

Division of Health Sciences
Radiologic Technology Program

Student Handbook
2021-2022



**TECHNICAL COLLEGE
OF THE LOWCOUNTRY**

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

Technical College of the Lowcountry Catalog / Student Handbook
<https://catalog.tcl.edu/>

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RADIOLOGIC TECHNOLOGY PROGRAM FACULTY AND STAFF

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Adjunct Faculty

Name	Title
Constance Ginn, AS, R.T. (R) (CT) (M) ARRT	Adjunct Faculty
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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, advisement 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.

COLLEGE MISSION STATEMENT

One of sixteen colleges comprising the South Carolina Technical College System, the Technical College of the Lowcountry traces its origin to the Mather School founded in 1868. The college is a comprehensive, public, two-year College dedicated to serving the diverse educational needs of the rural counties of Beaufort, Colleton, Hampton, and Jasper. The College annually serves approximately 10,000 credit and continuing education students, a mix of traditional, non-traditional, fulltime, and part-time.

The Technical College of the Lowcountry provides quality, affordable academic and technical programs leading to Associate Degrees, Diplomas, and Certificates in an environment fostering excellence in teaching and learning. The College prepares graduates with knowledge and skills for transfer to senior colleges and universities and for careers in computer technology, industrial technology, engineering technology, occupational technology, business, health sciences, and public service.

The College serves as an effective partner in the economic and human resource development of the Lowcountry. As an open admissions institution, the Technical College of the Lowcountry offers academic, transfer, and specialized programs. Offerings include developmental education; arts and sciences; career development; specialized, contract courses tailored for specific businesses and industries; and continuing education to meet the workforce needs of the Lowcountry. In addition to responding to local and regional needs of the area, the College recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry and responds to these issues appropriately.

In support of its educational programs and services the College offers comprehensive student development services to all who seek to better their lives through education. In an atmosphere of shared values, the College encourages creativity, innovation, and resourcefulness among its students, faculty, staff, and administrators. With a commitment to excellence, the Technical College of the Lowcountry creates a positive, student-centered environment. The College empowers individuals by enabling them to learn and to develop throughout their lifetimes.

Adopted by the Technical College of the Lowcountry Commission, November 18, 2002

Approved by the Commission on Higher Education, January 9, 2003

Reaffirmed and Modified by the Technical College of the Lowcountry Commission, October 8, 2009

Modifications Approved by the Commission on Higher Education, November 24, 2009

Reaffirmed by the Technical College of the Lowcountry Commission, October 14, 2010

Reaffirmed by the Technical College of the Lowcountry Commission, October 27, 2011

Reaffirmed by the Technical College of the Lowcountry Commission, October 18, 2012

Reaffirmed by the Technical College of the Lowcountry Commission, October 22, 2013

Reaffirmed by the Technical College of the Lowcountry Commission, October 9, 2014

Reaffirmed by the Technical College of the Lowcountry Commission, September 8, 2015

EQUAL OPPORTUNITY STATEMENT OF COMPLIANCE

Statement of Non-Discrimination: The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

Americans with Disabilities Act: In accordance with the mission of the Technical College of the Lowcountry to provide quality affordable education to all citizens of the service area, the College complies with the requirements of the Americans with Disabilities Act (ADA). The President of the Technical College of the Lowcountry has appointed an ADA Coordinator and established an ADA committee to implement procedures in compliance with the Americans with Disabilities Act. The ADA contacts are: Dean of Students, 843-525-8219 and Vice President for Administrative Services, 843-525-8333.

CONSUMER INFORMATION

Federal mandates require the release of certain consumer information to our students and the public including graduation (10%) and placement rates (90%), campus drug policies, and the frequency of crime on campus. This information is available through student services and on our Technical College of the Lowcountry website. Any student who does not receive such information or who desires further information should direct a request for information to the Vice President of Student Services. Access to individual student records is limited by the Privacy Act of 1974.

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 Technical College of the Lowcountry 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 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.

PROGRAM DESCRIPTION

Students complete 6 consecutive 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 counties of Beaufort, Colleton, Jasper, Hampton, and Chatham served by the Technical College of the Lowcountry. 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. Approximately 40% of the time is devoted to classroom and laboratory activities with the remainder in the clinical setting.

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 1: The student will possess problem solving and critical thinking abilities needed to function in the changing healthcare environment.

Student Learning Outcomes: Student will be able to achieve diagnostic radiographs on trauma patients.
Student will demonstrate ability to critique and analyze images.

Goal 2: The student will demonstrate academic and technical competence as an entry level radiographer.

Student Learning Outcomes: Students will produce a diagnostic quality image.
Students will apply positioning skills in the lab and clinical setting.
Students will demonstrate competence in the clinical and classroom environment.

Goal 3: The student will communicate effectively in the classroom and clinical setting.

Student Learning Outcomes: Students will demonstrate effective oral communication skills with patients.
Students will demonstrate effective oral communication skills in the classroom.
Students will demonstrate effective written communication skills.

Goal 4: The student will demonstrate professional attitudes, behavior and ethics in the clinical and classroom environment as well as participate in professional development activities.

Student Learning Outcomes: Students will demonstrate professional attitudes, behavior, and ethics.
Students will apply radiation protection practices on patients in clinical.
Students will learn the importance of professional development for continuous learning.

PROGRAM EFFECTIVENESS DATA

The program effectiveness data is located on the Radiologic Technology Program Website.

[https://www.tcl.edu/wp-content/uploads/Final Program Effectiveness Data Template RAD RT MR 2021-TCL-4.2021.pdf](https://www.tcl.edu/wp-content/uploads/Final_Program_Effectiveness_Data_Template_RAD_RT_MR_2021-TCL-4.2021.pdf)

ACCREDITATION

The Technical College of the Lowcountry (Reaffirmed by the Technical College of the Lowcountry Commission) Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program has a full 8-year accreditation with the next review date in 2025. Reaffirmed by the Technical College of the Lowcountry Commission is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Program effectiveness data will be available on the JRCERT and Reaffirmed by the Technical College of the Lowcountry Commission websites. Contact information for the JRCERT is:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300
Fax: 312-704-5304
Website: www.jrcert.org
Email: mail@jrcert.org

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 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.



