate gonadal shielding. Collimation of the x-ray beam shall be to the size of the image receptor and smaller when possible. Students must always adhere to practices, which reduce radiation exposure to him/her and other personnel. At no time is a student to remain in a radiographic room during a radiation exposure except during fluoroscopy procedures when appropriate radiation protection and monitoring equipment are worn. During mobile and surgical radiography examinations, a student is required to wear protective apparel and adhere to radiation safety practices. Students must not hold patients and or imaging receptors during any radiographic procedure.

Students should never be placed in a position of having to make an exposure when other personnel are holding patients without protective apparel. Any questionable practice must be reported to the clinic supervisor or program faculty immediately.

TCL currently does not have an energized laboratory and no darkroom facilities at the college campus. However, if a student notices any exposed electrical wires on the non-energized radiographic table or portable machine, the student is to notify the program director immediately. In the event the program director or other program faculty is not available, the student is to ask the division administrative assistant to call the director of plant operations immediately. If there is any fire or threat of fire, the student should activate/pull the nearest emergency alarm located at the closest building exit. All students should leave the area immediately. Students are prohibited from working with the classroom equipment until they are given an “all clear.” If any injury occurs while the student is present in the radiologic technology area, the student should contact a faculty member to escort them to the nearest emergency department.

JRCERT NON-COMPLIANCE POLICY

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiologic Technology Program at the Technical College of the Lowcountry. The JRCERT has adopted the Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) that are directed at the assessment of the program and student outcomes. The STANDARDS require a program to:

1. Articulate its purposes
2. Demonstrate that it has adequate human, financial, and physical resources
3. Effectively organized for the accomplishment of its purposes
4. Document its effectiveness in accomplishing its purposes
5. Provide assurance that it can continue to meet accreditation standards

A copy of the JRCERT STANDARDS is available in the Radiologic Technology classroom, Building 4, Room 210.
The student has the right to assume that the program operates in compliance with the STANDARDS. If the student feels that the program is not in compliance, they should first seek to resolve the concern by speaking to the instructor, clinical coordinator, or program director. If the student is unable to resolve the concern, a written statement outlining the concerns should be presented to the Program Director. The Program Director will respond to the student within five (5) working days. If the student feels that a resolution has not been accomplished, the matter will be turned over to the Division Dean. The formal procedure for filing a concern will be followed as described in the Technical College of the Lowcountry College Student Handbook. If the student still does not feel the matter has been resolved, they have the right to contact the JRCERT. A good faith effort by all parties should be made in an attempt to solve any concerns prior to the JRCERT being contacted. This is simply good policy and the JRCERT will expect that the above procedures have been exhausted before getting involved. In the event the program has allegations of non-compliance with the JRCERT STANDARDS, the Program Director will maintain records of such concerns and their resolutions.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300 Fax 312-704-5304

V.24 STUDENT ORGANIZATION MEMBERSHIP

Students enrolled in the Radiologic Technology program will make up the membership of The Organization of Radiologic Technology Students at The Technical College of the Lowcountry (hereinafter referred to as “G.R.I.T.S.” = Great Radiographers in the South). G.R.I.T.S. is an organization of the Division of Health Sciences. The department of Student Services of the Technical College of the Lowcountry shall function as The Organizations governing body. Students enrolled in the Radiologic Technology program will abide by the constitution and by-laws of The Organization.

V.25 SOUTH CAROLINA SOCIETY OF RADIOLOGIC TECHNOLOGY (SCSRT)

Students enrolled in the Radiologic Technology program at the Technical College of the Lowcountry are required to become members of the South Carolina Society of Radiologic Technologists. (SCSRT). The SCSRT promotes professional development and lifelong learning for Radiologic Technologists as well as students in Radiologic Technology programs throughout the State of South Carolina. The society holds educational conferences and seminars periodically around South Carolina at reduced costs for members. Membership fees are the responsibility of the student. The Program Director will distribute applications for membership to TCL radiologic technology students. www.scsrt.org

V.26 AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

Students enrolled in the Radiologic Technology program at the Technical College of the Lowcountry upon entering the program are required to become members of the American Society of Radiologic Technologists (ASRT). The ASRT sets forth a vision to “be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, and research.” The ASRT’s mission is to “advance the medical imaging and radiation therapy profession and to enhance the quality of patient care.” The Radiologic Technology Program Director and/or faculty must submit an enclosed letter indicating the student status with application. The Program Director will distribute applications for membership to TCL radiologic technology students. Renewal is required each year. www.asrt.org

