



State College of Florida
Manatee-Sarasota

Health Professions Division
Student Handbook

Radiography Program
2014- 2016

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INTRODUCTION

Welcome to the Health Professions Programs at State College of Florida (SCF). We are extremely proud of our Health Professions Programs and are pleased that you have chosen to pursue your education here. The Health Professions Programs have been designed to prepare high quality, competent practitioners to meet the needs of the health care system in the community. We hope that you enjoy your experiences with us and find the learning opportunities both challenging and dynamic. Health care careers provide a wide range of opportunities for the practitioner upon graduation. The division administration, faculty and staff are committed to the success of every student who enters one of our health professions programs. You are encouraged to use all as resources to assist you throughout your educational experience.

CHANNELS OF COMMUNICATIONS

Students enrolled in the health professions programs are expected to use the appropriate channels of communication. The organizational chart for State College of Florida shows the correct lines of communication within the departments, division, and college. Students may view a copy of the organizational chart in their respective Department offices.

Each student is responsible for adhering to the policies and procedures of the SCF Health Professions Programs and those policies specific to each individual program as noted in this Student Handbook. The Health Professions Programs reserve the right to make changes in these policies as needed. When changes are made, the students will be notified in writing and asked to sign an acknowledgment form.

COURSE PREREQUISITE REQUIREMENTS

Students are advised that many courses in their specific health professions program require *prerequisite* courses. ***Students must follow the curriculum that is in place at the time they begin or re-enter the professional component of the program.*** It is the student's responsibility to consult the current catalog to determine which courses have prerequisite requirements. Students also are advised that the *sequence* of general education courses for the specific program, as published in the College Catalog course descriptions, has been carefully planned to correlate with the health professions courses and should be followed to prevent any conflict with continuing in the program.

WITHDRAWAL POLICY

A student may withdraw from any or all courses without the academic penalty of a "WF" grade by the withdrawal deadline as listed in the State College of Florida academic calendar, College Catalog or on the SCF Web site. A student in an accelerated or short-term course may withdraw without the academic penalty of a "WF" grade any time before the withdrawal deadline specific for the course.

Repeated attempts of general education courses will be allowed per the rules outline in the current SCF catalogue.

Withdrawal policies for courses that are part of the Health Profession Programs are governed by the individual programs. Please refer to specific program policies in the student handbook regarding withdrawal, dismissal and readmission for Nursing, Dental Hygiene, Occupational Therapy Assistant, Physical Therapist Assistant and Radiography.

ACADEMIC ADVISEMENT

Email: advisor@scf.edu

Academic Advisement at the State College of Florida assists future and current students in achieving their academic and personal goals through the development of individualized educational plans that serve to guide students towards future success. Advisors are available to students by appointment, or at times on a walk-in basis on both the Bradenton and the Venice Campus.

EDUCATIONAL RECORDS

Email: records@scf.edu

Educational Records services include transcripts, transfer credit evaluations, graduation applications, residency, enrollment verifications, and PIN reset.

FINANCIAL AID

Email: askfinaid@scf.edu

Financial Aid is available to students who have demonstrated financial need and/or to students who have shown academic or special talent. Financial assistance is available in the form of scholarships, grants, loans or part time employment. Students are encouraged to seek out financial aid resources to facilitate their education. All financial aid is handled by the College Financial Aid Office.

ON-CAMPUS EMPLOYMENT FEDERAL WORK-STUDY (FWS) PROGRAM

Federal Work-Study (FWS) is a federally funded program that enables students to work on campus. FWS student must have completed the Free Application for Federal Student Aid (FAFSA). Eligibility is determined by the student's demonstrated financial need as determined by the FAFSA.

Students interested in employment off campus may contact the career resource center or the career resource center Web page: www.scf.edu/CareerResourceCenter

STUDENT ASSISTANCE PROGRAM

BayCare: 800-878-5470

The SCF student assistance program helps students meet life/work challenges and achieve a positive academic experience. Similar to an employee EAP, the student assistance program is a referral program through BayCare Behavioral Health to qualified providers in Manatee, Sarasota and Charlotte counties, 24/7. Students may self-refer to use this free, confidential resource for three visits. If there is a need for additional services, the student will be offered options by the BayCare provider

RECOMMENDED WORK POLICY

Research has shown that the number of hours spent in employment can have an adverse effect on grades, clinical performance, and even on successful completion of the program for students. Students are expected to use good judgment in selecting working hours. Excessive work demands may jeopardize personal health, family relationships, ability to succeed in the program, and the opportunity to become involved in health profession and college activities. A work commitment for evenings or nights prior to a clinical or early class assignment is **strongly discouraged**.

AVAILABLE LEARNING RESOURCES

Price Learning Lab of the Academic Resource Center (ARC):

The College ARC provides individualized help for students who need academic assistance or special help to succeed in a technical or vocational course or program of instruction at NO COST TO THE STUDENT. ARC is designed to assess individual areas of weaknesses and to assist students in those areas.

All A.S. degree seeking students are encouraged to take advantage of the wide range of unique services offered. In addition to help in mathematics, reading, language and spelling, specific assistance is available in study skills, time management, reading technical books, note taking, and using reference materials. Selected materials related to Medical Terminology and Science also are available for health professions students. The Academic Resource Center is located on both Bradenton and Venice campuses. The current hours are available on the College's website: www.scf.edu/ARC

Library:

The College Library also is available to enhance learning. The schedule for the library is available from the library link on the College's homepage: www.scf.edu/library

Health Profession Media Laboratory:

(Bradenton and Venice Campus: located in Nursing Learning Lab)

The media area of the laboratory has a collection of multimedia instructional materials, computer-assisted learning, self-instructional materials to enhance learning, and remedial assistance. Some of these programs are *required* in course syllabi, while others are supplemental to enhance individual learning.

Students are encouraged to make use of all of the available materials throughout the Health Professions Program. The media laboratory hours are posted each semester for student use.

Online Tutoring and Study Skill Support:

A collection of Web sites to help students enhance their study skills and to provide tutoring support for their coursework is available 24/7. Emphasis is on mathematics, English and reading improvement. Support for many other subjects is also available. Accessing these resources is as easy as ABC:

- A. Go to www.scf.edu/ARC
- B. Click Student Success Resources link
- C. Click Virtual Tutoring and Study Skill Support Link

Disability Resource Center

Email: www.edu/DisabilityResourceCenter

State College of Florida in accordance with the Americans with Disabilities Act will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in a class due to a disability or you suspect that your academic performance is affected by a disability, please contact the Program Director/Director of the Disability Resource Center (DRC). The DRC is located in 300-326 on the Venice Campus and in the Student Services Center (01-219) on the Bradenton Campus. The phone numbers are 941-408-1448 (TTY 941-480-3420) on the Venice Campus and 941-752-5295 (TTY 941-751-8179) on the Bradenton Campus.

FINANCIAL REMUNERATION FOR CLINICAL HOURS

Under no circumstances will students be paid for their services while enrolled in clinical/fieldwork courses. If students choose to work outside of their clinical hours, work and clinical hours must be kept clearly separate.

HOLIDAYS, VACATIONS, AND COLLEGE CLOSINGS

All holidays and vacations observed by SCF are observed by the Health Professions Programs. Therefore, students will not report to class or clinical on college holidays or vacations; unless previous arrangements have been made by the Program Director.

In the event of a sudden school closing (i.e., inclement weather), "SCF Alert" is the State College of Florida's emergency notification system which reaches students, faculty and staff in minutes with voice, text and e-mail messages from SCF safety officials. All students are encouraged to register on www.scf.edu/Emergency. If the college is closed, clinical experiences are cancelled for the day(s).

Despite inclement weather, whenever the College is open, clinical experiences will be held as scheduled. Students are to use their own judgment in deciding whether they must take an absence for the day.

INFORMED CONSENT AND HEALTH INSURANCE POLICIES

Students enrolled in a SCF Health Professions Program should understand that the required clinical experience in various health care facilities may expose them to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B and HIV/AIDS. Neither State College of Florida nor any of the health care facilities used for clinical experience assume liability if a student is injured or exposed to infectious disease in the facility during assigned clinical experiences, unless the injury/exposure is a direct result of negligence by the college or the clinical facility.

Students should understand that they are responsible for the cost of health care for any personal injury or illness that may occur during their time in the Health Professions Program. SCF strongly recommends that students purchase their own health insurance during the duration of their program.

Please note that the accident insurance provided by the college is excess coverage over any other collectable insurance.

PROGRAM REQUIREMENTS

Upon acceptance, the following are required: background checks; fingerprinting; CPR certification; health and drug screenings to meet local health care agency regulations. Based on the results of these checks and screenings, students may become ineligible for program admission. Continuation in the program is based on acceptable results from random/ongoing screening and background checks. Ongoing screenings may occur as frequently as each clinical assignment, based on the policies of the program's clinical affiliates. Clinical facilities may limit or prohibit students with positive drug screen results or criminal histories from participating in clinical experiences, thus making the student ineligible for admission or continuation in the program. **Students are responsible for all fees incurred with these checks and screenings.**

BACKGROUND CHECK

All of the SCF health professions programs require a criminal background check as part of their admissions process. Clinical facilities utilized during the educational curriculum may limit or prohibit students with criminal histories from participating in clinical experiences at their facilities. Other options may not exist for the student in order to complete the required clinical hours in each specific clinical specialty of the curriculum and therefore, the student would not be able to complete the program requirements and graduate.

Even if accepted into the program and the program is able to place the student in the appropriate clinical facilities, the applicant should be aware that the State of Florida periodically changes the laws in relation to persons with criminal histories being licensed in the state. Also each licensing board periodically makes changes to the rules regarding the licensing of individuals with a criminal history thus affecting who may or may not be licensed in the State of Florida in that particular discipline. Applicants with criminal histories/backgrounds may be accepted into a health professions program and graduate from the program, but because of changes in the law or rules may not be allowed to be licensed in the State of Florida once they have graduated.

If accepted into a health professions program, it is the prospective student's decision to enter the program based upon the knowledge and understanding that he or she may not be granted the right to be licensed in the State of Florida upon graduation.

Clinical agencies require students to be fingerprinted, pass drug screening and background checks and clear the HHS/OIG list of excluded individuals, the GSA list of parties excluded from federal programs, and the Nationwide Sex Offenders Data Base. Compliance with these requirements and satisfactory findings are essential for clinical placement and progression. Students who fail to submit to a background check or students whose background checks indicate a conviction as specified in Florida Statutes, Title XXI, Chapter 435.04 Level 2 Screening Standards will be unable to remain in the health professions programs.

Florida law restricts access to children, elderly and disabled patients by persons convicted of specific misdemeanors and felonies (Chapter 435 Florida Statute). This law places restrictions on all health care facilities, which in turn require students to comply with the same restrictions as their employees and volunteers.

A two part background check is required of all students admitted to a Health Professions Program at SCF in order to secure access to clinical practice experiences as required by each program, which may involve coursework with patient contact such as practice in a health care facility, conducting a research study or project, or interfacing with patients individually or collectively. Partnering agencies where students receive clinical practice experiences also now require background checks as well as additional information such as arrests without convictions, verification of employments and social security verification aimed at protecting the public.

All background checks will be reviewed by the Program Director. Applications which indicate a history that might prevent participation in a program's practical component will be reviewed considering the individual situation and a decision will be made about admission into the program.

A background screening that results in a current student being denied admission into a clinical agency and /or access for patients in the agency, or a comparable assignment cannot be made to meet course objectives, the academic requirements of the program cannot be met and the student will be denied progression in the course, resulting in withdrawal or dismissal from the program.

Student with a break in enrollment of one or more calendar year(s) from the original background check or most recent affirmation statement, require a complete background check before resuming the program.

Any Health Profession student who is arrested at any point during the program, to include after acceptance and enrollment into the program, must report it to their Program Director within 5 working days regardless of initial adjudication. The student may need to submit to a second background check at the student's cost. Failure to notify the Program Director shall be grounds for dismissal from the program. After admission to the program, the student must remain free of the disqualifying charges listed in the following mentioned state statutes. Failure to do so will result in dismissal from the program.

Below is a list of offenses including but not limited to which may impact the ability of the student to be accepted into the program, complete the clinical requirements of the program, and be licensed in the State of Florida.

- (a) Section 415.111 relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- (b) Section 782.04 relating to murder.
- (c) Section 782.07 relating to manslaughter.
- (d) Section 782.071 relating to vehicular homicide.
- (e) Section 782.09 relating to killing an unborn child by injury to the mother.
- (f) Section 784.011 relating to assault, if the victim of the offense was minor.
- (g) Section 784.021 relating to aggravated assault.
- (h) Section 784.03 relating to battery, if the victim of the offense was minor.
- (i) Section 784.045 relating to aggravated battery.
- (j) Section 787.01 relating to kidnapping.
- (k) Section 787.02 relating to false imprisonment.
- (l) Section 794.011 relating to sexual battery.
- (m) Chapter 796 relating to prostitution.
- (n) Section 798.02 relating to lewd and lascivious behavior.
- (o) Chapter 800 relating to lewdness and indecent exposure.
- (p) Section 806.01 relating to arson.
- (q) Chapter 812 relating to theft, robbery, and related crimes, if the offense is a felony. (See 812.014, 812.016, 812.019, 812.081, 812.133, 812.135, 812.14, 812.16).
- (r) Section 817.563 relating to fraudulent sale of controlled substances, only if the offense was a felony.
- (s) Section 826.04 relating to incest.
- (t) Section 827.03 relating to aggravated child abuse.
- (u) Section 827.04 relating to child abuse.
- (v) Section 827.05 relating to negligent treatment of children.
- (w) Section 827.071 relating to sexual performance by a child.
- (x) Section 847 relating to obscene literature.
- (y) Chapter 893 relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.

All records must be maintained in *Certified Background Check*. Some clinical facilities require a copy of background checks of students in their facilities. All applicants also are required to disclose prior arrests on the program application. Failure to disclose information or falsifying the application will result in denial of enrollment in or dismissal from the health professions program.

Backgrounds checks must be completely redone if the student is out of a health professions program for two major semesters or more. The student is responsible for all expenses associated with the background check process.

DRUG SCREENING

Purpose

The faculty of the State College of Florida Health Professions Programs has the responsibility for ensuring that all students in the health professions programs are able to function safely and effectively in the health care facilities used for clinical experience during the programs. Students are not allowed in the clinical area under the influence of any chemical substance that may alter thinking or functioning. To promote and maintain this level of safe practice, all students accepted into a health professions program will submit to drug screening as a condition for remaining in the program.

The College complies with all drug testing policies and procedures of the clinical agencies which are used for student clinical experience. The Health Professions Programs have established specific procedures to assist students who have chemical impairments or addictions through referral to community resources.

General Standards

Testing may be done for any or all of the following reasons:

1. Prior to clinical experience in the program.
2. Randomly throughout the program.
3. Reasonable cause
4. Post-incident/accident.

The following substances will be tested for:

1. Amphetamines
2. Barbiturates
3. Benzodiazapines
4. Cannabinoids (THC)
5. Cocaine
6. Ecstasy (MDMA)
7. Methadone
8. Opiates
9. Phencyclidine
10. Testing for other substances such as alcohol, may be required for reasonable cause.
11. Blood Alcohol testing may be required by specific clinical facilities.

Procedures

All drug tests are done according to the specific guidelines of the National Institute on Drug Abuse and are subject to mandatory confirmation of any preliminary positive results.

Preclinical Screening:

1. The drug screen will be ordered through *Certified Background Check* when instructed to do so by the program. They will be issued a specific collection site and date for completion of the test.
2. The student must bring photo identification to the collection site for each drug screening.
3. The collection of the drug test specimens will be completed per the protocol of the collection site.
4. All results of drug testing will be returned directly to Certified Background which is accessed confidentially by the Program Director of the Health Professions Program.

Random Screening:

Random testing will be done at intervals throughout the Program. For this testing, a list of names will be generated in a random manner of all students enrolled in the health professions programs. Because of this random methodology, individual students may be tested a varying number of times. The testing procedures will be the same as for the preclinical screening.

Reasonable Cause Screening:

If at any time during the student's enrollment in a Health Professions Program, it is determined that a student's behavior is suspect of being chemically impaired, the faculty member/clinical instructor will report the observed behavior to the Program Director, who will direct the student to complete a random drug screen order on *Certified Background Check*. Suspicious behavior may include, but is not limited to, slurred speech, unsteady gait, drowsiness, glassy eyes, personality or mood changes, alcohol smell on breath, altered thinking, inability to understand or follow through with instructions, and/or inappropriate behavior (See Substance Abuse Documentation Form on page 36). The testing procedures will be the same as for the preclinical screening.

If at any time reports of potential substance abuse by any currently enrolled health professions student(s) provide reasonable suspicion that a student may be chemically impaired; the Program Director may authorize that the reported student(s) be included in the group(s) selected for random screening.