WELCOME LETTER TO STUDENTS

Welcome to the Radiologic Technology Program sponsored by the Technical College of the Lowcountry. It is our sincere hope that you will find our program a rewarding and challenging part of your life. This manual addresses the general policies and procedures of the Radiologic Technology Program at the Technical College of the Lowcountry. It is essential that all Radiography students have a thorough understanding of the curriculum, policies, and procedures for successful completion of the required competencies. The courses will be demanding and adequate time must be set aside to focus on studying and mastering what you will learn. This handbook has been prepared to assist you in your journey of becoming a Radiologic Technologist.

You must take in a lot of information that you will apply in the laboratory and clinical education settings. You will need to develop critical thinking skills, compassion, and knowledge relating to the field of Radiologic Technology. We realize this field of study is completely new to you, but we want you to know that we will work with you to understand all the concepts necessary to help you become a competent radiographer.

Program faculty and members of the clinical education team will assist in your education as well as hold you accountable for your professional attributes. These attributes are qualities that include but are not limited to: respect for others, good communication skills, cooperation, and dependability. The Golden Rule: treat others in the way you would like to be treated; others being classmates, coworkers, instructors, and patients that you will encounter on a day-to-day basis.

Your clinical environment will be more beneficial to you than you can imagine. Consider your clinical education as an interview for future employment. Department managers and clinical staff are watching your clinical performance, or lack thereof, tardiness, absences, your ability to work as part of a team, the presence of whining and gossiping, and any disclosure of confidential patient information. These members of the clinical education team also contact program faculty regarding your clinical performance/abilities and work ethics.

Please note, the information in this handbook is subject to change due to changing circumstances; the policies, as written, may be modified, superseded, or eliminated. You will be notified of such changes through regular channels. Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis. Students should also be aware that this handbook does not supersede that of the College Student Handbook, but merely compliments it. We encourage all students to become familiar with the College Student Handbook which contains a complete list of all the College's policies, rules, and regulations. (See <http://www.Technical College of the Lowcountry.edu> for access to the College Catalog)

We are committed to you, our students, and your education. If we can be of assistance, please feel free to contact us at any time.

Sincerely,
Radiologic Technology Program Faculty

STUDENT RIGHTS

- A. **Freedom from Discrimination** - There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. **Freedom of Speech and Assembly** - Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college. In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter -are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.
- C. **Freedom of the Press** - In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. **Freedom from Unreasonable Searches and Seizures** - Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. **Right to Participate in College Governance** - Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.
- F. **Right to Know Academic and Grading Standards** - Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades. Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.
- G. **Right to Privacy** - Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- H. **Right to Confidentiality of Student Records** - All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran's affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer. Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.
- I. **Right to Due Process** - At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present

information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

STUDENT RESPONSIBILITIES

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off campus TCL sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.

Students are expected to comply with all course requirements, including maintaining satisfactory academic progression, as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. *Instructors will announce these standards during the first week of classes.* If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

Communication

All communication with students is completed via TCL email or instructor's office phone during normal office hours (text messaging is not accepted). Any communication from an instructor will require acknowledgement of receipt. We encourage students to check their TCL email daily for announcements and updates within the program during the week.

GRADING METHODOLOGY & SCALE (Health Science Division)

The final course grade must be 78.00 or higher to pass the class and progress in the program. Grades will not be rounded up. A final grade of less than 78.00 is not passing in any Health Science Program, and therefore does not meet progress requirements.

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

Grading Policy

Grading scale	
93% - 100% A	W withdraw
85% - 92% B	WP withdraw with passing grade
78% - 84% C	WF withdraw with failing grade
70% - 77% D	I Incomplete
Below 70% F	

Grading Methodology. The final grade must be 78.000 or more to pass the course successfully.

Various methods of instruction will be used during this program. Included in these methods are outside reading assignments, online instruction, lab demonstrations, didactic lecture, and power point presentations. Examination questions may be included from these methods.

For Radiologic Technology - The final grade must be 78.000 or more to pass the course successfully and progress in the program. Students are encouraged to make appointments with course instructor for evaluation of individual student performance and tutoring resources. Review each course syllabi for guidelines with course evaluation and instructor requirements for the course.

****The student is responsible to make an appointment with the course instructor if an examination score falls below 78%.**

- **It is a program requirement for students to meet with the instructor if an exam grade falls below a score of 78%. It is the student's responsibility to make an appointment immediately with the course instructor concerning scores on examinations.**
- **If students are unable to meet on campus, a Zoom meeting is required. The student is responsible for emailing the instructor to schedule a meeting on campus, if permissible, or a Zoom virtual meeting.**

Zoom virtual meetings (if classroom lecture cannot take place)

Zoom virtual meeting lectures/lab will take the place of classroom lecture if the campus is closed due to COVID-19 (a zoom link will be sent via email to all students in this case). In the Zoom virtual lecture/lab meetings, students are encouraged to be respectful as they would be in the classroom or lab. Attendance to all classes plays a vital role in satisfactory completion to this course; therefore, students are expected to attend all classes (Zoom lectures or when permitted to campus). Students must log in to attend the Zoom meeting to verify attendance. If a student arrives one minute after the start of Zoom lecture or lab, a tardy will be received. If a student logs out of the Zoom lecture meeting, a tardy will be received. If the student is tardy, please be respectful when entering the Zoom lecture (please make sure you are muted upon arrival). If campus closure possibly exists due to COVID-19, exams and/or final exams will be accessible through Blackboard using Honorlock for online proctoring (please review all requirements for Blackboard and Honorlock).

Blackboard & Honorlock

Assignments, worksheets, and course reviews may be posted to the Blackboard platform for student completion and review. If an online review is given, TCL utilizes the online test proctoring service **Honorlock**. Each student must meet the requirements for Honorlock to complete any online didactic course assignments and/or course reviews.

- Honorlock Online Proctoring and Technology Requirements
TCL uses an online test proctoring service called Honorlock to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored using Honorlock. If so, you will need to make sure that you have access to the necessary equipment to take your online-proctored tests:

- A computer with access to a high-speed Internet connection
- A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests. (Student identification is needed and a complete room scan is required).
- Microsoft Office. Microsoft Office can be downloaded for free by accessing the Office 365 link in your TCL email account.
- The ability to install the Honorlock extension on Google Chrome.