V.27

APPENDIX A

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)
AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other member of the healthcare team. The Code of Ethics is intended to assist Registered Technologists, Registered Radiologist Assistant, and Candidates in maintaining a high level of ethical conduct and in providing for protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist conducts herself or himself 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 professional to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations: exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

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

9. The radiologic technologist respects confidence 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.

V.28

APPENDIX B

PATIENT BILL OF RIGHTS

*Students should be advised that federal legislation might indicate changes to the PATIENT BILL OF RIGHTS. The attached is the most current information available at time of print.

Effective health care requires collaboration between patients and physicians and other health care professionals. Open and honest communication, respect for personal and professional values, and sensitivity to differences are integral to optimal patient care. As the setting for the provision of health services, hospitals must provide a foundation for understanding and respecting the rights and responsibilities of patients, their families, physicians, and other caregivers. Hospitals must ensure a health care ethic that respects the role of patients in decision making about treatment choices and other aspects of their care. Hospitals must be sensitive to cultural, racial, linguistic, religious, age, gender, and other differences as well as the needs of persons with disabilities.

Bill of Rights

A designated surrogate or proxy decision maker can exercise these rights on the patient’s behalf if the patient lacks decision-making capacity, is legally incompetent, or is a minor.

1. The patient has the right to considerate and respectful care.

2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis.

Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient
is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their accompanying risks and benefits.

Patients have the right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, residents, or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.

3. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides, or transfers to another hospital. The hospital should notify patients of any policy that might affect patient choices within the institution.

4. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.

Health care institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.

5. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient’s privacy.

6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.

7. The patient has the right to review the records pertaining to his /her medical care to have the information explained or interpreted as necessary, except when restricted by law.

8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.

9. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient’s treatment and care.

10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.

11. The patient has the right to exceed reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.

The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital’s charges for services and available payment options.
V.29 GROUNDS FOR DISMISSAL

The grounds for immediate dismissal from the Radiologic Technology Program at Technical College of the Lowcountry are listed below. I understand I can be dismissed from the program at any time during education for violations of any one of the grounds listed below as well as any of those listed throughout the Radiologic Technology student handbook.

V.29.1 Any grade in Radiography or other required courses below a 75.00.
V.29.2 Insubordination to faculty or clinical affiliate staff.
V.29.3 The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances
V.29.4 The possession and/or use of alcoholic beverages before or during classroom or clinical experiences.
V.29.5 Unethical conduct; a violation of ASRT/ARRT/SCIQSA Code of Ethics.
V.29.6 Cheating in any course, which includes, but not limited to practical examinations.
V.29.7 If a clinical affiliate refuses to allow a student on hospital property for violations including but not limited to such as theft, misconduct, felony conviction, or poor performance, the student will not be allowed to continue.
V.29.8 Failure to abide by clinical education rotations, which may include scheduled rotations to all clinical education sites that are serviced by the Technical College of the Lowcountry
V.29.9 Failure to abide by clinical education rotations which may include scheduled afternoon, evening or nighttime hours
V.29.10 Falsification of clinical records
V.29.11 No call, No show to clinical education classes.
V.29.12 Results of drug screens and/or background checks mandating that student cannot attend clinical education at a facility
V.29.13 Abuse of electronic devices and/or social media
V.29.14 Not wearing protective apparel and/or using equipment as appropriate for radiation safety

_____________________________________
Signature

_____________________________________
Date
RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK AGREEMENT

I have read the Student Handbook for the Radiologic Technology Program at Technical College of the Lowcountry in its entirety. I understand its content and agree to abide by the policies and procedures set forth during my two-year, 6 semester educational period. The program reserves the right to alter policies, procedures and content.

_________________________________________
Signature

_________________________________________
Date

As a female student entering the Radiologic Program at Technical College of the Lowcountry, I have read the Radiation Protection/Pregnancy Policy in its entirety. I understand its content and agree to abide by said policy during my two-year, 6 semester educational period.

