

Radiologic Technology A.A.S

Radiologic Technology • Echocardiography • Diagnostic Medical Sonography

Image-in Your Future



Program Handbook Summer 2020

(The faculty of the Danville Area Community College Radiologic Technology Program reserves the right to make changes to this handbook when necessary. Students will be notified of changes.)

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COVID-19 Emergent Statement

The DACC Radiologic Technology program is not a Distant Learning program but due to unforeseen emergent circumstances it was mandated to abruptly change to an online format via Blackboard with the acceptance from the JRCERT. Due to the COVID-19 Crisis of spring 2020, all of our courses was expanded into a totally online platform. The program will return back to its normal format through state guidelines. Students should understand that due to COVID-19 our clinical sites have limited or refused student access. This could potentially lengthen the program to ensure that clinical objectives are met. Every effort will be made to maintain the rigor of the program. Students are asked to be flexible in the event of any emergent situations.

Introduction

Welcome to Radiologic Technology! We are happy that you have chosen our program as a stepping stone to what should be a very interesting and rewarding career.

This handbook has been designed and prepared to assist you in your progression through the program. A thorough understanding of the policies and procedures is essential for successful completion. It is your responsibility to read through this handbook and be familiar with all college, program, and course policies and requirements. Ask for clarification of any content you do not fully understand. We hope your time with us will bring enjoyable learning experiences and lasting friendships.

Mission Statement

The Radiologic Technology program at DACC prepares the student for employment upon graduation as a competent, entry-level radiographer ready to be a key member of the health care team that performs a variety of radiologic procedures by operating complex equipment and providing skilled patient care. We provide an environment that enhances critical thinking, professionalism, and life-long learning to maintain academic and professional integrity throughout the program and their career.

Description of the Profession

The profession of radiologic technology requires the ability to provide appropriate healthcare services. Radiologic Technologists are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the request of physicians qualified to prescribe and/or perform radiologic procedures. The radiographer should be able to:

1. Apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on an imaging receptor.
2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection to the patient, self, and others.
5. Provide patient care and comfort.
6. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
7. Detect equipment malfunctions, report the same to the proper authority and know the safe limits of equipment operation.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in radiologic quality assurance programs.
10. Provide patient/public education related to radiologic procedures and radiation protection/safety.

Standards for an Accredited Educational Program in Radiologic Sciences

The Joint Review Committee on Education in Radiologic Technology (JRCERT) believes that the accreditation process offers a means of providing public assurance that a program meets standards and of stimulation programmatic improvement.

The **JRCERT Standards for an Accreditation Educational Program in Radiologic Sciences (STANDARDS)** require a program to articulate its purposes; and to provide assurance that it can continue to meet accreditation standards. A variety of assessment approaches in its evaluation processes strengthens a program's ability to document its effectiveness.

The **JRCERT** believes that assessment leads to programmatic improvement. The JRCERT does not prescribe a specific approach to assessment. That determination should be made by the program in terms of its own purposes and resources. Assessment is not an end in itself but a means of gathering information that can be used in evaluating the program's ability to accomplish its purposes. An effective assessment process provides information that assists program officials in making useful decisions about the program and in developing plans for its improvement. The JRCERT expects programs to develop a system of planning and evaluation to demonstrate its effectiveness in relation to student achievement. The program is expected to describe and document student learning outcomes and the pursuit of academic excellence.

Introduction

The **Standards for an Accredited Educational Program in Radiologic Sciences** are directed at the assessment of the program and the student outcome. Using these **STANDARDS**, the goals of the accreditation process are to: protect the student and the public, stimulate programmatic improvement, provide protective measures for federal funding or financial aid, and promote academic excellence.

Each **STANDARD** is titled and includes a narrative statement, supported by objectives, describing the outcome required for compliance with the **STANDARD**. Selected key terms are underlined and defined in the Glossary to clarify the meaning. The definitions contained in the Glossary are considered a component of the **STANDARDS** and, as such, must be satisfied to comply with the **STANDARDS**.

This statement is based on a similar Statement developed by the Commission on Institutions of Higher Education, North Central Association of Colleges and Schools. The JRCERT acknowledges, with thanks, the permission of the North Central Association or its use.

Accreditation Statement

The DACC program in Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). If a student believes that the program is not in compliance with any of the listed Standards, he/she must meet with the Program Director to address the issue. If the student believes there was no satisfactory resolution, he/she may contact the JRCERT offices at the number provided at the end of this listing. The JRCERT uses the following standards to review programs: **The JRCERT has made revision to their standards. The new standards will be implemented January 2021.**

Standard One: Integrity

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

Standard Two: Resources

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

Standard Three: Curriculum and Academic Practices

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

Standard Four: Health and Safety

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

Standard Five: Assessment

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

Standard Six: Institutional/Programmatic Data

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

The JRCERT can be contacted at:

**20 North Wacker Drive
Suite 2850
Chicago, IL 60606
312-704-5300
mail@jrcert.org**

The College is accredited by the **Higher Learning Commission of the North Central Association of Colleges and Schools.**

Higher Learning Commission of the North Central Association of Colleges and Schools
(312-263-0456)

Program Description

This rigorous program offers a wide variety of educational experiences in professional/technical coursework, the social and natural sciences, mathematics, the humanities, and communication. In addition to classroom and laboratory sessions, students will complete 1300 hours of clinical education coordinated by the faculty at DACC and directly supervised by licensed technologists at affiliated medical facilities. This critical component of the curriculum allows students to perform real world hands-on application of knowledge. The program is accredited by the Joint Review Commission for Education in Radiologic Technology (JRCERT) and its graduates are eligible to apply to the American Registry of Radiologic Technologists (ARRT) to take national certification examination and obtain state licensure.

Program Goals

To provide both educational and employment opportunities to the individuals of this community, so that they may:

Communicate effectively.

- Students will demonstrate oral and written communication skills to enhance patient care as a Radiologic Technologist.

Engage in critical thinking and demonstrate problem solving skills.

- Students will engage in critical thinking by demonstrating the ability to perform non-routine imaging procedures.
- Students will correctly deduce and explain the answer to complex questions.
- Students will be able to identify a medical emergency.
- Students will be able to show progression in critical thinking skills during clinical.

Demonstrate professionalism and professional growth.

- Students will be able to demonstrate growth in professionalism and cultural awareness when interacting with colleagues and patients during their clinical experience.
- Students will complete a professional development plan to demonstrate a commitment to ongoing professional learning and continued development of professional skills.

Perform competently in clinical practice.

- Students will be able to demonstrate appropriate patient care skills.
- Students will be able to analyze images for diagnostic quality.
- Students will be able to demonstrate accuracy in radiographic positioning skills.

To provide the community's health care facilities, including hospitals, professional clinics and private physician's offices with qualified radiographers. (**Program Effectiveness Data**)

Student Learning Outcomes

Upon successful completion of the program, students will meet the Program Goals by:

1. demonstrating written communication skills.
2. demonstrating oral communication skills.
3. demonstrating the ability to perform non routine radiologic procedures.
4. correctly deducing the answer to complex questions.
5. identify a medical emergency.
6. show profession in critical thinking skills during clinical.
7. demonstrating growth in professionalism and cultural awareness when interacting with colleagues and patients during their clinical experience.
8. completing a professional development plan to demonstrate a commitment to ongoing professional learning and continued development of professional skills.
9. demonstrating appropriate patient care skills.
10. accurately analyzing images for diagnostic quality.
11. demonstrating accuracy in radiographic positioning.

Course/Syllabi Descriptions

The Radiologic Technology program course descriptions and syllabi can be found on the DACC website at: <https://www.dacc.edu/courses?area=RDTC>

Graduation Requirements

Danville Area Community College Radiography Program is a competency-based program, completed in 24 months. A radiography student is eligible for graduation only after meeting the following criteria:

- Candidates for graduation must complete a formal “Intent to Graduate” during the semester in which they will intend to complete graduation requirements.
- Successful completion by attaining a minimum 75% grade of all required didactic and clinical courses.
- Completion of all required clinical education requirements.
- Completion of any make-up clinical hours.
- Payment of all tuition, graduation and other fees and/or fines.
- Return of dosimeter.

Commencement

Graduates who have completed the graduation requirements are required to participate in commencement. Commencement is held in the Mary Miller Complex gymnasium in May. Students are seated with the general student population alphabetically by last name.

Radiologic Technology Curriculum Associate in Applied Science Degree

Entrance Requirements:

Math* – placement by test into college algebra (MATH 111) or higher algebra-based mathematics or successful completion of MATH 108 Intermediate Algebra or higher algebra-based math course.