As with preclinical testing, random screening and reasonable cause screening requires the student bring a picture ID to the collection site.

Refusal To Submit To Testing

Refusal to submit to testing is a violation of the Division's Drug Screening policy and will result in immediate dismissal from the program. The following behaviors constitute a refusal:

Refusal to submit is exemplified by but not limited to:

- a. refusal to appear for testing
- b. failure to remain at the testing site until the testing process is complete
- c. failure to provide a urine specimen
- d. in instances of observed or monitored collection failure to allow observation or monitoring
- e. refusal to sign the testing form
- f. failure to take a second test as directed
- g. failure to cooperate in the testing process
- h. performing any actions which prevent the completion of the test
- i. inability to provide sufficient quantities of urine to be tested without a valid medical explanation
- j. failure to undergo a medical examination or evaluation when directed
- k. tampering with, attempting to adulterate, adulteration or substitution of the specimen, or interference with the collection procedure
- l. failure to report to the collection site in the time allotted, after ordered through certified background
- m. failure to order drug test via Certified Background

Positive Results

Students will be given a reasonable opportunity to explain a confirmed positive test result to the medical resource officer of *Certified Background Check*. If the explanation is unacceptable and/or cannot be satisfactorily documented by the student's physician, the student will be dismissed from the program and will be referred to a treatment resource for evaluation.

Appeal Process

Students wishing to address any concerns about the drug screening policies or procedures of the College may follow the Student Conflict Resolution procedures as outlined in the SCF Student Handbook.

POST-TREATMENT READMISSION POLICY

Students who have successfully completed a treatment program may petition the Program Director of the specific Health Professions Program for consideration for readmission to the program. Readmission will be on a space available basis in the next admission cycle. All petitions will be considered individually and random screening may be required throughout the program if the student is readmitted. In any case, the general readmission policies of the College and the individual Health Professions program also will be adhered to.

SAFETY SENSITIVE PRECAUTION

The purpose of this policy is to establish procedures to ensure the safety of those in the care of students taking prescription medications, who are enrolled in professional courses in the Health Professions Programs at the State College of Florida.

The student shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the student's ability to participate safely in the responsibilities expected of them as a Health Professions student entrusted with the care of clients. If the answer from the medical professional is "yes", the student shall obtain a statement from the medical professional indicating any work restrictions and their duration and provide

this to the Program Director along with a completed copy of the Safety Sensitive Precaution form prior to going on duty.

If at any time, an instructor believes that a student is impaired in any way from prescription or nonprescription drugs that may jeopardize the safety of clients, the student will be removed from the program until a satisfactory medical release is received.

PUBLIC SAFETY

Alcohol And Other Drug Abuse Prevention Assistance At Scf

SCF values the health and welfare of its students and employees. Alcohol and other drug abuse (addictions) are recognized as treatable diseases. The administration of SCF, as part of its policy to maintain a drug-free campus, desires to:

- Help students identify alcohol and other drug misuse/abuse at the earliest possible stage.
- Educate students regarding signs and symptoms of addiction.
- Motivate students to seek intervention from the most qualified resources available on campus and in the community.
- Recognize that students who experience concerns with alcohol and other drug misuse/abuse are entitled to the same respect, confidentiality of intervention services and records handling as those who experience other medical concerns or conditions that may impair work performance.
- Students who suspect problems with alcohol and other drug misuse/abuse are encouraged to contact the office of the vice president of educational and student services. A trained professional will assist in the assessment of the problem and provide information regarding appropriate services available on campus and/or within the community.

All information will be held in the strictest confidence and will not be revealed to anyone except by the individual's written consent in accordance with federal guidelines of confidentiality. This service is voluntary, free and confidential.

Campus Health, Wellness and First Aid

The College is vitally concerned about the safety and well-being of students, faculty, staff and visitors who participate in the many activities which SCF sponsors. A college campus is a great place to learn and grow, but a college campus, like any other community, has its share of crimes and injuries. Although the College has not experienced a significant number of criminal acts, students are encouraged to be aware of potential problems and join the effort to make SCF a safe and secure environment for everyone.

Additional information regarding campus safety can be found in the SCF Student Handbook and Planner or the *Public Safety* page on the college's website: http://scf.edu/public_safety

Additionally, the college utilizes a mass notification system which sends time-sensitive messages via phone, email and text messaging within minutes to students, faculty and staff. More information regarding the mass notification system and guides to various emergencies can be found on the *Emergency Procedures* page on the college's website: <http://scf.edu/publicsafety>

BASIC LIFE SUPPORT CERTIFICATION (CPR)

Students enrolled in the health professions programs are required to be certified by American Heart Association in Basic Life Support for the Health Care Provider, including AED. Certification must be valid

while enrolled in the program through graduation. Documentation will be submitted to Certified Background upon completion within the designated time frame.

CERTIFIED BACKGROUND CHECK

Certified Background (Background Check, Record Management and Drug Screening)

In order to improve the efficiency and time constraints of the background check and drug testing process, the SCF Health Professions Programs has contracted with Certified Background. Certified Background coordinates ALL aspects of background check items utilizing Live-Scan fingerprinting as well as collaborating with companies that assist with the forms/paperwork needed for clinical/practicum courses that are a part of all curriculums.

Background checks and related items will be coordinated at the time of Program Orientation/Admission.

The Process: The student will be provided with instructions with a specific program package identified. The student will proceed to <http://www.certifiedbackground.com> and follow the directions entering the program code.

The student will proceed through the registration process, reading all of the links and references to proceed to further sections until it says you are complete.

Helpful Hint: For security purposes, username and passcodes are emailed to you. They do not just pop-up on the screen so make sure to leave the certified background website up while you are proceeding through each step of downloading instructions and registering, then proceed to the different sites to setup accounts as needed. For help contact, CertifiedProfile at 888/666-7788 or studentservices@certifiedprofile.com and a student support representative will be available Monday - Thursday 8:00am-8:00pm, Friday 8:00am-6:00pm, Sunday 10:00am-6:30pm EST. Complete all items by the expected deadline communicated to you by the advisor/director in addition to the state timeframes in the Health Portals.

Background checks will be reviewed and coordinated with the Program Directors so that all items are reviewed together for completion. Prior to the deadline date, students will receive confirmation. It is the student's responsibility to double-check that all requirements have been completed by the assigned deadlines. Students are responsible for the cost occurred from all checks and screenings.

INJURY/ACCIDENT PROCEDURE

Any student who sustains an injury or who is involved in an accident or unusual incident during a scheduled clinical assignment **MUST** adhere to the following procedure:

1. Immediately notify the Clinical Instructor, program faculty and designated personnel of the clinical facility when an injury/unusual incident has occurred.
2. Contact SCF Security. Complete the SCF **AND** clinical facility's incident reports and any other necessary documents.
3. Seek medical treatment, if required or recommended
4. The Student may be required to obtain a physician's release, if the injury/accident could potentially interfere with clinical activities.

5. Student will submit all documentation and proof of payment to the director of Business Services and Public safety.

Health Professions students are reminded that payment for emergency or medical treatment is the student's responsibility. Paperwork must be completed to determine eligibility for accident insurance reimbursement.

LIABILITY INSURANCE

SCF provides a group professional liability policy on all health professions students and a separate limited accidental health policy for all health professions students paid for by student fees. This policy is only effective for classroom, clinical, and laboratory sites.

PREGNANCY

For the safety and welfare of the unborn child and mother, determination of the appropriateness of the student continuing in the program will be based on recommendations from the student's physician and program faculty. After learning that she is pregnant and, if the student elects to notify the appropriate Program Director, she will be asked to obtain a letter from her physician stating whether or not the student may continue in the program and what precautions, if any, must be taken if the student remains in the program. Forms can be obtained to document this information in the Health Professions Handbook or from the department secretary.

The program faculty also may make recommendations to the student regarding continuation in the program, based on the student's level in the program and the demands or hazards of the clinical rotation.

In Health Professions programs where students may be exposed to radiation, students must adhere to additional requirements as outlined in the program policies.

Students are advised that pregnancy may interfere with meeting the objectives of the program which may, in turn, delay completion of the program.

COMMUNICABLE DISEASE POLICY

Purpose: This policy has been adopted to protect the rights of and to ensure the safety of the infected individual and all those with whom the student interacts.

Definitions: An *infected* individual, as defined in this policy, means an individual who is diagnosed as having a communicable disease.

"All those with whom he/she interacts" means all interactions between the infected individual and other persons in the following areas: classrooms; laboratories; clinical areas; office suites.

Procedure:

1. Infected individuals who determine that their medical condition may pose a risk to patients or others and/or who are unsure of their ability to perform essential functions as students **SHALL IMMEDIATELY NOTIFY** the Program Director of the specific health professions program.

2. After conferring with the Program Director, the student may be requested to obtain a letter from the student's physician stating precautions that must be taken to prevent risk to others. The student may be re-admitted to the clinical assignment or classroom based on the written recommendation of the physician.
3. Each infected person's situation will be considered individually, and decisions will be "based on reasonable medical judgments given the state of medical knowledge" about the nature of the risk, the length of time a carrier has been infectious, the potential harm to others, and the probability of the disease's transmission. This decision shall be made by the infected individual, the student's physician, the specific Program Director, the Provost and any other persons deemed appropriate.
4. The Health Professions Program faculty will make reasonable efforts to accommodate infected individuals with the understanding that regulations set forth by the clinical affiliates must be considered.
5. The infected individual is assured of confidentiality in accordance with state and federal requirements.
6. The Program Director reserves the right to initiate contact with an individual who exhibits behavior which may pose an imminent risk to others or who may be unable to perform as a student.

EXPOSURE CONTROL PLAN FOR STUDENTS

This plan is intended to apply to all Health Professions students and follows the current Department of Labor Occupational Safety and Health Administration (OSHA) Occupational Exposure to Bloodborne Pathogens Final Standard.

Students Subject to Occupational Exposure:

This includes students who are reasonably anticipated to have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials as a result of the performance of the individual's duties. Other potentially infectious materials include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid which is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ (other than intact skin) from a human (living or dead); HIV-containing cell or tissue cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Classifications in Which Students May be Exposed:

Exposure Tasks and Procedures That Are Performed by Students in Above Classification Include but not limited to the Following:

1. Direct patient care and radiological procedures in clinical facilities in the clinical and laboratory Health Professions courses.

2. Accidental needle sticks involving demonstrations and student practice in SCF Health Professions Laboratories.
3. Direct patient care in the SCF Dental Hygiene Clinic.

Procedures for Handling Incidents/Methods of Compliance:

1. *Exposure at a clinical setting:* Health Professions students shall follow the exposure plan prescribed by the health care facility **and** the SCF Health Professions Program Injury/Accident Procedure.
2. *Exposure in Health Professions Laboratories and on SCF campuses:* Health Professions students will follow the SCF Health Professions Programs Injury/Accident Procedure.
3. *Exposure in the SCF Dental Hygiene Clinic:* Dental hygiene students will follow the SCF Health Professions Programs Procedure **and** the *program specific procedure* for follow-up with the patient involved in the exposure.

Methods of compliance:

1. Standard precautions shall be observed to prevent contact with blood or other potentially infectious materials. The student is expected to use, as needed, appropriate personal protective equipment (PPE), such as, but not limited to, gowns, disposable hypoallergenic gloves, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices for occupational exposure on the SCF campuses. The clinical agencies shall provide personal protective equipment for occupational exposure in the clinical areas.
2. Personal protective equipment should be disposed of in a designated area or container for storage, washing, decontamination or disposal, whichever is appropriate.
3. The student shall wash hands and any other skin with soap and water, or flush mucous membranes with water immediately after removal of gloves or other personal protective equipment, or as soon after as feasible, following contact with blood or other potentially infectious materials.
4. If the incident involved contaminated needles or other sharps, they should be disposed of immediately or as soon as possible after use, in an appropriate, puncture resistant, labeled, leak proof container. If the sharp is a dental hygiene instrument, it should be cleaned and sterilized according to program procedures.
5. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure.

Training Requirements:

All SCF Health Professions students shall participate in a training program included in program course work:

1. Prior to the time of initial assignment to tasks where occupational exposure may take place.
2. At least annually thereafter.
3. Whenever modification of tasks or procedures or institution of new tasks and procedures affect the student's occupational exposure. The additional training may be limited to addressing the new exposure created

The training program shall include, but not be limited to:

1. Reviewing the OSHA regulations regarding occupational exposure to bloodborne pathogens for which this Plan has been written.
2. A general explanation of the epidemiology and symptoms of bloodborne diseases.
3. An explanation of the modes of transmission of bloodborne pathogens.
4. A copy of and an explanation of the SCF's Exposure Control Plan for Students.
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and the use of personal protective equipment.
7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
8. An explanation of the basis for selection of personal protective equipment.
9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, and the benefits of vaccination.
10. Information on the post-exposure evaluation and follow-up that the student should do after an exposure incident.
11. An opportunity for interactive questions and answers.

Record Keeping:

Training records for all students shall be kept on file in the specific program files. These records shall include the:

1. Dates of the training sessions
2. Summary content of the training sessions
3. Names and qualifications of the persons conducting the sessions
4. Names of the students attending the sessions

Training records shall be maintained for 3 years from the date on which the training occurred.

SCF shall make these training records available upon request, for examination and copying, to students, representatives of clinical agencies, the Program Director, and the Program Secretary in accordance with 29 CFR 1910.20.

Post-Exposure Evaluation and Follow-up:

Following a report of an exposure incident, the student should pursue a confidential medical evaluation and follow-up including, but not limited to:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident took place.

2. Identification and documentation of the source individual, unless it is infeasible or prohibited by law.
3. Testing of source individual's blood as soon as feasible after consent is obtained to determine HBV or HIV infectivity, unless infectivity of source person is known or if testing is prohibited by law.
4. Results of the source individual's testing shall be made available to the exposed student, and the student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
5. Exposed student's blood should be collected as soon as feasible and tested after consent has been obtained. If baseline blood is collected, but consent for HIV serologic testing is not obtained, the sample should be preserved for at least 90 days for possible testing if the student subsequently reconsiders.

The student shall obtain and provide the Program Director of the Health Professions Programs, a copy of the written report of the evaluating health care professional within 15 days of completion of the evaluation.

The health care professional's opinion shall be limited to stating that the exposed student has been informed of the results of the evaluation, and that the student has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment. All other findings and evaluations will remain confidential and shall not be included in the written report.

Medical Records:

SCF shall establish and maintain an accurate record for each student with occupational exposure. This record shall include:

1. A copy of the student's hepatitis B vaccination status including the dates of all vaccinations and any medical records relative to the student's ability to receive vaccination.
2. A copy of all results of recommended examinations, medical testing, and follow-up procedures.
3. SCF's copy of the health care professional's written opinion.

SCF shall maintain complete confidentiality of the student's medical records and will not disclose or report information contained in them without the student's express written consent to any person within or outside the workplace except as required by 29 CFR 1910.20 (E) (iv), or as may be required by law.

Revision of Plan:

The Exposure plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised student positions with occupational exposure.

Reviewed: July: 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2001, 2007, 2008, 2009, 2012, 2013, 2014
Revised June 2000, June 2002, May 2003, April 2004, June 2006

PROBATION POLICY

Probation is a period of time designated by the faculty during which a student who has not been making satisfactory progress in a particular health professions course will be given an opportunity to correct deficiencies and to demonstrate satisfactory performance.

Purpose: The purpose of probation is to formally recognize that a student is not making satisfactory progress. A student will be placed on probation **ONLY** if there is adequate time for the student to remediate and demonstrate consistent satisfactory performance during that semester.

Conditions: The conditions of probation are intended to:

1. recognize unsatisfactory performance at the earliest date.
2. provide occasion for guidance and counseling.
3. give the student an opportunity to correct deficiencies and to demonstrate satisfactory performance.

Reasons: The reasons for probation will be given to the student in writing along with the requirements for removing this designation. These reasons may include, but are not limited to, the following:

- 1 Failure to make satisfactory progress in meeting course requirements for the classroom, clinical component, or learning laboratory.
- 2 Student behavior and/or performance endangering either the student's and/or the patient's safety, such as:
 - a) administering medications and/or treatments in a negligent manner.
 - b) performing treatments or procedures on a patient beyond the limit of the student's educational preparation.
 - c) leaving patient care assignment without properly advising appropriate personnel.
 - d) discriminating in the rendering of patient care as it relates to the human rights and dignity of the individual.
 - e) failure to follow specific rules and guidelines for each course or facility.
- 3 Failure to adhere to program policies and procedures as defined in the college catalog, the SCF Student Handbook and the Health Professions Program Specific Student Handbook.
- 4 Failure to demonstrate acceptable professional behaviors.