_________________________________________
Signature

_________________________________________
Date
DIVISION OF HEALTH SCIENCES STUDENT HANDBOOK
FOR STUDENTS IN ALL HEALTH SCIENCE PROGRAMS

Nursing, Radiology Technology, Surgical Technology,
Physical Therapy and Massage Therapy

Student Handbook
2014-2016

Student Handbooks constitute Student Policy and are revised as needed.
Please go to TCL.edu for updates.

Approved by Marge Sapp, Dean Health Sciences May 29, 2014
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SECTION I: ACADEMIC INFORMATION

A. ACADEMIC ADVISEMENT

Each student in a Health Sciences Program is assigned a faculty advisor to assist in scheduling courses in the curriculum. It is the responsibility of the student to schedule an appointment with his/her advisor during each registration period, including when the student is registering on-line. Any student who has problems that interfere with satisfactory attendance, progress, and performance is encouraged to meet with their advisor to discuss these issues.

B. ACADEMIC MISCONDUCT (See TCL student handbook and course Syllabi)

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related health science courses.

C. PROGRESSION: STANDARDS FOR ACADEMIC PROGRESS

- The Health Sciences grading scale will be used to determine grades.

\[
\begin{align*}
90\% - 100\% &= A \\
82\% - 89\% &= B \\
75\% - 81\% &= C \\
70\% - 74\% &= D \\
0\% - 69\% &= F
\end{align*}
\]

- Grading Methodology. The final grade must be 75.000 or more in order to pass the course and progress in the program. Grades will not be rounded up. A final grade of less than 75.00 is not passing in any Health Science Program, and does not meet progress requirements.
- Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor for the reason of the absence. Make up quizzes and/or examinations may be offered, at the instructor’s discretion, during the final examination period. Additional options for makeup testing include reweighting the final examination. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. The instructor will decide the method of examination. Grades are posted within one week of administration of tests and examinations.
- Students with concerns or questions regarding grades awarded for a graded activity should contact the course faculty within one week of the grade being posted.
- Students in the Health Sciences Programs are also subject to the standards detailed below:
  1. All required courses taken prior to acceptance into a Health Sciences program must be completed with a “C” or better.
  2. Program courses must be completed in the sequence outlined in the current TCL catalog. No co-requisite course may be delayed. A curriculum profile detailing required program courses in their sequence will be developed upon entry into the program. This profile must be adhered to; any deviation from the sequence may result in the student being withdrawn from the program.
  3. Students are eligible to reenter a program only one time. Conditions for re-entry in program student handbooks must be met.
4. Students with two failures within their program of study are not eligible for re-entry.

5. Students are required to maintain an overall TCL 2.0 grade point average (GPA) in order to progress and to graduate.

6. Two failures within the discipline (MTH, NUR, PTH, RAD, and SUR) will result in the student being withdrawn from the program.

7. All curriculum requirements must be met in order to successfully complete the program.

8. A no-call, no-show for any clinical experience will result in the student being withdrawn from their program.

9. All health forms, CPR, and health insurance requirements must be completed annually to participate in laboratory/clinical. In addition, a drug screen and background check is required upon entry into the program. It is the student’s responsibility to keep these requirements current and to submit the appropriate documentation to the Health Sciences office. Failure to do so will result in withdrawal from program.

10. A student will not be able to progress in the course sequence if:
   a. there is demonstration of a consistent pattern of negligence and/or unsafe clinical practice documented by the clinical instructor.
   b. there is professional negligence and/or verbal, physical or emotional abuse of a patient.
   c. there is a breach of professional standards of conduct. Such actions might include but are not limited to:
      1. failure to recognize the need for assistance when unprepared for clinical action.
      2. failure to take clinical action when such action is essential to the health and safety of the patient and is within the student’s scope of knowledge.
      3. arrest and/or criminal charges while enrolled in a health science program. It is the student’s responsibility to notify the dean or program director on the first class day after an arrest.
      4. attending clinical while under the influence of alcohol and/or drug(s). Use of substances that interfere with the judgment, mood, and/or motor coordination of health science students pose an unacceptable risk for patients, health care agencies, the College, and the faculty. Therefore, use of alcohol, illegal drugs or other substances and/or the misuse of legal therapeutic drugs by health science students while engaged in any portion of their educational experiences is strictly prohibited. Faculty members who suspect a violation of this TCL policy are required to take action. Students are required to be knowledgeable of and abide by this college policy.
      5. failure to manage one’s behavior in such a manner as to have an adverse effect on the relationship with a patient, significant other, clinical site, or colleague.
      6. deliberately giving inaccurate information or withholding pertinent information regarding clinical care.
      7. falsifying medical records
      8. performing clinical activities detrimental to the health and safety of the patient, outside the scope of knowledge/practice, or without appropriate supervision.
      9. failure to assume responsibility for completing clinical activities.
     10. breach of patient privacy or rights.
     11. failure to achieve satisfactory completion of clinical competencies designated for each program.
     12. failure to achieve a satisfactory laboratory/clinical evaluation

