Program of Radiologic Technology

Columbia State Community College
Columbia, Tennessee

Student Policy Manual

Reviewed and Revised January 2026

Columbia State is an AA/EOE and a Tennessee Board of Regents Institution.

Radiologic Technology

Mission Statement

"We endeavor to provide
educational experiences
leading to success, professionalism,
and opportunity
in the radiologic sciences."

A copy of this manual shall be distributed to every student enrolled in the program of Radiologic Technology, members of the faculty, program medical advisor, clinical education settings, members of the advisory committee and appropriate sponsoring institution administrators.

A copy is available online at https://www.columbiastate.edu/academics/health-sciences-division/radiologic-technology/handbook.html

A copy of the Columbia State Community College Student Handbook is available online at https://catalog.columbiastate.edu/index.php

Each course syllabus is considered an extension and elaboration of this policy manual and may supersede policies in this manual, where applicable.

Each student shall be provided information on how to access the above documents or provided a paper copy and indicate knowledge of and intent to comply with all program policies through their signature on an agreement form. These agreement forms are filed in the program faculty offices.

The policies contained in this document have been reviewed and are supported by the Radiologic Technology Advisory Committee.

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Section I

Program Mission and Goals

MISSION STATEMENT

"We endeavor to provide educational experiences leading to success, professionalism and opportunity in the radiologic sciences."

Goals

Fulfillment of the program's mission is assessed by the degree to which the program achieves the following goals and student learning outcomes

Goal 1: Students will demonstrate clinical competence in the performance of diagnostic radiographic procedures

Student Learning Outcomes

1.1 Students will accurately position patients for radiographic examinations.
1.2 Students will select appropriate exposure factors for radiographic exams.
1.3 Students will apply the principles of radiation protection to the patient, self and others.

Goal 2: Students will develop and demonstrate communication skills

Student Learning Outcomes

2.1 Students will utilize acceptable verbal skills in the clinical setting.
2.2 Students will demonstrate oral and written communication skills.

Goal 3: Students will develop critical thinking and problem solving skills applicable to radiography

Student Learning Outcomes

3.1 Students will modify routine imaging parameters based on patient condition and environmental conditions.
3.2 Students will evaluate images for diagnostic quality.

Goal 4: Students will exhibit professionalism

Student Learning Outcomes

4.1 Students will exhibit desirable work ethic behaviors.
4.2 Students will develop the habit of lifelong learning.

Goal 5: Graduates will contribute to the needs of the medical imaging community

Program Effectiveness Outcomes

5.1 Students will complete the program within the scheduled time frame.
5.2 Graduates will successfully complete the national certification examination.
5.3 Graduates will accept positions in radiography and related modalities.
5.4 Graduates will express satisfaction with their radiography education.
5.5 Employers will express satisfaction with graduates as entry-level radiographers

The program mission and goals are consistent with the mission and goals of the college. Achievement of the goals are measured by the program's Outcomes Assessment completed annually.

(Reviewed and revised 6/25)

Section II

Program Faculty

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Email:efleming@columbiastate.edu

Section III

Program of Study

The Radiologic Technology Program is twenty (20) months in length. During this period, the student will be involved in didactic experiences at the college, on-campus energized laboratory practice, and clinical instruction provided by clinical education settings that have entered into an affiliation agreement with Columbia State. Class schedules and clinical assignments are planned and implemented in a manner to assure that required didactic and clinical assignments do not exceed 40 hours per week. No core RADT classes are delivered 100% online/asynchronous. A single course in the final semester of the program (RADT 2295, Radiographic Seminar) is delivered in a hybrid manner, 50% in-person & 50% online/asynchronous.

Clinical Education Settings

Maury Regional Medical Center 1224 Trotwood Ave Columbia, TN 931-540-4300 Ext. 1556	Southern Tennessee Regional Health System – Lawrenceburg 1607 South Locust Ave Lawrenceburg, TN 931-762-6571 Radiology: 931-766-3251
TriStar Horizon Medical Center 111 US 70 Dickson, TN 615-446-0446 Radiology: 615-326-2391	Southern Tennessee Regional Health System – Pulaski 1265 East College St Pulaski, TN Radiology: 931-363-9372
Marshall Medical Center 1080 North Ellington Pkwy Lewisburg, TN 931-270-3670	Vanderbilt Bedford 2835 Highway 231 North Shelbyville, TN 931-685-8630
TN Orthopedic Alliance- Columbia 1050 North James Campbell Pkwy Columbia, TN 931-560-1388	Wayne Medical Center 103 J V Mangubat Dr Waynesboro, TN 931-722-5411
Vanderbilt Orthopedics Franklin 206 Bedford Way Franklin, TN 615-577-4081 or 577-4090	TriStar Stone Crest Medical Center 200 StoneCrest Blvd Smryna, TN 615-768-2361
Lincoln Health 106 Medical Center Blvd Fayetteville, TN 931-438-7569	Williamson Imaging, LLC d/b/a Cool Springs Imaging 2009 Mallory Ln, Suite 150 Brentwood, TN 615-322-5000
Williamson Health Center 4321 Carothers Parkway Franklin, TN 37067 615-435-5280	Williamson Health Outpatient Imaging 4601 Carothers Parkway Suite 100 Franklin, TN 37067 614-595-4525
Bone and Joint Institute 3000 Edward Curd Ln. Franklin, TN 37067 615-791-2630	St. Thomas-Hickman 135 East Swan St. Centerville, TN 37033 931-729-6762
One Stop Medical- Lawrenceburg 326 N Locust Ave Lawrenceburg, TN 931-762-9797	One Stop Medical- Pulaski 912 West College St Pulaski, TN 931-424-9797

TriStar Spring Hill Emergency Room 3001 Reserve Blvd Spring Hill TN 37174 931-489-1100	Rev. 1/26

The program of study consists of a curriculum implemented in accordance with the **Standards for an Accredited Educational Program in Radiologic Sciences** published by the Joint Review Committee on Education in Radiologic Technology (JRCERT). A copy of the publication is available to students for review any time in faculty offices and online https://www.jrcert.org/wp-content/uploads/2024/06/2021-Radiography-Standards.pdf

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300
Email: mail@jrcert.org
Web Site: www.jrcert.org

The program's sponsor institution, Columbia State Community College, is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Questions about the accreditation of Columbia State Community College may be directed in writing to:

Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4907
404-679-4500
Web Site: www.sacscoc.org

Columbia State's Radiography program is accredited by the JRCERT. Programmatic accreditation by the JRCERT is considered the gold standard. Programmatic accreditation ensures academic excellence as well as clinical excellence in all areas of the educational program. JRCERT accreditation also ensures safety for students, staff, and the public.

Course requirements and descriptions will follow the college catalog and the Master Plan of Education (copies available in the offices of program faculty and dean of health sciences) and will be clearly outlined in each specific course syllabus.

The Radiologic Technology Program will respond to any complaint or allegation of non-compliance with the **Standards for an Accredited Educational Program in Radiologic Sciences** or JRCERT policies in a timely and appropriate manner. The program will investigate the allegation(s) and respond to the JRCERT as directed. This response will include a written report as well as any necessary documentation. The program will take any necessary measures to assure that the complaint or allegation has been resolved.

(Rev. 3/21)

Section IV

Notice of Felony or Misdemeanor Convictions

The American Registry of Radiologic Technologists (ARRT) has stringent rules regarding misconduct and eligibility to take the national registry exam. The ARRT offers an Ethics Review Pre-Application as an early ethics review of violations that would otherwise need to be reported on the Application for Certification and Registration upon completion of an ARRT-recognized education program. The process is designed for those who are not yet enrolled in an ARRT-recognized education program or are enrolled in an ARRT-recognized educational program and are at least six months away from graduation. The Ethics Review Pre-Application may be used to report 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. Program candidates may complete the pre-application review process with the ARRT prior to program enrollment to avoid delays and uncertainty regarding certification eligibility. The Ethics Review Pre-Application is downloadable from the Ethics section of ARRT's website at www.arrt.org or by phoning ARRT at (651) 687-0048, ext. 8580.

In the event that a student or graduate of the Radiologic Technology Program is concerned about ARRT eligibility, it is the sole responsibility of the student or graduate to certify eligibility with the ARRT.

Upon satisfactory completion of the program, students are awarded the Associate of Applied Science degree and are eligible to apply for the certification exam offered by the American Registry of Radiologic Technologists (ARRT).

Accreditation guidelines concerning program requirements, standards, general information, etc., are contained in the *Standards for an Accredited Educational Program in Radiologic Sciences* published by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and available in faculty offices and accessible via the JRCERT website at www.jrcert.org. The *Standards* and additional program information are available in the *Radiologic Technology Applicant Handbook* located online at http://www.columbiastate.edu/academics/health-sciences/radiologic-technology.

Section V

Admission Requirements

Applicants to the Radiologic Technology Program shall fulfill special admission requirements as follows:

1. Meet all college general requirements for admission as a degree-seeking student as stated in the catalog and be admitted to the college.

2. Review "programs with Special Admissions Requirements" in the current college catalog.

3. Exemption from or satisfaction of Learning Support competencies in reading, writing, and math as determined by college placement standards by the end of the summer semester prior to the year in which admission is sought.

4. Complete all entrance examinations such as ACT/SAT or placement exam as required by the college prior to fall semester. Applicants must demonstrate proficiency in reading, writing, and math based on examination scores, completion of Learning Support courses, or prior college credit.

5. Have earned a grade point average (GPA) of 2.5 or above on a 4.0 scale for required academic subjects. The high school GPA is used for students who have earned less than 12 college credit hours. An applicant with no high school GPA must have an average standard score of at least 450 on the GED® or 45 on the HiSET®.

6. Enroll in and successfully complete RADT 1100, Introduction to Medical Imaging with a grade of "C" or better. This course will provide an overview of the Radiologic Technology program at Columbia State along with the profession. All application materials will be provided in the course and explained in detail. Applicants will also have an opportunity to observe in a Radiology department as well as explore the many opportunities available to registered Radiographers. *The same course at another TBR institution would be accepted as transfer. Applicants transferring this course should contact a faculty member for an appointment to review the application process and obtain an application packet.

7. All program application materials must be submitted to program officials/health science division office personnel no later than October 15 to be considered for a formal interview with the Radiologic Technology advisory committee.

8. Applicants must be able to physically manipulate and operate equipment, manipulate patients, and visually assess patients, test results, and the working environment. They must be able to clearly communicate, both verbally and in writing, make appropriate judgment decisions in emergency or other situations, and demonstrate emotional stability and psychological health in day-to-day interaction with patients, their family members, and personnel.

9. Completion of or current enrollment in ENGL 1010 or ENGL 1020, MATH 1530, BIOL 2010, and COLS 101 at the time of application.

10. College credit for Human Anatomy & Physiology I & II and approved math courses, must be current within the past five (5) years to count toward the Radiologic Technology degree or the course(s) must be repeated. Please check Radiologic Technology curriculum for approved math courses.