Procedure: Faculty will complete a *Notification of Probation* form identifying:

1. Reasons for probation.
2. Requirements for removal of probation.
3. Learning resources and assistance available.

4. Date by which probation must be removed. (Probation for unsafe clinical practice will remain in effect during the entire semester.)

Faculty will confer with the student to confirm the student's understanding of the situation. Student progress will be monitored by faculty, including appropriate documentation. Upon completion of the requirements for removal of probation, the probationary status will be re-evaluated. Failure to meet the requirements for removal of probation will result in failure of the course and/or dismissal from the program.

PROFESSIONAL BEHAVIOR EXPECTATIONS

Program Expectations

Health Professions Programs prepare the individual student for entry into a specific health care profession. In preparation for entry as a member of a profession, certain standards of behavior and conduct will be expected of the student in both the classroom and the clinical area. Students will be expected to keep commitments, to be punctual and prepared for all learning experiences, and to actively participate in the learning process. Appropriate behavior is a requirement for successful completion of these programs. Student must abide by the Student Code of Conduct as stated in the SCF Student Handbook and planner, health professions handbook and specific program student handbooks.

Social Media

Students in the programs must refrain from using Social Media related to any and all activities associated with program activities. (Facebook, Youtube, Twitter, Friendster, Unigo, etc.) The student should be aware there is no way to erase digital content and inappropriate use of social media can impact your personal and professional reputation as well as the reputation of the college and program. Verbal false and defamatory comments spoken and heard are defined as slander, and when these comments are written and published it is libel. Together, slander and libel are referred to as defamation.

Posting of information relative to clinical sites and activities, technologists, patients or their families, faculty and didactic course content is considered an ethical breach of confidentiality and is in direct violation of HIPAA and the policy and procedure identified in this handbook. Failure to comply may result in dismissal from the program.

Classroom Experiences

Each class provides a valuable opportunity for learning. A client's health and well-being depend on the implementation of knowledge acquired in the learning process. Since there is little room for error, there is little room for absence. Attendance is expected at all class, clinical, and laboratory experiences. Should an absence be unavoidable, it is the student's responsibility to contact course faculty and make up missed work.

Active participation is necessary to acquire the knowledge needed to safely care for clients. It is important to attentively listen to faculty and peers, as well as to participate in educational activities. This necessitates arriving for class on time to avoid interrupting the learning process of others. Demonstration of respectful behaviors towards faculty, staff and peers is expected. Faculty and staff will be addressed by their professional title or surname unless invited to do otherwise. Classroom attire should demonstrate a commitment to learning and be appropriate for the setting.

Refer to the specific program handbook section for specific program requirements.

Clinical Expectations

Strict adherence to the uniform and confidentiality policies as outlined in the student handbook is required. Proper professional appearance inspires confidence and trust and demonstrates a commitment to the profession. Since clinical learning experiences are irreplaceable, adherence to the attendance policy as outlined in the student handbook is expected. Demonstration of respectful behaviors toward faculty, staff, clients and peers is inherent in professional behaviors, therefore, faculty, staff and clients should be addressed by their surname unless invited to do otherwise. Patient /client gifts must be respectfully declined.

Failure to maintain safe practice standards in the clinical setting may result in withdrawal from the clinical environment and resultant failure of the course.

Refer to the specific program handbook section for performance standards related to each program.

GUIDELINES FOR CLINICAL EXPERIENCES

1. Students shall report to their clinical instructor upon arriving and leaving the clinical area. Before the student leaves an assigned area, the clinical instructor or designee shall be notified. The student also is responsible for making sure that the computer login, or required forms that document attendance, are correctly completed and signed (if applicable).
2. The clinical agency telephones are for **departmental business only**.
3. Students are to abide by all policies of the assigned clinical facility and to the specific program to which they are enrolled.
4. Students are advised not to bring personal belongings, i.e., purse, book bag, etc., to the clinical area, since no secure storage is available.
5. The college and clinical agencies assume no responsibility for the loss of money, books, or personal articles.
6. Absolutely no electronic devices that have an audio sound, i.e., cellular phones, are permitted in any clinical area or in the classroom/laboratories without prior approval and then **ONLY** in an emergency situation.
7. All questions relating to any phase of clinical experience shall be **first** taken to the clinical instructor, then to the clinical coordinator or faculty team leader. If unable to resolve the situation at this level, it should be brought to the attention of the Program Director and then to the Dean, if needed.
8. Students and clinical faculty must refrain from communicating via Facebook, YouTube, Twitter, Friendster, Unigo, etc.

CONFIDENTIALITY

Students shall strictly maintain the confidentiality of all client information, whether personal or medical, as well as keep confidential any information related to the clinical facility. Health professions students must clearly understand and fully agree, **under penalty of law**, that they will never inappropriately access, disclose or reveal in any way, either directly or indirectly, **any** information from a client's record or related to the care and treatment of any client, except as needed, to authorized clinical staff. They

further agree not to reveal any confidential information about the clinical facility to any third person. Case studies used in class must be free of any patient/client identification. Photography of clients/patients as well as discussion of any patient/client information via social media is strictly prohibited and grounds for immediate dismissal.

ELECTRONIC DEVICE ETIQUETTE

The use of electronic devices (cell phones, tablets and other mobile devices) in the classroom is determined by the faculty member's electronic mobile device use guidelines for that particular class. Each faculty member determines the acceptable use of electronic devices in the classroom, from requiring the device be turned off to allowing the use of electronic devices in classroom projects. Adhere to the expectations communicated by the faculty member for that course.

UNIFORM DRESS CODE

The personal appearance and demeanor of the health professions students at SCF reflect the college and program standards and are indicative of the student's interest and pride in the profession. Students are expected to maintain a proper appearance, as designated by the health professions program. **Failure to follow the uniform guidelines may result in the student being sent home and a clinical absence recorded.** Continued violation of the dress code policy may result in probation or dismissal from the program.

The following are applicable to all health professions students:

1. The SCF name tag must be worn.
2. Hair must be clean, neat and controlled in a conservative style to maintain asepsis. Unobtrusive and conservative hair ornaments may be worn as needed. Hair color must be within a natural range of color.
3. Nails are approximately fingertip length and clean. Clear nail polish may be worn unless otherwise specified by the clinical facility. Nail polish must be intact without chips to prevent bacteria growth. **Artificial nails are not allowed in any clinical setting.**
4. Beards and moustaches must be neatly trimmed.
5. Make-up may be worn in a conservative fashion.
6. A functioning watch with the capability of measuring seconds must be worn.
7. Jewelry will be limited to earrings and a simple wedding band. No bracelets or necklaces may be worn. Earrings will be the stud type and are limited to one pair, one earring per ear. Looped or dangling earrings may not be worn. Other body piercings/jewelry must not be observable while in uniform.
8. Visible tattoos may require covering while in uniform based on the policy of the clinical facility or if considered potentially offensive to patients, at the discretion of the program faculty.
9. Perfume/aftershave should be used in moderation. There may be no other distinct odor to the student.
10. Personal hygiene must be maintained at all times because of the close personal contact with patients.
11. Uniforms and apparel worn to the clinical facilities must be cleaned and pressed.
12. Undergarments should not be visible.
13. Gum chewing in uniform is not permitted.
14. Hose and professional shoes are required. **Non-canvas, solid color athletic shoes with minimal logos or insignias** also may be worn. High or mid-top athletic shoes are not

permissible. Clog-type shoes or shoes with open backs of any kind are not permissible. Heels and toes must be totally enclosed. All shoes and laces are to be neat and clean.

15. Uniforms will only be worn to and from clinical laboratories and will not be worn as personal attire in public.
16. Smoking is not permitted in uniform. In addition, a student who has a smoking odor which may be offensive to patients, as determined by the Clinical Instructor, may be sent home and an absence recorded.

SPECIFIC PROGRAM UNIFORM REQUIREMENTS

Dental Hygiene

Scrub tops and pants in designated class color
Plain white socks or hosiery
White clinic shoes
Dosimeter

Occupational Therapy Assistant

Navy, Khaki or black slacks (no denim)
OTA program shirt
Socks or hosiery

Shoes or sneakers (Clog-type shoes or shoes with open backs of any kind are not permissible. Heels and toes must be totally enclosed.)

Physical Therapist Assistant

Navy, khaki, or black slacks (no denim or corduroy)
PTA program shirt
Socks or hosiery

Shoes or sneakers (Clog-type shoes or shoes with open backs of any kind are not permissible. Heels and toes must be totally enclosed.)

Radiography

Women: Scrub top (color announced yearly)
Matching professional slacks
White plain hose or socks

Men: Uniform shirt (color announced yearly)
Matching professional pants white plain socks

All Radiography Students: Dosimeter and initialed lead markers
Sweaters must be white, washable, and in good condition
Scrub jackets may be worn if color coordinated
Lab coats are worn only for surgery
White shoes or sneakers

Nursing

SCF white uniform top and navy uniform pants purchased from Meridy's
White Lab Coat
White shoes and socks

PROFESSIONAL ORGANIZATIONS

Students are encouraged to join their respective professional society or association. Membership has benefits such as regularly published journals and annual meetings where health care professionals gather to share new and valuable information. For more information about national, state, and local societies and associations, contact your program's faculty.

STUDENT CLUBS – Fundraising activities

Student organizations who wish to hold fund-raising activities to support professional activities and/or travel to state or national meetings must follow College policies for fund raising including getting permission for the activity through the Student Activities Advisor prior to the activity. All funds that are raised must be immediately deposited in the designated program student account through the College Business Office. Approval to withdraw and use the funds must be obtained from the Program Director/Faculty Advisor.

CONFLICT RESOLUTION POLICY (Rule 6HX14-4.14 / Procedure 4.14.01)

Students who feel they have been penalized erroneously for an academic ethics infraction or think that the sanction imposed is inappropriate may, within 10 working days of notification of academic sanction, appeal the matter through Procedure 4.10.01: Student Request for Conflict Resolution as Related to Academic Matters.

A. Definition:

For purposes of this procedure a “conflict” or “complaint” is defined as the allegation by an State College of Florida, Manatee-Sarasota student in such instances where the student finds it necessary to secure a resolution to an academic concern including, but not limited to, a perceived inequity concerning his or her academic standing, or where the academic requirements of the course, program, or College are perceived by the student to have been inappropriately interpreted and/or applied to him or her.

B. Purpose and Conditions for a Conflict Resolution Procedure

State College of Florida (SCF) strives to maintain a professional work and academic environment where all students, staff, faculty and other members of the collegiate community are treated with respect and dignity. The goal of the College is to provide an academic and institutional climate that is conducive to learning and working productively. To that end, the purpose of this Student Request for Conflict Resolution Procedure is to:

1. Provide students with a complaint mechanism for their perceived conflicts/complaints.
2. Assure students that there will be no retaliation for pursuing the resolution of their conflict/complaint under the procedure.
3. Provide student with:
 - a. Assurance that policies are applied consistently and equitably.
 - b. An effective method to present concerns to faculty and administration for resolution internally.
 - c. A process that provides a prompt, thorough and impartial investigation.
 - d. The potential for resolution at the lowest level possible.
 - e. Assurance that confidentiality will be maintained to the extent possible within legal requirements.

The burden of proof needed to substantiate the merits of an academic complaint shall rest with the student. Therefore, the student must demonstrate:

- a. the presence of a wrong or loss;
- b. that the specific alleged incident caused damage;
- c. that there is a remedy available to right the wrong.

Examples of the above may include, but are not necessarily limited to, situations where students feel that they received an inappropriate grade in a particular course or academic policy was misapplied. They do not include questions concerning admission to a program or a specific course selection.

In keeping with the intent and spirit of this Procedure, it is incumbent upon all parties involved to show respect, civility, restraint, and professionalism in their efforts to resolve complaints. It is incumbent upon faculty members and students to arrange meetings and conferences with each other in good faith and to communicate decisions within established time frames to all concerned parties.

C. Conflict Resolution policy

General Guidelines

1. Students are encouraged to direct their concerns to the faculty member with whom their complaint exists. However, in the event that these efforts fail, the *Conflict Resolution Procedure* provides guidelines and procedures for resolving the conflict.
2. This Procedure is not to be used for complaints of admission. These concerns are to be directed to the College Registrar, and subsequently to the College Admissions Committee.
3. This Procedure is not to be used for complaints of *alleged discrimination or sexual harassment*. These concerns are to be directed to the College Equity Officer, and subsequently another College Procedure for resolution.
4. This conflict resolution process may only be initiated by the affected student and not by third parties in a representative capacity.
5. Students, faculty, and supervisors are encouraged to communicate directly and openly to resolve conflicts at the lowest possible level. However, a designated College counselor acting in the capacity of *student advocate* may serve as an additional resource for the student during the resolution process.
6. The time limits provided in this Procedure shall be strictly observed by all parties, unless extended by written agreement of the parties. The number of days indicated at each step will be considered as the maximum and every effort will be made by the parties to expedite the process. Failure of the student to process the conflict/complaint within the time limits herein provided shall result in the dismissal of the complaint. Failure of faculty, supervisory employees or the administration to process the complaint within the time frames provided shall entitle the student to proceed to the next step of the Procedure.

7. The written conflict/complaint of the student must state pertinent facts in enough detail to enable an otherwise uninformed third-party to determine from the document the academic conflict/complaint requiring resolution, assuming the truth of the facts as stated. The written explanation of the conflict/complaint must specify with particularity the relief sought by the student.
8. In each of the procedure steps, working days shall be defined as any day the College is open for business and shall EXCLUDE Saturdays, Sundays, and any holiday the College has published as "College Closed," and in emergency closings.

D. Conflict Resolution Procedure

It is the College's intent to be responsive to its students and their concerns; therefore, the following conflict resolution procedure has been established.

Step One – Informal Procedure

- a. The student and faculty member(s) will meet within ten (10) working days from when the conflict/complaint or sanction imposed occurred; unless the situation warrants immediate attention.
- b. The faculty member will take a positive approach, explain the reasons for any action, grade, or policy which may have contributed to the conflict/complaint, and find a mutually agreeable solution.
- c. In the case of a final grade, the request for a conference must be made in writing by the student within ten (10) working days from the first day of class of the following semester (Fall, Spring, Summer). Within ten (10) working days of receipt of the student's request, the faculty member, or if unavailable, the faculty member's Department Chair, must hold the conference with the student.
- d. The goal of both parties should be to resolve the issue at this level.

Step Two – Informal Procedure

- a. If within ten (10) working days from the initial meeting to resolve the conflict/complaint as provided in STEP ONE, the conflict/complaint is not resolved to the mutual satisfaction of the student and faculty member; or the conflict/complaint involves perceived unfair treatment by the faculty member, the student may request a meeting with the faculty member's immediate supervisor – the Department Chair (or another Academic Affairs administrator designated by the Vice President, Academic Affairs, if the conflict/complaint is with the Department Chair).
- b. The student and the Department Chair or designated administrator shall meet within ten (10) working days from the date when the student and faculty member determine that the conflict/complaint has not been resolved as provided in STEP TWO, Part a.
- c. The Department Chair or designated administrator will then meet with the faculty member no later than five (5) working days from the date he/she met with the student; unless the situation warrants immediate attention.

Note: As part of the Procedure, the Department Chair or designated administrator may also consult with his/her supervisor, the Vice President, Academic Affairs, the College Director of Human Resources and/or the College Equity Officer to assure

equitable treatment and adherence to College Policies and state and federal laws as related to the conflict/complaint in question.

- d. Within five (5) working days after the meeting with the faculty member, the Department Chair will issue a verbal decision to the student.
- e. The goal of the three parties should be to resolve the issues at this level.

Step Three – Informal Procedure

- a. If the resolution of the Program Director does not resolve the conflict/complaint to the satisfaction of the student, the student may request in writing to proceed to Step Three and shall submit the written complaint to the next higher level of supervision, with a copy to the Vice President, Academic Affairs. The submission of the written conflict/complaint at this Step Three is due within five (5) working days of the student and faculty member's receipt of the findings of the Department Chair or designated administrator in Step Three, including documentation of the dates when the student initially met with the faculty member, and the subsequent meeting with the Department Chair or designated administrator.
- b. Upon receipt of the formal written conflict/complaint, the supervisor of the Department Chair must schedule a meeting with the student within five (5) working days to discuss the conflict/complaint. As part of the Procedure, the supervisor will consult with the faculty member, Department Chair or designated administrator, to assure equitable treatment and adherence to College policies and state and federal laws as related to academic due process. Within 10 (10) working days after the meeting with the student, the supervisor will issue a decision in writing to student, the faculty member, and the Department Chair or designated administrator, with a copy to the Vice President Academic Affairs.