D. REQUIREMENTS FOR GRADUATION AND THE AWARD OF ASSOCIATE OF APPLIED SCIENCE DEGREE
1. Completion of the Health Sciences, general education and science courses as required by the program
2. Completion of each course with a minimum grade of “C” (2.0)
3. TCL GPA 2.0 or greater
4. Completion of the last two (2) semesters of Health Sciences courses at TCL
5. Completion of all Health Sciences courses within 3 years of beginning the program (including SMART courses)
6. Recommendation of the faculty
E. REQUIREMENTS FOR GRADUATION AND THE AWARD OF DIPLOMA OF HEALTH SCIENCE

1. Completion of Health Sciences, general education and science courses as required by the program
2. Completion of each course with a minimum grade of “C”
3. TCL GPA 2.0 or greater
4. Completion of the last two (2) semesters of Health Sciences clinical courses at TCL
5. Completion of all Health Sciences courses within 2 years of beginning the program
6. Recommendation of the faculty

F. REQUIREMENTS FOR GRADUATION AND THE AWARD OF CERTIFICATE OF HEALTH SCIENCE

1. Completion of the Health Sciences courses, and science courses as required by the program
2. Completion of each course with a minimum grade of “C” (2.0)
3. TCL GPA 2.0 or greater
4. Completion of all Health Sciences course at TCL
5. Completion of all Health Sciences courses within 2 years of beginning the program
6. Recommendation of the faculty

G. WITHDRAWAL FROM HEALTH SCIENCES PROGRAMS

The Withdrawal Policy of TCL will be followed as outlined in the current College Catalog and the course syllabus. In addition, the requirements of Health Sciences Programs stipulate that once the student is in the course sequence, course withdrawal may result in withdrawal from the program. It is the student’s responsibly to assure that all paperwork is completed and submitted. If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and receive the grade that was achieved while enrolled.

SECTION II: GENERAL STUDENT INFORMATION

1. All pagers, cell phones and other electronic devices that may disrupt the environment must be turned off during lecture and lab periods.
2. No pagers or phones are allowed in the clinical area. No exceptions will be made (See program handbook).
3. Basic calculators are allowed for quizzes/tests/exams. No other mechanical, internet, recording, or messaging devices are allowed during testing.
4. Clinical site assignments are subject to change and registration in a particular section does not guarantee a particular clinical slot.
5. Students may not attend clinical on any unit on which they are employed.
6. Family members will not be assigned to the same clinical or campus laboratory sections.

ATTENDANCE POLICY

(Consult the college catalog for details regarding the current college attendance policy.)
The faculty of the programs in Health Sciences has a responsibility to assure that all Health Sciences students have an adequate background of knowledge and skills. The faculty must insure that each student is able to utilize this knowledge and skill in a safe, professional manner in their clinical practice. Clinical courses are organized to provide knowledge of patient care and opportunities to apply this knowledge toward developing skills in the clinical laboratory.

A. **Clinical Absence**

In the event of unavoidable clinical absence, the student must follow the protocol outlined in the course materials. A medical excuse may be required. Absences from the clinical area may result in the student’s inability to demonstrate mastery of the clinical outcomes for a course. “No call, no show” for clinical is unprofessional conduct and the student will be withdrawn from the program.