STUDENT RECORDS

The Student Records office at TCL maintains the official permanent academic record for every TCL student. Students have the right to inspect and review their education records within 45 days after the school receives a request for access. The Student Records office must have the student’s written permission to release or discuss the student’s record with anyone other than the student except to the extent that the Family Educational Rights and Privacy Act authorizes disclosure without consent. Students must complete a “Student Consent Form to Release Information”, available from the Student Records office, to identify any individual to whom the student authorizes disclosure of information.

Under FERPA, Directory Information may be released in accordance with the provisions of FERPA without written consent of a student unless a student has filed a “Request for Non-Disclosure of Directory Information” form with the Student Records department. Requests may be submitted at any time during the academic year and will remain in effect until such time that the student submits a written request to Student Records to revoke their request for non-disclosure.

PROGRESSION: STANDARDS 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 Technical College of the Lowcountry 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 2.25 grade point average (GPA) 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 act. 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.

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.

ATTENDANCE POLICY

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, ***regardless of the mode of delivery***. This applies to online/web based, blended/mixed mode and live broadcast classes. Students are expected to be in class/clinic on time and to attend a minimum of 90% of the total class/clinic hours or laboratory hours for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence.

If a student exceeds the 10% limit on absences, the instructor may a) withdraw the student from the class with a grade of "W" or "WP" if the student has been making satisfactory progress or the last day to withdraw with a "W" has not occurred, b) withdraw the student from class with a grade of "WF" if the student had been making unsatisfactory progress and the date is after the last day to withdraw with a "W" or c) examine the extenuating circumstances and allow the student to continue in the class and make up the work.

If a student fails to e-mail the instructor (using the @tcl.edu email account) requesting to be dropped from the course and has never attended the class, the instructor will assign a "Never Attended" code in the student information system no later than ten calendar days after the first day of the class. Students who are dropped because of never attending the course are still responsible to pay all fees associated with the course.

ATTENDANCE (Online)

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least twice a week. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of “W,” “WP,” or “WF” based upon the student’s academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal.

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. Tardiness begins one minute after the designated start time.

**A student is expected to uphold attendance policies specific to his/her class, lab, and clinical course. Additional information regarding attendance may be included under the attendance section of each instructor’s course syllabus.*

***Students are also expected to familiarize themselves and follow policies and procedures outlined in the Health Science Division Student Handbook that is reviewed and given out during orientation.*

Classroom/Lab Rules

1. No food or beverages are allowed near the radiographic equipment or media equipment.
2. Drinks must have lids. Any drink of food 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. If models are borrowed from the lab, a responsibility of release form must be completed.
6. Each student is responsible for the clean-up of his/her own area in lab including turning off equipment and putting equipment and models away.
7. Negligent use of equipment may result in dismissal from the program.
8. Proper handwashing and hand sanitizer is to be used with the applications of gloves in the classroom.
9. Students are strongly encouraged to wear masks and social distance.
10. Sanitize your work station (desk and chair) before and after use.

SAFETY ADDENDUM

Purpose:

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at Technical College of the Lowcountry. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definitions:

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also, notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies:

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter:

Run/hide/fight <https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources>

Building Evacuation:

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.

2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation:

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown:

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

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

HAZARDOUS WEATHER (CLOSING OF THE COLLEGE)

In the event of hazardous weather conditions, local radio and television stations will announce information concerning the cancellation of classes. Please tune to The River, 98.7 FM, for announcements of college closing due to hazardous weather. Tracking of any hazardous weather may also be found on the College website at www.tcl.edu. With TCL's Text Alerts you can receive immediate notification of emergency events via text messaging on your cell phone. All students are strongly encouraged to register their cell phones with this service. Signing up is easy, just complete on the TCL website <https://tcl.reggroup.com/signup>.

COMMUNITY INVOLVEMENT

Student radiographers, 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.

TCL COLLEGE STORE & TEXTBOOKS

The TCL College Store is located on the first floor in MacLean Hall, Building 12 on the Beaufort campus. The TCL College Store stocks required textbooks, reference books, school supplies and novelty products including clothing, tote bags, backpacks, and various other TCL logo items. The TCL College Store is open Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 to 11:30 am. The college store conducts a book buy-back each semester. For more information, visit www.tcl.edu/collegestore or call 843 525-8303.

No Purchase Necessary. Beginning Fall 2021, TCL implemented a new textbook model called First Day Complete (FDC). With FDC, a per credit hour book fee was added to your tuition at the time of registration. Please check your *new* TCL email account where you have been sent a link to reserve your books with the TCL College Store. Refer to this link for all details concerning FDC <https://www.tcl.edu/first-day-complete-textbook-program/>

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Students may have the opportunity to attend professional lectures, field trips, seminars, conferences, 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.

Students not able to participate in these events, will be expected to continue with coursework or clinical rotations as assigned.

TRAVEL POLICY

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 from the program.

RADIATION BIO-HAZARD/ SAFETY PRACTICES/WORKPLACE HAZARDS

Each student must wear a Technical College of the Lowcountry 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 given to the student, with the original being kept in the student's clinical 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 student's 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 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 additional fees and associated costs to the student for replacement.

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.

Technical College of the Lowcountry 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.

ACCIDENTS, EXPOSURE CONTROL AND PREVENTION

Radiology students should be aware of potential for transmission of infectious disease in the health care environment. It is important for the student to be knowledgeable about and diligent in practices that will prevent accidental exposure. Students should always treat each patient as if they were a potential source of infection. This practice, known as standard precautions, includes guidelines for preventing contact with a patient's blood or body fluids. Rigorous adherence to these precautions will help ensure protection against HIV (human immunodeficiency virus), the cause of AIDS; HBV (Hepatitis B Virus), the primary cause of viral hepatitis; and all other blood borne infectious agents. All students are required to practice standard precautions in the clinical and laboratory setting. Also, prior to clinical rotations students are required to complete safety in-service requirements for each facility.

All accidents occurring during clinical assignments resulting in patient, hospital personnel or personal injury to the student and/or damage to equipment must be reported in a timely manner (24 hours or less). All incidences should be reported to the Supervisor, Director of Clinical Education and the Program Director immediately. Any student that has been injured, contracted, or been exposed to a communicable disease must inform the Clinical Instructor at the facility. At that time an incident report will be filed with the hospital and

the College. The Clinical Affiliate's protocol and the College's Exposure Plan will be followed. Expenses will be covered by the student's accident insurance.