Step Four – Formal Procedure

- a. The student may within five (5) working days of receipt of the disposition of Step Three request in writing to proceed to Step Four in which the Vice President Academic Affairs shall investigate the conflict/complaint. The student shall submit such written request with a summary of findings at Step Two and Three.
- b. The Vice President will meet with the parties directly involved to facilitate a resolution or gather further information from the parties and other resources as needed. The Vice President's investigation shall be conducted confidentially and any individuals interviewed in the course of the investigation shall be advised to maintain such confidentiality.
- c. A written finding will be given within ten (10) days of completion of the investigation by the Vice President, Academic Affairs. A copy of the findings will be provided to all parties and the Vice President of Student Development and Enrollment Services.
- d. The decision of the Vice President, Academic Affairs shall be the final settlement of the conflict/complaint.

CODES OF ETHICS

All health professions practitioners function under specific legal and ethical guidelines. Students are expected to adhere to the guidelines of their specific practice area.

PROHIBITED HARASSMENT (Rule 6HX14-2.44)

State College of Florida is committed to providing an educational and working environment free from harassment and discrimination based on such factors as race, color, sex, age, religion, genetic information, national origin, ethnicity, disability, marital status, sexual orientation and any other factor prohibited under applicable federal, state and local civil rights, law, rules and regulations. State College of Florida, Manatee-Sarasota will not tolerate harassment or discrimination of its employees, students, applicants for admission and/or employment, volunteers, visitors, contractors, or any person while present on any College campus or sponsored event. State College of Florida, Manatee-Sarasota will also attempt to protect its employees and student from harassment and discrimination by non-employees and non-students. (See Student Handbook and Planner for policy and procedures).

HEALTH PROFESSIONS FORMS

You will be required to sign copies
of the forms in this section
to enroll in any of the
Health Professions Programs

Your Signature acknowledges adherence to the
policies and procedures of the health program in
which you are enrolled.

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

Laboratory Experiences Informed Consent

During the laboratory sessions of any of the Health Professions Programs students will participate in various activities and simulations as both the patient/client and the practitioner. Each type of participation provides valuable learning for students.

As a student enrolled in this program, you will participate in these experiences unless there is a medical/health reason that precludes your participation. It is your individual responsibility to inform the laboratory instructors of any condition which might affect your participation. At that time, a decision will be made relative to your involvement/participation in laboratory activities.

On rare occasions, while participating in a laboratory activity, the student acting as the patient/client may experience some discomfort. If this should occur, please inform one of the laboratory instructors immediately.

Physical contact during laboratory activities and simulations will be expected during laboratory sessions. If physical contact poses a problem for you, please discuss this with the course instructor.

I, _____, understand the above information and recognize that it is my responsibility to inform a laboratory instructor of any known medical/health reason which may preclude my participation either acting as a patient/client provider or practitioner during activities and simulations during this health science program.

Signature

Date

Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ Nursing _____ OTA _____ PTA _____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

Release for Photography/Video/Voice Use

As a student in one of the colleges health professions programs, I understand that there may be occasions where audiovisual images of students participating in the activities of the programs may be taken for use as a part of various college related publications, presentations, etc.

I hereby grant State College of Florida, their legal representatives and assigns, the right and permission to publish, without charge, and use photographic pictures, broadcast videotaped or filmed footage, including audio of myself (of the minor) taken while I am a student or a participant in one of the college's health science programs.

These pictures/videos/audios may also be used in any medium for purposes of editorial use, advertising, display, reproduction, or publication in any other manner. I hereby warrant that I (or the undersigned parent/guardian) am over 18 years of age and am competent to contract in my own name insofar as the above is concerned.

Name of Person in Image: _____
Please Print

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Signature _____ Date: _____
Student or Guardian

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ Nursing _____ OTA _____ PTA _____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

Student Handbook Acknowledgment Form

I, _____, have received, reviewed, and understand the content in this Health Professions Programs Student Handbook. I am aware of and accept my responsibilities to both the college and the program in regard to rules and regulations. I understand that I am to maintain the professional attitudes and behaviors reflected in the guidelines of this Handbook. Furthermore, I understand that this Handbook is subject to revision. Any revisions will be updated in writing, and will become effective upon notification.

Signature

Date

Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ Nursing _____ OTA _____ PTA _____ Radiography

**State College of Florida
Health Professions Programs**

Student Consent Form

As a student enrolled in an SCF Health Professions Program, I understand that the required clinical experience in various health care facilities may expose me to environmental hazards and infectious disease including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS).

State College of Florida carries limited accident insurance on all students enrolled in a clinical course. This insurance is automatically included in the fees paid each semester. However, neither State College of Florida nor any of the clinical facilities used for clinical experience assumes liability if a student is injured or exposed to infectious disease in the clinical facility during assigned clinical experiences, unless the injury/exposure is a direct result of negligence by the college or the clinical facility. As a student, I understand that I am responsible for the cost of health care for any personal injury/illness that occurs during my education. *SCF Strongly recommends that students purchase their own health insurance.*

Every Health Professions Student is required to carry liability insurance and accident insurance while enrolled in clinical courses. This insurance is automatically included in the fees paid each year.

I also understand my responsibility to strictly maintain the confidentiality of all client information, whether personal or medical, as well as keep confidential any information related to the clinical facility. As a Health Professions student, I clearly understand and fully agree, under penalty of law, that I shall never inappropriately access, disclose or reveal in any way, either directly or indirectly, any information from a client's record or related to the care and treatment of any client, except, as needed, to authorized clinical staff. Photography of clients/patients as well as discussion of any patient/client information via social media is strictly prohibited and grounds for immediate dismissal. I further agree not to reveal any confidential information about the clinical facility to any third person.

Students are responsible for adhering to the policies and procedures as outlined in the SCF Health Professions Programs Handbook and the SCF Student Handbook.

My signature on this form confirms that I understand and assume responsibility for the inherent risks involved in being a student in a Health Professions Program at State College of Florida, and for adhering to the above policies.

_____	G00# _____
Print Name	
_____	_____
Signature	Date

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ Nursing _____ OTA _____ PTA _____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

Graduate Survey Consent

I, _____, hereby, grant permission for the program to survey my employer after six months and one year after graduation, about my job performance as it relates to the specific health profession program outcomes/competencies for which I was prepared in the program.

I understand that the information will be confidential and will only be used for program evaluation and improvement.

Signature

Date

Current email – not SCF email

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ Nursing _____ OTA _____ PTA _____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

Benefit Waiver

I, _____ as a student enrolled in a program within the
Student Name – Please Print
Health Professions Programs, understand that I will be assigned to various clinics/agencies/institutions to complete the program requirements for graduation. I understand and agree that I am not an employee of any assigned facility or State College of Florida for any purpose, and I am not eligible for any employee benefits, including coverage by the Worker’s Compensation Act. I also understand and agree that I shall, at all times, be subject to the policies and regulations of the Clinic/Agency/Institution concerning their operating, administrative and procedural functions.

Signature

Date

Print Name

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ Nursing _____ OTA _____ PTA _____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Programs**

FERPA Release For Clinical Affiliation

Name of Student

Date of Birth

G00#

I, the undersigned, authorize State College of Florida to release records and information relating to grades, course attendance, criminal background check, vaccination/immunization records, TB results, drug screening results, course performance, clinical performance, disciplinary proceedings, and schedules to representatives of all assigned clinical facilities for the purpose of verifying clinical affiliation eligibility and monitoring clinical program progress. I understand that 1) I have the right not to consent to the release of my education records and 2) that this consent shall remain in effect until revoked by me, in writing, and delivered to the Program Director, but that any such revocation shall not affect disclosures previously made by the College prior to the receipt of any such written revocation.

Student Signature

Date

Signature of Course Coordinator

Date

Please indicate which program you are enrolled in:

_____ Dental Hygiene

_____ Nursing

_____ OTA

_____ PTA

_____ Radiography

**State College of Florida, Manatee-Sarasota
Health Professions Program**

Safety Sensitive Precautions

Date: _____

_____ has been placed on Safety Sensitive Precautions as a result of the following prescription medications:

If at any time the instructor believes that _____ is impaired in any way from the prescription drug(s) that may jeopardize the safety of the client, the student will be removed from the clinical and/or the program until satisfactory medical release is received.

Signature

Date

Please indicate which program you are enrolled in:

_____ Dental Hygiene _____ Nursing _____ OTA _____ PTA _____ Radiography

State College of Florida - Health Professions Programs

Substance Abuse Documentation Form - Observable and Suspicious Behaviors

Student Name: _____ Date: _____

Absenteeism

- Frequent Monday or Friday absences: _____
- Multiple unauthorized absences from class or clinical _____
- Excessive tardiness: _____
- Improbable excuses for absence: _____
- Leaving school or the clinical agency early: _____
- Prolonged breaks: _____
- Frequent trips to the bathroom: _____
- Illness on the job or in the classroom: _____

Unexpected Events – Especially resulting in injury or damages

- Falling asleep in class or clinical: _____
- Frequent or unexplained accidents: _____
- Any fall or faint or loss of equilibrium or consciousness, which suggests impairment: _____

Confusion and difficulty concentrating

- Difficulty remembering details or directions: _____
- Jobs/projects/assignments taking excessive time: _____
- Increasing difficulty with complex assignments: _____
- General difficulty with recall: _____

Lowering efficiency

- Mistakes of judgment: _____
- Wasting materials: _____
- Blaming or making excuses for poor performance: _____
- Deterioration of ability to make sound judgments _____
- Spasmodic work patterns or academic performance: _____

Poor relationships with peers

- Avoidance of others: _____
- Hostile/irritable attitude: _____
- Reacts rather than responds to others: _____
- Overreacts to criticism or correction: _____
- Unreasonable resentments: _____
- Unpredictable, rapid mood swings: _____
- Borrowing money from peers: _____

Physical signs

- Alcoholic or suspicious breath odors/frequent use of mints/mouthwash: _____
- Diaphoresis: _____
- Dilated pupils: _____
- Abnormal pulse/respirations/BP: _____

Person(s) documenting above behaviors: _____ Date: _____

This list provides examples and is not exhaustive. Please provide additional comments as needed.



State College of Florida Manatee-Sarasota

Radiography Program

2014-2016

Revised 6/2014

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Summer 2014

Dear Radiography Student,

Welcome to the Radiography Program at the State College of Florida. You are about to begin a program that will be filled with many new experiences and challenges. Your decision to become a radiographer will require *total commitment* on your part for the next two years. In return for your efforts, you will obtain a rewarding career that will provide personal satisfaction and unique opportunities.

The State College of Florida and the radiography faculty are dedicated to providing you with a complete and comprehensive learning experience. We will continually be evaluating, modifying and adapting the courses and course content to facilitate your attainment of the clinical and academic competencies required of a registered radiographer. It will be your responsibility to achieve the objectives and complete the program, to be eligible to take the Radiography National Registry Examination (ARRT) and apply for state licensure.

The Radiography Program at the State College of Florida is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Accreditation is an ongoing process and during your matriculation in the program, the faculty will solicit your input regarding the program as we continue to strive to refine and improve our program.

The Radiography Student Handbook has been designed to inform you of the program policies and procedures. Please review the handbook and direct any questions you might have to the faculty or program chair. All students are subject to the regulations outlined in the SCF college catalog, the College Student Handbook and the Health Professions Division Student Handbook.

On behalf of the faculty, staff, and myself we wish you every success during your course of study and offer our commitment to assist you in attaining your goal to become a radiologic technologist.

Sincerely,

A handwritten signature in black ink that reads "Patrick Patterson, M.S. R.T. (R)(N)".

Patrick W. Patterson, M.S. R.T. (R)(N), CNMT
Program Director

PWP:lh

Mailing Address • P.O. Box 1849, Bradenton, FL 34206 • scf.edu

SCF BRADENTON
5840 26th Street West • 941-752-5000

SCF LAKEWOOD RANCH
7131 Professional Parkway East • 941-363-7000

SCF VENICE
8000 South Tamiami Trail • 941-408-1300

STATE COLLEGE OF FLORIDA MANATEE-SARASOTA
RADIOGRAPHY PROGRAM
ADMINISTRATION, FACULTY AND STAFF

Carol Probstfeld, Ed.D.
President

Gary T. Russell, M.A., B.A.
Vice President of Academic Quality and Success

Beverly Hindenlang, D.N.P., R.N., C.N.E
Dean of Nursing and Health Professions

LeAnn Hunneke
Radiography Academic Secretary
lhunnekl@scf.edu
941/752-5245

Patrick W. Patterson, MS, R.T. (R)(N), CNMT
Program Director, Radiography
patterp@scf.edu
941/752-5520

Madelyn Micallef, B.S., R.T.(R)(M)
Clinical Coordinator
micallm@scf.edu
941/752-5517

Alycia Salerno, A.S., R.T.(R)
Adjunct Faculty
salerna@scf.edu
941/752-5245

Courtney Durrance, R.T.(R)(ARRT)
Adjunct Faculty
durranc@scf.edu
941/752-5245

Suzanne Drzewecki, BSRS RT (R)(M)(CT)
Adjunct Faculty
drzewes@scf.edu
941/752-5245

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
RADIOGRAPHY PROGRAM

ACCREDITATION STATUS

The Radiography Program, a two-year AS program, is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program will be able to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). After successful completion of the examination, the individual will be a Registered Technologist [R.T. (R)]. Most states also require licensure in order to practice. However, in many states, certification by ARRT is the criteria for obtaining a state license.

For additional information on the profession, the registry exam, program accreditation, or state licensure, contact the appropriate agency listed below:

ASRT
15000 Central Ave. SE
Albuquerque, NM 87123-3917
Tel: 800-444-2778, press 5
505-298-4500
Fax: 505-298-5063
www.asrt.org

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
www.jrcert.org

The American Registry of Radiologic Technologists®
1255 Northland Drive
St. Paul, Minnesota 55120-1155 USA
Phone (651) 687-0048
www.arrt.org

Florida Department of Health
Bureau of Radiation Control-Radiologic Technology
4052 Bald Cypress Way
Bin #C21 (HSERT)
Tallahassee, FL 32399-1741
Phone: (850) 245-4540 Fax: (850) 921-6365
<http://www.floridahealth.gov/prevention-safety-and-wellness/radiation-control/radtech/index.html>

SCF MISSION

State College of Florida
Manatee-Sarasota,
guided by *measurable standards*
of *institutional excellence*,
provides *engaging* and *accessible*
learning environments
that result in *student success* and
community prosperity.

Radiography Program Mission Statement

The mission of the radiography program is to provide the community with competent and caring entry-level radiographers who are able to perform quality radiographic procedures and function as an integral member of the health-care team. In order to achieve this, the program provides the student with innovative educational opportunities to prepare for a rewarding career in radiologic technology.

Program goals and student learning outcomes

- | | |
|----------------------------|--|
| Goal: | Students will be clinically competent. |
| Student Learning Outcomes: | Students will properly position the patient.
Students will select appropriate technique factors.
Students will utilize radiation protection. |
| Goal: | Students will demonstrate effective communication. |
| Student Learning Outcomes: | Students will demonstrate effective communication skills.
Students will demonstrate effective written communication skills. |
| Goal: | Students will utilize critical thinking skills. |
| Student Learning Outcomes: | Students will perform non-routine procedures.
Students will analyze images. |
| Goal: | Students will demonstrate professionalism. |
| Student Learning Outcomes: | Students will understand ethical decision making.
Students accept constructive criticism. |

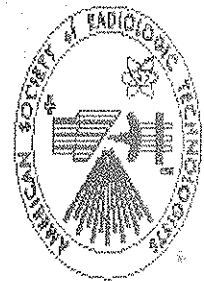


American Society of
Radiologic Technologists

Code of Ethics

- 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 profession to provide services to humanity with full respect for the dignity of mankind.
- 3 The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- 4 The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- 5 The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 6 The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- 7 The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
- 8 The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- 9 The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- 10 The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, February 2003



STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
 RADIOGRAPHY CURRICULUM PLAN
 (77 semester hours)

<u>Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
ENC 1101	Written Communication I	3
PSY 2012/SOP 1602	General Psychology or Human Relations	3
Math*	<i>Any Area II Math course For the A.S. degree*</i>	3
BSC 2085C*	Anatomy and Physiology I	4
BSC 2086C	Anatomy and Physiology II	4
PHI 2600	Applied Ethics	3

(*Denotes pre-requisite courses that *must* be completed prior to application to the program)

Total General Education Credit Hours: 20

FIRST YEAR

Summer (C)

RTE 1002	Introduction to Radiologic Technology/ Nursing Assistant Component	5
RTE 1308	Radiation Protection and Safety	2
RTE 1001	Medical Terminology for Radiographers	1

Fall Semester

RTE 1503C	Radiographic Procedures I	4
RTE 1418	Radiographic Exposures I	5
RTE 1804L	Practicum I (8 hrs/day, T & Th)*	3

Spring Semester

RTE 1458	Radiographic Exposures II	5
RTE 1513C	Radiographic Procedures II	4
RTE 1814L	Practicum II (8 hrs/day, T & TH)*	3

SECOND YEAR

Summer C

RTE 1824C	Practicum III (7.5 hrs/day for 12 weeks)*	4
-----------	---	---

Fall Semester

RTE 2523C	Radiographic Procedures III	4
RTE 2834L	Practicum IV (7.5 hrs/day, M, W, F)*	4
RTE 2931	Radiographic Image Analysis	1
RTE 2762	Cross-Sectional Anatomy	3

Spring Semester

RTE 2563	Radiographic Procedures IV	4
RTE 2844L	Practicum V (7.5 hrs/day, M, W, F)*	4
RTE 2061	Radiologic Review <i>(*Includes half-hour lunch)</i>	1

Total Radiography Credit Hours 57

Total Program Credit Hours: 77

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
RADIOGRAPHY PROGRAM
ACADEMIC/CLINICAL POLICIES, PROCEDURES AND GUIDELINES

The purpose of the Radiography Student Handbook is to provide both the students and faculty with information regarding procedures and guidelines of the Radiography Program. If changes are made to policies and procedures after the publication of this handbook, students will be notified by writing.