**Data and feedback collected from affiliated clinical sites**

The Massage Therapy, Nursing, Physical Therapist Assistant, Radiologic Technology and Surgical Technology Program Directors contacted clinical sites throughout the TCL service area to gather feedback on the “No Call/No Show” policy. Sites contacted included acute care and long term care facilities, freestanding providers, emergency clinics, surgical service facilities, and spas; these sites hire many graduates of TCL Health Science programs. Responses from affiliated clinical sites contacted voiced strong support of the “No Call/No Show” policy as it is currently written. Respondents cited the following reasons for supporting the policy: The policy

1. holds students accountable and promotes professional behavior enforcing a strong work ethic.
2. allows the clinical site to schedule procedures and activities to provide optimal learning experiences.
3. is imperative to providing quality patient care.

**Recommendation**

Program Directors unanimously recommend that the “No Call/No Show” policy be maintained as currently written.

**“No Call/ No” Show Process**

1. Student does not show up at clinical site and does not follow protocol outlined in syllabus.
2. Instructor contacts student informing he/she that they must meet with the instructor and program director prior to returning to class, campus laboratory, or clinical.
3. Instructor notifies Program Director and Dean that a potential “no call/no show” has occurred.
4. Instructor and Program Director meet with the student and provides student an opportunity to share his/her account of the events resulting in the potential “no call/no show”. At this meeting the student, the instructor and Program Director inform the student that:
   a. he/she did not follow protocol and is dismissed from program.
   b. that he/she should meet with the dean if they feel that actions taken were unfair.
   OR
   c. agree that student did not violate the “no call/no show” policy.

5. Student may schedule an appointment with Dean. At this meeting the student is provided with the opportunity to share his/her account of the events resulting in the potential “no call/no show” and actions taken. If, after meeting with the student and reviewing information related to the event the Dean determines:
a. that the “no call/no show” policy was not violated the student will remain in the program while the Dean meets with all program faculty to review the related events and determine what action, if any, should be taken.
b. that the “no call/no show” policy was violated the student is dismissed from program on the date of the meeting. The Dean provides the student with information on the grievance process and the VP of Student Affairs contact information; the dean informs the Vice President of Student Affairs that student may be contacting the VPSA office for an appointment.

B. **Tardiness**

Punctuality is an important element of professional behavior. Students are expected to arrive on time. The clock at the clinical agency/classroom/lab is used to determine tardiness. Should a pattern of tardiness develop, the problem will be handled by the instructor and may result in an unsatisfactory for the course, laboratory, or clinical.

C. **Hazardous Weather**

See course syllabus

D. **Jury Duty**

Students who are called for jury duty should request to be excused from jury duty if the duty interferes with classroom, laboratory, or clinical experiences. Delay in this process may jeopardize the chances of the student being excused by the court. All missed classroom, laboratory/clinical experiences must be addressed with the Dean for the Division of Health Sciences and the course coordinator. The student is responsible for obtaining the missed classroom materials from the course coordinator.

**HEALTH SCIENCES COMPUTER LABS**

The Health Sciences Programs tutorial computer lab is available for Health Sciences student use Monday - Friday from 8:30 am to 4:00 PM. This lab is for computer assisted instruction purposes for components of Health Sciences curricula. Course materials may not be printed from this lab. Students are requested to follow the instructions for the operation of the computers and for each program carefully.

**GRADE REVIEW:** Refer to current TCL College Catalog/TCL Student Handbook

**CHANGE OF NAME, ADDRESS, EMAIL ADDRESS OR TELEPHONE NUMBER**

Any change of name, address, email address or telephone number must be reported immediately to the Division of Health Sciences and TCL Student Records. The Division of Health Sciences will not be held responsible for failure of students to receive essential information if an incorrect address/e-mail is on file. All students are required to maintain a TCL e-mail account throughout their program.

**PARKING**

A. **Campus Parking**

Students must park in designated parking areas and obey all parking regulations as established by the College. Violations are punishable by fines, towing of vehicle at the owner’s expense and/or loss of driving privileges on campus. Speed limit signs are posted around the buildings and parking areas. Students who exceed these limits will be denied the privilege of bringing their vehicles on campus. Students who expect to operate a motor vehicle on campus must register the vehicle upon enrolling at TCL. For more information, contact the TCL Security office.

B. **Clinical Facility Parking**
Students are to park in areas specified by the facility. Students are NOT to park in areas designated for visitors to the facility or physicians. Students assigned to Beaufort Memorial Hospital may park in TCL student parking areas only.