Pre-requisite Courses*

| | | |
|----------|---------------------------|----|
| BIOL 136 | Anatomy and Physiology I | 4 |
| BIOL 137 | Anatomy and Physiology II | 4 |
| PHYS 141 | Physical Science I | 4 |
| | | 12 |

Required Courses

Hours

First Semester (Summer)

| | | |
|--------------|---------------------------------------|---|
| RDTC 101 | Patient Care in Radiologic Technology | 3 |
| RDTC 108 | Clinical Internship I | 1 |
| <i>Total</i> | | 4 |

Second Semester (Fall)

| | | |
|----------|---------------------------------------|----|
| RDTC 102 | Introduction to Radiologic Technology | 2 |
| RDTC 103 | Radiologic Physics I | 3 |
| RDTC 104 | Radiologic Procedure I | 3 |
| RDTC 109 | Clinical Internship II | 3 |
| SPCH 101 | Oral Communications** | 3 |
| | | 14 |

Third Semester (Spring)

| | | |
|--------------|------------------------------|----|
| RDTC 105 | Radiologic Procedures II | 3 |
| RDTC 106 | Radiologic Physics II | 3 |
| RDTC 107 | Radiation Biophysics | 2 |
| RDTC 110 | Clinical Internship III | 2 |
| ENGL 101 | Rhetoric and Composition I** | 3 |
| <i>Total</i> | | 13 |

Fourth Semester (Summer)

| | | |
|--------------|---------------------------|---|
| RDTC 201 | Radiologic Procedures III | 3 |
| RDTC 207 | Clinical Internship IV | 2 |
| <i>Total</i> | | 5 |

Fifth Semester (Fall)

| | | |
|--------------|------------------------------|----------|
| RDTC 202 | Radiologic Procedures IV | 2 |
| RDTC 203 | Radiographic Pathology | 2 |
| RDTC 204 | Atypical Rad. Procedures | 3 |
| RDTC 208* | Clinical Internship V | 3 |
| PSYC 100 | Introduction to Psychology** | <u>3</u> |
| <i>Total</i> | | 13 |

Sixth Semester (Spring)

| | | |
|-----------------------|---|----------|
| RDTC 205 | Image Analysis | 3 |
| RDTC 206 | Special Topics in Radiologic Technology | 3 |
| RDTC 209* | Clinical Internship VI | 3 |
| Humanities Elective** | (from approved IAI) | <u>3</u> |
| <i>Total</i> | | 12 |

* Current within five years. Students who have begun the Biology sequence with BIOL 102 in the Fall Semester are still eligible for selection consideration. However, if selected into the program, BIOL 137 must be successfully completed during the Summer Session immediately preceding entry into the program.

** Recommended sequence for general education courses

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.

Total Program credits: 72

| Required Courses / Class Schedule | | | |
|--|---|----|---|
| First Semester / Summer | | | |
| RDTC 100 Patient Care in Radiologic Technology | H | 3 | M, W 8:30-10:20 / Lab 10:30-1:30 |
| RDTC 108 Clinical Internship I | Y | 1 | Tues/Thurs 7:30 – 4pm |
| Total | | 4 | |
| Second Semester / Fall | | | |
| RDTC 101 Introduction to Radiologic Technology | H | 2 | Tues/Thurs 12:30 – 1:20 |
| RDTC 103 Radiologic Physics I | Y | 3 | Tues/Thurs/Fri 1:30 – 2:20 Fri Lab 8:30 – 11:30 |
| RDTC 104 Radiologic Procedures I | H | 3 | Tues/Thurs/Fri 2:30-3:20 / Fri Lab 11:30-2:30 |
| RDTC 109 Clinical Internship II | Y | 2 | Mon/Wed 7:30 – 4:00 |
| SPCH 101 Oral Communications** | | 3 | |
| Total | | 13 | |
| Third Semester / Spring | | | |
| RDTC 105 Radiologic Procedures II | H | 3 | Tues/Thurs/Fri 12:30 – 1:20 / Fri Lab 11:30-2:30 |
| RDTC 106 Radiologic Physics II | Y | 3 | Tues/Thurs/Fri 1:30 - 2:20 / Fri Lab 8:30 – 11:30 |
| RDTC 107 Radiation Biophysics | Y | 2 | Tues/Thurs 2:30 – 3:20 |
| RDTC 110 Clinical Internship III | Y | 2 | Mon/Wed 7:30 – 4:00 |
| ENGL 101 Rhetoric and Composition ** | | 3 | |
| Total | | 13 | |
| Fourth Semester / Summer | | | |
| RDTC 201 Radiologic Procedures III | Y | 3 | Tues/Thurs 8:30 – 10:20 / Lab 11:00 - 2 |
| RDTC 207 Clinical Internship IV | Y | 2 | Mon/Wed/Fri 7:30 – 4:00 / 4-10pm |
| Total | | 5 | |
| Fifth Semester / Fall | | | |
| RDTC 202 Radiologic Procedures IV | H | 2 | Mon/Wed 12 – 12:50 |
| RDTC 203 Radiographic Pathology | Y | 2 | Mon/Wed 1 – 1:50 |
| RDTC 204 Atypical Radiologic Procedures | Y | 3 | Mon/Wed 2 – 3:20 |
| RDTC 208 Clinical Internship V | Y | 3 | Tues/Thurs/Fri 7:30 – 4:00 / 4-10pm |
| PSYC 100** Introduction to Psychology ** | | 3 | |
| Total | | 13 | |
| Sixth Semester / Spring | | | |
| RDTC 205 Image Analysis | H | 3 | Mon/Wed 12 – 1:20 |
| RDTC 206 Special Topics in Radiologic Technology | H | 3 | Mon/Wed 1:30 – 2:50 |
| RDTC 209 Clinical Internship VI | Y | 3 | Tues/Thurs/Fri 7:30 – 4:00 / 4-10pm |
| Humanities Elective** (from approved IAI) | | 3 | |
| Total | | 12 | |

Some evening rotation will be required as part of Clinical Internship IV, V, & VI

Program Costs

District Resident Tuition and Fees.

For Special Indiana and Out of District see rates below

| | |
|---------------------------|---------------------------|
| General education courses | 24 cr. = \$3960* |
| RDTC courses | <u>47 cr. = \$14,335*</u> |
| Total | \$18,295 |

Books \$1000 (approx.)

Physical exam, drug screen,,
Background check \$300 (approx.)

Uniform items \$150 (approx.)

Estimated Total \$19,745
Program Costs

The special rates for the Radiologic Technology program are based on the general college tuition rate by residency plus the in-district rate. That results in the following:

The in-district rate of \$280.00 per credit hour (\$140.00 plus \$140.00)

The 7 County Indiana rate of \$350.00 per credit hour (\$210.00 plus \$140.00)
(Counties included: Vermillion, Parke, Fountain, Warren, Tippecanoe, Benton and Montgomery)

The out of state/out of district rate of \$390 per credit hour (\$250.00 plus \$140.00)

Summary:

| | |
|-------------------------|---|
| In-district: | \$305.00 per credit hour tuition and fees* |
| Special Indiana: | \$375.00 per credit hour tuition and fees* |
| All others: | \$415.00 per credit hour tuition and fees* |

*Includes the \$25 per credit hour Technology/Activity Fee.

After graduation fees: National ARRT exam: \$200.00
Illinois license IEMA: \$120.00

Medical Imaging Library Holdings

DACC maintains a library in the Clock Tower building. The DACC Library provides students with access to a range of electronic resources, video, and print materials. Hours for the library are located on their website. Students can also access the library's extensive electronic resources at any time over the internet using their user ID and password.

Students can search for books, articles, and video using Summon, the library's single-search-box discovery tool (known locally as 1Search). The library provides access to *CINAHL Plus with Full Text*, *PubMed Central and Health Source: Nursing/Academic Edition*, *PsycArticles*, *Elsevier's ScienceDirect*, *EBSCO's Nursing Reference Source Plus*, *EBSCO Medline with Full Text*, and *Sage Journals Online*. *E-books are available through EBSCO eBook Academic Collection and eBook Community College Collection.*

BOOKS

1. Sonography-Introduction to Normal Structure and Function 2nd Edition, Curry and Tempkin, Saunders, 9780721697802 2006
2. Essentials of Sonography and Patient Care 2nd Edition, Craig, Elsevier, 9781416001706 2004
3. Introduction to Vascular Ultrasonography 5th Edition, Zwiebel and Pellerito, Elsevier 2005
9780721606316 2005
4. Merrill's Atlas of Radiographic Positions and Radiologic Procedures, Ballinger and Frank, Elsevier (Mosby) 0323016049 2003
5. Principles of Radiographic Imaging, Carlton and Adler, Delmar, 0766813002 2001
6. Patient Care in Radiography, Ehrlich and McCloskey, Elsevier, 0323019374 2004
7. Applied Angiography for Technologists, Laudicina and Wean, Elsevier, 0721632831 1994
- 8 Trauma and Mobile Radiography, Drafke, FA Davis, 0694-X 2001
9. Radiation Protection in Medical Radiography, Statkiewicz, Elsevier, 0323014526 2002
10. Introduction to Radiologic Technology, Gurley and Callaway, Elsevier, 0323014488 2002

All currently on the reserve shelf.

Journals

1. Journal of Ultrasound in Medicine – AIUM --
2. Radiologic Technology - ASRT
3. Applied Radiology – Anderson Publishing

4. Diagnostic Imaging – CMP Media

Oher Holdings

Bushong, Stewart C. Radiologic Science For Technologists: Physics, Biology, And Protection. St. Louis, Mo. : Mosby/Elsevier, 2008. Print.

Joarder, Rita.Crundwell, Neil.Case Studies In Chest Imaging. London : Springer, 2012. Print.

Stedman, Thomas Lathrop,eds. Stedman's Radiology Words: Includes Nuclear Medicine & Other Imaging. Baltimore, Md. : Lippincott Williams & Wilkins, 2009. Print.

Holmes, Erskine J.Misra, Rakesh R.A-Z Of Emergency Radiology. [Cambridge, UK] : Greenwich Medical Media, 2004. Print.

Mancuso, Anthony A., Bidari, Sharat., Termote, Bruno.Mancuso, Anthony A.Head And Neck Imaging: A Teaching File. Philadelphia : Wolters Kluwer Health/Lippincott Williams & Wilkins, 2012. Print.

Wilmink, Jan T. Lumbar Spinal Imaging In Radicular Pain And Related Conditions: Understanding Diagnostic Images In A Clinical Context. Berlin : Springer, 2010. Print.

Online Journals

Over 100 available. See Program Director or librarian for a complete list.