Radiography students, as representatives of the profession, are expected to conform to the highest ethical principles as defined in the American Registry of Radiologic Technologist's Code of Ethics during their pre-professional functions and relationships. These include relationships with the patients, faculty, administrators, supervisors and fellow students. Students are expected to demonstrate a professional attitude, professional behavior and cooperation in their relationships with faculty, classmates, clinical instructors and patients. The Radiography student has the right to expect ethical behavior and practices from others.

I. Admission Procedures

In addition to the admission requirements for college which are found at <http://www.scf.edu/StudentServices/EducationalRecords/Admissions/default.asp>, the following are requirements for admission to the Radiography Program:

A. Program Admission Requirements

1. Earned grade point average (GPA) of 2.5 or better in ALL general education courses required by the program toward the degree and a minimum overall GPA of 2.0 to meet graduation requirements.
2. Satisfactory completion of any remedial course work needed to be eligible for college-level courses. **NOTE:** Prerequisite courses may be required for ENC 1101 and the required math course. These prerequisite courses **MUST** be taken **PRIOR** to entry into RTE 1002 to be eligible to take the required courses. Consult the course descriptions in the online Catalog or the specific department of the College for additional information.
3. **Prerequisite courses MUST be completed** with a grade of "C" or better by the end of the Fall term prior to the year in which the applicant is applying.

Prerequisite courses: **BSC 2085C:** Anatomy and Physiology I
 MATH: Any area II Math course for the A.S. degree
4. A minimum grade of "C" is required for all courses applied to the radiography degree.
5. Verification of attendance at a Radiography Program information session. Refer to the program's Web page for dates of the information session.
6. A completed application for the Radiography Program. (A separate application is required for admission to the College.) A one-time application fee of \$20 must be submitted with the Radiography application.

I. Admission Procedures-continued

B. Program Selection Criteria

1. The Radiography Program is a **limited enrollment** program. The Radiography Program consists of both classroom and clinical experiences. Completion of all or part of the general academic courses required for the degree does not guarantee acceptance into the program.
2. Priority is given to applicants who have completed all prerequisite courses and who have completed the most required hours of coursework toward the degree by the end of the Fall term preceding the year for which the applicant is applying. If there are more qualified applicants than seats available in the program, the primary criteria for selection will be the GPA (Grade Point Average) of the general education courses required by the program.
3. The secondary selection criteria will be the overall college GPA.

II. Acceptance to the program

A. New students are required to complete the following:

1. A statement of satisfactory physical and mental health and a record of current serum titers verifying immunity from communicable diseases. This form will be provided upon notification of admission, and must be completed by a licensed physician or nurse practitioner. Failure to comply with personal health requirements in a timely fashion will result in withdrawal from clinical lab and clinical assignments.
2. Upon acceptance, the following are required: background checks (FDLE); fingerprinting (depending on facility); CPR certification; health and drug screenings to meet local health care agency regulations. Based on the results of these checks and screenings, students may become ineligible for program admission. Continuation in the program is based on acceptable results from random/ongoing screenings and background checks. Ongoing screenings may occur as frequently as each semester, based on the policies of the program's clinical affiliates. Clinical facilities may limit or prohibit students with positive drug screen results or criminal histories from participating in clinical experiences, thus making the student ineligible to continue the program. Students are responsible for all fees incurred with these checks and screenings.
3. During the first Summer Term, successful completion of American Heart Association Basic Life Support for the Health Care Provider CPR course with AED is required. To assure that certification remains valid throughout the duration of the program, this course must be taken no earlier than May of the year the student starts the program. American Heart Association BLS CPR courses are offered through the Corporate and Community Division at SCF. Information regarding course dates, times, location and cost will be provided upon notification of admission.
4. Mandatory attendance at the Radiography Program Orientation and the one-day clinical observation experience.

Note: Failure to complete these requirements will result in loss of eligibility for admission to the Program.

III. Readmission into the Program

The Radiography Program is designed to be completed in two years beginning in May of each year. In order to progress through the program, students must complete all Radiography courses with a grade of "C" or above, or a "P" in clinical and laboratory courses. Students receiving a grade of "D" or lower in any Radiography course or a "NP" in any clinical or laboratory course will be dismissed from the program.

If a student leaves the program because of unsatisfactory grades, the student has the option to re-enter the program, should space be available, and repeat unsatisfactorily completed courses. Students who exercise this option are advised that radiography courses are only offered once a year. Therefore, the student must wait one year to re-attempt courses. Students who successfully complete repeated courses will be allowed to continue in the program from the point in the curriculum where they originally exited.

If a student should withdraw from the program, and has satisfactorily completed all course requirements up to that point, the student has the option to reapply to the program the next time the course is offered (not to exceed one year). Should space be available, the student will be re-admitted into the program to complete the remaining *required* courses.

Students re-entering the program will be required to take assessment tests or perform simulated radiography exams to determine knowledge and retention of previously learned material. The student must make an appointment with the Program Director and clinical coordinator at least one semester prior to the anticipated entry date. The student, Program Director, and clinical coordinator will develop an Educational Plan to focus on the remediation of skills and knowledge. This plan must be completed prior to the start of the semester the student is to re-enter the program.

Because of the rapid changes that occur in the field of radiologic technology, radiography courses taken two or more years prior to readmission may have to be repeated. Additionally, should significant curriculum revision take place, courses taken less than two years prior to readmission may have to be repeated, and any new courses added will need to be completed.

Readmitted students who return to the program will be held to the policies and procedures of the college catalog, student handbook, and curriculum that are in place for the semester in which they are returning.

Readmission options can only be used one time. Students who unsatisfactorily complete a repeated radiography course will be dismissed from the program with no further consideration for re-admission.

A. Additional Requirements for Readmission Students:

Students being readmitted into the program must complete the following *prior* to beginning coursework:

Health Certification:

1. Must be completely redone if the student has been out of the program two or more long semesters (Fall and Spring)
2. Students being re-admitted after two or more long semesters will need to repeat background checks, fingerprinting, drug screens and TB testing.

Because TB tests need to be repeated annually, students who return for more than two semesters will need to have another TB test 12 months after admission.

III. Readmission into the Program -continued

CPR Certification:

Since certification is only good for two calendar years, students will need to re-take CPR certification Basic Life Support for the Health Care Provider through the American Heart Association. This will assure that certification will remain in effect for the duration of the program.

IV. Acceptance of Transfer Students

All Radiography Programs are individual within themselves regarding sequencing of courses and program requirements. Because of this individuality, it is extremely difficult to accept transfer students from other Radiography programs and maintain the appropriate sequencing for the students learning process, preparation for graduation and board examinations. Each student requesting transfer will have their current Radiography program evaluated for consistency of course sequencing, program requirements and compatibility with the SCF Radiography Program. State College of Florida also requires that at least 25% of the course credit hours required for the degree/certificate must be completed at SCF. For Radiography this would be a minimum of 19 credit hours.

Advanced placement students are considered for admissions on a space available basis. If more than one student applies for advanced placement for the same available space in the class, the date of the completed application including transcripts (other than the currently attended classes) will be the determining factor.

A. Policies and Procedures related to Advanced Placement

The applicant must:

1. At the time of application, be currently enrolled in a Radiography Program accredited by the **Joint Review Committee on Education in Radiologic Technology (JRCERT)** and/or **Southern Association of Colleges and Schools (SACS)**. Students not currently enrolled in a radiography program, but left their prior program in good standing within the past six months, may be considered for advanced placement on an individual basis.
2. Complete an application to State College of Florida and submit it to the College Admissions Office. In the event the applicant has previously attended State College of Florida and the applicant has missed one or more major semesters, the previous application must be updated.
3. Complete an additional application to the Radiography Program for Advanced Placement with the \$20.00 application fee attached and returned to the Radiography Department **AT LEAST TWO MONTHS PRIOR TO THE ANTICIPATED ENTRY DATE.**
4. Successfully complete all the courses that he/she is currently enrolled in with a "C" or better.
5. Request official transcripts from all previously and currently attended colleges and universities, whether the courses apply to the Radiography degree or not, and have them sent directly to the SCF Educational Records Office.
6. Have a GPA of no less than 2.5 in all courses related to the Radiography degree with a minimum of a "C" in each course and a minimum overall GPA of 2.0 to meet graduation requirements.

IV. Acceptance of Transfer Students - continued

7. Submit a copy of course syllabi, clinical evaluations and completed competency exams for all Radiography courses, completed and currently taking, to the SCF Radiography Program Director for evaluation. Once evaluated, it may be determined that the student may need to repeat a course or course(s) in order to complete all of the SCF Radiography Program requirements. Additionally, an educational plan may be developed to assure the student possesses appropriate didactic knowledge and clinical skills.
8. Request a letter to be sent to the SCF Radiography Program Director from the Director of the student's current Radiography program verifying that the student is in "good standing" and the reason for your withdrawal from that program.
9. Complete a SCF Health Sciences Medical form including a statement of satisfactory physical and mental health and a record of current serum titers verifying immunity from communicable diseases, immunizations and record of annual tuberculosis test or chest films. This form will be provided by the Radiography Department.
10. Completion of the following are required: background checks (FDLE); fingerprinting (as required by facility), CPR certification, health and drug screenings to meet local health care agency regulations. Based on the results of these checks and screenings, students may become ineligible for program admission. Continuation in the program is based on acceptable results from random/ongoing screenings and background checks. Ongoing screenings may occur as frequently as each semester, based on the policies of the program's clinical affiliates. Clinical facilities may limit or prohibit students with positive drug screen results of criminal histories from participating in clinical experiences, thus making the student ineligible to continue the program. Students are responsible for all fees incurred with these checks and screenings.
11. Hold a current CPR certification Basic Life Support for the Health Care Provider through the American Heart Association, which will remain current through the student's graduation.

V. Licensure Requirement

A felony conviction may affect a graduate's eligibility to take the ARRT certification exam or obtain licensure. If a student has been convicted, had any adjudication withheld or has any criminal charges in the past other than a minor traffic violation, the applicant will need to get approval from the ARRT and the Florida Bureau of Radiation Control prior to examination or licensure eligibility. The ARRT offers a pre-approved process and an explanation has been included in this handbook. See pages 85-88 for additional information. If you have additional questions or concerns please contact the program director.

VI. Academic Guidelines

A. Course Syllabi and Course Objectives

Syllabi and course objectives for the radiography courses will be available for review and download on the course's website. The syllabus will include pertinent information regarding course requirements, evaluation methods/grading procedures and required texts. The syllabus will also include listings of class topics and/or laboratory activities, and grading criteria for quizzes, examinations and assignments.

VI. Academic Guidelines- continued

B. Student Evaluation and Program Retention

Radiography is a profession in which performance that is determined to be less than safe may cause harm or unnecessary discomfort to patients. Therefore, it is imperative that standards be maintained which ensures safety of care for the patient and clinical competency of the radiography student. A minimum of "C" or "P" is required in all Radiography courses including each didactic, laboratory and clinical course section. Students who do not achieve the minimum grade of 70% or a "P" in any didactic, laboratory component, or practicum course will not be able to progress in the Radiography Program.

1. The following grading system will be used for all Radiography courses:

	<u>Didactic Courses</u>	<u>Practicum Courses</u>
Grading Scale:	A = 90 –100	P = Passing
	B = 80 – 89	NP = Not Passing
	C = 70 – 79	
	D = 60 – 69	
	F = 59 and below	

2. When a student obtains an "Incomplete" in a course, the grade must be changed to a passing grade within the time frame specified by the college. According to College policy, all incomplete course-work must be completed within six weeks of the start of the next semester (exclusive of the summer session). An "incomplete"(I) will be given only in the event the student is unable to complete the course requirements because of extenuating circumstances. In the event the course requirements are not completed within the specified period of time, the student will be withdrawn from the program.
3. The evaluation criteria for each radiography course will be defined in the course's syllabus. Completion of all examinations and course projects are required for the successful completion of each course.
4. No student will be allowed to continue in the program unless:
 - a. A "C" or higher or a grade of "P" is achieved in each course.
 - b. All course, clinic and laboratory requirements, including competencies, and class assignments are successfully completed according to the requirements of the program courses.
5. Class Participation

All students in the Radiography program are expected to take an active part in all class/laboratory activities. Participation may account for a portion of the final grade.

Students are encouraged to ask questions relevant to material presented. Students are encouraged to use other resources, including but not limited to their classmates, tutoring, text books and other library resources, and the Internet, to further their understanding.

Students' opinions and experiences relevant to the material are encouraged for classroom discussion. The instructor will maintain decorum and keep the class discussions flowing and relevant. The student may need to utilize additional time with the instructor for discussion and clarification of information.

VI. Academic Guidelines- continued

Students are expected to be alert and attentive during class. Behaviors such as, sleeping in class and extraneous conversations with other students during a lecture is disrespectful to the class as a whole and to the instructor. These behaviors will result in the student receiving a warning or being asked to leave the class. All cell phones **must** be put on silence or vibrate mode during class/laboratory time. Texting in class is not permitted. Any student who continues to exhibit these behaviors will be placed on probation. At no time will cell phones be present during the administration of a quiz/test.

C. Educational Accommodations

If a student has need for accommodations in order to develop the mastery skills identified by the Radiography Program, it is the **responsibility of the student to request the appropriate accommodation** through the Disability Resource Center (DRC). After approval from the DRC, the program will provide reasonable accommodations, as long as it does not fundamentally alter the nature of the program and does not impose an undue hardship.

D. Program Evaluation

Throughout the course of the program, students will be expected to participate in evaluation of the radiography courses and instructors.

Prior to graduation, students will be asked to sign a consent form, which will enable the program to contact future employers to complete a program evaluation survey. Employer surveys will be mailed six months and/or one year post-graduation. The results of these surveys will assist in program evaluation and modification to enhance the program curriculum.

E. Dismissal

A student may be dismissed from the Radiography Program for the following actions:

1. Falsification of records and reports; plagiarism, and cheating on an examination, quiz, or any other assignment. Any of these practices will be the basis for dismissal.
2. Unsafe practice or unsatisfactory performance. Students considered by the faculty to be unsafe practitioners or whose progress in meeting program objectives is judged unsatisfactory may be dismissed from the program. The student will be placed on probation by the faculty when any behavior is observed that places the student and/or patient at risk.
3. Unfitness. The faculty reserves the right to dismiss any student whose personal integrity, health or behavior as determined by the Performance Standards (**pages 80-83**) for progression and graduation in the Radiography Program are below acceptable standards.
4. Students who unsatisfactorily complete a repeated course will be dismissed from the program with no further consideration for readmission.

VII. Clinical Policies and Procedures

A. Clinical Supervision

1. In order to assure the safety of patients and students, student supervision in the clinical setting is based on student competence. Prior to proving competency in a radiographic procedure, the exam is conducted under direct supervision. The Joint Review Committee in Radiologic Technology Education (JRCERT) defines direct supervision as:

VII. Clinical Policies and Procedures -continued

“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 conduct of the procedure, and reviews and approves the procedure and/or image. (JRCERT, 2014 Standards, P.51)

After competency has been proven, radiographic procedures can be conducted under indirect supervision. The JRC defines indirect supervision as:

That supervision provided by a qualified Radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is defined as the physical presence of a qualified Radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.” (JRCERT, 2014 Standards, P.52)

- B. According to the JCERT, should a student have to repeat a radiograph, the radiograph must be repeated under direct supervision, regardless of the student’s level of competency. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student’s procedure prior to re-exposure.
- C. Students not adhering to these supervision policies will be placed on probation and may be dismissed from the program.
- D. Clinical Rotation
 - 1. Throughout the program, students will be rotated through various clinical affiliates. All health care facilities are located within a 45 mile radius of SCF Bradenton. Student clinical rotations are scheduled during the weekdays and can occur between the hours of 7 a.m. and 8 p.m., depending on the schedule of the facility. Students will abide by the clinical hours as set by the clinical instructor at the assigned clinical facility. Students enrolled should understand that the required clinical experience in various health care facilities may expose them to environmental hazards and infectious disease including, but not limited to tuberculosis, hepatitis B, and HIV/AIDS.