11. Program application requirements listed above must be received by program offices by October 15th. This includes the two *Letter of Recommendation* forms provided as part of the application packet and review of the *Radiologic Technology Applicant Handbook* available online at http://www.columbiastate.edu/academics/health-sciences/radiologic-technology. The handbook contains the *Radiologic Technology Student Policy Manual,* a copy of the ***Standards*** adopted by the JRCERT, the *Radiography Practice Standards,* the ARRT's *Standards of Ethics,* and an estimated cost sheet. Documentation of completion of the observation should be forwarded to the Health Science Division office by the facility where the observation was completed.

12. A candidate may interview for the radiography program a maximum of three times.

13. In compliance with the Americans with Disabilities Act, students are encouraged to register with the counseling/disability services office for possible assistance with accommodations. It

is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting special accommodation are (strongly) encouraged to contact the counseling/disability services office at the beginning of the semester.

Completion of the items listed above denotes consideration for an interview but in no way implies or guarantees an interview or admission to the program.

14. Once admitted, students are required to submit documentation of the following clinical access requirements prior to the first day of clinical assignment. If the documentation is not completed on time, students will not be permitted to go to clinic and may be forced to withdraw from the program.
    a. Health Requirements: All radiologic technology students must submit evidence of good health by returning a completed *Physical Examination* form. Forms are given to the student upon acceptance to the program. All students must have a:
        i. Documented negative two-part TB skin test and/or chest x-ray yearly. TB skin tests must be within three months of the start of clinic.
        ii. Evidence of immunity for:
            1. Rubella (positive titer)
            2. Varicella Zoster (chicken pox) (positive titer)
            3. Rubeola titer (positive titer)
            4. Tetanus/diphtheria booster within the past ten years
            5. Hepatitis B vaccine
            6. Influenza vaccine
    b. Basic Life Support (BLS) Requirements: All students must submit evidence of current Basic Life Support (BLS) certification compliant with the American Heart Association (AHA) guidelines. BLS certification classes are offered by Columbia State Community College, healthcare organizations, or the American Heart Association. The didactic portion may be completed in person or online but the skills assessment must be completed on ground.
    c. Malpractice insurance is required for all radiology clinical practicum courses. A group policy is available. The fee is assessed annually as a part of the registration fees.
    d. Health insurance is required. Students must provide evidence of health insurance coverage before clinical assignments may begin.
    e. Criminal background checks and annual routine 10-panel drug screens, to include urine alcohol screening, are required by affiliate training sites as a condition of participation in clinical education. An annual driving screen is required also. Based on the results of these tests, any affiliated clinical site may determine to not allow your presence at their facility. Denial of clinical access could result in your inability to successfully complete the clinical requirements of a specific course and the program. More information is available from the program director.
    f. Complete in-service and/or facility orientation required by individual clinical affiliates as a condition of participating in clinical rotations.
    g. Students in health science programs may be required to obtain additional vaccinations (H1N1 flu, etc.) as clinical agencies adopt and implement new requirements, respond to periodic recommendations from the Centers for Disease Control or area health departments, etc. All such vaccinations will be at the expense of the individual student. Any student who declines to be immunized will have the option of following the alternative processes allowed for students at specific sites, if available (i.e. wearing protective masks 100% of the time while at a clinical facility). Faculty makes every effort to provide students with current information to make informed decisions regarding safety for self and patients. Clinical access approval is at the discretion of each affiliate. Limited clinical access may inhibit ability to complete clinical and/or program requirements.

Section VI

Admission Procedure

1. Submit the following to the Admissions/Records offices:
   a. Completed *Application for Admission* to the college.
   b. Official college transcripts from all colleges previously attended.
   c. High school transcripts or high school equivalency results.
   d. ACT or SAT exam results.

2. Register for and successfully complete RADT 1100 Introduction to Medical Imaging during the fall semester of application to the program.

3. Submit completed program application forms provided in RADT 1100 or obtained from a faculty member by the published deadline.

4. If an applicant does not meet the admission criteria, he/she will be notified in writing. If the applicant wishes to apply in the future the application process must be repeated and new application documents submitted. The applicant will **not** be required to repeat RADT 1100.

5. **Transfer Students:** Students may request to transfer from another program accredited by the JRCERT or housed in a regionally accredited institution. Admission decisions, credit for program specific courses, and placement within the curriculum will be determined on a case-by-case basis with review of transcripts and evaluation of credits. Students wishing to transfer must schedule a meeting with the program director. Students must meet Admission Requirements as listed above.

(Rev. 1/25)

Section VII

Continuation Requirements

In order to continue in the Radiologic Technology Program, students must meet the following academic requirements:

1. Earn a "C" or higher in each radiologic technology course and each required math and science course.
   a. The grading scale for all core didactic radiography courses is as follows:
      - A= 93-100
      - B= 84-92
      - C= 75-83
      - D= 65-74
      - F= Below 65
      - I= Incomplete
   b. The grading scale for all radiography practicum courses is as follows:
      - A= 47-50
      - B= 42-46

- C= 38-41
- D= 33-37
- F= Below 33
- I= Incomplete

2. Maintain a minimum GPA of 2.0 after admission and prior to enrollment as well as during **each term** of enrollment in the program.

3. Maintain professional conduct as outlined in the *Radiologic Technology Student Policy Manual.*

4. Enroll in and successfully complete all required general education courses during (or before) the semester listed in the curriculum outline.

5. Complete an annual 10 panel drug screen that includes urine alcohol test and driving screen.

6. Submit an initial two-step TB skin test results to Health Sciences Records Clerk, Walter 115 by established deadline.

7. Additional TB skin test is required annually to be allowed in clinical facilities.

8. Maintain evidence of uninterrupted medical insurance coverage in designated program/institutional offices.

Students who do not meet the continuation requirements will be dismissed from the Radiologic Technology Program. Students who have been dismissed from the program may be qualified to continue courses at the college, but will not be permitted to register in radiology courses without readmission to the program.

(Rev. 3/21)

Section VIII

Readmission Requirements

Only one readmission into the Radiologic Technology program is permitted. Readmission into the Radiologic Technology Program after dismissal/exit is not guaranteed, regardless of the reason for dismissal/exit. A student who wishes to apply for readmission must do so, in writing, within 90 days of dismissal/exit from the program. Regardless of the reason for dismissal/exit, it is the sole responsibility of the student to request readmission in writing to the program director. The advisory committee for the Radiologic Technology Program will make a readmission recommendation after reviewing all student records and interviewing the student.

Due to the rapid change of technology in the field of radiology:

1. If three or more years have elapsed since enrollment in the program, all radiology courses must be repeated.

2. If five or more years have elapsed since previous college enrollment or completion of the following courses, the following requirements apply:
    a. Anatomy and Physiology courses must be repeated
    b. Approved mathematics courses (general education math) must be repeated.
    c. All current application/enrollment requirements will apply and must be met.

3. A *Conference Record* form completed upon the student's exit from the program must be on file to be eligible for readmission.

(Rev. 1/25)

Section IX

Readmission Procedure

1. Submit a written readmission request to the program director within 90 days of dismissal from the program.

2. Provide written documentation to the Radiologic Technology Program Director stating the reason(s) for withdrawal or failure and indicate actions the student has followed to ensure success in the program if readmitted. This documentation must be submitted before a student's application for readmission will be considered.

3. The Radiologic Technology Program director will notify the student by email when and where the readmission interview will be held.

4. The Radiologic Technology Program director will notify the student by email of his/her readmission status once the readmission process has been completed.

Program enrollment is limited by clinical education settings capacity and readmission will be considered only if there are positions available within the class. Readmitted students may be prescribed mandatory refresher coursework and/or competency demonstrations to ensure currency of the curriculum.

(Rev. 1/25)

Section X

Technical Standards

1. A reasonable amount of strength and mobility to reach, manipulate and operate equipment necessary for the medical imaging profession.

2. Manual dexterity, good motor skills, and eye-hand coordination to move, manipulate and observe a patient or client as necessary for the medical imaging profession.

3. Visually assess patients/clients, medical test results, the working environment and radiograph evaluation to correctly decide the appropriate action to take for the benefit of the patient/client.

4. Clearly communicate, both verbally and in writing, with the patient/client, family, personnel and others to disseminate information relevant to patient/client care and work duties, and to be able to hear to accurately gather information relevant to patient/client and work duties.

5. Make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.

6. Demonstrate emotional stability and psychological health in day-to-day interaction with patient/clients, staff, family and others, in routine and non-routine decision making processes, and on the daily execution of didactic and clinical assignments.

Those applicants who are offered admission to the program are sent a copy of the program technical standards at the time admission is offered. These standards are developed in accordance with the institutional standards for allied health programs. Each student must determine his/her own ability to achieve the technical standards of the program. At this time, any potential student requiring special accommodations to fulfill program requirements should schedule an appointment with the program director to determine if the requested accommodations are reasonable. A form indicating the student's desire to accept admission and his/her individual capability to achieve the technical standards of the program must be signed and returned to the program director.

(Rev. 5/16)

Section XI

Program Policies and Procedures

The faculty member shall review with the applicant all pertinent information relating to the Radiologic Technology Program contained in the college catalog, program brochure, and website. This begins during RADT 1100 and is further explained during program orientation prior to the start of classes each spring. This includes but is not limited to, admission policies, transfer credit, tuition and fees, refund policies, academic calendars, academic policies, graduation requirements, and student services.

Section XII

Clinical Education Requirements

The faculty shall review with the applicant requirements regarding clinical instruction, rotation schedule, and travel requirements. Mandatory criminal background checks and routine drug screening became effective for all students in allied health programs in all Tennessee Board of Regents institutions in Fall 2005. Faculty provides more detailed information to applicants upon acceptance to the program. The results of the criminal background could lead to a student being denied access to clinical rotations which would make completion of practicum/program objectives impossible. Criminal background results may also present concerns with regards to eligibility for the ARRT certification exam and subsequent employability.

Section XIII

Interview Procedure

Applicants with the highest combined academic potential scores and screening scores, who have completed all admission requirements will be considered for interview with the advisory committee. To be considered for an interview the applicant must have completed any required learning support competencies and possess a minimum program-related courses GPA of 2.5 or above. If the student has not completed 12 hours or more college credit hours the high school GPA will be used. If an applicant has no high school GPA, he/she must have an average standard score of at least 45 on the high school equivalency exam. Each qualified applicant invited for an interview will be notified in via email of the date and time of his/her interview. Interview criteria utilized by the advisory committee include professional appearance, academic ability, previous medical experience, reasoning skills, personal interaction skills, and motivation. The academic potential score (APS) is assigned by faculty based on high school/college GPA or high school equivalency exam and successful completion of applicable general studies course work. The screening scores are based upon grade earned for RADT 1100, observation score, and attention to detail in the submission of application materials and completing all application requirements by the October 15th deadline. Each applicant will also be instructed to review the policy manual online prior to October 15th of each year. The Advisory Committee will score each applicant interviewed on the criteria listed above and these scores will be averaged. The interviewed applicants with the highest averages will be offered admission. Acceptance is not automatic and continuation is based upon satisfactory academic and clinical progress, and professional conduct (see Continuation Requirements). A candidate may interview for the program a maximum of three times.