*****An incident form is located on the next page. This form is completed by the program officials and the Dean of Health Sciences is notified. All information is documented with clinical affiliates and the school.***

Summary of Accident

To be submitted by **TCL's supervisor** of the activity

Insert information in this column:

Date of this report:	
Report submitted by:	
Reporter's title:	
Student's Name:	
Date and Time of Accident:	
Place of Accident:	
What caused the Accident:	
Indicate part of the body that was injured:	
Describe activity engaged in at time of accident:	
Witness to the Accident:	
Witness' address:	
Was treatment provided?	
Who provided treatment?	

Signature of supervisor

Date

Please return to:
Technical College of the Lowcountry
Office for Student Affairs
P.O. Box 1288
Beaufort, SC 29901

CORE PERFORMANCE STANDARDS FOR THE DIDACTIC AND CLINICAL ENVIRONMENT

Radiologic Technology Program
Technical College of the Lowcountry

Purpose

To communicate the physical demands and communicational skills required for Radiologic Technology Students.

Description

The clinical and didactic environment will include but not limited to the following:

1. Constant contact and communication with the patient, the public, and the multidisciplinary health care team. Follow oral and written instructions without the aid of lip reading or signing. Correctly read aloud written instructions.
2. Making decisions based on “Standard of Care”. Identifying cause-effect relationships in clinical situations
3. Operation of computers, and telephones, call lights, etc. moving and manipulating equipment.
4. Moving patients for such activities as walking (ambulation of patient), transporting in a wheelchair/stretchers/bed without assistance, lifting of patients, moving from a chair to a bed or from a stretcher to a bed and vice versa, administering CPR, etc.
5. Exposure to pathogens through bodily secretions, mucous and blood.
6. Monitoring alarms, body sounds, cries for help. Detecting audible and visual alarms.
7. Interpersonal abilities sufficient to interact with an individual, family, groups from a variety of cultural and intellectual backgrounds,
8. Put on and remove proper clothing and equipment correctly without assistance (i.e. surgery clothes, shoe covers, etc.
9. Stand from a seated position and walk 300 feet without any impairment. Walk up and down several flight of stairs. Lift 20 pounds from the floor, carry and place on a surface 36 inches in height.
10. Go from a standing to a squatting position and vice versa. Extend legs forward and backward to provide patient support as needed. Perform pivoting movements.

Applicant/Student: Receives the Core Performance Standards prior to admission to the program and declares accommodations based on standards.

Physical Requirements: Constant walking, standing, seeing, hearing, talking, public contact, and decision-making. Frequent operation of computers, usage of telephone, pushing wheelchairs, moving patients, helping patients walk, lifting patients, helping patients sit-up, reading, handling, reaching, grasping, fingering, feeling, exposure to stressful situations and concentration. Exposure to trauma, grief, or death. Sitting in class.

Exemptions: There are no exemptions - if any changes occur in the student’s physical or mental condition that interferes with class or lab/clinical activities while enrolled in the Radiologic Technology Program the Program Coordinator must be notified immediately! **Changes that may affect a student’s health status may require follow-up by the student’s primary care physician and completion of the change of health status form.*

TECHNICAL STANDARDS *(Functional Abilities Essential for Radiologic Technology Practice)*

Purpose: To provide the applicant/student with a clear understanding of the physical demands required of the program based on the tasks performed by the graduate. Demonstration and/or documentation may be required.

Description of Work Environment and Activities: Constant public contact and decision-making, constantly moving, communicating, manipulating equipment, frequent operation of computers, usage of telephone, pushing wheelchairs, turning patients, helping patients walk, lifting patients, assisting patients sit up, frequent exposure to ionizing radiation, blood borne pathogens, and body fluids.

Issue	Standard	Examples of Necessary Activities	Performance Ability	
			Yes	No*
Cognitive	The ability to consistently execute complex mental processes necessary to apply academic information to clinic/lab procedures.	Immediately adapt to different clinical and lab environments which include: various types of radiographic equipment and clinical/lab situations (i.e. trauma, surgery, moving from one radiographic room to another).	Yes	No*
Communication	Communication ability sufficient for interaction with others in verbal and written form.	Explain radiographic procedures; give directions; answer patient's questions while position/performing procedure; discuss procedure with physicians and/or other health care professionals. Act upon verbal and/or written directions quickly under pressure. Communicate and interact effectively in a group situation.	Yes	No*
Hearing	Auditory ability sufficient to monitor and assess health needs without visual contact.	Hear monitor alarms; equipment audible signals during exposure; emergency signals; voices under protective garb; calls for help.	Yes	No*
Mobility	Physical abilities sufficient to maneuver in small areas and to maneuver equipment.	Move freely and quickly around x-ray room, patient's room or surgery with portable x-ray equipment, dark rooms, and work areas; administer CPR; manipulate equipment above head at a standard height; work quickly and accurately.	Yes	No*
Motor Skills	Gross and fine motor abilities sufficient to perform imaging procedures and patient care procedures safely and efficiently.	Independently use body members for power grip, speed, and precision work; to start, stop, control, and adjust the progress of machines/equipment within tight crowded places; position patients and equipment.	Yes	No*
Physical Stamina	Physical ability sufficient to remain continuously on a task for several hours while standing, moving, lifting and/or bending.	Independently manipulate radiographic equipment including portable machines; carry multiple cassettes; wear radiation protection devices such as lead aprons for extended periods of time; lift patients for cassette placement; assist patients from wheelchairs and stretchers; elevate stretchers of immobile patients for positioning purposes.	Yes	No*
Smell	Olfactory senses sufficient for maintaining environmental and patient safety.	Distinguish smells which are contributory to assessing and/or maintaining patient's health status, i.e. smell smoke.	Yes	No*
Tactile	Tactile ability sufficient for assessment of physical health status and location of body landmarks with fingertips.	Perform palpation of anatomic structures while positioning for imaging procedures, assessing patient vital signs, and identifying landmarks used in administration of CPR.	Yes	No*
Visual	Visual ability sufficient for observation, assessment, and implementation of patient care and imaging procedures.	Observe patient responses; read orders; prepare contrast media; read computer screens and control panel buttons. Distinguish between shades of gray on radiographs/other imaging modalities.	Yes	No*

I, the undersigned, do hereby testify that I have read and understand the Technical Performance Standards for admission to the Health & Wellness Division and that the above statements, as indicated, are true.*

Print Name

Date

Applicant's Signature

Telephone Number

*Indicates awareness of applicant to make an appointment with Student Disabilities Services by calling Rodney Adams, Associate VP of Student Affairs/Dean of Students/Title IX Coordinator (843)525-8219. Please call between the hours of 8:00 and 5:30 (Mon-Thurs) and 8:00 to 11:30 (Fri) to determine reasonable accommodations. Demonstration may be required.