Each of these rotations offers unique clinical experiences for the students. The clinical coordinator determines clinical assignments. Students are advised they must be able to attend and participate in the clinical experience at any of the clinical affiliates associated with the radiography program. Students are encouraged to participate in all Radiographic procedures they encounter throughout the two years of clinical practicum courses.

- 2. Students who do not complete all required competency exams by the end of the program will receive a grade of “Incomplete” in their final practicum course. Students are advised that a grade of “Incomplete” will result in a delay of graduation. All uncompleted course work must be completed by the deadline as stated in the college policy.

VII. Clinical Policies and Procedures-continued

E. Attendance Policy

Punctual and regular attendance is expected of all students in all courses. Any class, laboratory, or clinical experience missed, regardless of the cause, reduces the opportunity for learning and may adversely affect the student's final grade.

1. Clinical Absences

If a student is going to be absent from the clinic, the clinical instructor and the program's secretary must be notified of the absence. A voicemail for the program secretary may be left at **941.752.5245**. If a clinical absence extends for three or more consecutive days, a written physician's excuse shall be given to the clinical coordinator prior to returning to the clinical affiliate. Failure to report a clinical absence is considered an *uninformed absence*. An uninformed clinical absence occurs when a student is absent from a scheduled clinical assignment and fails to notify the clinical education site and the radiography program of the absence. If an uninformed absence should occur, the student will be required to make up the missed clinical day **and** an additional day for failing to notify the program of the absence. Therefore, an uninformed absence will result in the student having to make up two clinical days. Also, a student must notify the clinical affiliate and the college if they are going to be absent no later than one half hour after the student's scheduled start time. Failure to do so will result in an "unexcused absence."

All missed clinical time must be made up. However, each student is given one clinical day per semester known as a "discretionary day", which can be used at the student's discretion, and does not need to be made up. Missed clinical time will be made up at the end of the semester during finals week. It is the responsibility of the student to arrange for make-up time for all absences in conjunction with the clinical coordinator and the clinical instructor at the affiliate where the time was missed. Time missed during clinical rotations that are split between two facilities may be made up at the affiliate currently assigned. When any absence occurs, the absence/late form must be filled out as directed at the bottom of the form. During clinical make-up time, any aspect of the evaluation process may take place (i.e. students may obtain assisted/unassisted studies and perform competency exams.)

2. Clinical Tardiness

Since tardiness results in the loss of clinical experience, promptness is expected of all students. Additionally, as the program prepares students for the workplace it tries to instill the importance of punctuality as a good work ethic and a sign of professionalism. Faculty recommends that in order to arrive at clinic on time, you will need to take into account potential traffic problems. Additionally, parking spots may be difficult to find so plan accordingly.

Upon arrival at their clinical sites, students will be required to log in and log out at the beginning and end of each clinical day using the program's course management system. Additionally the clinical instructor will inform the student of the designated computer to use to log in and out. The student is advised the log-ins and log-out will only be recorded on the designated computer. If the designated computer is not working when the student attempts to log in or out, the student will need to have the clinical instructor complete the *Computer Log-in Downtime Form* and fax it to the program on the day the down-time occurred.

VII. Clinical Policies and Procedures-continued

Should a student forget to log in or out, a letter of warning will be sent after the first incident stating that the program does not have record of a log in or out for the specific date. If a student fails to log in/or out a second time, the student will be placed on probation. Three missed log-ins or log-outs may result in dismissal from the program.

A student will be considered tardy any time after the clinic's designated start time (i.e. if the clinic's start time is 8:00 a.m., and the student logs in at 8:01, the student would be considered tardy). A tardy or early log-out of fifteen minutes or less, need not be made up. However, after the fifth tardy or early log out, the student will be required to make up a half day for any additional tardies or early logouts ranging from zero to fifteen minutes.

Tardies or early logouts greater than fifteen minutes will require a full day to be made up. If a student has not yet used his or her discretionary day by the end of the semester, that "day" may be used as makeup for the tardy/early leave time.

All make-up time will be required to be made up during finals week based on prior approval of a program faculty. Because the amount of make-up time is limited to the length of finals week, students are advised that the total amount of make-up time cannot exceed thirty hours. Any student who is unable to make-up the required time during finals week will receive an "Incomplete" grade for that practicum course. According to college policy, all incomplete course work must be completed within six weeks from the start of the next term (exclusive of summer session). If course work, or time is not made up within the appropriate time frame, the incomplete grade will change to an "NP" on the student's permanent record and the student will not be able to continue in the program.

When any tardy occurs, the absence/late form will be filled out by program faculty based on the log in records from the internet time-clock. Students are referred to course syllabi for attendance/tardy policies pertaining to each individual course or practicum.

Only the student may log himself or herself in and out on the web-based time clock. NO individual will be allowed to log in or out for a student. Should a student be found logging in or out for another student, both students may be dismissed from the program after an appropriate investigation has taken place. **Students are advised not to share their log-on codes with anyone.** Students may only log in/out on designated computers at the clinical site. Logging in/out on a non-designated computer or remotely, will result in student being placed on probation, leading to possible dismissal.

The faculty of the radiography program realizes that there may be occasional circumstances, which prevent the student from being on time or attending clinical assignments. These areas will be addressed on an individual basis and the final decision regarding makeup time will rest with the program faculty.

F. Submission of Tardy/Absence Documentation

All properly completed paperwork documenting tardiness and absences must be submitted to the clinical coordinator within three days of the missed clinical time. Failure to do so may result in the student being placed on probation.

VII. Clinical Policies and Procedures-continued

G. Clinical Instructor Absence

If a Clinical Instructor or appointed designee is not present at a clinical affiliate when a student arrives, it is the student's responsibility to notify program faculty immediately about the situation. At that time, faculty will make a decision to remedy the situation. At no time can a student attend any clinical education site without the Clinical Instructor, designated Certified Evaluator or faculty being on the premises. Failure to notify program faculty about the absence of a CI or designated individual will result in the student receiving a letter of warning. Should this situation occur again in the future, the student will be placed on clinical probation.

H. Clinical Logbook

Each student will be given a Clinical Logbook, which contains the entire competency based clinical evaluation system. The student is responsible for reading and understanding the material, and referring to it throughout the program for information regarding clinical procedures. Evaluations of clinical performance made by the clinical instructor, program faculty, or staff radiographer are documented in the clinical logbook. All exams completed by the student must be entered in the clinical logbook. Any attempts of falsification of clinical records will result in clinical probation and possible dismissal from the program.

The clinical logbook must be with the student at all times while the student is in the clinical setting. If a student does not have his or her logbook while at the clinical education site, the student will be allowed to remain at the clinical site for that day. However, the clinical instructor will document that the student did not have the logbook for that day using the anecdotal notes form. Students who habitually forget their logbooks will be placed on clinical probation.

VIII. Clinical/Laboratory Policies and Procedures

A. Personnel Radiation Monitoring Devices and Lead Markers

When students begin their first clinical rotation they will be given a personnel radiation monitoring device (TLD) and a set of lead markers. Students must wear their dosimeters appropriately as discussed in the Program's radiation protection policy, and carry the lead markers at all times while in the clinical environment. Students who are not wearing a radiation dosimeter will be asked to leave the clinical education site and not return until they have obtained their dosimeter. Students who do not have their lead markers with them, may stay in the clinic if a temporary set of markers is available. If a temporary set of markers are unavailable, the student must leave the clinical education site and not return until a new set of markers have been obtained. The Lost Personnel Radiation Monitoring Device Policy and Lost Marker Policy, stated below, address these situations in greater detail.

1. Lost Personnel Radiation Monitoring Device Policy

Students who lose or fail to have their dosimeter with them at the clinical education site, will not be permitted to stay in the clinic. If the student left the dosimeter at home, he or she will be allowed to leave the clinic to go and get the dosimeter. However, the missed clinical time must be made up as required by the program's clinical attendance policy. If the dosimeter has been lost, the student must re-order the dosimeter through the department secretary. Replacement dosimeters are re-ordered at the student's expense, which also includes any shipping fees. Students who have lost their dosimeters will not be allowed to return to the clinic until the new dosimeter has been obtained.

VIII. Clinical/Laboratory Policies and Procedures

2. Lost Lead Marker Policy

Students who do not have their lead markers with them, may stay in the clinic if a temporary set of markers is available. If a temporary set of markers is unavailable, the student must leave the clinical education site and not return until a new set of markers have been obtained. **Students are responsible for obtaining replacement markers.** Because a radiograph is a legal document, the correct marker with the student's initials is required. A temporary marker is to be used/provided only in an emergency situation and should be avoided at all times. Students are reminded that competency exams may only be completed with their own markers.

B. Mobile Radiography

All mobile radiographic procedures performed by a student must be done so with the immediate availability of a registered technologist. The JRCERT defines immediate availability as *"the physical presence of a qualified Radiographer adjacent to the room or location where a radiographic procedure is being performed"* (JRCERT, 2014 Standards, p. 52).

Since "availability" and "supervision" are two separate issues, the student is reminded that the level of supervision during a mobile procedure continues to be dictated by the competency status of the student. Students who have not yet proven competency in mobile radiography must perform procedures under the direct supervision of registered technologist.

Students who perform mobile procedures without a technologist immediately available will be placed on clinical probation.

C. Procedure Preview and Image Review Policy

No student will perform any diagnostic procedure without first reviewing the request with a registered/licensed radiographer. No student will pass a radiograph without the authorization of a registered/licensed radiographer. There are no exceptions to this policy.

D. Nursing Assistant Component

During the "Introduction to Radiography" course, students will be participating in the Nursing Assistant component of the radiography program. The classes are held on the Bradenton Campus, and there is a laboratory component associated with this course. Additionally, the student will rotate to extended care facilities in the community for an opportunity to apply newly learned skills in a clinical environment.

All radiography students enrolled in "Introduction to Radiography" (RTE1002) are required to participate in the Nursing Assistant component of the course. Any student who can document successful completion of a state approved CNA program and has a current CNA certification upon admission into the program, may be exempt from the Nursing Assistant component of RTE 1002. If a student meets the criteria and is exempt from the Nursing Assistant component, the student will begin the *Introduction to Radiography* course after the didactic portion begins. The course instructor will provide the actual start date to the student.

Since the material covered in the Nursing Assistant component is based on demonstration and practical application, students are expected to attend all classes and laboratory sessions. Any missed Nursing Assistant classes or lab sessions will be treated as clinical absences/tardies and will be required to be made up before the end of the semester.

At the completion of the Nursing Assistant component, the student is eligible to take the state exam for certified nursing assistant.

IX. General Policies Regarding the Use of the Classroom, Laboratory and Equipment

A. Food or Drink

1. Food or drink are not permitted in the classroom or laboratory except for special occasions approved by the program faculty.

B. Use of the Radiography Laboratory

1. Radiographic exposure of humans is prohibited in the laboratory. A student who exposes an individual for any purpose (i.e. experimentation or diagnostic) will be dismissed from the program.
2. Radiation exposure in the laboratory will be limited to the irradiation of phantoms, and quality control test tools for educational purposes. The x-ray machine may only be energized for radiation exposure with the consent of a faculty member who is in the department during machine use. In order to energize the x-ray machines, a faculty member must be in the department and be contacted to unlock the power switch on either unit. Students may practice positioning simulations in a non-energized laboratory whenever a faculty member is on campus and appropriately notified of their intention to use the lab. Fluoroscopy, for assigned/laboratory experiments, may only be conducted in the presence of a program faculty member.
3. Radiographic exposure of phantoms and exposure tools may only occur if the student is wearing his/her personnel dosimeter.
4. No individuals may remain in the room during an x-ray exposure.
5. Students are responsible for the tidiness of the laboratory. When students are finished using the laboratory they are expected to return equipment to the proper storage areas.

C. Policy and Procedures

Students are responsible for understanding and following policy and procedures stated in handbooks, course syllabi, and college catalog.

D. Equipment Utilization

1. Students are responsible for the equipment and positioning mannequin used in the laboratory. Students are expected to handle and use equipment with care.
2. Students are expected to return equipment to the proper storage area when finished using it.
3. To maintain continued safety in the radiography labs, it is the responsibility of each student to notify program faculty of any broken equipment, improperly functioning equipment, or any other perceived safety hazard.
4. Department copy and fax machines are not for student personal use.

X. Compliance with the JRCERT Educational Standards

The Radiography Program at State College of Florida is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). In order for a radiography program to be accredited, it must comply with the educational standards as set forth by the JRCERT.

JRCERT accreditation demonstrates that a program adheres to the national educational standards which will provide students with the knowledge, skills, and attributes through didactic and clinical education needed for entry into the profession.

Listed below are the JRCERT Educational Standards. If an individual believes, at any time, that the program is not in compliance with these standards, that individual may make an allegation of non-compliance as address in the "Allegation of Non-Compliance" Policy as explained on page 63, of this handbook.

Standards for an Accredited Educational Program in Radiologic Sciences

Standard One: Integrity

The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources

The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety

The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment

The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data

*The program complies with JRCERT policies, procedures, and **STANDARDS** to achieve and maintain specialized accreditation.*

**State College of Florida,
Manatee-Sarasota
Radiography Program**

XI. Allegations of Non-Compliance with JRCERT STANDARDS Policy

A. Background Information

The radiography program maintains accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). In order to be accredited, the radiography program must comply with the STANDARDS as developed by the JRCERT. All aspects of program development and maintenance are made with the intention of full compliance with the STANDARDS. However, if an individual suspect's non-compliance with any STANDARD, the complaint can be brought to the program's attention by using the "Non-Compliance Allegation Form."

In order for an individual to make a non-allegation complaint, one must be aware of the STANDARDS. Students enrolled in the program will find a copy of the STANDARDS in the Radiography Student Handbook.

B. Policy

Individuals who believe an incident of non-compliance exists may voice their concern by completing the "Non-Compliance Allegation Form" located on page 58. Upon receipt of the allegation form, the Program Director will review it, and share it with the program faculty to determine if non-compliance exists. Students and faculty are encouraged to communicate directly and openly to resolve issues and conflicts. Within ten days after receiving the compliant form, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the program faculty will develop a plan to bring the situation into compliance. If the party filing the complaint is not satisfied with the results, a meeting will be scheduled with the Dean of Nursing and Health Professions to determine if non-compliance still exists. This meeting will be scheduled within twenty days of the original meeting. If the Dean of Nursing and Health Professions determines non-compliance is still present, a plan will be drafted to solve the non-compliance issue. If after going through this process, and the individual is still unable to resolve the complaint institution/program officials or believes that concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRCERT at 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-2901. Specific instructions for filing an allegation can be found on the JRCERT's website: <http://jrcert.org/Students/>.

XII. HANDBOOK DISCLAIMER

This student handbook has been developed so students are fully aware of the specific policies and procedures of the Health Science Programs. Policies may be subject to change during the student's course of study. If changes are made, students will be notified in writing. Students are reminded that they also must be familiar with and adhere to the policies and procedures of the College, as stated in the College catalog and the Student Handbook and Planner.

XIII. EAEO STATEMENT

State College of Florida, Manatee-Sarasota is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations in any of its educational programs, services or activities, including admission and employment.

JRCERT Standards Non-Compliance Allegation Form
State College of Florida, Manatee-Sarasota
Radiography Program

1. Standard believed to be violated:

2. Suggested evidence of Non-Compliance:

3. Meeting Minutes

4. Outcome/Resolution of Allegation:

(Signature of Complainant)

(Date)

(Program Director)

Reviewed 3/04, 406
Revised 6/12

Ethics Review Pre-Application Packet



The Ethics Review Pre-Application is reserved for those who are:

- not yet enrolled in an ARRT-recognized educational program, or
- enrolled in an ARRT-recognized educational program and are at least six months away from graduation.

The Ethics Review Pre-Application fee is \$100 and is non-refundable and non-transferable.

The Ethics Review Pre-Application provides an early ethics review of violation(s) that would otherwise need to be reported on your Application for Certification when you have completed an ARRT-recognized educational program and may be used for the following circumstances:

- Criminal proceedings including:
 - misdemeanor charges and convictions,
 - felony charges and convictions,
 - military court-martials; and/or
- Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or
- Honor code violations.

If you are within six months of your graduation, do not use this form. Instead, submit the information identified in this packet with your Application for Certification found in the ARRT Certification Handbook (available from your program director) along with the required Application for Certification fee.

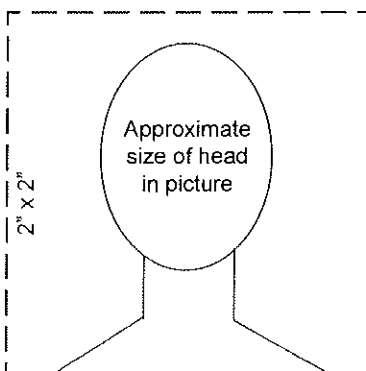
The review applies only to violations specified in the Ethics Review Pre-Application packet; it does not apply to any violations not reported or occurring after submission of the Ethics Review Pre-Application.