(Rev. 12/25)

1. The program director shall promptly notify applicants of the offer of admission to the program. In addition, applicants who have not been accepted shall be notified and provided information regarding the option to re-apply at a future time. The program faculty shall offer counseling regarding additional preparation which may be helpful to increase the chance of qualifying for future consideration. The program faculty shall, in the process, in no way imply that a student will be ensured of acceptance; only that further preparation might improve the chance of acceptance. The program faculty shall also offer counseling regarding other career options and/or refer students to the Columbia State Community College career counselor.

2. The program (and the college) is committed to the education of a non-racially identifiable student body. The program (and the College) does not discriminate on the basis of race, gender, sexual orientation/gender identity, color, religion, ethnicity, national origin, age, disability or veteran status in educational and employment opportunities. Inquiries or complaints should be directed to the Director of Human Resources, Room 108 Pryor Administration Building, 1665 Hampshire Pike, Columbia, TN 38401.

3. Admission criteria shall be periodically reviewed and validated by the program director in conjunction with the program faculty, dean of health sciences, program medical advisor and advisory committee.

4. Applicants accepted by the program shall have the customary rights and privileges afforded all students.

5. Applicants accepted into the program shall thoroughly familiarize themselves with practices, procedures, and policies contained in the college catalog, Radiologic Technology Student Policy Manual, and Student Handbook.

It is the intention of program faculty to find out by thorough evaluation and observation that the student cannot or will not do satisfactory work before excluding him/her indefinitely from attendance. The student will be excluded when the quality of his/her work is such that he/she cannot continue with profit to himself/herself or with credit to the institution. The program director shall, upon discontinuing a student from the program or placing a student on probation, review the specific reason(s) for such action, and shall advise the student of due process of review or grievance in the event of unfavorable evaluations, disciplinary actions, suspensions, and dismissals. In all cases, due process shall be consistent with those provided by the sponsoring institution.

Section XIV

Tuition, Fees, and Related Program Costs

The program shall charge no fees or cause the student to incur any costs except those specifically designated in the college catalog, the estimated cost sheet, or this policy manual.

The college shall assess and collect prevailing rates for tuition, fees and application (reference college catalog and website).

The program faculty shall also review estimated costs for travel to geographically dispersed, required clinical rotations, uniforms, supplies, etc. The student is responsible for all costs incurred relative to travel to and from clinical assignments, uniforms required for clinical rotations, lead (right and left) image identification markers, name tag, radiation monitors, supplies, textbooks, etc. Transportation to and from the clinical assignment is the sole responsibility of the student. Columbia State does not assume liability for personal injury or property damage incurred during travel to and from these facilities.

Malpractice insurance coverage is required for students in the Radiologic Technology Program. Group malpractice coverage is purchased in conjunction with registration for radiologic technology courses.

Individual health insurance coverage is required before a student may attend clinical assignments. Proof of health insurance coverage is required by a specified date each year. Students shall forward copies of new health insurance cards to Health Science records clerk if coverage or carrier changes at any time during enrollment.

In accordance with Clinical Affiliation Agreements (contracts) between Columbia State and area clinical agencies, criminal background checks, routine drug screens and any necessary immunizations are performed at the student's expense.

Policies governing student withdrawal and refunds of tuition, fees, etc., shall be consistent with those of Columbia State Community College (reference college catalog, and/or each semester schedule).

Section XV

Policies Governing Clinical Instruction

Columbia State Community College as the sponsoring institution shall provide for clinical instruction in the practical/experimental application of didactic and institutional laboratory experience. This shall be provided through affiliation agreements with health care facilities approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (See list of Clinical Education Settings, Section III).

In addition to the instruction provided by Columbia State faculty, there shall be clinical instruction and supervision provided by the clinical affiliates through the designated clinical instructor(s) and qualified radiographers at each affiliate. This clinical education shall be attained through scheduled assignments at each affiliate as determined by the program faculty.

A. Supervision

Direct Supervision – A qualified radiographer is in the room with the student during the entire procedure.

Direct supervision must be provided to all students prior to competency achievement, and during all surgical and mobile (including mobile fluoroscopy) procedures, regardless of level of competency. Direct supervision means:

1. A qualified radiographer reviews the request for examination in relation to the student's achievement;

2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge

3. A qualified radiographer is physically present during the conduct of examination; and

4. A qualified radiographer reviews and approves the radiographs.

Indirect Supervision – A qualified radiographer is in the immediate vicinity and within physical calling distance.

Indirect supervision shall be provided to all students following competency achievement by a qualified radiographer who is immediately available.

1. The program faculty and designated clinical instructors are responsible for assuring that all staff are aware of these requirements and that students are adequately supervised; however, students will be held accountable for obtaining appropriate supervision. Failure to obtain appropriate supervision is a willful violation of program policy and will result in a letter grade reduction and the next step in the discipline process.

2. In an effort to establish proficiency, students shall continue to perform, under indirect supervision, all procedures in which competency status has previously been achieved and enter these examinations in the clinical tracking system appropriately.

3. It is inappropriate for a student to *pass* on an exam in which competency has already been documented. Every procedure presents an educational opportunity.

4. Students are expected to demonstrate professional courtesy in sharing competency opportunities.

Repeat Radiographs

1. **Regardless of the competency level, direct supervision shall be provided during the repeat of any images and a qualified radiographer must approve the student's procedure prior to re-exposure.**

2. The online clinical tracking system has a mechanism to document repeat exposures and is to be used **any time a repeat image is required.** Students must indicate the repeat was done under direct supervision.

3. In the event that an image must be repeated, regardless of the reason, ***STUDENTS ARE INSTRUCTED TO WAIT UNTIL A QUALIFIED RADIOGRAPHER IS AVAILABLE*** to supervise the repeat.

4. Should a clinical affiliate employ personnel not currently certified by the ARRT or persons possessing only a limited license issued by the state of TN, these persons may not supervise students prior to or during competency attempts or during a repeat exposure. In all cases where the JRCERT requires direct supervision by a qualified radiographer, this is defined as full scope (unrestricted) radiography registered by the ARRT.

5. In the event there is no qualified radiographer present at a clinical facility, program faculty should be contacted immediately for instruction on clinical assignment.

(Rev. 5/16)

B. Health Standards

The program director shall ensure students adhere to the following procedures and policies governing the clinical phase of the instructional program.

1. Admission to the clinic – General Health Requirements – The program director shall ensure that all students meet the required health standards of the clinical facilities for admission to clinic courses and segments of the curriculum. In general, standards for students will be the same as for facility employees.

2. Exclusion from the clinic –
    a. ***Due to Illness:*** The student will notify program faculty of instances of illness and/or communicable disease(s). This notification shall take place prior to the scheduled time of arrival to a clinical assignment.

       The student will also contact the on-site clinical instructor (or radiographer) at the assigned clinical facility prior to the scheduled time of arrival. Students are not allowed in clinical assignments if a contagious disease, condition, or fever is present. Clinical staff and/or department administration reserve the right to send a student

home if they feel the student may be contagious or unable to continue the assignment. If a student is unable to perform assigned duties he/she is expected to notify a program faculty member and an on-site clinical instructor prior to clocking out. Disciplinary action may be taken if a student attempts to remain in the clinical setting while unable to fully participate in the clinical experience.

b. ***Due to Unethical or Unprofessional Conduct or Unsatisfactory Clinical Performance:*** It shall be the prerogative of the program director to exclude a student from all or a portion of the clinical instruction phase of the program due to unethical or unprofessional conduct, or unsatisfactory clinical performance, pending a hearing to resolve the problem. According to the clinical affiliation agreement, the affiliate may immediately remove from the premises any student who poses an immediate threat or danger. Unsatisfactory clinical performance shall be defined in appropriate course syllabi and other appropriate materials. In all cases, the student will be apprised of "due process procedures". Further, the student will be advised of academic and clinical options and procedures (reference Policy Governing Disciplinary Action and Grounds for Immediate Dismissal).

c. ***Due to Extended Illness:*** Students who miss multiple clinical assignments due to extended illness, and has already exhausted all personal and meeting time, will be dealt with on an individual basis. A make-up clinical schedule will be developed. The final course grade may be reduced following excessive absence, regardless of the reason. If the absences prevent the student from being able to complete the course(s), a grade of "FA" or an "I" (incomplete) may result, depending on the nature of the absences.

3. Re-admission to Clinic –

a. ***Following Episode of Illness:*** It shall be the responsibility of the student to contact the program faculty and present documentation that he/she is eligible to re-enter the clinical practicum. Missed clinical practicum assignments shall be completed prior to the start of the next semester when possible. Students missing clinical practicum assignments while enrolled in RADT 1260, 1470, 2460, and 2370 will be required to use personal time for absences unless faculty determine there are extenuating circumstances, in which case, the time may be made up.

b. ***Following Exclusion Due to Unethical or Unprofessional Conduct or Unsatisfactory Clinical Performance:*** It shall be the responsibility of the program director, in conjunction with the program faculty and appropriate clinical personnel, to resolve matters related to these infractions, and to take appropriate action as described by the enclosed policy governing disciplinary actions.

Section XVI

Personal Days, Holidays, Bereavement Day, Interview Day, Inclement Weather, Continuing Education/Meeting Days, Clinical Absence/Tardiness, Policy Regarding Employment

A. Personal Days

First Year students will be provided with **20 hours** that may be used during the summer semester of the first year. These hours may be carried over into the second year if not used.

Second Year students will be provided with **70 hours** to be used in the fall, spring, and summer of the second year.

A full day absence, regardless of whether assigned to day or evening shift, is a ten hour time deduction.

Students will be provided with one bereavement day. Prior notice of absence should be given to the clinical facility as well as faculty members. Documentation must be provided to faculty members.

Students will be provided with **one,** ten-hour day to be used for interview purposes during the RADT 2460 or RADT 2370. The interview may be for employment or advanced certification programs. A spring interview date may be used for advanced certification programs only (students still only receive one day). Documentation must be provided to faculty members.

These hours will be used for vacation, personal illness, family illness, funerals, doctor's appointments, etc. Students are allowed to use personal time in any whole hour increment during all Practicum courses. Students have 15+ weeks off during the 20-month program with breaks between semesters, Spring/Fall Break, holidays, etc. Students are encouraged to save personal/meeting time for things that cannot be scheduled during these breaks. Personal time is to be used to cover unexpected absences. Time may be requested for the beginning or end of a day. Special circumstances will be evaluated on an individual basis for time requested in the middle of the day.

If a student wishes to use personal time to prevent a tardy to a clinical assignment, he/she must use a minimum of 1 hour.

It is the student's responsibility to ensure that the clinical affiliate and program faculty are notified of the expected absence prior to the assigned time of arrival. Faculty must be notified electronically by submitting the time off form of all personal time used prior to absence or prior to the time of departure in the case of leaving a clinical facility early. Students must submit the form electronically by sending it to radtech@columbiastate.edu. One point will be deducted if the form is not received prior to scheduled time of arrival or prior to early departure.

Once a student has used the allotted time off during either year of the program, any additional absences (other than approved meeting days) will be considered unexcused and will result in the deduction of **five (5) points** from the clinical grade for each unexcused absence. The policy regarding progressive discipline and clinical letter grade reductions as a result of accumulated tardies and/or unexcused absence applies.