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Completion of MRI Screening for Radiologic Technology Students

I, _____, hereby certify that I have completed
(Name of observing student)

the MRI Prescreening safety requirements as directed by The Joint Review Committee on
Education in Radiologic Technology (JRCERT)

on _____
(date of completion)

by completing the following training:

- A thorough review of the MRI prescreening and safety information disclosed in the PowerPoint presentation.
- Completing the Health Screening given by the Clinical Coordinator.

Dated this _____ day of _____, 20____.

Signature of Student

Printed Name of Student

TCL Radiologic Sciences Program Director

TCL Radiologic Sciences Clinical Coordinator



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Magnetic Resonance Imaging Observation Health Screening

Name: Last: _____ First _____ M.I. _____
Student ID # _____
Date of Birth: ____/____/____

Please circle **Yes or No** to the following questions--

Do you, or have you **EVER**, at any time, had metal in your eye?.....YES NO

Do you have a cardiac (heart) pacemaker or pacemaker wires?.....YES NO

Do you have any type of neuron or bio stimulator (TNS) unit?.....YES NO

Do you have a permanent eyeliner tattoo?.....YES NO

Have you ever had aneurysm surgery? If yes, when?.....YES NO

Are you pregnant or breast feeding now?.....YES NO

Do you have an inner-ear or eye implant?.....YES NO

Do you presently have any metal inside your body, such as bullets, shrapnel, prosthesis, IVC umbrellas, pins, screws, plates, pumps i.e insulin, or pessary?.....YES NO

Do you wear a hearing aid?.....YES NO

Do you wear dentures or removable bridgework?.....YES NO

Do you have a penile implant?.....YES NO

Have you had any surgery in the last six weeks? If yes, what type?.....YES NO

I understand the above statements and have answered these questions truthfully and accurately. I am fully aware that any false statements may cause injury or possible death. I understand that I must report any changes regarding the information pertinent to this form to the program faculty immediately due to possible health risks.

Signature: _____ Date: _____

CLUBS & ORGANIZATIONS

The Technical College of the Lowcountry offers several student organizations and activities. For more information about student organizations contact the Dean of Students' office in Building 2, 525-8219.

General guidelines for student organizations:

There will not be two student organizations of the same type and purpose unless administrative approval is granted.

Technical College of the Lowcountry student organizations shall be open to all currently enrolled students, faculty, or staff without discrimination on basis of race, color, gender, age, national or ethnic origin, religion, disability, or sexual orientation.

TCL offers several student organizations and activities. For more information about student organizations contact the Dean of Students' office in Building 2, 525-8219.

- <https://www.tcl.edu/campus-life/student-organizations/>

South Carolina Gamma Chapter of Lambda Nu

The South Carolina Gamma Chapter of Lambda Nu is a national honor society for the radiologic and imaging sciences. This chapter has been established at the Technical College of the Lowcountry.

The purpose of this Chapter is to:

- Foster academic scholarship at the highest academic levels.
- Promote research and investigation in the radiologic and imaging sciences.
- Recognize exemplary scholarship.
- Mentor students in the radiological sciences.
- Promote community service.

To qualify for membership in this society, Associate Degree Radiology students will be required to meet minimum requirements as specified in the by-laws of the Chapter.

Race, creed, handicap, sex, nationality or religion shall not be a factor in deciding which students are eligible for membership.

PROFESSIONAL SOCIETIES

American Society of Radiologic Technologists (ASRT)

ASRT is the premier professional association for radiologic science professionals. Members enjoy access to high-quality continuing education, peer-reviewed journals, a member magazine just for R.T.s, and discounts on many products and services.

Students are eligible for membership if they are enrolled in a primary radiologic science program. Student members enjoy the same privileges as registered radiologic technologists who are Active members.

Why Join Your Professional Association?

American Society of Radiologic Technologists - Student members receive the full membership benefit package for only \$35 — a \$90 discount.

<https://www.asrt.org/membership/join-asrt/membership-categories/student-membership>

ASRT has many resources just for students! Let us help you prepare for your future and succeed in school.

- *Resources and Study Tools* — The Student Center contains human skeletal anatomy and physics study modules and anatomy drills and practice exercises, among many other online resources just for student members.
- *Career Assistance* — Access informative videos and tips on résumés, job searches, interviews and more. In the ASRT JobBank®, you can search and apply for jobs and sign up for e-mailed job alerts. ASRT's Salary Estimator tool can help you research salary offers. Plus, you can ask questions and network with other students and R.T.s in your area in the ASRT Communities.
- *Exclusive Discounts* — Save money on items you need such as textbooks, scrubs, shoes, ARRT exam preparation materials, home and auto insurance, medical insurance coverage and more.

The Radiologic Technology Program at TCL encourages students to participate in professional organizations and fully supports the American Society of Radiologic Technologists. For more information on becoming a student member, please visit www.asrt.org



South Carolina Society of Radiologic Technologists (SCSRT)

The SCSRT was established in 1946 by individuals active in the state in the field of Radiologic Technology. It was started by a group of men and women who set high standards for professionals in the field. The SCSRT supported the movement for requiring a state licensure. This set standards for those individuals and institutions administering radiation in the field of medicine. The State Licensure Law was put into effect in 1994. Radiologic Technologists should support local, state and national organizations that in turn work to keep technologist aware of issues that affect our profession.

Societies also work to assist technologist in acquiring continuing education credits required by state and national registries or license. The SCSRT is a Charter of the American Society of Radiologic Technologist (ASRT) and sends two representatives to the ASRT Annual Board of Governance and House of Delegates meeting each year. They are representing the State of South Carolina voting on issues that directly affect our organization.