Required Textbooks

1. Introduction to Radiologic Science and Patient Care; Adler and Carlton 7th Ed;
RDTc 100
RDTc 101
2. Essentials of Radiographic Physics and Imaging; Johnston, Fauber 3rd Edition
RDTc 103
RDTc 106
RDTc 107
3. Textbook of Radiographic Procedures and Related Anatomy; Bontrager; 9th Edition
4. Bontrager Handbook of Radiographic Positioning and Techniques 9th Ed.
5. Workbook for Textbook of Radiographic Positioning and Related Anatomy 9th Ed.
RDTc 104 Clinical Internships I, II, III, IV, V, VI
RDTc 105
RDTc 201
RDTc 202
RDTc 204
RDTc 205
6. Radiation Protection in Medical Radiography; Sherer, Visconti, Ritenour, Haynes. 8th
Edition
RDTc 107
7. Digital Radiography and PACs, 3rd Edition; Carter, Veale
RDTc 106
8. Introduction to Sectional Anatomy and associated workbook; Madden;
RDTc 202
9. Workbook for Comprehensive Radiographic Pathology, 7th Edition
10. Radiographic Pathology for Technologists; Mace and Kowalczyk;
RDTc 203
11. Radiographic Image Analysis; McQuillen Martensen;
RDTc 205
12. Mosby's Comprehensive Review of Radiography; Callaway;
RDTc 206

Recommended

1. Taber's Cyclopedic Medical Dictionary; F.A. Davis Publishing;

Administration and Faculty

| | |
|--|--|
| Stephen Nacco, Ph.D Vermilion Hall, Rm 203; 443-8848 snacco@dacc.edu | President |
| David L. Kietzmann, M. Ed., Vermilion Hall, Rm 219; 443-8771 dkietz@dacc.edu | Vice President for Instruction |
| Kathy Sturgeon, M.S. MM, Rm 170; 443-8806 ksturgeon@dacc.edu | Dean, Math/Science Division |
| Tamara L. Howard, M. Ed., R.T. (R) (CT) MM, Rm 178; 443-8552 thoward@dacc.edu | Director, Medical Imaging |
| Heidi Young, B.S.R.S., R.T. (R) MM, Rm 118; 443-8591 hyoung@dacc.edu | Clinical Coordinator/Instructor Radiologic Technology |
| Jamie Moreland, B.S., R.T.(R), RDCS MM, Rm 117; 554-1659 jmoreland@dacc.edu | Instructor, Echocardiography |
| Rachael Arnholt B.S., RDMS AB, MM, Rm 117; 554-1652 mmurineanu@dacc.edu | Instructor, Diagnostic Medical Sonography |
| Angel Fellers Mary Miller, Rm 172; 443-8553, afellers@dacc.edu | Office Assistant, Health Professions |

Technical Requirements

- I. Students entering and graduating from DACC's Medical Imaging Programs must be able to meet the technical requirements of the academic program. These technical requirements enable all student technologists to carry out the essential functions of the profession throughout the program and include, but are not limited to, the following skills and abilities:
 - a. Sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other assessment maneuvers.
 - b. The ability to execute motor movements reasonably required to perform procedures on a daily basis as well as transferring, lifting, moving, and turning patients; providing hygienic care, and providing cardiopulmonary resuscitation.
 - c. The ability to observe a client accurately at a distance or close at hand, requiring the functional use of the sense of vision and hearing.
 - d. The ability to closely examine colored and non-colored images or other forms of output created by diagnostic measures and/or equipment.
 - e. Full range of motion of body joints, fine motor movements of the hand, and the ability to stoop, bend, and lift.
 - f. The ability to adapt effectively to changing environments and high tension levels in an emotionally controlled manner in learning situations and emergencies.
 - g. The student will identify any disability to performing any one of these requirements and the doctor will confirm the disability on the Health Physical Form.

- II. Those who do not meet the technical requirements of the program will be assessed individually by a team from the College which shall include but not be limited to representatives from Student Services and administration. The situation will be evaluated according to the following process:
 - a. The evaluation team will determine if there is a reasonable basis to believe that the individual's continuation in the Program will pose a substantial risk of harm to him/herself or to others (i.e. health care client, hospital staff members, other students, or faculty.) This will be assessed through the perusal of all relevant information including medical history and work history in terms of Program requirements. This information shall be provided in full by the applicant and will be evaluated as related to the probability and severity of harm. The team must then determine if reasonable accommodations can be made by the College that will allow the applicant to gain admission and meet the technical requirements.
 - b. Each applicant will be evaluated individually, based on the documents submitted.
 - c. Each student who is evaluated shall be notified as to whether they will be granted continuation in the Program on the basis of the availability of reasonable accommodation.
 - d. Anyone who is denied continuation in the program may appeal this decision to the President of the College or the President's designee.

Non-Academic Criteria for Participation in the Radiography Program

Individuals admitted to the Radiography program at DACC must possess the ability to complete all aspects of the classroom and clinical curriculum. Therefore, in addition to program prerequisites, all students admitted to the program must also possess the following abilities and meet the following expectations related to successful completion of clinical education and subsequent practice in the radiography profession.

Communication / Interactions

The student must be able to clearly communicate in English both verbally and in writing and interacting with all professionals connected with the program as it relates to:

- Obtaining and recording patient history.
- Explaining or discussing procedures and patient consent forms.
- Providing clear verbal instructions to patients either face to face or from the radiography control area, which is a distance away from the patient.
- Interacting and working collaboratively with other healthcare professionals.
- Providing physical and emotional support to patients during radiographic procedures, being able to respond to situations requiring first aid, and providing appropriate emergency care to the patient until appropriate assistance arrives.
- Having the ability to control emotions and maintain composure under stress.
- Being able to adjust to various personalities of patients and co-workers.
- Accepting criticism and adopting appropriate modification in behavior.
- Possessing the perseverance, diligence, and consistency to complete the radiography program curriculum.
- Learning and performing routine radiographic procedures, using intellectual capacity to select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy.

Visual Acuity

The student must be able to see fine lines and distinguish gradual changes in blacks, grays and whites as related to:

- Reading department protocols for imaging procedures, examinations requests, computer monitors, and any written directions or orders.
- Properly position a patient in relations to the x-ray tube and image receptor.
- Assessing the directions of the central ray to the anatomical part being imaged.
- Reviewing and evaluating recorded images for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic quality, and other appropriate and pertinent technical qualities, all under the conditions of dimmed lighting.

Hearing Ability

The student will have the ability to hear sounds as related to:

- Responding to patient questions, concerns and needs.
- Hear faint or muffled sounds when the use of a surgical mask is required.
- Hear faint or muffled sounds from the control panel or away from the radiographic room.
- Monitor equipment operation as may be indicated by low sounding buzzers or bells.

Motor Functions Ability

The student will have good manual dexterity, motor skills, and eye-hand coordination necessary as related to:

- Have sufficient strength, motor coordination, and manual dexterity to transport, move, lift, and transfer patients from a wheelchair or cart to an x-ray table or a patient bed.
- Move, adjust, and manipulate a variety of radiographic equipment, including the physical transportation of mobile radiographic/fluoroscopic equipment, in order to arrange and align the equipment with respect to the patient and the image receptor according to established procedures and standards of speed and accuracy.
- Don surgical gloves, fill syringes, and handle sterile trays, and equipment, including the ability to perform venipuncture.
- Stand unassisted for long periods of time.

The Radiography Practice Analysis compiled by the American Registry of Radiologic Technologists (arrt.org) will be used to answer questions regarding criteria not specifically addressed by this document. In all cases, patient safety will be the primary determining factor related to the interpretation of non-academic criteria.

Criminal Background Check and Drug Screening

As required by affiliation agreements with our clinical sites, a criminal background check and drug screening are performed on each student entering the program. The background check and drug screening will be conducted after acceptance and prior to starting the program. If the results indicate an issue, this information will be shared with the appropriate college administrators to determine the appropriate course of action. Any ‘hits’ on the criminal background check will require the incoming student to contact the **American Registry of Radiologic Technologist and cooperate on the Ethics Review Pre-Application**. The letter of findings must be provided to the Medical Imaging Director for placement in the student file. If the student does not share the letter with the program director, she will not sign the examination application form at the end of the program. If the results from the ARRT are found that the student is unable to sit for their ARRT examination he/she will be dismissed from the program. If during the two year program a student is placed under arrest it is up to that student to file the proper application with the ARRT.

Pre-Application Review of Eligibility (ARRT)

The ARRT provides a form that must be used by individuals who have **misdemeanor or felony convictions** in their past and who will need to answer ‘Yes’ to the following exam application questions: Have you ever been convicted of a felony or misdemeanor? In addition, convictions or charges resulting in any of the following must also be reported:

- Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
- Withheld adjudication
- Suspended sentence, court supervision, probation, or pre-trial diversion
- Traffic violations that involve alcohol or drug use must also be reported.
- Traffic violations charges as a misdemeanor or felony

In order for you to handle this situation privately and confidentially, please visit the ARRT website (www.arrt.org) for information regarding the Ethics Pre-Application Review and to download the most recent version of the form. In addition, you may also contact the ARRT

office at 651-687-0048. If you have any questions regarding this issue, contact the program director.

The [ARRT Standards of Ethics](#) defines the following ethical violations:

- Fraud or deceptive practices
- Subversion
- Unprofessional conduct
- Scope-of-practice violations
- Being unfit to practice
- Improper management of patient records
- Violation of state laws, federal laws, or regulatory rules
- Failure to report violations or errors

Physical Exam / Immunizations / CPR

The completed physical exam form, proof of immunizations, vaccinations, and CPR card must be on file with the program director as of the announced due date. Any required information not on file will jeopardize the student's ability to enter the program and may result in being dropped from the program. The student should be aware that the clinical sites may request this information for their files.

Substance Abuse Policy

Students must adhere to DACC's drug free policy as stated in the Health Professions Student Code of Conduct and the DACC Student Code of Conduct, <http://www.dacc.edu/student-handbook>, and must meet criteria of each clinical site utilized by the program. The nature of substance abuse includes denial and pervasive inability to think and behave logically. Thus, the safety of patients is greatly influenced by the cognition and behavior of the radiologic technology students caring for them.