Submission of the Ethics Review Pre-Application does not waive any other ARRT eligibility and application requirements. An Application for Certification must still be submitted at the time of graduation.

Before submitting your Ethics Review Pre-Application, be sure that you have completed these five essential steps.

1. Complete the Ethics Review Pre-Application form.
2. Attach a passport-quality photograph* of yourself taken within the last six months. (A template for an acceptable photo is shown below.)
3. Sign the agreement in the presence of the notary when you have the form notarized.
4. Enclose all required documentation (see checklist). Forms submitted without documentation will not be processed and will be returned.
5. Enclose the \$100 Ethics Review Pre-Application fee.

Template below is for illustration purposes only. Attach actual photo to back of Ethics Review Pre-Application form



* ARRT defines a passport-quality photograph as an original photograph showing only the head and shoulders, taken within the past six months, that is approximately two inches by two inches in size, with an approximate image size from bottom of chin to top of head (including hair) of between one and one and a half inches.

Photographs must be clear, front view, full face, and taken in normal street attire or hospital uniform. The photograph may be black-and-white or color and must provide clear recognition of the applicant.

Photographs are acceptable only if, in ARRT's sole determination, they are of satisfactory quality.

ARRT will reject photographs that mask appearance (with hats, visors, or sunglasses that would shade the eyes, etc.). Retouched photographs that alter an individual's appearance are not permitted. Photocopies of photographs, laminated ID card photos, pictures cut off a driver's license, and magazine or full-length prints will not be accepted.

For more information on passport photo guidelines, go online to www.travel.state.gov.

Rev. 02/2014



The following information must be provided with the Ethics Review Pre-Application.

Incomplete Ethics Review Pre-Applications will not be reviewed and will be returned.

For Criminal Violations

A charge or conviction or a plea of guilty or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes.

- Personal explanation of the events that led to each charge or conviction. Applications are not complete until this explanation is provided.
- Copies of official court documents* to confirm:
 - The charges filed (misdemeanor, felony, or military court-martial),
 - The date and jurisdiction in which the situation occurred,
 - The final judgment (guilty, nolo contendere [no contest], withheld or deferred adjudication, suspended or stay of sentence, set aside, or pre-trial diversion),
 - The sentencing requirements (parole, probation, fines), and
 - The status of the conditions of the court (e.g., completed, case closed).

Exceptions that do not need to be reported are:

- Offenses committed while a juvenile and processed in the juvenile court system,
- Traffic violations that did not involve drugs or alcohol (speeding or parking ticket),
- Charges that were dismissed if there were no court conditions required, and
- Expunged cases (must have specific court documents attesting to the expungement).

* Documents may usually be obtained by request at the courthouse in the jurisdiction in which the charge or conviction occurred. Send copies, not originals. The application is not complete until the court documents are received.

- If you are currently on probation or parole, a current update from your probation or parole officer is required, including the estimated probation or parole completion date. This must be printed or typed on official stationery and must include the telephone number of the office. It may be mailed directly from the probation or parole office to the ARRT office at 1255 Northland Drive, St. Paul, MN 55120-1155.
- If you have completed the requirements of the court, proof of completion of probation or parole is required. A copy of the official court release documents or the release letter on official court stationery must be provided.
- Documentation of completion of any court ordered remedial programs and community service (if applicable).
- Updates on or documentation of completion of any counseling or treatment (if applicable).
- Any documents submitted that do not match the name indicated on the Ethics Review Pre-Application must be accompanied by documentary evidence of the change (e.g., copy of marriage certificate or court order showing name change).
- Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials).

For Regulatory Authority or Certification Board Violations

An action by a state or federal regulatory authority or certification board resulting in the individual's professional license, permit, registration, or certification being denied, revoked, suspended, placed on probation, or subjected to any conditions.

- Personal explanation of the events leading to the violation.
- Official documentation of any agreement or disciplinary action taken by a state or federal regulatory authority or certification board.
- Copy of your state license (if applicable).
- Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials).

For Honor Code Violations

A suspension, dismissal, or expulsion from an educational program attended in order to meet ARRT certification requirements.

- Personal explanation of the events that led to the sanction, dismissal, or expulsion.
- Copy of all correspondence between you and your educational program regarding the incident and/or disciplinary action taken.
- Letters of recommendation may be optionally provided (e.g., from employers, instructors, court officials).

RADIATION PROTECTION PROGRAM

FOR

STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA
RADIOGRAPHY PROGRAM

reviewed 3/03, 4/04, 1/05, 5/07, 3/08, 5/11, 5/12, 5/13
revised 1/05, 5/07, 3/08, 3/10, 5/12, 2/14, 6/14

Radiation Protection Program
for
State College of Florida, Manatee-Sarasota
Radiography Program

The Radiography Program adopts the "ALARA" principle for Radiation Protection. It is the program's philosophy that any individual, regardless of age, shall be protected from unnecessary radiation exposure.

Part I

I. Personal Radiation Safety

All students and faculty who are associated with the operation of an x-ray device are subject to the occupational exposure limits as stated by the "*Summary of Recommendations-NCRP Report No. 116.*" (Appendix A). Therefore, all students and faculty will wear a personnel dosimeter whenever the possibility of exposure to medical ionizing radiation exists in the educational/clinical environment.

A. Guidelines for the Personnel Dosimeter.

All radiography students will be supplied with a personnel dosimeter (TLD). The dosimeter must be worn at all times while in the clinical setting, and whenever the potential of exposure exists in the laboratory. Students who are not wearing a personnel dosimeter will be asked to leave the clinical education site and not return until they have obtained their personnel dosimeter. Students not wearing a dosimeter in the laboratory will not be allowed to conduct experiments utilizing radiation. Any missed laboratory assignments will be made up after the student obtains his or her dosimeter.

B. Lost Personnel Dosimeter Policy

Students who lose or fail to have their dosimeter with them at the clinical education site, will not be permitted to stay in the clinic. If the student left the dosimeter at home, he or she will be allowed to leave the clinic to go and get it. However, the missed clinical time must be made up as required by the program's clinical attendance policy. If the dosimeter has been lost, the student must re-order it through the department secretary. Replacement dosimeters are re-ordered at the student's expense. Students who have lost their dosimeter will not be allowed to return to the clinic until a new one has been obtained.

C. Appropriate Use of the Personnel Dosimeter

Whenever the personnel dosimeter is worn, it shall be placed at or above the waist. In fluoroscopic procedures, or any other procedures that require the use of lead aprons, the dosimeter shall be worn at the collar outside of the apron.

Protect the dosimeter from excessive heat, moisture, and bright flashes of light. If the personnel dosimeter is accidentally washed and dried, the dosimeter is ruined and any reports from it would be erroneous.

I. Personnel Radiation Safety (con't)

D. Exposure Monitoring

Student personnel dosimeters will be replaced each quarter (or whenever the current dosimetry reporting service issues new dosimeters). Additionally, each quarter, the program director receives a dosimetry report from the dosimetry reporting service stating the exposure that each student received during the prior quarter. A quarterly report is prepared and given to each student (Appendix B). The report shall consist of the following measurements:

- DDE (Deep Dose Equivalent)
- LDE (Lens Dose Equivalent)
- SDE (Shallow Dose Equivalent)
- LDDE (Life Time Deep Dose Equivalent)

Upon receipt of the report, the director will review the results and monitor student exposure levels to ensure that NRC and State of Florida Regulations are not exceeded. Students will be required to acknowledge and initial the reports as they are received. A copy of each report will be provided to the students for their personnel records. The original reports will be maintained by the program.

In the event that a badge report should equal or exceed 250 mr/quarter (20% of the NRC Quarterly Occupation Dose Limit), the student will be sent a letter (Appendix C) requesting information for a possible explanation of the elevated reading. The letter will be reviewed by the program director and the student will be counseled on methods to reduce future exposures.

E. Completion of RTE 1308, Radiation Protection and Safety

All students must successfully complete RTE 1308 before they will be allowed to make radiographic exposures in the laboratory or at a clinical education site.

F. Pregnancy Policy

Should a student become pregnant while enrolled in the radiography program, she has the option of disclosing, at any time, her pregnancy. If the student elects *not* to disclose the pregnancy, she will not be considered pregnant by program faculty. Even after disclosure, the pregnant student has the right to "undeclare" her pregnancy at any time. The desire to undeclare the pregnancy must be in writing to the program director using the "Revocation of Declaration of Pregnancy" form (Appendix D).

In the event that a student voluntarily discloses her pregnancy, she will be asked to complete the "Declaration of Pregnancy" form (Appendix E). She will also be given a copy of the NRC's "Instruction Concerning Prenatal Radiation Exposure" (Regulatory Guide 8.13) and the accompanying "Acknowledgment of Receipt" form (Appendix F). After disclosure of the pregnancy, the student may choose from the following program options:

- Continuation in the Program
- Withdraw from the program in good standing, and reapply after delivery, based on the program's readmission policy

Pregnancy Policy (con't)

Students who declare their pregnancy and elect to stay enrolled in the program will be asked to complete the "Pregnancy Liability Release Form" (Appendix G) and submit the "Medical Release Form" (Appendix H) completed by her physician stating the precautions, if any, that should be followed during the pregnancy. *The student will be required to complete these forms prior to returning to the clinical environment.*

The pregnant student who continues in the program will be issued a second dosimeter intended to monitor fetal exposure. The fetal dosimeter shall be worn underneath the apron at waist level. Exposure levels of the fetal dosimeter will be monitored on a monthly basis to ensure that dosimeter reports are in compliance with NRC and State of Florida regulations. In the event that the dosimeter report should equal or exceed 10 mr (.1mSv) /month (20% of the NRC Monthly Gestation Dose), the student will be sent a letter (Appendix I) requesting information for a possible explanation of the elevated reading. The letter will be reviewed by the program director and the student will be counseled on methods to reduce future exposures. The student will remain on routine clinical rotations unless dosimeter reports approach maximum levels. Should this occur, the student will be reassigned to areas of minimal or no exposure.

Although radiation exposure will be monitored closely throughout the pregnancy, the student is expected to utilize her knowledge of radiation protection principles at all times to minimize her exposure. This includes appropriate use of time, distance and shielding techniques. Additionally, the fetal dosimeter and the quarterly body dosimeter must be worn by the student at all times while in the clinical setting.

The student is advised that if she is unable to meet the didactic and/or clinical objectives due to conditions of the pregnancy or delivery, graduation may be delayed. Missed clinical experience must be made up prior to graduation. Students unable to meet the objectives of a didactic course, within the semester the course is taken, may withdraw from the program and will be allowed to re-enter the program based on the readmission policy.

II Radiation Safety in the Laboratory

A. Human Exposure:

At no time will humans be exposed to ionizing radiation in the campus laboratory. According to Florida Statute 64E-5.502 (1)(a)6:

"Individuals shall not be exposed to the useful beam except for healing arts purposes and unless such exposure has been authorized by a licensed practitioner of the healing arts. This provision specifically prohibits the following (a): Exposure of any individual for training, demonstration or other purposes unless there are also healing arts requirements and a proper prescription has been provided."

Any student who exposes a human in the laboratory will be dismissed from the program.

B. Use of Ionizing Radiation in the Laboratory:

Radiation exposure in the laboratory will be limited to the irradiation of phantoms, and quality control test tools for educational purposes. The x-ray machine may only be energized for radiation exposure with the consent of a faculty member who is in the department during machine use. In order to energize the x-ray machines, a faculty member must be contacted to unlock the power switch on either unit. Students may practice positioning simulations in a non-energized laboratory whenever a faculty member is on campus, and appropriately notified of the students' intentions to use the equipment. Fluoroscopy, for assigned laboratory experiments, may only be conducted in the presence of a program faculty member.

II Radiation Safety in the Laboratory (con't)

C. Use of Personnel Dosimeter in the Laboratory:

As mentioned in I.A, above, students who are not wearing a personnel dosimeter are not allowed to make radiographic exposures in the laboratory.

III. Radiation Safety in the Clinical Environment

A. Clinical Supervision Policy

In order to assure the safety of patients and students, student supervision in the clinical setting is based on student competence. Prior to proving competency in a radiographic procedure, the exam is conducted under direct supervision. The Joint Review Committee in Radiologic Technology Education (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 conduct of the procedure, and reviews and approves the procedure and/or image. (Standards, JRCERT, 2014, p.51)

After competency has been proven, radiographic procedures can be conducted under indirect supervision. The JRC defines indirect supervision as:

“That supervision provided by a qualified Radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is defined as the physical presence of a qualified Radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients. (Standards, JRCERT, 2014, p.51)

Should a student have to repeat a radiograph, the radiograph must be repeated under direct supervision, regardless of the student’s level of competency. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. According to the JRCERT, a qualified radiographer must be physically present during the conduct of a repeat image and must approve the student’s procedure prior to re-exposure.

Students not adhering to these supervision policies will be placed on probation and may be dismissed from the program.

B. Student Safety

1. Use of Personnel Dosimeter:

As mentioned in I.A above, the dosimeter must be worn at all times while in the clinical setting. Students who are not wearing a personnel dosimeter will be asked to leave the clinical education site and not return until they have retrieved it. Refer to I.B for the program’s lost dosimeter policy.

2. Fluoroscopic Procedures:

Radiography students are allowed to operate fluoroscopic equipment under the direct supervision of a radiologist, physician, or registered technologist. While performing or assisting in fluoroscopic procedures, students will wear appropriate protective barriers as stated in the clinical education site’s policy and procedures.

III. Radiation Safety in the Clinical Environment (con't)

As a minimum guideline, Florida Administrative Code states the following regarding protective barriers:

“Personnel shall be protected from the direct scatter radiation by protective aprons or whole body protective barriers of not less than 0.25 millimeter lead equivalent” (64E-5.502(1)(a)4b)

Students are encouraged to wear all protective barriers that are available to them at the clinical education sites (i.e. thyroid shields).

3. Mobile Procedures:

Students will abide by the policies set forth in III.A, III.B (3) while performing mobile radiographic procedures.

Additionally, when students are performing mobile procedures they will notify all persons in the area of a radiographic exposure, prior to making the exposure. This will be done by clearly announcing that an exposure is about to be taken. The student will then allow the individuals ample time to move to a safe area before making the exposure.

4. Holding of Image Receptors/Patients:

The holding of an image receptor during a radiographic exposure is prohibited. According to JRCERT Standard 4.3:

“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.”

The holding of patients during a radiographic procedure is discouraged unless an appropriate immobilization method is unavailable. However if students find themselves in a situation that requires them to remain in the room during an exposure, the student must wear appropriate protective barriers. Students should attempt to utilize any available holding devices prior to holding a patient during an exposure. These guidelines are in accordance with 64E-5.502(1)(a)7b of the Florida Administrative code with state,

“When a patient or film must be provided with auxiliary support during a radiation exposure: the human holder shall be protected with aprons or barriers as required by (1)(a)4, and no individual shall be used routinely to hold film or patients.”

In the event that a student does hold a patient during a radiographic exposure, the student must stand out of the path of the primary beam.

If a student should hold a patient during a radiographic procedure, it shall be documented in the student’s clinical logbook. Documentation of the event will allow clinical instructors and faculty to monitor the frequency of procedural exposure.

III. Radiation Safety in the Clinical Environment (con't)

C. Patient Safety

1. Gonadal Shielding

According to Statkiewicz-Sherer (2014), "The FDA recommends that gonadal shielding should be used when the gonads are within 5 cm (2") of the primary beam unless this would compromise diagnostic quality." Therefore, gonadal shielding shall be used for all patients who have not passed the reproductive age, whenever the gonads are in the primary beam or within 5 cm of the primary beam. This practice shall be followed unless the shielding interferes with the diagnostic procedure. Additionally, gonadal shielding should be used whenever the primary beam is angled toward the reproductive organs.

2. Specific Area Shielding

Whenever possible, radiosensitive tissue, other than the gonads, should be shielded from the primary beam. Students should make every effort to shield radiosensitive tissue such as marrow, breast, and the lens of the eye from the primary beam whenever it does not interfere with the radiographic procedure.

3. Protection of Non-Patients

Students shall make every effort to protect individuals not intended for radiation exposure, but remain in the vicinity of the scattered beam. Protective barriers such as aprons will be given to nursing staff, family members involved in holding patients, and any others who must remain near the vicinity of an x-ray source during an exposure. In mobile radiography, this also includes protecting patients in adjacent beds in non-private hospital rooms, or bays.