SCSRT Mission Statement

The SCSRT will promote education development by providing quality educational opportunities to its membership. The SCSRT will encourage upholding proper and professional codes of ethics ensuring excellent patient care and promoting professionalism within the membership to strengthen the profession.

SCSRT Student Membership

STUDENT members shall have all privileges and obligations of membership excluding the right to vote or to hold office. Student members shall be those individuals enrolled in an accredited educational program for radiography, radiation therapy, diagnostic medical sonography, or nuclear medicine technology.

<http://www.scsrt.org/application.pdf>

ACADEMIC MISCONDUCT (See TCL student handbook, division 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. Also, depending on the severity of the student's academic misconduct, the student will not only be withdrawn from the program, but will not be allowed for re-entry and/or reapplication to **all** Health Science programs.

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include (but are not limited to):

1. copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, or assignments.
3. viewing another student's computer screen during a quiz or examinations.
4. talking or communicating with another student during a test.
5. violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.
6. plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.
7. knowingly aiding a person involved in academic misconduct.
8. providing false information to staff and/or faculty.
9. entering an office unaccompanied by faculty or staff.
10. misuse of electronic devices.

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, Health Science Division Student Handbook, and/or Technical College of the Lowcountry Student Catalog & Handbook.

- Any grade in Radiography or other required courses below a 78.00.
- Insubordination to faculty or clinical affiliate staff.
- The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances
- The possession and/or use of alcoholic beverages before or during classroom or clinical experiences.
- Unethical conduct; a violation of ASRT/ARRT/SCRQSA Code of Ethics.
- Cheating in any course, which includes, but not limited to practical examinations.
- 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.
- 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
- Failure to abide by clinical education rotations which may include scheduled afternoon, evening or nighttime hours
- Falsification of clinical records
- No call, No show to clinical education classes.
- Results of drug screens and/or background checks mandating that student cannot attend clinical education at a facility
- Abuse of electronic devices and/or social media
- Not wearing protective apparel and/or using equipment as appropriate for radiation safety

Administrative withdrawal and dismissals from an academic program based on Student Code of Conduct violations are subject to the appeal process as outlined in the Student Code of Conduct located in the Technical College of the Lowcountry Student Handbook.

https://catalog.tcl.edu/content.php?catoid=7&navoid=220#Student_Code

Grades and clinical evaluations leading to an administrative withdrawal and/or dismissal from an academic program are not subject to an appeal. Students may request a review of their unsuccessful progress in a class by contacting the instructor and asking for such a review within five instructional days after the grade or evaluation was received. In addition, the student may ask the Department Dean and the Vice President for Academic Affairs to review the assigned grade and/or clinical evaluation. However, the decision of the Vice President for Academic Affairs regarding the appropriateness of the assigned grade and/or clinical evaluation is final.

Student Signature

Date

STUDENT GRIEVANCE

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances:

- 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college;
- 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or
- 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

For more information regarding the Student Grievance Policy and Process, students should refer to the Technical College of the Lowcountry's Catalog and Student Handbook located on the college website.

https://catalog.tcl.edu/content.php?catoid=7&navoid=220#The_Student_Grievance_Procedure

RE-ENTRY INTO THE RADIOLOGIC TECHNOLOGY 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 Radiologic Technology Program for non-academic reasons
 1. Has GPA greater than 2.25
 2. Has not been out of program for greater than 1 academic year
 3. Must petition the Program Director for re-entry.
- B. Student who left the Radiologic Technology Program for academic reasons and has only one WF or failure in a RAD course
 1. Has GPA greater than 2.25
 2. Has not been out of program for greater than 1 academic year
 3. Must petition the Program Director for re-entry.
- C. Student who left the Radiologic Technology 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 Radiologic Technology 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 Technical College of the Lowcountry Radiologic Technology 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. Re-entry students will also complete practical examinations to validate critical objectives previously obtained to show knowledge and skills in vital areas.
5. A student is eligible for re-entry to the Radiologic Technology Program one time only.
6. Students re-applying to the program that were previously accepted will be placed at the lowermost position of all applicants at the time of student selection.

CLINICAL EDUCATION

THE PROFESSION AND ASSOCIATES

In addition to applying the techniques of the Radiologic profession to the best of their ability, student radiographers 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.

To promote advancement in the knowledge and practice of radiography, student radiographers 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.

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

Student radiographers should accord colleagues respect and cooperation.

Student radiographers 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.

Student radiographers 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.

THE PATIENT

Student radiographers 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 radiographers are obliged to keep confidential any information concerning the patient.

Student radiographers 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 radiographers 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 radiographers will make no specific statements to the patient or anyone else concerning the patient's diagnosis or prognosis.

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

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)

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

PATIENT CARE AND SAFETY

All patients **MUST** be correctly identified. (*Student's should use a minimum of two types of patient identifiers, including, but not limited to: stating the full name and/or date of birth, checking the arm band, and verifying the patient order*).

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

Always assist ALL patients on and off the radiographic table.

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.

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.

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.

Joint Review Committee on Education in Radiologic Technology (JRCERT) Standard 5 Requirements for Accredited Programs*

Standard 5 The program assures that students employ proper safety practices.

Objective 5.3 *Explanation:*

The program must assure that students are instructed in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. These practices assure radiation exposures are kept as low as reasonably achievable (ALARA).

Students must understand basic safety practices prior to assignment to clinical settings. As students' progress in the program, they must become increasingly proficient in the application of radiation safety practices.

- Students must not hold image receptors during any radiographic procedure.
- Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- Programs must develop policies regarding safe and appropriate use of energized laboratories by students. Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is available should students need assistance. If a qualified radiographer is not readily available to provide supervision, the radiation exposure mechanism must be disabled.

DIRECT AND INDIRECT SUPERVISION OF STUDENTS

Standard 5 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

Objective 5.4 *Explanation:*

Appropriate supervision assures patient safety and proper educational practices. The program must develop and publish supervision policies that clearly delineate its expectations of students, clinical preceptors, and clinical staff.

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved. Once students have achieved competency, they may work under indirect supervision. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

*These are minimum requirements of the JRCERT. The program may wish to implement more stringent requirements as deemed necessary.