Make-up time may only be requested following extended illness or extenuating circumstances. Students requesting make up time shall do so in writing upon reentering clinical assignments. This request must be accompanied by a physician's excuse, if applicable. Make-up time will be approved on a case-by-case basis. Once makeup time is scheduled, students may not use personal/meeting time for the assigned makeup date. Should students not attend a scheduled makeup day, students will have five points deducted from the final course grade for the clinical practicum course and will be rescheduled for a makeup day. An Incomplete (I) will be entered as the grade for the course until makeup time is completed, regardless of hours remaining.

If a student is scheduled for surgery or a specialty rotation (i.e. Ultrasound, Nuclear Medicine, etc.) they may not use personal/meeting time for the entire rotation. A minimum of one day is required to complete the objectives of the rotation.

Terminal vacations shall not be permitted. Students may not take off the final week of clinic in order to finish the program early. (Revised 12/2022)

B. Holidays

Students are not scheduled for clinical assignments on recognized holidays as listed in the college catalog.

C. Inclement Weather

If the **Columbia campus** is closed or classes are cancelled due to inclement weather, students are not expected to attend clinical assignments. This time is excused and does not require make up.

The college provides an information line on which recorded information is made available regarding institutional/campus closing or delays. This number is 931-540-2515. Information about closings/delays is also posted on the college website: http://www.columbiastate.edu, College social media accounts, and via the Charger Alert system.

Lecture courses may be moved to an alternate format, as determined by the College, rather than completely cancelling class for the day. Faculty will communicate plans should this occur.

If the Columbia campus is open as usual (or begins classes late) the student has the following options regarding attendance for clinical practicum:

1. The student may take the day off **IF** he/she has leave time available. Meeting time may be used without 2 days advance notice for inclement weather.

2. The student may make the day up at the end of the semester or during the semester break (**if** there is a break) at the same clinical facility, on the same shift without grade penalty.

3. If the student is tardy due to the inclement weather, the time is to be made up the same day, if possible. If the weather does not improve and the student feels the need to leave early, any time remaining for the assignment will be made up at the end of the semester or during a break (**if** there is a break). There will be no grade penalty for tardies due to

inclement weather and there will be no grade penalty for leaving early as long as the student notifies a faculty member and a clinical instructor.

4. All absences due to inclement weather require the same notification to program faculty and clinical facilities as other absences and a completed form must be submitted electronically prior to the absence or early departure to avoid point deductions.

Regardless of the availability of excused absences or lack thereof, students must use their own judgment about attending classes or clinical assignments during inclement weather. Faculty will not make attendance decisions for students with regard to inclement weather conditions. (Rev. Dec. 2025)

D. Emergent Situations/Disasters

Columbia State is committed to providing a safe and secure College while maintaining integrity of instruction and services. In the event of a disaster (weather-related disasters, pandemics, wide-spread technology issues, etc.), the College may determine a disruption to published schedules is necessary. This could lead to on-ground courses transitioning to a virtual format or the creation of an alternative schedule. Clinical rotations may be altered as needed based College and clinical facility determinations. The College and program faculty will share information regarding schedule changes and any policy changes regarding campus/clinical access. Disruptions leading to temporary campus and/or clinical access suspension could result in a delay in program completion time.

E. Meeting Time

Students will be notified of upcoming meetings of the Tennessee Society of Radiologic Technologists (TSRT) or other continuing education events, and may be excused from clinical assignments to attend. In addition, student members of TSRT who choose to attend meetings on their own time will be awarded meeting time on an hour by hour basis. Students may be made aware of other educational opportunities that come to the attention of program faculty and encouraged to attend and earn additional meeting time. Hours awarded for earning over 50 points based on clinical practicum grades will be considered meeting time.

1. Any student who has accumulated ***meeting time*** (through attendance at approved educational events) may use these hours at any time during Radiologic Practicum I, II, III or IV. Requests must be submitted electronically to radtech@columbiastate.edu at least two days before the requested day off. Meeting days *may* be used without the 2-day advance notice but **will** result in the deduction of 2 points from the clinical grade per day.

2. Students will only be allowed to use ***meeting time*** in whole hour increments during all Practicum courses at the beginning or end of a shift.

3. Any time off other than allotted personal time is subject to advance request guidelines for meeting time. This includes time awarded for points over 50 on the clinical grade for a semester, mock registry scores, etc., as announced by program faculty.

4. Points over 50 awarded during any semester must be used during the subsequent semester or they will be forfeited.

5. Students will be required to exhaust personal time and continuing education/meeting time (including applicable point deductions for inadequate notification, etc.) for any absences.

F. Clinical Absence/Tardiness

1. It is the student's responsibility to document all absences from clinic on the appropriate form. Failure to do so within the time frame required will result in point deductions. Unexcused absences shall also be documented to program faculty on the form provided to avoid point deductions. This form shall be submitted electronically to radtech@columbiastate.edu prior to the absence or early departure from a clinical facility.

2. Failure to provide prior notification of absence to faculty members may result in immediate dismissal from the program, progressive disciplinary action, or at a minimum, point deductions from the clinical practicum grade.

3. Tardiness is defined as one to nine minutes past the assigned time of arrival. Extreme tardiness is defined as ten or more minutes past the assigned time of arrival. Tardies are cumulative beginning with RADT 1260 (Practicum I). A student who is tardy is to make up the time at the end of the assigned shift.

    i. For tardies that are one to nine minutes past the assigned time of arrival: One (1) point per incident will be deducted from the clinical practicum grade.
    ii. For tardies that are ten or more minutes past the assigned time of arrival: Three (3) points per incident will be deducted from the clinical practicum grade.

4. If the student fails to make up the time at the end of the day an additional point will be deducted from the clinical grade. If there are extenuating circumstances that prevented the student from arriving to clinic on time this should be noted in the comments section when clocking in. These circumstances will be evaluated on an individual basis and the tardy may be excused if warranted. Students are reminded that future employers are very interested in punctuality. Every effort should be made to avoid tardiness regardless of point deductions.

5. **Excessive tardiness and unexcused absences are unacceptable and will result in progressive disciplinary action.**

6. The final course grade for the current practicum course will be reduced ONE letter grade for any student who accumulates a combination of 5 tardies and/or unexcused absences throughout assigned practicum courses, regardless of the point total, and will result in **First Incidence of Disciplinary Action.**

7. The final course grade will be reduced TWO letter grades for the current practicum course for any student who accumulates a combination of 9 tardies and/or unexcused absences throughout assigned practicum courses, regardless of the point total, and will result in **Second Incidence of Disciplinary Action.**

8. The final course grade will be reduced THREE letter grades for the current practicum course for any student who accumulates a combination of 11 tardies/unexcused absences throughout assigned practicum courses. Regardless of the point total, this would prevent the student from continuing in the program based on the inability to earn a "C" or higher for the practicum course.

9. Being late returning from the approved lunch break (30 minutes) is considered tardy. Time missed is to be made up at the end of the day. Points will be deducted and the incident will be included in the accumulation of tardies/unexcused absences. Individual affiliates may elect to require that student's clock in and out for lunch daily, even when remaining on site.

Should a student already be under disciplinary action the tardies/unexcused absences will result in the next step in the disciplinary process. (Rev. 12/2022)

G. Policy Regarding Grading and Disciplinary Action

THE FINAL COURSE GRADE FOR CLINICAL PRACTICUM WILL BE REDUCED ONE LETTER GRADE AND THE NEXT STEP IN THE DISCIPLINE PROCESS WILL BE IMPLEMENTED FOR ANY STUDENT WHO WILLINGLY VIOLATES PROGRAM POLICY. This includes announcements, logbook notes, policy manual, clinical handbook/syllabus, etc. Subsequent violations will lead to an additional letter grade reduction and the next step in the disciplinary process.

1. A final grade of "C" or higher is required in each practicum course for continuation in the program.

2. Students may earn a maximum of two (2) points during any term which will be applied to the final course grade.

3. Students who end a semester with greater than fifty (50) points will be awarded one hour of meeting time off for each point over 50, i.e., 54 points at the end of the semester earns 4 hours off. A maximum of ten (10) hours may be awarded in one semester by a combination of points in excess of 50 and points in excess of the two applied to the grade for students earning a final letter grade of an A in the course. This time must be used in the subsequent semester or it will be forfeited.

H. Policy Regarding Employment

1. Students are permitted to be employed during enrollment in the program but are advised that educational schedules take priority and employers should be informed of this commitment. Students employed in imaging facilities may NOT use PROCEDURES performed during employment hours to fulfill the competency requirements of the program. All competency requirements are to be completed during clinical assignments. In addition, employers must supply a radiation monitoring device for use as an employee if monitoring is necessary for the position. The student radiation monitor is to be used only during clinical education rotations.

2. Students are reminded that continued employment in medical imaging is contingent upon successful completion of the radiography educational program. Employment schedules that result in tardiness for clinical assignments or leave students fatigued to

the point that clinical performance suffers, may have a negative impact on clinical performance, clinical course grades, and continuation in the educational program.

(Rev. 5/16)

Section XVII

Official Program Records

A. Clinical Schedule/Hours

It shall be the responsibility of the program director and/or clinical coordinator to assign all daytime and evening practicum. The program director and/or clinical coordinator will also coordinate clinical make-up time if applicable.

It shall be the responsibility of the student to become thoroughly acquainted with the clinical rotation schedule. **There will be no changes in the clinical rotation schedule except for extreme cases which will be handled individually by program faculty. Clinical rotation changes may be required due to any extreme outbreaks of illness at a facility.**

B. Attendance Records

To keep accurate time assessments of student clinical experience, students shall use the Time Tracking feature in the online clinical tracking system to document attendance and the actual time of daily arrival/departure at a clinical site. If there is a difference in scheduled arrival and/or departure times the student should provide an explanation for the discrepancy in the comments section. This exception is subject to approval by a clinical supervisor who can verify the entry. It is important to note that the time report from the tracking system is the permanent record of student attendance, absence, and punctuality. **Failure to clock in/out will result in one point deducted per incidence.**

Falsification of the time entries in any manner will result in point deductions and may be considered grounds for dismissal. Reminder: Students will be held individually responsible for accuracy of time entries. Inaccurate time entries may be grounds for immediate dismissal, probation, point deductions, or a reduction in the final course grade.

Any clinical absence is to be documented on the required electronic forms. Forms must be submitted prior to anticipated absences.

Affiliate personnel may not give students permission to leave clinic before the assigned time of departure except in emergency situations or facility closure. Should a student leave clinic before the assigned time, the time record shall accurately reflect the time of departure. An inaccurate entry on the time record shall be considered falsification and may be grounds for immediate dismissal.

Should a student seek medical treatment during clinical assignments for a condition not incurred while performing clinical objectives, the student shall clock out during the time such services are provided. If the student is later able to resume normal clinical assignments, he/she may clock back in and make up missed time at the conclusion of the shift. Documentation of medical treatment must be submitted to program faculty.

Students are accountable for accuracy of documentation and records. Falsification of records is grounds for immediate dismissal.