According to Florida Administrative Code, 64E-5.502 (1)4:

Only the staff and ancillary personnel required for the medical procedure or training shall be in the room during the radiographic exposure. Other than the patient being examined:

a) Staff and ancillary personnel shall be protected from the direct scatter radiation by protective aprons or whole body protective barriers of not less than 0.25 mm lead equivalent.

b) Other patients who cannot be removed from the room shall be protected from the direct scatter radiation by whole body protective barriers of 0.25mm lead equivalent or shall be positioned that the nearest portion of the body is at least two meters from both the tube head and the nearest edge of the useful beam.

All of the items discussed above in Section III, Radiation Safety in the Clinical Environment, represent the minimal radiation protection steps to be taken as mandated by either state or federal regulations and laws. If a clinical education site has additional policies and procedures that exceed the minimal protection requirements as set forth by the laws and regulations, then those policies and procedures supersede the program's radiation protection policies. Therefore, in those situations, the student is bound to the clinical education site's stricter policies.

Part IV: Requirements for Florida Radiation Machine Registrants

1. Policies for Radiation Protection Activities:

See Part I

2. Identification of Restricted and Unrestricted Areas:

Rooms 140 and 143 in Building 2 have been designated as restricted areas. Rooms 140 and 143 contain energized x-ray laboratories for the radiography program at the State College of Florida. These labs are restricted to students currently enrolled in the Radiologic Technology Program and program faculty. Any individual, who is in the laboratory while exposures are being made, must be wearing a personnel dosimeter.

3. Identification of Occupational Workers:

Occupational workers are defined as students currently enrolled in the radiography program, and all faculty associated with the program.

4. Identification of Members of the Public:

All other individuals not listed under "Occupational Workers" shall be considered members of the public and will not present in a restricted area during an exposure.

5. Study to Determine that Members of the Public will be within the required Dose Limits:

See Inspection Data on file with Florida DOH.

6. Policy on Declared Pregnant Workers:

See Part 1 (I.)F

7. Policy on Use of Personnel Monitoring:

See Part 1 (I.) A,B,C

8. Procedure for Record Keeping:

See Part 1 (I.) D

9. Procedure for Program Evaluation:

As per the Florida DOH Pre-Approved Radiation Protection Program,

"The radiation protection program will be evaluated annually during the month of January for accuracy. An attached sheet will be used to document this review. Each review will include a date of review and the signature of the reviewer." (Taken from: The Pre-Approved Radiation Protection Program, Information Notice #5 For Florida Radiation Machine Registrants, DOH Bureau of Radiation Control)

The radiography program will follow the DOH Pre-Approved Radiation Protection Plan Guidelines with the exception of the date of the annual review. Due to the college semester schedule, the review will take place in July of each year when faculty will have the time review the document

References:

Statkiewicz Sherer, M.A., Visconti, P.J. (2014). *Radiation Protection in Medical Radiography*, 7th ed. St. Louis: Mosby

Florida DOH. Control of Radiation Hazard Regulations, Chapter 64E-5, Florida Administrative Code.

U.S. NRC. *10CFR Part 20, Standards for Protection Against Radiation*

APPENDICES

TABLE 7-2
Summary of the National Council on Radiation Protection and Measurements (NCRP) Recommendations*† (NCRP Report No. 116)

A. Occupational exposures ¹		
1. Effective dose limits		
a. Annual	50 mSv	(5 rem)
b. Cumulative	10 mSv × age	1 rem × age
2. Equivalent dose annual limits for tissues and organs		
a. Lens of eye	150 mSv	(15 rem)
b. Localized areas of the skin, hands, and feet	500 mSv	(50 rem)
B. Guidance for emergency occupational exposure† (see Section 14, NCRP #116)		
C. Public exposures (annual)		
1. Effective dose limit, continuous or frequent exposure‡		
	1 mSv	(0.1 rem)
2. Effective dose limit, infrequent exposure‡		
	5 mSv	(0.5 rem)
3. Equivalent dose limits for tissues and organs‡		
a. Lens of eye	15 mSv	(1.5 rem)
b. Localized areas of the skin, hands, and feet	50 mSv	(5 rem)
4. Remedial action for natural sources		
a. Effective dose (excluding radon)	>5 mSv	(>0.5 rem)
b. Exposure to radon and its decay products§	>0.007 Jhm ⁻³	(>2 WLM)
D. Education and training exposures (annual)‡		
1. Effective dose limit		
	1 mSv	(0.1 rem)
2. Equivalent dose limit for tissues and organs		
a. Lens of eye	15 mSv	(1.5 rem)
b. Localized areas of the skin, hands, and feet	50 mSv	(5 rem)
E. Embryo-fetus exposures‡		
1. Equivalent dose limit		
a. Monthly	0.5 mSv	(0.05 rem)
b. Entire gestation	5.0 mSv	(0.50 rem)
F. Negligible individual dose (annual)‡		
	0.01 mSv	(0.001 rem)

NOTIFICATION AND REPORTS TO INDIVIDUALS

TO COMPLY WITH 10D-91.1004, FAC
STATE COLLEGE OF FLORIDA,
MANATEE-SARASOTA
RADIOGRAPHY PROGRAM

This report is furnished to you under the provisions of the Florida Department of Health and Rehabilitative Services regulation entitled Chapter 10D-91, Control of Radiation Hazards. You should preserve this report for future reference.

Badge Company: Dosimetry Service Date of Report: From:
PO Box 20819
Fountain Valley, CA 92728-0819
Tel. 1-800-888-1936

User Name

Badge Type: 14
Badge # :

Units are in:	mRem			Current	Year to Date
		DDE	Deep Dose Equivalent	0	0
		LDE	Lens Dose Equivalent	0	0
		SDE	Shallow Dose Equivalent	0	0
		LDDE	Lifetime Deep Dose Equivalent	0	

Student Signature

Program Director

State College of Florida, Manatee-Sarasota

Radiography Program
Radiation Safety Program

Exceeded Dose Alert

Dose (mRem)	Deep	Lens	Shallow	Year to Date (Deep)

SCF's Radiography Program has created its ALARA program to limit radiation doses to students enrolled in the program, and improve radiation safety awareness. According to State guidelines and the NRC, the annual exposure dose should not exceed 5 rem. However, in an attempt to keep radiation exposure as low as reasonably achievable, our trigger point to alert has have been set more conservatively than the state and federal regulations. The radiography program notifies any student whose quarterly dosimeter reading meets or exceeds 250 mR (20% of the NRC Quarterly Occupation Dose Limit).

The purpose of the alert is to notify you of your dosimeter reading, and attempt to seek a cause of the elevated reading, and develop solutions to reduce radiation exposure in the future.

Please respond to the following questions, and return this form to the program director.

1. Did you know the location of your dosimeter during the last quarter when the high reading was received?
2. What additional circumstances may have contributed to your increased dose during the wear period?
3. What precautions can be taken to prevent your dosimeter reading from exceeding your quarterly dose in the future?

Implemented 1/05
Reviewed 6/10, 6/12

Revised 6/12

REVOCAION OF DECLARATION OF PREGNANCY

Name: _____

Date of Declaration of Pregnancy: _____

I wish to formally notify the Radiography Program that, as of this date, I am revoking the Declaration of Pregnancy I filed with the program on the date shown above. Included with this are any unreturned fetal monitors that were still in my possession. Please arrange to end the issuance of any additional pregnancy monitor dosimeters to me.

I have read and understand the written materials regarding the potential health effects from exposure to ionizing radiation published by the NRC in "Instructions Concerning Prenatal Radiation Exposure". The decision to revoke my prior declaration of pregnancy to the program is a personal choice which I have made freely.

I understand that by making this declaration, the fetal dose limits specified in 10 CFR 20.1208 , will no longer be applicable for the remainder of the pregnancy. The revocation terminates any previous restriction on work I perform using radioactive materials or other sources of ionizing radiation that had been imposed, for the sole purpose of ensuring compliance with the embryo/fetal dose limits specified.

Signature: _____ Date: _____

Printed Signature: _____

Return completed from to the Radiography Program Director

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
RADIOGRAPHY PROGRAM

Declaration of Pregnancy

I, _____, am declaring that I am pregnant. I believe I became pregnant in _____ (Month), _____ (Year).

I understand that according to federal regulations, my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 mSv). I also understand that if my radiation exposure approaches the maximum level during the pregnancy, I may be placed in low-level radiation clinical environments during the remainder of the pregnancy.

As a result of this declaration, I agree to abide by the program's pregnancy policy.

(Signature)

(Date)

Reviewed 3/03, 4/04, 1/05, 5/07, 3/08, 5/11, 5/12, 5/13
Revised 1/05, 5/07, 3/08, 3/10

Appendix E

State College of Florida, Manatee-Sarasota
Radiography Program
Acknowledgment of Receipt of the "Prenatal Exposure Guide"

I, _____, acknowledge that I have received and read a copy of the Nuclear Regulatory Commission's, "Instruction Concerning Prenatal Radiation Exposure Guide." I also acknowledge that I have had the opportunity to ask questions or discuss any concerns that I may have regarding my pregnancy and how it relates to the radiography program.

Signature

Date

STATE COLLEGE OF FLORIDA, MANATEE SARASOTA
RADIOGRAPHY PROGRAM

Pregnancy Liability Release Form

I, _____, acknowledge to State College of Florida that I have sought medical advice and that my physician has approved continuation in the Radiography Program during my pregnancy.

I hereby freely, knowingly, and voluntarily elect to participate in the radiography program during my pregnancy. I hereby agree to release and hold harmless State College of Florida, its Faculty, Staff, Agents, Employees, and affiliated Hospitals or clinics from any liability to my unborn fetus. I personally assume all risk of my voluntary participation in the Radiography Program.

Date this _____ day of 20_____.

(Student's Signature)

(Witness)

Reviewed 3/03, 4/04, 1/05, 5/07, 3/08, 5/11, 5/12, 5/13
Revised 1/05, 5/07, 3/08, 3/10

HEALTH PROFESSIONS
Medical Release
Items for Physician's Statement

TO: _____

FROM: _____

DATE _____

Before you will be allowed to go to the clinical area to care for patients, we must have a written statement from your physician regarding your medical condition. The following details must be included in the letter from your physician:

- Nature of the injury or illness
- Anticipated duration of injury/illness
- Length of absence from:
 - a. Clinical
 - b. Class

- Ability to care for adult patients

- Limitations:
 - a. Weight bearing
 - b. Lifting (exact pounds)
 - c. Other

- Date of return to Health Professions Program, if pregnant, any stipulation(s) regarding clinical rotations in the radiology department.

reviewed 3/03, 4/04, 1/05, 5/07, 3/08, 5/11, 5/12, 5/13
revised 1/05, 5/07, 3/08, 3/10

State College of Florida, Manatee-Sarasota

Radiography Program
Radiation Safety Program

Exceeded Dose Alert-Declared Pregnant Student

Dose (mRem)	Deep	Lens	Shallow	Year to Date (Deep)

SCF's Radiography Program has created its ALARA program to limit radiation doses to pregnant students enrolled in the program, and improve radiation safety awareness. According to the NRC, the monthly gestational dose should not exceed .05 rem. However, in an attempt to keep radiation exposure as low as reasonably achievable, our trigger point to alert has have been set more conservatively than the federal regulations. The radiography program notifies any student whose monthly badge reading meets or exceeds 10 mR (20% of the NRC Monthly Gestation Dose).

The purpose of the alert is to notify you of your dosimeter reading, and attempt to seek a cause of the elevated reading, and develop solutions to reduce radiation exposure in the future.

Please respond to the following questions, and return this form to the program director.

1. Did you know the location of your dosimeter during the last quarter when the high reading was received?

2. What additional circumstances may have contributed to your increased dose during the wear period?

3. What precautions can be taken to prevent your dosimeter reading from exceeding your quarterly dose in the future?

Implemented 1/05
Reviewed 6/10, 6/12
Revised 6/12

PERFORMANCE STANDARDS
For Admission, Progression and Graduation
In the Radiography Program
State College of Florida

Successful participation and completion of the Radiography Program requires that a candidate be able to meet the demands of the program. Radiography students must be able to perform academically in a safe, reliable and efficient manner in classrooms, laboratory and clinical situations. The student must demonstrate behaviors, skills and abilities that are in compliance with legal and ethical standards as set forth by the ASRT Code of Ethics and Standards of Practice.

Throughout the program, students acquire the foundation of knowledge, attitude, skills and behaviors that are necessary to function as a radiographer. Those abilities that the radiographer must possess to practice safely are reflected in the standards that follow.

Candidates for the degree must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

	STANDARD	EXAMPLES
Critical Thinking	Demonstrates critical thinking ability sufficient for clinical judgment and problem solving.	<ul style="list-style-type: none"> - Applies critical thinking processes to their work in the classroom and various clinical settings. - Exercises sound judgment in class and in clinic. - Follows safety procedures established for each class and clinic. - Demonstrates ability to self-evaluate. - Demonstrates the ability to anticipate the next step in the clinical setting. - Demonstrates ability to identify problems and offer possible solutions. - Demonstrates the ability to modify Radiographic procedures based on patient condition.

	STANDARD	EXAMPLES
Interpersonal	Demonstrates the ability to relate to other people beyond giving and receiving instructions. Cooperates with others.	<ul style="list-style-type: none"> - Demonstrates interest in classmates, faculty, patients/clients. - Demonstrates the ability to get along with and cooperate with others. - Demonstrates ability to relate to other people beyond giving and receiving instructions. - Demonstrates ability to maintain poise and flexibility in stressful or changing conditions. - Recognizes and responds appropriately to individuals of all ages, genders, races, socio-economic, religious, sexual preferences, and cultural backgrounds.
Communication	Demonstrates the ability to communicate clearly with patients/clients, physicians, other health professionals, family members, significant others, caregivers, community or professional groups and colleagues. Communication includes: speech, language, nonverbal, reading, writing and computer literacy.	<ul style="list-style-type: none"> - Accurately documents patient histories - Accurately documents appropriate information on patients' charts. - Responds to patient calling or any other warning call and machine alarm. - Educates patients about radiographic procedures about to be performed.
Motor Skills	Demonstrates the ability to execute motor movements reasonably required to provide general and emergency care and treatment to patients/clients.	<ul style="list-style-type: none"> - Properly manipulates various radiographic equipment. - Exhibits sufficient manual dexterity to perform radiographic procedures. - Moves independently throughout the radiography department and various hospital departments - Provides for patient/client safety and well being in all procedures or transporting activities. - Performs CPR

	STANDARD	EXAMPLES
Hearing	Demonstrates functional use of hearing to monitor and assess health needs.	<ul style="list-style-type: none"> - Demonstrates ability to obtain appropriate medical history directly from the patient/client or guardian. - Responds to monitor alarms or cry for help. - Responds appropriately to healthcare team requests in any clinical setting including the operating room.
Visual	Demonstrates visual acuity and perception sufficient for observation and assessment.	<ul style="list-style-type: none"> - Demonstrates ability to observe lectures, and laboratory demonstrations. - Receives information via observation from healthcare team & patients, i.e. changing patient conditions - Can visualize radiographs to assess for diagnostic quality.
Tactile	Demonstrates tactile ability sufficient to gather assessment information and perform radiographic procedures.	<ul style="list-style-type: none"> - Senses changes in patient condition in order to gather objective evaluative information. - Palpates bony landmarks.
Self Care	Maintains general good health and self care in order not to jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical setting.	<ul style="list-style-type: none"> - Maintains hygiene. - Demonstrates safety habits and work area neatness. - Maintains a healthy lifestyle.
Intellectual Abilities	Demonstrates ability to read, write, speak and understand English at a level consistent with successful course completion and development of a positive patient-student relationship.	<ul style="list-style-type: none"> - Demonstrates ability to comprehend and follow instructions. - Demonstrates ability to perform simple and repetitive tasks. - Can learn to reconcile conflicting information - Written communication: Demonstrates ability to use proper punctuation, grammar, spelling; work is neat and legible.
Commitment to Learning	Demonstrates positive attitude towards decision-making, policies and operating methods, rules, etc.	<ul style="list-style-type: none"> - Completes readings, assignments, and other activities outside of class hours. - Demonstrates initiative, motivation and enthusiasm. - Does not cheat or plagiarize.

	STANDARD	EXAMPLES
Affective Learning Skills (behavioral & social attitudes)	Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the emotional, physical, mental and behavioral safety of patients and other individuals with whom one interacts in the academic and clinical setting. Acknowledges and respects individual values and opinions in order to foster harmonious working relationships with colleagues, peers and patients/clients.	<ul style="list-style-type: none"> - Demonstrates ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and clinical component, that occur within set time constraints. - Demonstrates willingness to accept challenges. - Open to feedback. - Listens actively.

If a student cannot demonstrate the skills and abilities identified above, it is the responsibility of the student to request an appropriate accommodation. The College will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not impose an undue hardship such as those that cause a significant expense, difficulty or are unduly disruptive to the educational process.

Rev. 10/03 5/13