CLINICAL EDUCATION 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. Clinical education rotations will include day, afternoon and evening rotations. Weekend rotations may be included also. Students are responsible for their own transportation to and from clinical sites. Every effort is made to ensure that students receive a fair and equitable learning experience, as such, students must be eligible to rotate through all clinical affiliates while enrolled in the program.

CLINICAL HEALTH REQUIREMENTS

Students are required to complete the clinical requirements for their clearance to start their clinical rotations. This includes a Complio tracker, CPR certification, background check, drug screens, required vaccination records, titers and/or boosters (if applicable), annual flu vaccinations and proof of required health insurance. Additional requirements (specific packets/modules) may be needed for completion for the clinical affiliation to receive clearance.

CLINICAL BEHAVIOR

The student is expected to adhere to the standards of ethical and professional behavior as described in the ARRT/ASRT Code of Ethics

Most radiology departments have areas where eating and drinking is permitted and where technologists and student radiographers may congregate when not busy. These activities must NEVER take place in the halls or patient areas.

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.***

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 JRCERT direct/indirect supervision policy as defined by the program. Listed below are some general reminders regarding clinical behavior, performance, and/or expectations.

- 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.
- Lunch breaks while in the clinical education classes are limited to thirty (30) minutes regardless of the clinical site policy.
- Except in emergencies, personal phone calls should not be made or received on clinical site phone lines.
- Students should not have their cell phones or any other electronic devices out during their clinical rotations.
- Students are responsible to the supervising radiographer or their designee while in the clinic.
- Students shall inform the supervising radiographer before leaving the department.
- Students will help assist in tasks in maintaining clean radiographic rooms including stocking supplies and linens.
- 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.
- Students are required to maintain a clinical notebook and keep certain records throughout the program.

CLINICAL ATTENDANCE POLICY

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 @ 843-470-8402, (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. You must also leave a message with the Division of Health Sciences administrative assistant @ 843-525-8267. It is the student’s responsibility to notify the clinical facility as well, with documentation of time notified and whom the message was given.**
2. **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.**

Please refer to the Health Science Division Handbook for clarification of the No Call/No Show policy.

If an absence should occur, student will be required to make-up missed clinical time. Make-up time is scheduled by the program faculty. Student make-up time will be scheduled during the last week of the semester, not in correlation with final exams. Any student not completing clinical make-up times will receive an incomplete for the semester until time has been verified by the clinical coordinator. Remember: missed clinical time could result in missing clinical examinations the student needs to complete the course and may receive an incomplete for the course. Also, missed clinical time and make up opportunities may constitute the student in receiving an incomplete until time is completed.

All properly completed clinical paperwork **MUST** be turned in to the clinical coordinator by a specified date as outlined in the course or clinical syllabi. If the student does not complete their clinical coursework by the

last clinical day, they must turn in what they have completed and grades will be assessed on what was finished. Zeros may be given for any incomplete clinical work.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

EMPLOYMENT AT A CLINIC SITE

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 employment. Students must obtain clinical competencies during scheduled clinical education classes or at the direction of the program faculty.

UNIFORM POLICY



Radiologic Technology Uniform Policy

Requirements of students:

Clinical Days

- TCL Radiologic Technology Program uniform (TCL school patch on left sleeve)
 - Minimum of 3 sets, Cherokee Authentic Workwear brand
 - Pants – teal blue
 - Tops – grey
 - Style numbers
 - **Unisex:**
 - Pants – 4100
 - Tops – 4777, 4876
- White Laboratory Coat
 - TCL patch on left sleeve
 - Mid-thigh length
 - Preferably no cuffed sleeves
- White crew neck short- or long-sleeved t-shirt tucked in under uniform top
- In the event of visible tattoos, they must be covered during clinical education class.
- TCL School Badge, dosimeter badge, and the clinical facility student badge, if the facility allocates one for the student.
- White Leather Tennis Shoes or Clogs
- White Socks
- Watch with a second hand (No Apple/electronic watches)

- Lead markers (2 sets) – order from Penn-Jersey X-ray (pjxray.com)
 - Marker requirements:
 - Position Indicator Markers (with BB's)
 - Blue “L” and Red “R”
 - Include your 3 initials
- Pocket Guide to Radiography

Miscellaneous

1. 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.
2. 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.
3. 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.
4. All tattoos and other forms of body art must be covered
5. No gum chewing in clinical settings.
6. Perfume or strong shave lotions are not appropriate in clinical settings.
7. Proper personal and oral hygiene are required.
8. Students must adhere to the smoking policy of the clinical facility.

*In the event a student loses a dosimeter badge or his/her lead markers, he/she must notify school officials about the occurrence. Students will not be allowed to attend clinic until the appropriate measures have been taken to complete the process of receiving a new dosimeter badge and/or marker replacement. The clinical time missed will be documented and designated make up days at the end of the semester will be assigned, not to conflict with the student's final examinations. It is the student's responsibility to notify program officials to complete the process for ordering and shipping a new dosimeter badge. Accumulated costs for additional shipping charges in receiving a new badge will be the responsibility of the student. It is the student's responsibility to purchase additional lead markers. ** Failure to do so obligates the student to settle monies owed with the business office before academic registration for the upcoming semester will take place.*

Class Days

- Teal scrub pants
- Grey crew neck short- or long-sleeved t-shirt

PREGNANCY (Specific to Radiologic Technology Students)

If during her course of education, a student becomes pregnant, she may *voluntarily* choose to declare her pregnancy to the Program Director *in writing*. 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, but should also be completed *in writing*. 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 voluntarily 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 Radiologic Technology 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 conceivable 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.

PPE REQUIREMENTS

Until further notice, there is a mask mandate in place indoors at TCL. Failure to adhere to the mask requirement will result in the following:

- First Offense: Verbal Warning
- Second Offense: You will be asked to leave class with an absence for that day.
- Third Offense: You will be asked to leave class and must meet with Associate Vice President Rodney Adams in Building 2 room 203 prior to returning to class.

In addition, all students will be required to wear PPE as deemed appropriate and necessary per clinical facility for the duration of the clinical experience. Students may also be required to wear additional PPE while participating in "on campus" lab activities to provide an environment that is representative of the program's clinical facilities. Failure to adhere to this mandate will render the student ineligible to participate in clinical rotations or "on campus" activities, and therefore unable to progress in the program.