TRANSPORTATION
In order to provide students with a varied and comprehensive clinical experience, various clinical and observational sites within an approximate 60-mile radius of Beaufort are utilized. Students are required to provide their own transportation to these sites. Students are encouraged to carpool.

TUITION/FEE PAYMENT
No student will be permitted to attend classes until tuition is paid. Students should refer to the current TCL catalog.

SECTION III: PROFESSIONAL CONDUCT

PRIVACY AND CONFIDENTIALITY
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted to protect the privacy of all health information. It is the responsibility of the Health Sciences student to maintain the confidentiality of patient information. Under no circumstances should a student convey confidential information to anyone not involved in the care of the patient. Students are not allowed to have cell phones or cameras in clinical facilities. See guidelines for appropriate use of social networking. Students are also expected to maintain professional confidentiality regarding other students, hospital/facility employees and physicians.

Confidential information includes but is not limited to:

a. the identity and addresses of individuals served and services they received;

b. the social and economic conditions or circumstances of any person served;

c. agency evaluation of information about a person or health facility;

d. medical data, including diagnosis and past history of disease or disability, concerning a person, and confidential facts pertaining to health facilities;

e. the identity of persons or institutions that furnished health services to a person;

f. information identified as confidential by appropriate federal and state authorities;

g. special care needs to be taken to preserve the dignity and confidentiality of patients, including those patients with infectious diseases or conditions.

h. the patient has the right to every consideration of his/her privacy concerning his/her own medical care. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly.

i. the patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential. All patient information shall be regarded as confidential and available only to authorized users.

Breach of this policy may result in disciplinary action and/or termination from the program.

GUIDELINES FOR APPROPRIATE USE OF SOCIAL NETWORKING WEBSITES

1. Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Health Sciences Division, clinical sites or The Technical College of the Lowcountry. It is also important to ensure patient information is not made publicly available. The Health Sciences Division has adopted the following guidelines to assist students safely using these sites.
2. Personal Privacy
   A. We recommend setting your profiles on social networking sites so that only those individuals who you have
      provided access may see your personal information.
   B. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict
      you in what may be construed as compromising situations.
   C. Be sure you are aware of the security and privacy options available to you at any sites where you post
      personal information. Keep in mind that privacy settings are not impervious, and information can be shared
      willingly or unwillingly with others, even with “Friends Only” access.

3. Protection of Patient Information
   A. Comments made on social networking sites should be considered the same as if they were made in a public
      place in the hospital.
   B. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
   C. Remember that simply removing the name of a patient does not make them anonymous. Family members or
      friends of that patient or of other patients you are caring for may be able to determine to whom you are
      referring based on the context.

4. Professionalism
   A. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you
      or your colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
   B. Statements made under your profile are attributable to you and are treated as if you verbally made that
      statement in a public place.
   C. We recommend using discretion when choosing to log onto a social networking site at school. Keep in mind
      that the use of these sites during lecture, lab, and clinical assignments is prohibited.
   D. Keep in mind that photographs and statements made are potentially viewable by future employers.
   E. Students may be subject to disciplinary actions within the College for comments that are unprofessional or
      violate patient privacy.
   F. Keep in mind you are representing The Technical College of the Lowcountry Health Sciences Division when
      you log on a site and make a comment or post a photograph.

CONVICTION OF A CRIME
Conviction of a crime (other than a minor traffic violation) may make a student ineligible to take the national certification or
licensing examination(s) upon graduation or for application for licensure in South Carolina and other states. Early
notification to the appropriate State Licensing/Credentialing Board is recommended.

Criminal conviction or pending criminal charges of any of the following will likely make the applicant ineligible to
apply for licensure:
   A. crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes
      involving the use of deadly force, assault and battery of a high and aggravated nature,
      assault and battery with intent to kill)
   B. crimes involving the distribution of illegal drugs
   C. crimes that involve Moral Turpitude

It is the responsibility of the applicant to contact the appropriate licensing board for clarification or advisement.

SECTION IV: DIVISION REQUIREMENTS

CPR CERTIFICATION
Students must have a current American Heart Association Basic Life Support health Care Provider CPR certificate. This
certification must be kept current according to the expiration date of the card and maintained throughout the program. It is the
student's responsibility to complete CPR certification. Students will not be permitted in the clinical area without current
certification.