It is the policy of the Radiologic Technology Program that drug screening is done on admission and immediately upon suspicion of substance abuse. Any student with a positive drug screen will be considered ineligible for the program and ultimately dismissed from the program because you will not be allowed to attend clinical due to their requirements. The test(s) required will be done at a designated health occupation facility and the cost of the test(s) will be at student's expense. The student must sign a release of information form allowing the results of the test to be released to the Director of Medical Imaging at DACC. Failure to do so will result in the student's dismissal from the program. If drug testing is inconclusive and there is suggestive of inappropriate temperature or the use of someone else's urine will result in immediate dismissal from the program.

Student Services

Tutoring, Trio, Assessment Center, Financial Aid

Danville Area Community College provides advisement and counseling services to students, and potential students, in three different formats: 1) through the Academic Advisement & Counseling Department located in Lincoln Hall; 2) through career, program-specific faculty advisors; and 3) through our TRiO program located in Cannon Hall. The college also provides transfer-oriented, faculty mentoring for students who are interested in learning more about their intended major.

One of the primary functions of Academic Advisement and Counseling (AAC) is to help all students obtain the type of education best adapted to their needs, abilities, and interests. Counselors and academic advisors meet with students to assist them in planning their academic programs and career goals, solving personal concerns, and adjusting to college. While all students are encouraged to work with an academic advisor or counselor, those who are registering for 12 or more credit hours (fall or spring semester) or more than 6 hours (summer semester) are required to work with a counselor or advisor. Advisors and counselors are specialized by major/program of study.

Advisors and counselors work closely with the Career Services, Financial Aid, and Student Success Center to provide comprehensive services. The AAC office also provides assistance with transfer processes, access to college fairs, assistance with college policies and procedures, and referrals to services on-and off-campus.

Personal counseling is available through DACC's AAC Office. Counselors will assess student situations and determine if further counseling is needed through the AAC office or an off-campus, community provider. AAC counselors help students to identify barriers and develop solutions that enable them to persist and achieve their academic goals. The College also provides special assistance for disadvantaged students and students with disabilities. Special services are available through the Student Support Services office located in Cannon Hall.

Student Success Center

Student Success Center (SSC) provides resources and services to empower students to be successful in college and life. SSC is funded through two federal grants, Perkins III and TRiO. The Student Success Center houses the Tutoring Lab and the TRiO Student Support Services. The SSC provides free tutoring for DACC students in almost every subject, as well as one-on-one and group tutoring. The department also arranges accommodations for students with documented disabilities. Accommodations include but are not limited to alternative testing arrangements, assistive technology, course materials in alternate format, sign language interpreters, and note takers. Students interested in learning more about these services should visit Student Support Services in Room 113 of Cannon Hall. 217-443-8898.

Disability Services

Disability Services provide assistance to all qualified students with disabilities: physical, psychiatric, or educational. Students are required to register with the Disability Services and identify the needs in order to be eligible for academic accommodations. All services are based on individual needs. Students are responsible for identifying themselves to the Disability Services, located in Cannon Hall, Room 113, for providing documentation and for requesting accommodations.

If you have a documented disability (or believe you have one) that requires academic accommodation, please inform your instructor and/or the program director. Academic accommodations and support services are arranged for eligible students with disabilities by the staff of the Student Success Services Center located in Cannon Hall. Students requesting academic accommodations must present proper documentation to the coordinator of the Student Success Services Center *before* accommodations can be provided.

Career and Employment Services

The Careers and Employment Services Center located on the first floor of Lincoln Hall, Room 104, assists students in making career and life planning choices. Students wishing assistance in their career choice or in gaining skills which will aid them in their job hunting process are encouraged to visit the Career Center. A wealth of career and job search information is available, including internet-based and computerized career guidance programs. Career and Employment Services also helps students with their full-time, part-time, and seasonal employment needs. Services are designed to help DACC students acquire the skills necessary for a successful job search as well as connect students with potential employer contacts. For more information, please visit <http://www.dacc.edu/career> or contact: Carla Boyd, Director of Career and Employment Services cboyd@dacc.edu, 217-443-8593

Child care may be available at the Child Development Center on campus. They can be reached at 443-8833.

Computer Labs and Technical Support

Computers are available at various open labs throughout campus (Mary Miller Room 206, Clock Tower Center Room 127, and Lincoln Hall 204). Students using these labs should follow campus guidelines as established in the DACC Student Handbook.

Students may contact the Computer and Network Services department for assistance with accounts, passwords, or other technical issues. The email address for this department is cns@dacc.edu; phone numbers are [217-443-8861](tel:217-443-8861), [217-443-8710](tel:217-443-8710), and [217-443-8871](tel:217-443-8871).

Discrimination

Danville Area Community College is an Equal Opportunity/Affirmative Action institution. It is the policy of Danville Area Community College to provide equality of opportunity in education (and employment) for all students (and personnel). Discrimination based on race, color, sex, religion, age, national origin, ancestry, marital status, unfavorable discharge from military service, mental or physical disability, veteran status, sexual orientation, or any basis of discrimination precluded by the applicable federal and state statutes, is strictly prohibited.

Grievance Policy

When a student of the DACC community experiences a situation or a conflict in which the student thinks his/her rights have not been fully recognized or have been compromised in some manner, the students may resolve the conflict or his/her perceived grievance by following the College's process for the resolution of grievance. Grievances may be resolved on an informal basis or on a formal basis. The Radiologic Technology Program follows the campus policy as outlined in the DACC Student Handbook. This policy can be found online in the Student handbook at <http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf>

Informal Resolution Process

1. Students are to meet with individual faculty within 10 business days of the situation or conflict to resolve any issues.
2. If the issue is not resolved to the satisfaction of the student at the point of origin within 5 business days, the student may contact and talk with the Director of Medical Imaging.
3. If the issue is not resolved with the Director, within 5 business days, the students should meet with the Dean of Math, Sciences, and Health professions.

Students are expected to follow the chain of command: 1) individual faculty/clinical instructor, 2) Director of Imaging, 3) Dean of Math, Sciences, and Health Professions, 4) Vice President of Instruction and Student Services, and 5) College President.

Due to the nature or the seriousness of some potential student complaints, such as a complaint of harassment or knowledge of a serious conduct violation, the student is encouraged to bypass step one and immediately contact the Medical Imaging Director. A student submitting complaints of harassment or serious conduct violation should request an appointment immediately with the Medical Imaging Director. The Resolution Process Flow Chart reflects issues that would be of a level of seriousness to warrant this action. This may be found online in the Student Handbook <http://www.dacc.edu/assets/pdfs/student-handbook/StuHandbook.pdf>

After meeting with the Director and/or Dean, if a student feels their grievance is not resolved to their satisfaction (through the informal process noted above), the student may submit a formal grievance as stated in the DACC Student Handbook.

Pregnancy Policy

The National Council of Radiation Protection and Measurements (NCRP Report #39) recommends that the DL equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 5 mSv (0.5 rem) for the entire gestation period. It is recommended by the NCRP that persons involved in the occupation should notify the supervisor immediately if pregnancy is suspected. Through proper instruction of all safety precautions and personnel monitoring and strict adherence to these precautions, it can be possible to limit all occupational exposure to under 5 mSv (0.5 rem) per year and prevent fetal DL levels from being surpassed.

Declaration or disclosure of pregnancy is a voluntary act. It is not required, nor will it be coerced of a student technologist. Declaration will consist of the following steps:

1. Declare pregnancy immediately to the Program Director who will review this policy with you.
2. The pregnant student will be provided a copy of NRC Regulatory guide 8.13
3. Sign off on Declaration of Pregnancy Form.
4. If complications are anticipated, submit a statement from your physician. The statement must include the physician's recommendation as to which of the following options is advisable:
 - a. Immediate withdrawal from the program.
 - b. Continued full time status.
5. The student may withdraw, in writing, the Declaration of Pregnancy at any time.
6. Under the regulations, the dose received by the embryo/fetus due to occupational exposure is limited to 5 mSv (0.5 rem) for the entire pregnancy. Also monthly exposure to the embryo/fetus cannot exceed 0.5 mSv (.05 rem). DACC does provide a monitoring device to monitor the fetal radiation dose.

If remaining full time status, you must abide by the following:

1. Strict adherence to ALL safety precautions for protection purposes.
2. Submit statements from your physician as to any changes or problems in your pregnancy and advisability of continuation full time.
3. Wear two (2) personnel monitoring devices; one on collar and one on abdomen for fetal monitoring. Readings will be monitored closely by the radiation safety officer and you will be subject to immediate leave of absence from the clinical environment if at any point the radiation safety officer deems it necessary.
4. At any time you feel you are working in an unsafe area or under conditions you feel detrimental to yourself or the fetus, stop immediately and report to the clinical instructor or clinical adjunct faculty.
5. At no time and for no reason will you place yourself in the primary beam of radiation.
6. The student will receive no special modifications and all expectations must be maintained.

DECLARATION OF PREGNANCY

I, _____, am making a voluntary declaration of pregnancy.
(Print name)

My expected due date is _____. I understand that this information is used to track the amount of radiation throughout my pregnancy.

I understand that I do not need to provide any medical proof in completing this form and that I may withdraw this declaration at any time.

I have been advised of and understand the limits on the dose to an embryo/fetus and I further understand that I will be given a badge whereby the school will monitor the dose to the embryo.

I have reviewed and understand the Pregnancy Policy initially provided to me in the Radiologic Technology Student Handbook.

Signature

Date

Change of Address / Name

Students must notify the Program Director and the College Records Office immediately of a new address, telephone number or e-mail address.

Since all school records become a part of an overall permanent record which may frequently be used for references, all records must at all times bear your LEGAL NAME. Only a student's legal name will be used on records that are presented to the American Registry of Radiologic Technologists for certification.

In the event a student's name is legally changed through marriage, divorce, or court order, one copy of a change of name affidavit must be filed in the school office within ten (10) days after the legal change of name has been made.