CLINICAL SUPERVISION & SAFETY

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 applies 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 the Technical College of the Lowcountry 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 Technical College of the Lowcountry Radiologic Technology Program policy.**
- 3. Students repeating unsatisfactory radiographs must be under direct supervision of a qualified practitioner regardless of achieved competencies. A repeat identification log is attached to the clinical syllabi to document repeats of radiographs within the clinical setting. Any repeat must be under direct supervision of a qualified practitioner. *(A copy of the Repeat Identification Log is included in the appendix section of the student handbook).***
- 4. Students must maintain direct supervision while completing OR, Portable examinations and Fluoroscopy. Additionally, students should wear a lead apron when assigned in these areas. Failure to comply may constitute grounds for dismissal.**

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

RADIATION SAFETY– DOSIMETRY GUIDELINES

The radiation dosimeter badge is required for all students. This dosimeter measures the exposure each students receives during their clinical rotation. It is required for the student to place and wear the dosimeter badge at the collar level. Each student will receive an online report of their exposure. If a student misplaces their dosimeter or loses the dosimeter, it is their responsibility to contact faculty immediately to begin the process to order a replacement. It is the student's responsibility to notify program officials to complete the process for ordering and shipping a new dosimeter badge. Accumulated costs for additional shipping charges in receiving a new badge will be the responsibility of the student. It is the student's responsibility to purchase additional lead markers. Failure to do so obligates the student to settle monies owed with the business office before academic registration for the upcoming semester will take place.

South Carolina Medical Radiation Health & Safety Act Eligibility for S.C. State Certification Effective: June 30, 2000

Purpose: To inform the student of the eligibility requirements to obtain certification to use ionizing radiation on humans in the state of South Carolina.

Effective June 30, 2000, registrants of x-ray or other equipment, which emits ionizing radiation, are required by law to ensure that only operators certified by the South Carolina Radiation Quality Standards Association

(SCRQSA) can use ionizing radiation, or equipment emitting or detecting ionizing radiation on humans for diagnostic or therapeutic purposes.

Procedure: Students enrolled in the Associate degree program for Radiologic Technology are eligible to apply for a limited general radiography certificate through the SCRQSA. However, students must complete the following program requirements:

- Must successfully complete the first two semesters of didactic coursework*.
- Must successfully complete a minimum number of designated clinical competencies.
- Obtain a letter from the Program Director indicating that the above-mentioned requirements have been met.
- Submit an application and appropriate fee to the SCRQSA.

Note: Students who receive a limited general radiography certificate are only to work within the scope of practice of a limited general radiographer.

*The program implements additional requirements for students to receive their limited licensure.

Once a student graduates from the program:

- Application can be made to the SCRQSA for a temporary certificate to work as a radiographer. This must be done prior to working as a General Radiographer (not limited).
- Upon successful completion of the ARRT certification exam, the graduate will receive a permanent certificate after submitting a copy of his/her ARRT card.

In the case that a student does NOT complete the Radiologic Technology Program, it is the responsibility of the student to obtain eligibility information from the SCRQSA on maintaining certification. *Additional information can be found on the SCRQSA website (www.scrqsa.org).*

**APPENDIX SECTION
GENERAL INFORMATION:**

Topic:	Contact:	Location:	Contact Number:
ADA (Student Disability Act)	Dean of Students	Coleman Hall, Building 2	525-8219
Admission	Admissions Office	Coleman Hall, Building 2	525-8207
Bookstore	Bookstore	MacLean Hall, Building 12	525-8303
Blackboard	Online 24/7 Support Center		1-877-736-2586
Campus Counselor	Counselor	Building 1, Room 204	525-8288
Career & Transfer Services	Career & Transfer Services	Coleman Hall, Building 2	525-8224
College Work Study	Career & Transfer Services	Coleman Hall, Building 2	525-8224
Continuing Education	Continuing Education	Building 22	525-8205
Dean of Students	Student Affairs	Building 2	525-8219
Disciplinary	Dean of Students	Building 2	525-8219
Discrimination	Student Affairs	Building 6, Room 111	525-8215
Emergencies	Security	Building 11	525-8301
Financial Assistance	Financial Aid	Coleman Hall, Building 2	470-5961
Student Email/Web Advisor	Help Desk	Building 1	525-8344
ID Cards/Parking Decals	Student Records	Coleman Hall, Building 2	525-8272
International Students	Admissions	Coleman Hall, Building 2	525-8207
Library and Library Services	Learning Resources Center	MacLean Hall, Building 12	525-8304
Military Students (TCL Campus)	Military Coordinator	MacLean Hall, Building 12	525-8340
Military Students (Parris Island)	Military Outreach Coordinator		228-2659
Military Students (MCAS Beaufort)	Military Outreach Coordinator		228-7494
New Student Services	Admissions	Coleman Hall, Building 2	525-8207
Orientation	Admissions	Coleman Hall, Building 2	525-8207
Placement Testing	Testing Center	Building 1	525-8319
Probation/Suspension	Retention Coordinator	Building 1	525-8218
Registration	Registrar/Student Records	Coleman Hall, Building 2	525-8272
Scholarships	Financial Aid	Coleman Hall, Building 2	470-5961
Services for Disabled Students	Dean of Students	Coleman Hall, Building 2	525-8219
Student Organizations/SGA	Dean of Students	MacLean Hall, Building 12	525-8219
Student Support Services (SSS)	SSS Coordinator	Coleman Hall, Building 2	470-5957
Student Email	Help Desk	Building 1	525-8344
Student Records	Registrar	Coleman Hall, Building 2	525-8272
Transcripts	Registrar/Student Records	Coleman Hall, Building 2	525-8272
Tutoring Center	Academic Support	Building 12	525-8221
Veterans Affairs	Financial Aid	Coleman Hall, Building 2	470-5961
Web Advisor	Help Desk	Building 1	525-8344
Withdrawal from TCL	Student Records	Coleman Hall, Building 2	525-8272

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.

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.

RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK ACKNOWLEDGEMENT

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

PREGNANCY POLICY ACKNOWLEDGMENT

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 and understand the content of this policy as a student during my two-year, 6 semester educational period.

Signature

Date