(Rev.12/25)

Section XVIII

Policy Governing Pregnancy

Students enrolled in the program are instructed in proper safety precautions and personnel monitoring with emphasis on overall protection for the student and all persons involved in medical radiography. Students are required to abide by **ALL** safety precautions and to remember the importance of keeping exposure as low as reasonably achievable (ALARA) through a combination of time, distance and shielding. Due to the number and variety of courses in the curriculum and the importance of maintaining a rotational schedule through the various assignments without interruption, students enrolled in this program are strongly encouraged **NOT** to become pregnant during the 20 months of education.

The Nuclear Regulatory Commission (NRC) has revised 10DFR PART 20 in regard to the pregnant worker (student). If a student chooses to disclose her pregnancy, it must be done ***voluntarily, in writing and include the approximate date of conception.*** Without this written declaration, the student is entirely responsible for the radiation safety of the embryo/fetus and the program, college neither/nor any of its clinical education settings may be held responsible for the radiation safety of the fetus. Regulations in 20.1208 states the licensee (program/college) must ensure that the dose to the embryo/fetus of a declared pregnant radiation worker (student) must not exceed 500 mrem (5mSv) during the entire pregnancy. An attempt must be made to avoid substantial variation above a uniform monthly exposure rate (< 50 mrem/month) to the pregnant worker (student). If the dose to the embryo/fetus at the time of the declaration is found to exceed 500 mrem (5mSv) or is within 50 mrem (0.5 mSv) of the limit, the dose for the remainder of the pregnancy period must not exceed 50 mrem. Should a student fall under this category, the NRC allows the mother the right to "undeclare" her pregnancy, at which time the institution is absolved of all responsibilities for radiation protection of the embryo/fetus. If the worker (student) wishes to "undeclare" the pregnancy she should do so in writing to the program director. This right of "undeclaration" is not found in any section of the CFR; however, it is found in the NRC's set # 5 of Questions and Answers regarding Part 20, available in the office of the program director.

A student who believes she is pregnant may voluntarily declare her pregnancy by requesting a Declaration of Pregnancy Form from the program director and is advised to do so early in the pregnancy. Upon declaration, a second personnel monitoring device will be provided for her until such time as the pregnancy is concluded or the student "undeclares" her pregnancy in writing.

If a student chooses to declare her pregnancy, she has three options:

Option # 1: She may continue in the program with modification (to avoid potential areas of exposure) to her clinical schedule. In this instance, she has the responsibility to inform clinical staff of her decision, as needed, and will be reassigned to lower exposure areas. The student will not be able to graduate until all competencies are completed. A grade of "I" (incomplete) may be awarded for the clinical course until the competencies are completed. This may postpone completion of the program for the student. **If the student chooses, she may submit a written withdrawal of declaration of pregnancy (undeclaration) at any time during the pregnancy. The program will no longer provide a fetal monitor or make any modifications to the clinical schedule.**

Option # 2: She may continue in the program without modification to her clinical schedule. In this instance, she is entirely responsible for the radiation safety of the embryo/fetus and the program, college, neither/nor any of its clinical education settings may be held responsible. The student will

not be able to graduate until all competencies are completed. A grade of "I" (Incomplete) may be awarded for the clinical course until the competencies are completed. This may postpone completion of the program for the student. **If the student chooses, she may submit a written withdrawal of declaration of pregnancy (undeclaration) at any time during the pregnancy. The program will no longer provide a fetal monitor.**

Option # 3: She may choose to withdraw from the program and attempt readmission the following year. If she withdraws in good standing, she will be readmitted, provided there is a position within the class for her. The student must submit, ***in writing,*** which option and conditions she wishes to follow.

Important Note:
It is important to note that a student who does not declare her pregnancy to the program director may have to disclose information to the medical personnel involved. Certain vaccinations that are needed before a student may enter the clinical setting may not be given to pregnant females and counseling with medical personnel may be needed.

Each student is required to review this policy prior to formal interview for the program and a copy is included in the student policy manual, issued upon enrollment in the program.

(Reviewed 5/16)

Section XIX

Infection Control Policy

This policy relates to Standard Universal Precautions as defined by the Center for Disease Control. All students are required to adhere to the principles of Universal Precautions to prevent the transmission of infectious diseases. Universal Precautions are a set of guidelines designed to minimize exposure to blood and other bodily fluids that may carry pathogens. The following policy outlines the responsibilities and expectations for students regarding Universal Precautions and necessary actions in the event of an exposure incident. **All students** are required to consistently follow Universal Precautions when interacting with classmates, instructors, patients, and clinical partners.

A. When the possibility of exposure to blood or other body fluids exists (e.g., when placing IV catheter or handling items soiled with blood or body fluids), the student shall wear disposable gloves which will be changed after each patient contact.

B. Gowns, masks, and eye coverings are indicated when performing procedures involving more extensive contact with blood or potentially infective body fluids, as in surgeries and invasive procedures in which bleeding may occur (e.g., hemodynamic monitoring, OB deliveries, angiographic procedures)

C. Hands or other body parts must be washed thoroughly and immediately if accidentally contaminated with blood.

D. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices shall be strategically located and available for use in areas where the need for resuscitation is predictable.

E. Sharp items (needles, scalpel blades and other sharp instruments) shall be considered as potentially infective and be handled with care to prevent accidental injuries.

F. Any exposure to blood or bodily fluids must be reported immediately to the course instructor, clinical preceptor, or clinical site supervisor. An incident report must be completed and proper procedure must be followed. This includes exposure to a classmate's, instructor's, patient's, or clinical partner's blood or bodily fluids through needle sticks, cuts, splashes, or any other means OR exposure of anyone to a student's blood/bodily fluids. The program director must also be notified by phone within twenty-four (24) hours of the incident. With the permission of the clinical agency, a copy of the incident form is forwarded to the program director within forty-eight (48) hours.

    i. In the event a student is involved in an exposure incident where blood or bodily fluids may have put others at risk (classmate, instructor, patient, or clinical partner), the following steps must be taken:
        1. Source testing is required immediately for bloodborne pathogens, including but not limited to HIV, Hepatitis B, and Hepatitis C. Source testing is intended to inform treatment decisions for the exposed person
        2. Testing must be completed within 24 hours of the incident to ensure timely identification and management of any potential infection.
        3. The results of such tests will be handled in accordance with applicable privacy laws, and the confidentiality of the student will be maintained.

4. Any additional testing or reporting requirements specific to a clinical site must be followed.
5. Refusal to comply with mandatory testing following an exposure incident will result in the immediate suspension of the student from clinical activities. Further refusal may lead to dismissal from the program, as it jeopardizes the safety of patients, instructors, clinical partners, and peers.
6. Students may be responsible for the cost of testing and any required medical follow-up, depending on the policies of the educational institution or clinical site. Health Sciences program students are required to have health insurance for such events.

G. Blood spills shall be cleaned promptly with a disinfectant solution which complies with the Center for Disease Control (CDC) and/or institutional guidelines.

H. All patients' blood and body fluids shall be considered biohazardous.

Implementation

To ensure adherence to the recommended procedures for Standard Universal precautions, the following educational measures will be required:

A. All new students will be instructed in the appropriate precautions during the Introduction to Radiography course in the spring semester before clinical rotations begin. Precautions are further explained during facility specific orientation(s) required by some agencies prior to the beginning of clinical rotations.

B. A signed statement by the student will be kept on record in the office of the program director to show agreement to comply with this policy statement.

C. Precautions will be monitored. When monitoring reveals a failure to follow precautions, counseling, education, and/or retraining shall be provided and appropriate disciplinary action shall be considered.

D. No student participating in clinical rotations will be required to handle patients with infectious diseases, as outlined above, unless that student is provided with gloves, disposable gowns, or other safety equipment designed to reduce the transmission of diseases.

E. The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning Hepatitis B infection to all students matriculating for the first time. Tennessee Board of Regents (TBR) mandates that all allied health students receive the Hepatitis B vaccine if not previously taken. For more information go to Admissions on the Columbia State website. The Hepatitis B vaccine series is available through the student's primary care physician or possibly a county health department.

Section XX

Policy Regarding the Removal of Valuables/Narcotics/Weapons from Patients

A. Valuables

The student shall follow the policy in place at each clinical facility regarding the safekeeping of patient valuables (i.e., jewelry, wallets, purses, money). If the patient is unable to remove the item himself/herself, the student should assist him/her and place the item in an envelope with the patient's name written on it. The envelope should remain with the patient while in the radiology department and care should be taken to ensure that the patient has it when he/she leaves. A witness should be present when removing valuables from a patient.

B. Narcotics/Weapons

The student shall follow the policy in place at each clinical facility regarding the removal of narcotics/weapons from a patient. If a policy does not exist, the student should not attempt to remove the item from the patient. The student should immediately inform the supervising radiographer. The supervising radiographer should then notify the appropriate authorities.

Section XXI

Policy Relating to Reporting Accidents

Accident reports must be filed following any student injury during clinical or injuries sustained by a patient during an examination. Accidents or injuries of this type must be reported immediately to the on-site clinical instructor and a special incident form obtained from the clinical facility and completed. This form shall be filled out **immediately**. The incident shall also be reported to the program director within 24 hours of its occurrence by providing a summary of the incident.

According to the clinical affiliation agreement, the affiliate shall offer emergency treatment to students (and faculty, if applicable) if needed for illness or injuries suffered during clinical experience. **Such treatment shall be at the expense of the individual treated.**

Students, like all patients, have the right to refuse treatment. This decision should be documented on the incident report. The student also has the option of leaving clinic to seek treatment at the health facility of his/her choice. Personal or meeting time will be used for clinical absences. Policies regarding faculty notification apply. Students must notify program faculty if they leave clinic.

Students must provide faculty documentation of incident reports within 48 hours of the occurrence. Incidents related to the educational program which occur off-campus (ie, clinical partner facilities) will be reported via the college's incident reporting process by the faculty member notified.

Section XXII

Policy Relating to Student Exposure to Radiation

I. The goal of radiation protection is to limit the probability of radiation-induced diseases in persons exposed to radiation (somatic effects) and in their progeny (genetic effects) to a degree that is reasonable and acceptable in relation to the benefits from the activities that involve such exposure (NCRP Report #107). The program is committed to keeping exposure As Low As Reasonably Achievable (ALARA). Every student is required to exercise sound radiation protection practices at all times. Unsafe radiation practices are prohibited and may be grounds for disciplinary action or dismissal from the program. These include, but are not limited to:

A. Using the energized lab for any reason without appropriate faculty supervision.

B. Taking exposures, intentionally or unintentionally, on another student in the energized lab or clinical facility. All exposures are to be taken for a medically valid reason only.

C. Performing any procedure without the required (direct or indirect) supervision of a registered radiographer.

D. Repeating radiographs without the direct supervision of a registered radiographer.

E. Not wearing or providing protective apparel as appropriate.

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. If there is no other alternative, the student may hold a patient during a radiographic procedure just as a radiographer would be required to do. Protective apparel must be worn in this event.

Each student is required to wear a monitoring device while in the energized lab and in the clinical education setting. Current monitoring devices are available from the program faculty in the spring semester of the first year. Monitoring devices will be exchanged monthly and **MUST** be exchanged no later than the 10th of the month.

All monitoring reports are permanently filed in the office of the clinical coordinator, HS 105B, and electronically. Monitoring reports are electronically distributed to students upon receipt from Landauer and students must review and acknowledge monthly dose reports by assigned deadline to avoid point deductions.