Satisfactory Progress

Students are required to make satisfactory progress by earning a grade of C or better in each major (RDTC) course and general education course (BIOL 136 and 137, PHYS 141, MATH 108, ENGL 101, SPCH 101, PSYC 100 or their equivalents and the humanities elective). A student who receives an unsatisfactory grade in an RDTC course during the term of the professional program cannot remain enrolled in the program. Students are allowed **one re-test for a failed lab practical for the entire two-year program**. A second failure within any class lab practical will result in a failing grade in that class and dismissal from the program.

GRADE SCALE

93% - 100% = A

84% - 92% = B

75% - 83% = C

66% - 74% = D

Below 66% = F

Absences on Test Days

Students are allowed to miss one test for each class providing they are excused absences. The student will be expected to take the missed exam on the first day returning to class. Any additional absences on test day (including lab practicals) will result in a 7% deduction of the test score unless the absence has been pre-approved and the test can be taken prior to the absence.

Drops / Withdrawals / Readmission

A student must notify the Program Director if dropping/withdrawing from the program. The Director will withdraw the student from his/her respective RDTC courses. The student must withdraw him/herself from any general education courses if he/she so desires. Students can refer to www.dacc.edu/ar/withdraw/html for more details.

If the student wishes to re-enter the program, he/she must apply for reinstatement. A student applies for reinstatement by writing a letter to the program director, which outlines the steps the student has taken to improve their chances of success. Reinstatement is not a guarantee and will be considered on the circumstances of each case and will be dependent upon space availability.

Students are allowed to be reinstated only one time. The time limit for reinstatement petitions is two years from the date of withdrawal or unsatisfactory grade. The final decision on returning to the program will be based on the professional judgement of the program faculty and admission committee.

Students that have been dismissed from the program for clinical incompetence or conduct violations **are not eligible** for reinstatement.

Medical Conditions / Leave

Declaration or disclosure of medical conditions is a voluntary act. Students with medical conditions will be expected to meet the same conditions and objectives stated in the handbook.

Medically Related Leave

Students with a medical condition, injury, or illness requiring treatment while participating in the radiography program will be required to obtain a written medical release with no restrictions from the attending physician prior to returning to class or the clinical setting. If the student is unable to meet the technical standards that are required of all students, they will be allowed to withdraw and return the following year based on class and space availability.

Students with chronic health problems, including but not limited to mental health issues, diabetes, cardiac disorders, hypertension, epilepsy, skin conditions or orthopedic limitations, are to be in a controlled state and free of symptoms with a physician release.

Students that experience extended absences from classroom and or clinical due to a documented medical condition must make arrangements with the Director and appropriate Instructor(s) for a leave of absence and program re-entry plan.

Bereavement Leave

The bereaved student shall be provided up to three days of leave for each death in the student's immediate family or household, (spouse, child, parent, sibling, in-law, or step relations). One day of leave will be granted for those relatives once removed. This leaves includes absences from class, lab, and clinical. This type of absence will not reflect toward their grade or missed tests. However, all absences during the clinical outside of the one day will need to be made up if past allotted time off.

Extenuating Circumstances

Any other extenuating circumstances that could cause extended absences are solely determined by program officials on a case by case basis.

Working in A Healthcare Facility

DACC Rad Tech students that are employed by a healthcare facility (hospital, dr. office, and chiropractor) as a tech aide/student in training are not allowed to make any exposures and are not allowed to wear their DACC student uniform. Immediate dismissal from the program will occur for violations of this policy.

Professional Conduct/Student Responsibilities

Students must demonstrate not only academic and technical competence, but also proper professional conduct. The classroom, lab and clinical is a forum for open discussion and the free exchange of ideas. However, with that privilege, students and instructors also have the responsibility to conduct themselves in a civil and respectful manner. Each student at DACC is expected to exhibit conduct which corresponds with the educational mission of the College. It is the student's responsibility to become familiar with and adhere to the DACC Health Profession's Student Conduct Code (found in the back of this handbook), DACC Student Conduct Code, and the Academic Integrity Policy, as contained in the DACC Student Handbook.

Immediate Dismissal from the Rad Tech Program will/may occur if any of the following violations occur:

- Failing below a 75% in any class/clinical
- Unsatisfactory clinical performance (receiving a 1 or a 2 three times in any given category on the Professionalism Evaluation) or being removed from a clinical site permanently
- Unsafe clinical performance (see student responsibilities under clinical section)
- Reporting to class, labs, and clinicals while under the influence of alcohol or illegal drugs, or drugs for which the student does not have a prescription.
- Conviction of a felony or misdemeanor during the academic year and the ARRT does not grant permission/pass the ethics review.
- Misappropriation of radiation, including performing exams without proper supervision and failure to protect yourself and the patient from exposure.
- Violations of ARRT standards of ethics & ASRT practice standards
- Any compromise of patient care or safety
- Dishonesty including cheating, plagiarism and/or falsifying any record
- Acts of violence, possession of unauthorized weapons
- Repeated violations of the absence/tardiness policy
- Repeated violations of dress code policy
- Disregard for safety rules
- Repeated violations of handbook/classroom rules
- Violations of HIPAA and Confidentiality
- Failure to honestly answer questions on admission/medical forms

Classroom Professional Conduct (The following are a few examples of unacceptable classroom conduct that will not be tolerated). If any of these behaviors continues after remediation the dismissal process will begin:

- Cell phones, pagers and other such devices must be turned off and put away during class and lab time. They are not allowed on your desk.
- Extraneous conversations during class time. Pay attention to what the instructor is saying. It is rude and distracting if you talk with those around you during class. If you have a question ask the instructor, not your neighbor. If the instructor has to ask you to stop talking you may be asked to leave.
- Arguing with classmates, instructors and/or clinical staff is inappropriate. If you disagree with something the instructor is requiring or the way class is being conducted you need to schedule an appointment with the instructor to discuss the matter.
- Use of vile, abusive, or suggestive language toward any person.
- Harassment in any form.
- Sleeping in class, lab or clinical.
- Students are not allowed to work the previous eight (8) hours prior to clinical/class/lab in order to ensure patient safety and decrease the potential for errors from practicing in a sleep-deprived condition; therefore, working the eight (8) hours immediately preceding the clinical day will result in immediate dismissal from clinical and will constitute an unexcused absence.
- Children, other family members and friends are not permitted in the classroom or labs without approval in advance from the program director.
- Chronic Tardiness and absences.

Classroom Attendance/Tardiness

- Three (3) unexcused classroom absences and (1) lab (Fall & Spring) are grounds for dismissal from the program. During summer semester (2) unexcused classroom absences and (1) lab are grounds for dismissal.
- Do NOT attend class/lab/clinical if you have COVID symptoms. If you attend in-class, lab, or clinical with symptoms you will be sent home. All efforts should be made to attend online lectures if you feel well enough.
- It is mandatory to email your instructor prior to missing class (excused or unexcused) or if tardy.
- Students arriving late will not be permitted into the classroom, including during testing. Students will be expected to take the missed test on the first day of returning to class and a 7% will be deducted from the test score.

- Students who are tardy three times within the semester will have their grade dropped 1 letter grade. Four times will result in a drop of two letter grades and five times will result in dismissal

Corrective Actions

The Radiography program will take equitable and consistent corrective action for any acts of misconduct. Violations are grounds for counseling and possible dismissal from the program.

Serious violations may result in immediate dismissal from the program.

It is the policy of the program to allow students whose actions are not considered proper or permissible the opportunity to correct such conduct. However, certain actions, due to their seriousness may result in immediate dismissal.

1. First infraction will result in an oral warning and the discussion will be recorded in the student file.
2. A second infraction of any type will result in a mandatory discussion with the Program Director and Clinical Coordinator and will include a written warning.
3. A third infraction of any type will result in dismissal from the program.

Laboratory Rules & Procedures

Attendance

Students are required to be at every laboratory session.

Punctuality

Students are expected to arrive on time to their lab sessions. Late arrivals will earn no (0) points for that laboratory session.

Uniform / Dress Code: Labs/Clinical

In the contractual agreement Danville Area Community College has with the clinical sites, we state students will abide by the established policies and procedures of the agency. The agency's dress code or uniform, with some additional components, serve as a basis for DACC dress code policy.

***** Any uniform violations will result in the student being sent home. Time will need to be made up and this will be considered unexcused as part of the attendance policy.**

Professional attire and appearance play an important role in establishing and maintaining good rapport with patients, physicians and all clinical staff members.

- Students must wear the appropriate scrub top and pants in the laboratory/clinical. Cherokee brand uniforms teal in color. They must be clean and wrinkle-free, pressed. Lab coats may be worn for comfort and can be white or teal in color. Uniforms should have a loose fit and be conservative in cut. Pants should not touch the ground.
- Solid white long or short sleeve undershirts may be worn under scrub tops.
- Complete set of undergarments must be worn and are not visible.
- Name tag, dosimeter and patch in the proper location on the scrub top or lab coat. (Name tag (left upper chest), patch (left upper arm at midline).
- Radiographic Identification Markers - The student must have these markers with him/her at all times while in the clinical area or in the radiography lab on campus
- Shoes must have closed toes and heels, no clogs. Shoes will be solid white or black shoes with no mesh and very little color on them. Good shoes are recommended due to the amount of time on your feet.
- Hair should be clean and neat. Hair must be out of eyes and secured only with subtle hair accessories. Hair must be of natural color. Hair must be pulled back or up and held in place while the student is in the lab/clinical setting and must not fall forward when leaning over patient. Color must be of natural color.
- Beards and moustaches – clean, neat, well-trimmed, and no longer than two inches.
- Jewelry such as bracelets, earrings or necklaces, etc. must not dangle more than one inch from the body. No ear gauges, bars or facial jewelry (including nose & tongue rings) can be worn. Rings should be kept at a minimum.
- Tattoos will need to be covered at all times during clinical.
- No gum chewing or tobacco use of any kind is permitted during clinical/lab hours. If you smoke on lunch break it's imperative that you do not smell like smoke when returning to clinical. Wash your hands when returning but do not use excessive body sprays to cover-up smoke smell.
- Smoking at home or in a closed vehicle prior to clinical – is seen as a health hazard to patients. Students should not to smell like smoke during clinical/lab.