HEALTH STATUS
Student health information is kept confidential. Release of health forms to clinical facilities may be required to be eligible for clinical rotations. The Health Science Division retains health files for 90 days after a student graduates or withdraws from a program; students no longer in a program may obtain their records from the division office.

1. **Health Examination**

Prior to entering Health Sciences program students must have a Division of Health Sciences history and health examination form completed, along with required immunizations/testing, by a licensed health care provider by the designated date. Results of the history and health examination must conclude that the student is mentally, physically and emotionally qualified for college classes and patient care. Students who do not submit the required Division of Health Sciences health documentation by the designated date will not be permitted to continue in the program.

2. **Drug Screen**

Drug screens for illicit, mood altering, or non-prescribed substances are required prior to clinical experiences. Students with positive results will be excluded from the clinical setting and withdrawn from the program.

In addition to the initial screening that occurs prior to clinical experiences, students may be subject to testing per agency affiliation agreement and/or for cause, such as slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. The suspected individual will be asked to have a drug screen done immediately, at his/her own expense, with a report sent to the Program Director within 24 hours. The student will be dismissed from all clinical activities until the issue is resolved. Failure to submit to the drug screen or attempting to tamper with the sample or the results will result in the student not being allowed to satisfy clinical objectives, therefore completion of the course and progression in the program will not occur.

3. **Health Update**

Prior to beginning the second year, Health Sciences students must complete a health update that includes TB skin testing/or chest x-ray. Failure to do so will prevent the student from continuing in the program.

4. **Change in Health Status**

Students must notify the Dean of the Division of Health Sciences of any changes in health status that occur following admission to the program i.e. pregnancy, injuries, major illnesses or surgery. Documentation from a health care provider that the student is mentally, physically and emotionally capable to undertake the requirements of the program in which they are enrolled will be required on the **Changes in Health Status** form in order for the student to continue in the Health Sciences program.

5. **Pregnancy**

Any student who is pregnant must have her health care provider complete the division **Changes in Health Status** form regarding her ability to perform all expected clinical functions fully, safely, and without jeopardizing the health and wellbeing of the student, fetus, or patient before registration each semester. In order to resume her class and clinical activities after delivery, the student must bring a written statement from her healthcare provider on the **Changes in Health Status** form. Students who do not bring these statements will not be permitted to continue their clinical experience. If a student does NOT declare her pregnancy, the Division of Health Sciences will assume that a pregnancy does NOT exist.

**BACK GROUND SCREENING**

Students must complete a background screening, at the website provided, by the designated date. Failure to do so will result in withdrawal from the program. Conviction of a crime may make a student ineligible to participate in clinical experiences resulting in removal from the Health Sciences program.

**INSURANCE**

1. **Accident Insurance**

   TCL students are provided with accident insurance coverage. Students are covered to and from classes and clinical, while on campus and while engaged in an assigned TCL clinical activity. A student who is injured on campus or while in the clinical setting must immediately notify the instructor. The clinical instructor will arrange for the student to receive appropriate care. The student and instructor must complete an accident form promptly for submission to the TCL Student Affairs Office. The accident form and copies of any charges incurred must be taken to the TCL Student Affairs Office promptly. The appropriate incident forms will be completed as indicated by the policy of the health care facility.
2. **Malpractice Insurance**
   College students are covered by a college policy for a fee. The fee for the premiums is paid the beginning of each semester at the time of registration. No student will be permitted in the clinical area without this coverage. Re-entry students must confirm the correct major and that the proper fees are assessed.

**OSHA’s Bloodborne Pathogens Standard**
Health Sciences students will receive training on bloodborne pathogens and are expected to follow Center for Disease Control Standard Precautions at all times.

**ADDENDUM:**

Please be aware that as of August 24, 2015, students within the Health Sciences Division should not create travel plans while partaking in any Health Sciences program. Health Science students must wait until they have reviewed their assigned class schedule/clinical schedule, and have met with the course coordinator to discuss if any schedule alterations are possible. Clinical swaps will not be permitted. Clinical assignments are considered final and may only be altered at the request of the course coordinator or clinical site. Students may not request changes to their clinical obligations once they are assigned.