Monitoring devices are worn at the collar and outside a lead apron. Devices are to be removed if undergoing diagnostic procedures as a patient.

Additional obligations of the student include:

F. Wearing a current monitoring device during lab or clinical. Lack of the device will constitute grade penalty for the course.

G. Reporting the loss or damage of a monitoring device to program faculty immediately. Without a monitor students MAY NOT participate in fluoroscopy, surgery, portable, or any potential exposure area.

H. Wear the student monitoring device only for activities related to the program. Employment warranting a monitoring device must be monitored with a separate device provided by the employer.

In accordance with ***the "as low as reasonable achievable" (ALARA)*** principle, the program has set the following limit for exposure that should not be exceeded:

60 mrem (0.6 mSv)/MO of deep, whole-body radiation according to the monitoring device.

Should the radiation exposure for an individual student exceed this level (>60 mrem/0.6 mSv) in any given month, the student will be counseled. Radiation protection practices and the student's clinical schedule will be reviewed to attempt to determine where/how the student received the exposure. A conference form will also be completed and placed in the student's file.

Students shall not exceed state and federal guidelines for radiation exposure.

Policy Relating to MR Safety

I. All students will be provided an MRI orientation during the first semester of the program prior to any clinical site rotations. The Magnetic Resonance Safety Officer from Maury Regional Medical Center will provide training regarding employee safety, patient safety and magnet maintenance safety. At the completion of this training all students will sign a roster verifying they have been instructed on magnetic resonance safe practices.

A. All program students will complete a MRI screening form, to be evaluated by the MRMC Magnetic Resonance Safety Officer, prior to clinical rotations to determine if any ferromagnetic objects or devices are present within or on them. Should a student's status change while enrolled in the program, he/she must report this to program officials immediately.

B. Pregnant students are permitted to work in and around the MR environment throughout all stages of pregnancy. Pregnant health care workers, including declared students, should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

(Rev 1/25)

Section XXIII

Policies Relating to Student Responsibility in the Clinical Area

The student shall be responsible to the clinical instructor in the specified clinical area, as well as to the Director of Medical Imaging designated for the entire area.

Specifically, the following student behaviors shall apply:

A. Assurance that the correct examination is performed on each patient. Students must follow clinical facility policies for identifying patients. Disciplinary action will be implemented for failure to properly identify the patient for the exam being performed which results in an exam being performed on the wrong patient as follows:

1. The first occurrence will result in first incidence of disciplinary action.
2. The second occurrence will result in second incidence of disciplinary action.
3. The third occurrence will result in third incidence of disciplinary action.

Documentation of each occurrence must be submitted to program faculty members immediately following the incident. Should a student already be under disciplinary action any failure to properly identify the patient and performing an exam on the wrong patient will result in the next step in the disciplinary process.

B. Smoking/vaping/e-cigarettes/dipping may be allowed in designated areas only as specified by the clinical facility and is limited to morning, lunch, and afternoon breaks. Most campuses (clinical facilities) are now smoke/tobacco-free and the student must abide by the policy. Columbia State Community College is completely tobacco-product free.

C. The student shall not chew gum, drink, or eat in corridors and patient areas.

D. The student shall not possess alcoholic beverages, controlled substances, or drugs considered illegal by the Federal Government, for personal consumption within the clinical facilities. Proof of violation of this policy will result in immediate dismissal from the clinical facility and the program (reference Section XXXIV, “Student Conduct and Allied Health Programs”).

E. The student shall ***never*** enter the clinical setting under the influence of any medication or substance (prescription or nonprescription) which might impair judgment or compromise the safety of students, staff, or patients.

F. It shall be the student’s responsibility to review bulletin boards regularly for special announcements relating to program and departmental policy updates.

G. The student shall ensure that patients are safely secured in wheelchairs and on stretchers at all times.

H. The student shall monitor the proper function of all imaging equipment utilized in the clinical setting for possible equipment malfunction. In the event of suspected or confirmed malfunction, the student shall immediately report this to the clinical instructor or available supervisor.

I. The student shall not disclose addresses and telephone numbers of other students and staff of the department. Such inquiries are to be referred to the supervisor/director. In addition, the student shall not disclose home addresses and telephone numbers of program faculty. The work address and telephone number may be given upon request.

J. The student may not access employee (staff) telephone numbers or addresses for personal use without the consent of that employee.

K. In accordance with HIPAA guidelines, the student shall keep all patient x-ray reports and clinical histories confidential. Students shall not release or seek confidential patient information without proper authority. Such requests must be referred to the department administration. **Failure to do so will result in immediate dismissal from the program.**

L. Students must never attempt to diagnose/interpret an exam and must never give a report to a patient or family member unless given a direct order to do so by a radiologist or the attending physician.

M. The student must never discuss the patient's condition or diagnosis with the patient or family member(s) or other persons not directly involved in the patient's medical care.

N. The student must not post comments or responses regarding the college, a clinical facility, clinical staff, patients or examinations performed in the clinical facilities, on **any** social media platform. Such activity will be considered willful violation of program policy, and will result in disciplinary action which may include immediate dismissal.

O. The student shall refer all grievances related to the program to the appropriate clinical instructor or to program faculty.

P. The student shall consistently practice **ALARA** (see Section XII).

Q. The student shall not initiate or participate in arguments/confrontations in the presence of patients or guests.

R. Any student involved in deceit of program officials or clinical staff shall be subject to disciplinary action. This includes contributing to or concealing the deceitful actions of other students.

S. DO NOT CONGREGATE in work areas waiting for classmates to go to lunch or waiting for time to clock out.

T. Be sure to read instructor comments in the log book regularly and abide by suggestions to avoid point deductions. **Students will initial instructor comments to indicate they have been read. Failure to do so will result in a point deduction.**

U. CSCC name tags must be worn, unobstructed by markers, badges, etc., during clinical assignments. Students may not be in the clinical setting without the name tag, markers and/or radiation monitor. If a student loses any of the above, he/she must notify program faculty immediately.

V. Students shall use computers during clinical (including internet) only for approved purposes (access to clinical tracking, image archiving.). Web browsing, social networking, shopping, etc. (computer and smart device) is not permitted, will be considered willful violation of program policy, and may result in disciplinary action including immediate dismissal.

W. Students shall follow faculty instructions regarding the use of computers during didactic class sessions. Web browsing and working on outside assignments during class sessions is not permitted, will be considered willful violation of program policy, and may result in disciplinary action including immediate dismissal.

X. Research, studying, and/or related reading are permissible in a non-electronic format during clinic if no procedures are being performed in a clinical facility during a rotation. These activities are to be limited to times when there are no learning opportunities available. Studying in lieu of clinical learning experiences is NOT acceptable. Pleasure reading (novels, magazines, etc.) is not appropriate and will result in point deductions. Patient care is everyone's first priority. See a clinical instructor or radiographer for a temporary assignment if your area is not busy. Communicate clearly with supervisors and do not expect someone to find you when patients/procedures do present. Studying may be prohibited for individual students following complaints from clinical instructors/staff. Students may NOT use electronic devices to study/complete outside coursework during clinical hours.

Y. Use of cell phones is prohibited in class and clinic unless it is an activity approved by the instructor. Cell phones should be put away during class and silenced. Students may use cell phones during breaks. If a student's cell phone rings or vibrates during clinic or class, the first occurrence will result in two points being deducted from the final course grade. The second occurrence will result in a four point deduction from the final course grade. The third occurrence will result in letter grade reductions and the next step in the disciplinary process (first, second or third incidence). If a student's cell phone rings or vibrates and they do not turn it off, then it rings or vibrates again, that is two occurrences. These occurrences are cumulative and do not have to occur in the same class, or during the same semester.

   ANY unauthorized use of a cell phone during class or clinic will be considered willful violation of program policy and result in immediate grade reduction and the next step in the disciplinary process. Exception: Students may use cell phones to record lectures when recording is permitted by the instructor.

   Smart watches and similar devices are not permitted during testing in any didactic program course.

   Cellular phones may be used during breaks but are prohibited in certain areas of clinical facilities. Students are to consult with clinical staff/instructors to find out where cell phones are permitted in a particular facility.

THE FINAL COURSE GRADE FOR CLINICAL PRACTICUM WILL BE REDUCED ONE LETTER GRADE AND DISCIPLINARY ACTION INITIATED FOR ANY STUDENT WHO WILLINGLY VIOLATES PROGRAM POLICY. This included announcements made to the class, notes in log books, bulletin board postings, etc. **SUBSEQUENT** violations will lead to additional letter grade reduction and the next step in the discipline process.

(Rev. 1/25)

Section XXIV

Policies Governing Personal Appearance/Practices/Behavior

The student shall adhere to the following guidelines to personal appearance while in the clinical setting:

A. The student shall wear navy uniforms. White lab coats may be worn.

B. No sweaters or cardigans, hoodies, etc. may be worn.

C. Uniforms and shoes must be clean and neat at all times.

D. Tops must cover the hips and there should be no exposed skin when reaching upward.

E. Pants should be of an appropriate length (not dragging the ground/being walked upon).

F. Gray or white t-shirts may be worn underneath uniform tops.

G. Student uniforms and lab coats must have a patch visible on the upper left sleeve of the uniform at all times. Uniform patches must be securely attached to the uniform. It is not acceptable to pin it on or to have the corners curl up. Patches may be purchased through the bookstore located on the Columbia campus.

H. Traditional hospital issued scrub tops and/or pants are acceptable only during surgery rotations, at clinical facilities requiring students to change into their scrubs, or when uniforms become soiled.

I. Uniforms must be kept neat and clean. ***Faded navy uniforms are not permitted or the clinical grade will be affected!***

A. Shoes must be fluid-resistant, clinic/nursing style shoes or tennis shoes and must be closed toe and heel. No canvas or mesh shoes will be allowed. Shoes must be neat, clean and professional in appearance at all times. Spraying fluid-resistant spray on shoes is unacceptable.

B. It is suggested that the student wear a watch with a second hand in the clinical area for assessing patient vital signs. Rings may be worn on one finger of each hand but no large settings are allowed. No bracelets may be worn. A short, lightweight gold or silver neck chain may be worn. **Only small, conservative stud earrings may be worn for pierced ears.** No bright colors are allowed and only one (1) pair (one earring per ear) will be allowed. Earrings may be no larger than the eraser of a pencil. **No hoops or dangling earrings** are allowed. No visible facial piercings are allowed. In cases of doubt, a clinical instructor or program faculty shall make the determination. Jewelry restrictions are for patient and student safety.

C. No cologne, perfume, or strong-scented lotions may be worn while in the clinical area.

D. Hair should be neat and clean at all times. Long hair (hair that falls below the shoulders) will all be secured in the back. All hairstyles must meet the instructor's approval.

E. A conservative amount of make-up shall be allowed with a light shade of lipstick.

F. Bright colored nail polish shall be avoided. Nails should be trimmed, short, and well groomed. Acrylic, dipped, or artificial nails are not allowed due to sanitary reasons.

G. All tattoos must be covered while in clinic.

H. The student's overall appearance and personal hygiene shall be neat, clean and free of offensive odors at all times.

I. Some clinical facilities require students dress according to their branding. Students are expected to dress as they require at those sites.