- No artificial nails, nail jewelry, or nail enhancement is allowed (this includes gel and powder polishes). Nails should be kept to no more than ¼” above the nail bed. Nails must be natural with no polish and be kept clean.
- No excessive makeup or fragrances. Makeup should be conservative.
- Good personal hygiene, being well-groomed, without body odor, and clothing in clean condition is expected at all times in the classroom, lab, and clinical settings. Appearance is part of a professional appearance. Washing uniforms after each use will reduce the effects of body odor.
- **The Program Director, clinical coordinator, and clinical personnel retain the right to determine ‘professional appearance’.**

Equipment Handling

Everyone must operate the laboratory equipment in the manufacturers prescribed manner. If a student encounters a problem with the equipment or is uncertain about its operation, he/she must seek assistance from an instructor. If a student intentionally damages any equipment, he/she will face serious disciplinary action. All equipment must be turned off and placed back in the appropriate location.

Eating/Drinking

Eating and drinking are not allowed in the laboratory setting. Students are expected to follow clinical sites guidelines for food in patient care areas. This includes chewing gum, tobacco, or candy, etc.

General Safety

Horseplay in the laboratory will not be tolerated. Students and instructors will follow all radiation, electrical, and biomedical safety protocols at all times.

Needle Handling

Needles used for any part of the injection process are NOT to be re-capped. They must be immediately disposed of in the red sharps container.

Darkroom Operation

Always turn on the exhaust fan and safelights when working in the darkroom. Make sure equipment is turned back off prior to leaving.

Disinfectant

Students will be using powerful disinfectants to clean surfaces during lab and clinical. Gloves are required to be worn when using these chemicals.

Communicable diseases

Students will be exposed to a multitude of communicable diseases. Standard Precautions, as defined by the Centers for Disease Control and Prevention, must be practiced at all times.

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets for chemicals used in clinical are available at each clinical site by request from the clinical instructor. **MSDS for lead markers and hand disinfectant used in the lab are available on the classroom bulletin board.**

Radiation Safety

Radiation safety is an integral part of the medical imaging profession. Therefore, it is imperative that students be aware of radiation protection rules that must be followed by all personnel. This concept was developed by the National Council on Radiation Protection (NCRP) and is accepted by all regulatory agencies. This concept allows Medical Radiographers, Students, and Radiologists to share the responsibility to keep occupational and non-occupational absorbed doses below their allowable maximum levels. This can be achieved through the employment of proper radiation control procedures.

1. The ALARA (As Low as Reasonably Achievable) concept will be followed. A student is expected to exercise sound radiation protection practices at all times. **At no time** should a student participate in a procedure that exhibits unsafe protection practices. Danville Area Community College will provide optically stimulated luminescent dosimeters (OSLs) to all students for laboratory and clinical education.

Radiation Protection Rules Governed By ALARA

1. Do not make radiographic exposures when individuals are in an unprotected beam path area. Always stand behind the lead barrier in the control booth when making an exposure.
2. Always wear the OSL when participating in labs or clinicals.
3. The OSL is to be worn at the neck level and outside the lead apron
4. Never leave the OSL in an exposure room.
5. Never wear the OSL if you are having medical or dental radiographs taken of yourself.
6. Never make an exposure while the door to the radiographic room is open.
7. Never enter a radiography room without knocking to be sure an exposure is not in progress.
8. The student is responsible for controlled storage of the OSL.
9. If an OSL is lost or damaged, report it immediately to the Program Director. The student is responsible for replacement expenses incurred.
10. Report any inadvertent exposure or other irregular radiation incident to the Program Director.
11. The Program Director will announce when the latest exposure report is available. The report will be made available at any time for the student. Danville Area Community College will maintain a radiation exposure report on all Radiologic Technology students indefinitely.
12. If any OSL reading reaches (1mSv) 100 mrem in any given bi-monthly reporting period, the Program Director will initiate an investigation into the cause and, if necessary, implement steps to prevent a re-occurrence.

Open Lab Times

The Rad Tech room will be open for extra practice times, these will be announced and made available by the instructors. This time should be shared amongst the class to ensure equal time for all. Students will need to wear their student ID badge and dosimeter during all practice sessions. These practice sessions are not mandatory but highly encouraged to help with performance for lab and clinical. When arriving, the student will have appropriate staff unlock the door, sign in and out, and make sure all safety measures are followed. If there is any equipment malfunction it should be reported immediately to Rad Tech faculty.

MRI Safety

Magnetic fields and radio waves can pose safety hazards to individuals with certain implants and/or foreign objects in their bodies. If a student believes he/she has had or will have such an object placed in his/her body, he/she must inform the Program Director immediately. The student in question will undergo MRI compatibility screening. All students will undergo such screening prior to clinical rotations. If a student's screening is questionable the student will need to be medically cleared through their physician prior to clinical rotations.

University Religious Observance Act

Requirement of Absence Notification: DACC faculty and administrative personnel require 5 (five) calendar days of advance notice from students of upcoming religious observance absences to ensure the timeliness of the required actions. Please refer to the DACC website <http://www.dacc.edu/board/policies/index.php?id=3022>. For the full policy.

Off-Campus Lectures and Courses

On occasion, lectures or courses may be scheduled at off-campus sites in order to take advantage of a clinical site's facilities or clinical personnel's expertise. Attendance at such lectures is mandatory. Transportation to the lecture site is the student's responsibility. Also, due to certain speaker's availability, lectures may be scheduled on clinical days. Attendance at such lectures is mandatory.

Blackboard Testing Policy

Academic Integrity

Academic honesty is an expected behavior of all students. Academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, place themselves in jeopardy of receiving a failing grade for the assignment or course, as well as dismissal from DACC.

Online Exams

Dates and times for online exams will be announced accordingly. It is the student's responsibility to have a reliable internet connection and computer for examinations. DACC will be implementing the program Respondus Lockdown Browser & Respondus Monitor for tests that are administered via Blackboard.

Students must take the exam at the designated time. All online exams are closed-book unless otherwise designated. Downloading, copying, screen shooting, or printing any exam or part of an exam is considered academic dishonesty, unless otherwise designated by your instructor, and will result in disciplinary action. Should an exam be missed due to a medical emergency, faculty may require alternate forms for examination. Students will be informed of the length of time allowed for the exam and the time when the exam will be available. It is the student's responsibility to adjust schedule to take exams during scheduled time.

The American Registry of Radiologic Technologists Code of Ethics

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

1. The radiologic technologist acts in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Lifelong Learning

Registered technologists are required to complete 24 hours of continuing education in every two year period in order to maintain their certification and license in good standing. R.T.s who have earned their credentials must complete ARRT's Continuing Qualifications Requirements (CQR) every 10 years. CQR helps identify gaps in knowledge and skills that might cause you to fall behind today's entry-level qualifications. It then develops a plan for refreshing your understanding and abilities.

This concept of "lifelong learning" is critical in acquiring new knowledge and updating skills. Students are introduced to this concept in the following ways:

- Encouragement to attend and participate at the annual Association of Collegiate Educators in Radiologic Technology (ACERT) Conference held in Las Vegas, NV in early February
- A one day field trip to the Radiologic Society of North America (RSNA) convention in Chicago, IL, held in late November, early December
- Encouragement to join and participate in the Illinois State Society of Radiologic Technologists (ISSRT) and the American Society for Radiologic Technologist (ASRT)

Accidents or Illnesses

All accidents or illnesses which occur during school hours in the classroom, lab, and/or clinical setting must be reported immediately to the instructor/clinical instructor and program director. The Radiologic Technology program follows the campus policy as outlined in the DACC Student Handbook. However, the student is responsible for maintenance of his/her own health needs. Each student should carry their own medical insurance to cover illnesses and accidents. The student is responsible for obtaining his/her own medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the facility. It is DACC policy to initiate emergency medical response.

Use and disposal of needles and other sharp objects are potentially hazardous procedures for health care personnel. Needle stick injuries pose a serious risk for infection with Hepatitis B virus, human immunodeficiency virus (HIV), and many other pathogens. OSHA has set standards to prevent such injuries including, but not limited to, using appropriate puncture-proof disposal containers to dispose of uncapped sharps, never bending or breaking needles before disposal, and never recapping used needles.

If a needle stick injury occurs during a clinical rotation, the student MUST report the incident immediately to the supervising clinical faculty who will follow the recommendations set forth by the attending clinical agency.

HIPAA and Confidentiality

As part of our affiliation with clinical agencies, students are required to comply with federal HIPAA regulations, state regulations, and facility policies with regard to privacy of patient information. Information obtained as a result of clinical education must be treated as confidential and released only to authorized personnel.

Information regarding patients, physicians, hospital bills, personnel, salaries and other business data is often encountered by students due to the nature of their clinical involvement. The information may be compromised by unintended discussions with other students, volunteers, friends, family members, or other outside parties. Information regarding any patient including patient names, diagnoses and treatments may not be divulged under any circumstances. Information regarding psychiatric patients is particularly sensitive and should not be discussed in any situation.

HIPAA standards of confidentiality will be discussed during Patient Care RDTC 101. Students violating HIPAA standards of confidentiality violate a federal law and are subject to the fine and/or imprisonment and will be immediately dismissed from the radiography program.

Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. See the Health Professions Code of Conduct for further information. The examples of breach of confidentiality include but are not limited to:

- Written information, any written information must be guarded as confidential. Any written information should never contain the patient's name or any other identifying information (including patient initials).
- Do not discuss clinical experiences in any public place. Confidentiality of patients, staff, faculty, and students is to be maintained at all times. Patient information or clinical situations should never be discussed in public places or on social networking sites even if the patient is not referred to by name.
- Photocopying or printing of any patient records or removal of patient records from the clinical facility is expressly forbidden.
- Photography of any patient or clinical situation is strictly prohibited.
- **Social Media (for example, Facebook and Twitter) and cell phone guidelines**
- Clinical affiliation agencies prohibit the use of cell phones and other electronic devices.

Violations of privacy regulations/policies may result in immediate dismissal from the program and may involve civil and criminal penalties. See Health Professions Code of Conduct for further information.

Students should be aware that information posted on these sites violate the DACC Student Code of Conduct. Students will be given an Unsatisfactory (U) under Professional Behaviors. Furthermore, such violations can place the student at risk for civil and criminal penalties.

Social Media Policy

The following are guidelines that should be followed when creating blogs, commenting on a blog, or using any social media/networking sites.

Personal blogs and social networking contain the views of a particular student, not the views of the college or clinical site; however readers may not immediately appreciate this concept. Students are discouraged from discussing clinical experiences while using any social media sites. Students must avoid all discussions of personalities involving the doctors, patients, and hospital personnel at your assigned clinical site. Discussion of problems, issues, or experiences encountered in the hospital or clinic should not be given on any social network.

Students and employees are free to express their views in social media but are responsible for what they post and should utilize good judgement and common sense. Students shall not use online social media to harass, threaten or discriminate against other students, faculty, staff or any member of the public. All social media posts/blogs must comply with the Radiography Programs policies including the student code of conduct.

Students and employees will refrain from posting/expressing any negative or derogatory remarks about classmates, educators, clinical affiliates and DACC. Assume that co-workers and future employers are reading your social media.

The Radiography Program will determine, in its sole discretion, whether a particular social media network use violates the program's policies. As with all other policies, violation of this policy may result in discipline, up to and including dismissal from the program.

Recording

No recordings of any kind may be made in class, lab, or clinical, including teacher-student conversations in or out of class unless prior approval by the instructor. This included video and still photography and all forms of audio recordings.

Radiologic Technology Club

All students enrolled in the Associate Degree Radiologic Technology Program are considered members of the student Rad Tech Club. The primary purpose/intent of this organization is community service and fund raising for those interested in participation in educational conferences and to expand our knowledge of the field. This will foster a culture of giving to the community and create connections for lifelong learning.

Transfer Student / Advanced Placement

We do not accept students attempting to transfer from another Radiologic Technology program or seeking advanced placement. Students desiring to attend this program must meet with an academic advisor and follow the admission process. We do not offer any advanced placement options for current or transferring students.

Important Organizations in Radiologic Science

American Society of Radiologic Technologists – www.asrt.org

Association of Collegiate Educators in Radiologic Technology – www.acert.org

Illinois State Society of Radiologic Technologist – www.issrt.org

American Healthcare Radiology Administrators – www.ahraonline.org

Joint Review Committee on Education in Radiologic Technology – www.jrcert.org

Radiologic Society of North America – www.rsna.org

Association of Educators in Radiological Sciences – www.aers.org

American Institute of Ultrasound in Medicine – www.aium.org

Society of Diagnostic Medical Sonography – www.sdms.org

Society of Vascular Ultrasound – www.svunet.org

American Society of Echocardiography – www.asecho.org

Certifying Organizations

American Registry of Radiologic Technologists – www.arrt.org

Illinois License – IEMA www.iema.org

American Registry for Diagnostic Medical Sonographers – www.ardms.org

Case Study Objectives and Instructions

This is a “capstone” project of the Radiologic Technology Program, in which students synthesize knowledge acquired throughout the curriculum. All students will be **required** to complete a Case Study, as a component of RDTC 203 (Fall 2nd year). The case study will consist of a written portion, an oral presentation, and supporting materials.

Each student will select an interesting or unusual pathology case in which medical imaging plays a crucial role. The **topic selected must be submitted to the instructor in writing for approval**, prior to beginning the assignment. The student will give a 10 minute oral presentation (with PowerPoint) and develop a typewritten case study report.

- Length: Minimum of five pages of text
- Include a title page and reference page
- Spacing: Double
- Font: 12 point
- Use spell check
- Include reference citations using AMA style

The student will address each item on the grading form for the written case study thoroughly. Topics to be considered when selecting and creating the oral and written reports:

- Identify the general anatomy normally demonstrated with this exam.
- Explain why this type of radiographic exam is performed.
- Discuss patient history.
- Explain what the treatment, if any, for this patient will be.
- What is the diagnosis and prognosis for this patient?
- Identify any special, or different, methods used to accomplish the exam.
- Discuss positioning/procedural protocols.
- Discuss technique, physics of exposure.
- Discuss any pathology, etiology, disease process, and healing process.
- Discuss patient care.
- The student may choose trauma or disease processes—no normal studies.
- Care should be taken to remove the patient’s name from all images. Be mindful of HIPAA.

CASE STUDY EVALUATION—ORAL PRESENTATION

STUDENT'S NAME _____

The student **MUST** address all aspects within each category to earn the total possible points!

| | |
|--|--------------------------------------|
| <p>DISCUSSION OF PATIENT HISTORY, PREP, PROCEDURE SET-UP, TECHNICAL FACTORS AND POSITIONING (10 points possible)</p> <p>The student discussed the patient history, condition, prep, set-up, positioning and technical factors such as kVp, mAs, slice thickness, window width and level, MRI sequence, exposure index, etc. required.</p> | <p>_____/10 pts.</p> |
| <p>KNOWLEDGE AND DEMONSTRATION OF ANATOMY (10 points possible)</p> <p>The student demonstrated all pertinent anatomy both normal and abnormal, i.e., osteology, organs, soft tissue, vascular anatomy, neural anatomy, genital-urinary anatomy.</p> | <p>_____/10 pts.</p> |
| <p>PATIENT DIAGNOSIS, TREATMENT AND PROGNOSIS (10 points possible)</p> <p>The student discussed the diagnosis, based upon the varied diagnostic exams and radiologist's report(s), the treatment, and prognosis.</p> | <p>_____/10 pts.</p> |
| <p>USAGE OF TERMINOLOGY (10 points possible)</p> <p>The student accurately applied technically correct terminology.</p> | <p>_____/10 pts.</p> |
| <p>OVERALL ORAL PRESENTATION (10 points possible)</p> <p>The student spoke clearly and confidently, looked at the audience, knew the subject matter, used A/V aids appropriately and was able to answer questions correctly.</p> | <p>_____/10 pts.</p> |
| <p>COMMENTS: TOTAL =</p> | <p>_____/50 pts.</p> |
| <p>Instructor's Signature:</p> | <p style="text-align: center;">%</p> |

CASE STUDY EVALUATION—WRITTEN REPORT

STUDENT'S NAME _____

The student **MUST** address all aspects within each category to earn the total possible points!

| | |
|--|-------------------------------------|
| <p>DISCUSSION OF PATIENT HISTORY, PREP, PROCEDURE SET-UP AND POSITIONING (10 points possible)</p> <p>The student discussed the patient history, condition, prep, set-up, and positioning required.</p> | <p>____/10 pts.</p> |
| <p>DISCUSSION OF TECHNICAL FACTORS (10 points possible)</p> <p>Radiographic Images—the student addressed the following: kVp, mAs, contrast and latitude (gray scale), and other factors such as patient condition or pathology which would affect radiographic quality.</p> <p>MRI, CT, US, Nuc Med. Images—the student discussed the technical process and filming sequence required to obtain the images.</p> | <p>____/10 pts.</p> |
| <p>PATIENT DIAGNOSIS, TREATMENT AND PROGNOSIS (10 points possible)</p> <p>The student discussed the diagnosis, based upon the varied diagnostic exams and radiologist's report(s), the treatment, and prognosis.</p> | <p>____/10 pts.</p> |
| <p>USAGE OF TERMINOLOGY (10 points possible)</p> <p>The student accurately applied technically correct terminology.</p> | <p>____/10 pts.</p> |
| <p>OVERALL WRITTEN PRESENTATION (10 points possible)</p> <p>Report was typed in an organized, error free and professional manner. Standard format specified was followed (five pages minimum, double spaced, 12 point font size, title page, reference page). Patient confidentiality was maintained.</p> | <p>____/10 pts.</p> |
| <p>COMMENTS TOTAL =</p> | <p>____/50 pts.</p> |
| <p>Instructor's Signature:</p> | <p style="text-align: right;">%</p> |

Health Professions Student Code of Conduct

As members of an academic community, the students, staff, and faculty of Danville Area Community College have both rights and responsibilities which derive from appropriate standards of conduct and ethical integrity. The college code of conduct and the Health Professions Code of Conduct extends to individual programs. Thus, the Health Professions (HP) Programs will provide a safe environment where respect for the individual is practiced and learning is the fundamental goal of all activity. Students are expected to do course work honestly in accord with the stated requirements of each class. All individuals should be treated fairly in an atmosphere free from discrimination and hostility, as defined by the college. Activities which disrupt the learning process for other students and which interfere with faculty in the performance of their duties will be disciplined according to guidelines established by the college. Violations of standards of conduct as detailed by, but not limited to, this HP Code of Student Conduct and the DACC Code of Student Conduct will be dealt with fairly in a manner appropriate to the offense and according to sanctions guidelines.

Academic and Personal Conduct Standards

The college administration and faculty members define, communicate, and enforce reasonable standards of behavior in classrooms, laboratories, offices, clinical sites, and other campus areas. Students are expected to attend and participate in their courses, to complete assignments, and to communicate clearly with faculty and administration any information necessary for their continued enrollment as defined in the program's handbook and course outline. Each student should understand the principles of academic integrity, ethical conduct, and their program handbooks.