    1. Elite Orthopedics Franklin and Brentwood require black or navy joggers or wide-leg yoga-style pants with a DriFit gray, white or navy crew neck, polo, sweatshirt, quarter-zip or polo style shirt. Students may wear khaki pants if they choose a polo shirt.

J. The student will be identified by a photo ID Columbia State nametag at all times in the clinical area. The name should not be obscured by lead markers, monitoring device, etc. Some facilities require additional name tags specific to their institution, students must wear these according to the clinical affiliation's policy. (Rev. 8/2025)

Student Behavior

A. The student shall behave in a manner consistent with standards of practice for professionals in the field of radiography.

B. The student shall stay in assigned areas during clinical assignments.

C. Students shall not read unrelated material during clinical assignments.

D. Students shall participate in any learning experience available when assigned areas are not busy.

E. The student shall adhere to the profession's code of ethics and comply with the profession/s scope of practice.

F. Each student should be advised that if he/she reports acts of misconduct of other students or clinical staff, program faculty have an obligation to act upon verifiable reports and cannot ensure student anonymity.

G. Students are expected to practice self-discipline and take action to improve their conduct when unacceptable behavior, conduct, or performance is identified.

ANY VIOLATION OF THE PERSONAL APPERANCE AND/OR STUDENT BEHAVIOR POLICIES IS UNACCEPTABLE BEHAVIOR. IF A STUDENT CHOOSES TO VIOLATE THE POLICIES, THE CLINICAL GRADE WILL BE REDUCED AT THE END OF THE SEMESTER AND DISCIPLINARY ACTION WILL BE INITIATED.

(Rev. 12/25)

Section XXV

Clinical Objectives

The following objectives apply to student assignments during clinical practicum rotations.

Upon completion of each clinical rotation the student should be able to:

A. Evaluate the requisition, verify patient's name, age, etc., and follow through on each examination, i.e., release patient, forward images, provide patient instruction.

B. Communicate in a professional manner with patients, visitors, staff and physicians. Communicate with patients in terms they can understand and be able to provide an appropriate level of communication for non-English speaking patients.

C. Abide by the program policies on professional dress code.

D. Display a level of self-confidence appropriate for the student's level in the program, i.e., requires staff assistance, needs little reassurance.

E. Practice radiation protection applicable to patients, visitors, staff and self by using shielding, collimation, lead aprons, etc.

F. Demonstrate a professional working relationship with other students and staff by arriving on time and ready to start participating as a team member.

G. Obtain direct supervision for exams in which competency has not yet been obtained. Accurately perform examinations, under indirect supervision, in which competency has already been achieved.

H. Participate in image critique including evaluation for positioning and technique errors as well as equipment performance.

I. Perform procedures including the areas of pediatric, geriatric, trauma and portable radiography. This includes interpretation of request, equipment manipulation, patient positioning, image processing, modification from routine procedures, etc. Utilize available immobilization/restraint devices.

J. Respond positively to instruction/constructive feedback from radiographers and physicians and apply this to future procedures

K. Demonstrate appropriate clinical progress.

L. Utilize infection control measures for self and patient by assuring rooms are stocked with gloves, masks, linens, etc., necessary for proper protection.

M. Initiate activities which enhance the educational experience by pursuing exams independently, volunteering for or seeking additional learning opportunities, showing eagerness, etc.

N. Complete assigned tasks in an organized and efficient manner.

O. Use good judgment in safe patient handling to protect patient, self, and others.

P. Sufficiently document pertinent patient history and clinical information to assist the radiologist in interpretation of images.

The student shall be evaluated on these objectives on the basis of weekly day shift evaluations completed by a qualified radiographer who has provided supervision for the student. Progress regarding these objectives will also be monitored through evaluation of each "radiographic" procedure in the online clinical tracking system and regular faculty review with written notes in the "Instructor's Notes" section of the book.

The following specific objectives apply to students assigned by program faculty to evening shift rotations:

Upon completion of trauma (evening) rotation, the student should be able to:

- Become more proficient in caring for patients receiving multiple examinations
- Perform trauma exams using alternative methods of positioning
- Recognize emergency situations and be able to respond appropriately
- Increase self-confidence while performing established competencies under indirect supervision
- Experience tasks not generally required of radiographers during routine shifts
- Assist radiographer in establishing patient priority
- Demonstrate initiative in pursuit of increased proficiency with trauma procedures
- Place a lead marker in the appropriate area of the image receptor (IR)

Section XXVI

Policies Governing Disciplinary Action

The student is expected to adhere to all program, institutional and clinical facility policies and regulations. Failure to do so will result in disciplinary action as outlined in this section. The nature and severity of certain acts of misconduct have been determined to justify immediate dismissal from the program without progressive discipline (refer to section XXVIII for Grounds for Immediate Dismissal).

In the event of alleged negligence, violation, or misconduct, the program director shall consult with the student to explore the nature and extent of the student's negligence, violation or misconduct. Procedures and steps for progressive discipline are as follows:

A. First Incidence of Violation or Misconduct

If there is sufficient evidence to support said misconduct, negligence, or violation, the program director shall notify the student, orally and in writing within 7 working days of discovery of the violation, of the nature and extent of the violation. Copies of the written notification shall be distributed to the dean of health sciences and program medical advisor. One copy shall become a part of the student's permanent record. The student's grade will be reduced one letter grade at the end of the semester for the course in which the violation occurred.

B. Second Incidence of Violation or Misconduct

Should a second incidence of violation be suspected, the program director shall notify the student, both orally and in writing, within 7 working days of discovery of the violation and provide for a committee hearing to determine the validity, nature and extent of the violation. This committee shall meet within 14 working days of discovery of the violation and shall be made up of the program faculty, program medical advisor, and representatives from involved clinical facilities, if applicable. This committee shall, upon determination of violation, make decisions regarding a probationary period. The student shall be notified of the length of the probationary period and his/her record will be reviewed at the end of the period. The probation may be lifted if no further violations occur. Depending on the nature of violations, program officials reserve the right to notify clinical facilities of the probationary status and/or conditions of the probation. In all cases, a second letter will be written to the student within 3 working days of the hearing, with distribution to the dean of health sciences, program medical advisor and a copy to the student's permanent record. Second Incidence of Violation may be unrelated to First Incidence. The student's grade will be reduced by two letter grades at the end of the semester for the course in which the violation occurred.

C. Third Incidence of Violation or Misconduct

Should a third incidence of violation be suspected, the above-listed committee shall convene within 14 working days of discovery of the violation, for a hearing at which time the student will be allowed to speak on his/her behalf. If evidence substantiates a third incidence of violation or misconduct, the student's grade will be reduced by three letter grades at the end of the semester for the course in which the violation occurred. In this instance it would be impossible for the student to earn the required grade of "C" or better in the course, thus prohibiting the student from continuing in the program. Third incidence of violation of misconduct may be unrelated to the first and/or second.

In all cases, and in each step of the process, the program director shall apprise the student of the right of due process of appeal as provided for by the college (refer to Section XXVII, Due Process).

Students will be held accountable for their behavior. Disciplinary action will be instituted with the objective of eliminating unacceptable conduct, behavior or performance. Repeated incidents will demonstrate a student's unwillingness to comply with policies and may lead to dismissal through progressive discipline or, if serious enough, immediate dismissal (refer to Section XXVIII, Grounds for Immediate Dismissal).

Section XXVII

Policy Regarding Class Officers

Each cohort will elect class officers. Officer duties include:

President

- Represent the organization, behave, and speak only in its best interest
- Carry out the purposes of the organization
- Act to ensure the welfare of the organization
- Preside at business meetings
- Serve on the program advisory committee

Vice President

- Assume the duties of the President in the event of absence, incapacity, or resignation
- Assist the president with his/her duties
- A new vice president shall be elected if the current vice president is required to assume presidential duties.

Secretary

- Assists the president with his/her duties
- Keeps accurate minutes of each business meeting
- Provides a copy of minutes to faculty members

Treasurer

- Keep accurate financial records
- Provide for the safekeeping of funds
- Assure expenditures are according to the constitution and the will of the membership
- Assures that two authorized signatures are secured for every financial transaction

Historian

- Maintain a written and photographic record of participation in various events such as TSRT
- Store photos to be used in pinning ceremony slide show
- Responsible for creating the slide show

All officers will assist in the planning and organizing of fund-raising activities.

All officers should listen, without bias, to the fund-raising activity suggestions of the entire membership. Class members should have a voice in decisions made regarding the distribution and use of class funds.

Class Officer Election

Students shall nominate classmates as a candidate for an office. The nominated individual may accept or decline nominations. Nominees will be listed on a ballot and all students in the cohort will vote to elect class officers.

Should any class officer be subject to disciplinary action, he or she must resign from their office. If the president resigns from office due to disciplinary action, or any other reason, the vice president will fulfill presidential duties.

Section XXVIII

Due Process/Student Grievance Procedures

Violations of published policy and procedures for the Radiologic Technology Program may subject a student to appropriate disciplinary action by program officials. Prior to any disciplinary actions taken, students are entitled to procedural due process. This means that students shall be provided:

- a reasonable notice of the charges
- a general time frame for resolution
- an opportunity to present their side of the controversy

Definitions

Academic Grievances

An academic grievance is a difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he/she is being treated unfairly.

Non-Academic Grievances

A nonacademic grievance is a difference of opinion or dispute between a student and instructor, administrator, staff member, or another Columbia State Community College student pertaining to the interpretation and/or application of the policies of the College and the Tennessee Board of

Regents. In addition to the interpretation and application of policies and procedures, nonacademic grievances shall include all grievances except those pertaining to instruction and classroom management. They may pertain to student governance issues, student activities, arbitrary and capricious management decisions or other concerns that students might present for redress.

Procedures for Radiologic Technology-Specific Grievances (academic)

Students who wish to file a program-related academic grievance should first discuss the matter with the instructor of the course within 7 working days of notification of the grade. (If the matter is related to a clinical course, the student should first discuss the matter with the clinical instructor and/or clinical coordinator). If the matter is not resolved by this/these discussion(s), the student should discuss the matter with the program director. The program director will attempt to resolve the grievance within 5 working days. If the student is not satisfied, the student should bring the complaint, in writing, to the dean of health sciences within 5 working days. The dean of health sciences will review the case and notify the student of a decision within 5 working days. If the student is still not satisfied, the student may appeal in writing within 5 working days to the Executive Vice President/Provost. The Executive Vice President/Provost will investigate and notify the student in writing of the outcome of the appeal. If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the College's formal procedures as outlined in the Columbia State Student Handbook. The entire informal procedure should take no longer than 30 working days.

Procedures for Radiologic Technology-Specific Grievances (non-academic)

The student should first address the concern to the staff member directly. If the student is not satisfied, the matter should be brought, in writing, within 7 working days to the program director. The program director will notify the student of a decision within 5 working days. If the student is still not satisfied, he/she should present the grievance in writing, within 5 working days, to the associate vice president for student services. If the grievance is not satisfactorily resolved within 7 working days, the associate vice president for student services may appoint a committee to resolve the matter. If the matter is not resolved within 10 working days, the student may seek review under the College's formal procedures. The entire informal procedure should take no more than 30 working days.

Every reasonable attempt should be made to informally resolve any dispute at the level at which the dispute arises. Recognizing that such matters cannot always be resolved informally, the College provides a formal process through which students can appeal the application of certain College and program rules and regulations and the assignment of final grades. Refer to the institutional student handbook (located in the back of the College catalog) for information regarding the formal grade appeal process. The College catalog and student handbook may be accessed through the Columbia State home page at http://www.columbiastate.edu. In all cases, it is the intent of the College and the program to assure the fair and equitable treatment of students.

Section XXIX

Grounds for Immediate Dismissal

The Grounds for Immediate Dismissal are listed below. The nature and severity of these acts of misconduct have been determined to justify immediate dismissal from the program without progressive discipline. A student may be suspended or dismissed from the program at any time during enrollment in the program for violation of any one of the grounds listed.

A. Failing grades (below a "C) in any radiology and/or each related math and science course. Failing grades ("F") in other required general education courses.

B. Insubordination (includes disobedience, defiance, unruliness, noncompliance, and rebelliousness).

C. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances. Possession of alcohol or controlled substances for personal consumption on campus or in a clinical facility.

D. Failure to accomplish clinical assignments and objectives.

E. Unprofessional or unethical conduct.

F. Cheating in related or professional courses, including falsification of procedures in the clinical record book and falsification of time records.

G. If any clinical facility refuses to allow a student onto their property for violations such as theft or misconduct, the student will not be allowed to continue in the program.

H. Failure to treat all patient information as confidential.

I. Leaving clinic without permission for non-emergency situations.

J. Unsafe radiation practices.

K. Repeating images without direct supervision by a qualified radiographer.

L. Failure to obtain proper supervision for all exams at all times (i.e. running C-Arm in surgery or doing a portable exam, without a qualified radiographer in the room or within calling distance).

M. Mandatory criminal background check or pre-clinical drug screen findings or results that lead to a student being denied access to one or more clinical facility for the purpose of practicum rotations.

These or any acts of misconduct which endanger the safety, health, or well-being of another *OR* have the potential to be hazardous may result in immediate dismissal from the program without warning.

In all cases, the student will be apprised of the right of due process of appeal as provided by the college in the Student Handbook and outlined in the Radiologic Technology Student Policy Manual.

Section XXX

Policy Governing Eligibility Requirements for Certification

According to the American Registry of Radiologic Technologists (ARRT) 2018 Primary Discipline Handbook, pages 8 & 9, eligibility for ARRT primary examinations includes requirements in three important areas: ethics, education and examination.

Ethics

"ARRT enforces high standards of ethics and professional conduct both among R.T.'s and among candidates for ARRT credentials. We created these rules to help protect the safety of all patients."

"The Rules of Ethics are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and candidates. The Rules are intended to promote the protection, safety and comfort of patients. Registered Technologists and candidates engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of such conduct or activities, have violated the Rules of Ethics and are subject to sanctions.

Several types of misconduct, charges, and convictions violate ARRT's Rules of Ethics. They include, but are not limited to:

- Felony or misdemeanor, gross misdemeanor or misdemeanor charges or convictions
- Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters an Alford plea, a plea of guilty or nolo contendere (no contest); or where the individual enters into a pre-trial diversion activity
- Convictions in a military court-martial
- Violations of state or federal narcotics or controlled substance laws, even if you are not charged or convicted
- Disciplinary actions concerning a professional license, permit, registration, or certification
- Violation of an educational honor code at an institution you attended to meet ARRT certification and registration requirements

Candidates aren't required to report offenses that were committed as a juvenile and were adjudicated through the juvenile court system

The Application for certification asks: 'Have you ever been charged with or convicted in court of a misdemeanor or felony (including convictions of a similar offense in a military court-martial)?' If your answer is 'No,' you move on to the next question. If your answer is 'Yes,' you must submit a written explanation of the events and copies of all documentation relevant to the matter.

A second question asks; 'Has a regulatory or certification board – other than ARRT- ever:

- Denied, revoked, or suspended your professional license, permit, registration or certification
- Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement or consent order
- Allowed voluntary surrender of your professional license, permit, registration, or certification

- Subjected you to any conditions or disciplinary actions

If your answer is 'No", you move on to the next question. If your answer is 'Yes' you must submit a written explanation of the events and copies of all documentation relevant to the matter.

The certification application also asks candidates to respond to a question about violations or sanctions related to the honor code. All candidates must sign a written consent under the Family Educational Rights and Privacy Act (FERPA). This consent allows ARRT to communicate freely and openly with program directors and to obtain specific parts of the candidates' educational records concerning violations of an honor code."

Pre-Application Review

If a candidate is concerned about whether his or her conviction record will affect exam eligibility, there is a way to find out before beginning his or her educational program.

ARRT investigates all potential violations in order to determine eligibility, and such investigations can cause delays in processing exam applications. Candidates can avoid delay by requesting a pre-application review of the violation before or during their education, rather than waiting until completing the educational program. (Candidates who anticipate graduating within six months should use the Application for Certification rather than the pre-application form.) ARRT will rule on the impact of the violation on eligibility for ARRT certification. Once ethics eligibility is established, the candidate proceeds with application.

The pre-application review form is downloadable from the 'Ethics' section of the www.arrt.org website, or you may request a copy by phoning ARRT at (651) 687-0048, ext. 580.

Education

Candidates completing educational programs January 1, 2013, and beyond will have three years to submit applications and be determined eligible.

- Candidates for registration as radiographers must have completed an educational program in radiography.

- Candidates who complete an educational program in 2015 and beyond must have earned an associate (or more advanced) degree from an institution accredited by an agency recognized by ARRT.

Candidates for ARRT primary certification and registration must, as part of their education programs, demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures. Satisfaction of that requirement must be indicated by the signature of the program director (and, if required, authorized faculty member) on each candidate's application for certification.

Each primary certification category has its own set of competencies. At a minimum, candidates must demonstrate competence in the areas listed below. Program requirements exceed ARRT minimum requirements.

- Ten mandatory general patient care activities
- Thirty-seven mandatory imaging procedures
- Fifteen elective imaging procedures to be selected from a list of 34 procedures

- One elective imaging procedure from the head section
- Two elective procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Barium Enema.

Examination

ARRT designs examinations in collaboration with consultants from various specialties. The primary exam consists of multiple-choice questions designed to measure the knowledge and cognitive skills underlying the intelligent performance of the major tasks typically required within the profession.

Additional information on the ARRT exam is found in the Examination Handbook for Radiography at https://www.arrt.org/docs/default-source/handbooks/arrt-primary-handbook.pdf?sfvrsn=6604fc_30 or in the office of the program director.

In the event that a student or graduate of the Radiologic Technology program is concerned about ARRT eligibility, it is the sole responsibility of the student or graduate to certify eligibility to the ARRT. (Rev. 12/25)

Sections XXXI, XXXII, XXXIII

Policy Governing Availability and Security of Student Records (Privacy Act)

It is the policy of Columbia State Community College to comply with the Family Educational Rights and Privacy Act (FERPA) which is designed to protect the confidentiality of personally identifiable educational records of students. (Please refer to the college catalog for a full explanation of the Privacy Act.)

Additional student records relative to the Radiologic Technology Program are secured in the office of the program faculty and/or Records Clerk.

Grades are not mailed to students. Students may access grades on Charger Net on the Columbia State home page (www.columbiastate.edu) five (5) working days after grades are submitted to the Records Office. Students needing an official copy of their transcript may request this using myChargerNet. Transcripts may also be requested by submitting the transcript request form to the Records Office. Students may print a copy of their grades from Charger Net.

Policy Governing Student Placement

Columbia State provides assistance with job placement for all students enrolled in the Radiologic Technology Program. Program faculty members also assist with student placement.

Policy Governing Program Advisory Committee

Policy No. 01-04, Program Advisory Committees

Purpose: To define the role and function of program advisory committees and to establish procedures for the appointment of members.

Policy

A. Program advisory committees are lay committees appointed to advise programs or departments and the appropriate institutional administrators on matters relevant to current practices and technical developments in the areas which they advise. As such, they do not establish policy and/or procedures nor become involved in program or department operations.

B. Advisory committees shall be appointed for all Associate of Applied Science programs and any other areas of the college that the president deems necessary.

C. Advisory committees shall meet at least once per year.

(A copy of the complete policy on advisory committees (CSCC 01-04-00), including procedures is available in the office of the program director.

Section XXXIV

Student Conduct & Health Sciences Programs

Students in health science programs are required to complete clinical objectives as a major component of the educational experience. Clinical objectives can only be completed at designated clinical facilities that enter into contractual agreements with the Institution to provide experiences for students. As outlined in clinical affiliation agreements, students are subject to facility expectations for behavior and conduct during clinical rotations. These expectations may include random drug screens and criminal background checks. Per program policies, any students denied access by a clinical facility based on established criteria will be unable to complete clinical objectives for the program of study and will be ineligible to continue enrollment.

(Rev. 5/16)

In the event of such alleged misconduct by a student(s) in any health sciences program, the following procedure may be used:

If a student(s) enrolled in a health sciences program is:

- arrested by duly authorized law enforcement officers and charged with unlawful possession or use of drugs or controlled substances, or the sale or distribution of any such drug or controlled substances; **or**
- if there is other substantive evidence that a student enrolled in a health sciences program is unlawfully in possession of or using any drug or controlled substance; then the program director shall inform the division dean in writing as soon as possible. Such written communication shall convey the specific nature of alleged involvement with drugs or controlled substances by the student, including any supportive facts or documentation: time, places, circumstances, witnesses or other persons who possess knowledge of the alleged student involvement.

The division dean shall evaluate the substance of such information presented and shall:

- arrange a conference with the student and the program director as soon as possible after having reviewed the report;

- the student shall be informed of the alleged charges and shall be provided an opportunity respond to such charges;
- based upon the conference proceedings, the division dean shall recommend to the Vice-President for Academic Affairs (VPAA) an appropriate action. Sanctions which may be recommended are listed under Disciplinary Sanctions in these rules and may be limited in applicability to the program status of the student.

The VPAA shall review the charges and proceedings and shall take such action as is deemed appropriate.

Any student charged with misconduct may be required to appear before the Vice-President for Student Affairs or the Student Discipline Committee. Such action may be in lieu of, or in addition to, action taken by the health sciences program.

All cases which may result in suspension or expulsion of a student from the College, or a health sciences program, for disciplinary reasons are subject to the contested-case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform-contested case procedures adopted by the Tennessee Board of Regents unless the student waives those procedures in writing and elects to have his/her case disposed of in accordance with College procedures established by these rules. The Vice-President for Student Affairs shall provide information to students relative to the uniform-contested case procedures.

In each case, every effort will be made to assure appropriate due process procedures are followed.

Section XXXV

Disclaimer Clause

The course offerings and requirements of the “Program” are continually under examination and revision. This policy manual presents the offerings and requirements in effect at the time of revision, but is no guarantee that they will not be changed or revoked. Students enrolled in the program will receive notice of any changes or additions both orally and in writing. This policy manual is not worded in contractual terms and does not constitute a contract between the student and the program.