Failure to show respect for order, property, and regulations is considered just cause for disciplinary action. When student behavior interferes with an effective learning climate, the student may lose the privilege of attending or receiving credit in course(s) and may be subject to more severe disciplinary actions, including suspension or expulsion from the Health Professions Programs and/or the College. Additionally, students with previous disciplinary actions may be denied readmission to Health Professions Programs.

Student Code of Conduct Terminology & Definitions

The term "Accused" or "Respondent" refers to the student who is charged with violating this Student Code of Conduct. He or she will be asked to respond to the report and follow the conduct procedures noted below. These terms can be used interchangeably.

The term "accused student" means any student accused of violating this Student Code of Conduct.

The term "bullying" means unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. There are six main types of bullying: 1) verbal, 2) social, 3) physical, 4) relational aggression, 5) cyberbullying, and 6) prejudicial bullying.

The term "administrator" includes any person employed by DACC, performing assigned administrative or professional responsibility.

The term "Appeals Committee" means any person or persons authorized by the DACC President to consider an appeal from the Student Conduct Hearing Committee's determination as to

whether a student has violated this Student Code of Conduct or from the sanctions imposed by the Student Conduct Officer.

The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member the DACC faculty or staff; (4) the acquisition, with permission, of academic material belonging to a current or previous student; and (5) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

The terms "college" or "College" or "campus" or "DACC" all mean Danville Area Community College

The term “college premises” includes all land, buildings, facilities, and other property owned, used, or controlled by DACC [including adjacent streets and sidewalks].

The term “Complainant” means any person who submits a referral alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the “Complainant” even if another member of the DACC community submitted the charges itself.

The term “disruptive behavior” shall include, but not limited to the following:

1. Behavior that causes a disruption to either academic endeavors or the administration of the College or clinical facility;
2. Conduct that disrupts any authorized or sponsored College or clinical event;
3. The blocking of an entrance, exit, or access to any College or clinical facility, area, road, stairway and/or walkway;
4. Behavior that could endanger life or property at College or clinical facility;
5. Behavior that infringes on the rights of other members of the College or clinical community;
6. Leading or inciting others to disrupt scheduled and/or normal activities within any campus area or clinical facility.

The term “faculty member” means any person hired by DACC to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of faculty.

The term “FERPA” means the Family Educational Rights and Privacy Act of 1974. It deals with the release of student education records and affords students certain rights regarding those records.

The term “hazing” means any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person’s willingness to participate.

The term “Health Professions Programs” encompassed the Health Information Technology, ADN Nursing, and Medical Imaging.

The term “Health Professions Student Conduct Hearing Committee” or “HP Student Conduct Hearing Committee” or “Student Conduct Hearing Committee” means any person or persons authorized by the Executive Vice President of Instruction and Student Services to determine whether a student has violated this Student Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed.

The term “HIPAA” means the Health Insurance Portability and Accountability Act. It provides privacy standards to protect patients’ medical records and other health information provided to health plans, doctors, hospitals and other healthcare providers.

The term “incivility” is defined as intentional behavior that is aimed to disrupt the teaching and learning process (Morrissette, 2001). Examples of incivility include, but not limited to cell phone usage, rude comments, slurs, rumors, interruptions, side conversation, tardiness, sleeping, aggressive behaviors, anger, excuses, and blaming.

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The term “policy” means the written regulations of DACC as found in, but not limited to, this Student Code of Conduct, Student Handbook, Health Professions Handbooks, and in the college catalog.

The term “sentinel event” is defined by the Joint Commission (2013) as: an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase, "or the risk thereof" includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome. Such events are called "sentinel" because they signal the need for immediate investigation and response.

The term “staff” includes any person employed by DACC, performing duties assigned. The term “member of the DACC college community” includes any person who is a student, faculty member, DACC administrator, staff, or any other person employed by the college. A person’s status in a particular situation shall be determined by the Vice President of Instruction and Student Services.

The term “student” includes all persons taking courses at Danville Area Community College, either full or part time, credit or non-credit. Persons who withdrew after allegedly violating this Student Code of Conduct, who are not officially enrolled in a course but who have a continuing relationship with the college or who are in the process of enrolling in a course are still considered “students”. This Student Code of Conduct does apply at all locations of DACC, including off campus sites, at college sponsored events, and in the online environment.

The term “Student Conduct Officer” means a DACC official authorized on a case-by case-basis to impose sanctions upon any student(s) found to have violated this Student Code of Conduct. The Executive Vice President of Instruction and Student Services may authorize the Student Conduct Officer to serve simultaneously as a Student Conduct Officer and the sole member or one of the members of the Student Conduct Hearing Committee. The Executive Vice President

of Instruction and Student Services may authorize the Student Conduct Officer to impose sanctions in all cases.

The term “may” is used in the permissive sense.

The terms “will” and “shall” is something a person will do or expected to do.

*Please note the College’s Student Handbook and the College’s Sexual Misconduct Policy and Procedure also defines terms for students to know and understand. Theft; gang related conduct; possession or distribution of tobacco, drugs, alcohol, or firearms; demonstrations/riots, sexual misconduct, or criminal activities will be addressed according to the DACC Student Code of Conduct by the Dean of Student Services and/or DACC security.

Purpose of the Student Code of Conduct

The primary purpose of the Student Code of Conduct is to assist Danville Area Community College in creating an environment that allows for quality, innovative, and accessible learning experiences. Students, faculty, staff and administration share in the responsibility for accomplishing the DACC mission. Student conduct standards at DACC are not to be equated to state or federal criminal codes.

College Policies

In addition to its Mission and Values, the College has created policies to ensure Student Code of Conduct also covers all policies that are needed to protect the rights of the DACC community. Students must know and abide by all DACC policies.

Student Code of Conduct Authority

- The Dean of Student Services is responsible for the DACC Student Code of Conduct.
- The Dean of Student Services shall develop policies and procedures for the administration of the DACC Student Code of Conduct system.
- The Dean of Math, Sciences & Health Professions, or designee, is responsible for the Health Professions Student Code of Conduct.
- The Dean of Math, Sciences & Health Professions, or designee, shall develop policies and procedures for the administration of the Health Professions Student Code of Conduct system.
- Decisions made by a DACC and HP Student Conduct Committee and/or the Conduct Officer shall be final, pending the normal appeal process.

Jurisdiction of the Student Code of Conduct

This Student Code of Conduct and HP Student Code of Conduct shall apply to conduct that occurs on DACC premises and at DACC sponsored activities. Each student shall be responsible for his/her conduct on DACC premises and at DACC sponsored activities. Both Student Codes of Conduct shall apply to a student’s conduct even if the student withdraws from or drops out of school while a disciplinary matter is pending.

Student Code of Conduct-Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions as outlined in “Sanctions” section of this Student Code of Conduct. Please note, that the HP Student Conduct Officer has the right to call a HP Student

Code of Conduct Committee to review and determine the action taken of any behaviors that do not appear on this list but are deemed serious.

1. Acts of dishonesty or unethical behaviors, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty
 - b. Furnishing false information to any DACC administrator, faculty, staff member, or department
 - c. Forgery, alteration, or misuse of any DACC or clinical document or record
 - d. Neglect and/or abuse of patients
 - e. Patient abandonment
 - f. Compromised patient, peer, staff and public safety within the clinical and lab setting
 - g. Failure to report a charge and conviction of a felony or misdemeanor to the program director
 - h. Violation of direct or indirect supervision requirements as detailed in the Health Professions Handbook.
 - i. Insubordination
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other DACC activities, or of other authorized non-DACC activities when the conduct occurs on DACC premises or clinical facilities.
3. Physical abuse, verbal abuse, bullying, threats, intimidation, harassment, coercion, incivility and/or other conduct which threatens or endangers the health or safety of any person whether verbal, nonverbal or electronic.
4. Misuse of social media such as violations of FERPA, HIPAA, or other unprofessional postings.
5. Engaging in acts of hazing, bullying or intimidating towards members of the DACC community. Forms of bullying also include stalking, cyber-bullying, or other forms of electronically-based communications.
6. Failure to comply with directions of DACC administrators or faculty or staff acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized access to any DACC office, computer, or premise.
8. Violation of any DACC policy, rule or regulation published in hard copy or available electronically on the DACC website.
9. Violation of any Health Professions policy, rule or regulation published in the program handbook.
10. Use of drugs, alcohol, tobacco, including any smoking device, faux-smoking devices, or carrying of any lighted smoking instrument in college buildings or on college premises, at events on college premises, in college-owned/rented/leased vehicles or at clinical facilities.
11. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the DACC premises. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on DACC premises without his/her prior knowledge, or without his/hers effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in the Fitness Center, locker rooms, or restrooms.
12. Any misuse of the Health Professions' Computer Labs, Sim Labs, or Skills Labs.
13. Abuse of this Student Code of Conduct system, including but not limited to:
 - a. Failure to obey the notice from the Student Conduct Officer to appear for a meeting or hearing as part of this Student Code of Conduct system.

- b. Falsification, distortion, or misrepresentation of information before the Student Conduct Officer or Student Conduct Hearing Committee.
 - c. Disruption or interference with the orderly conduct of a Student Code of Conduct discipline proceeding.
 - d. Attempt to discourage an individual's proper participation in, or use of, this Student Code of Conduct system.
 - e. Attempting to influence the impartiality of a member of a Student Conduct Hearing Committee.
 - f. Harassment (defined above) and/or intimidation of a member of a Student Conduct Hearing Committee and/or any witness.
 - g. Failure to comply with the sanction(s) imposed under this Student Code of Conduct.
 - h. Influencing or attempting to influence another person to commit an abuse of this Student Code of Conduct system.
14. Violation of any federal, state or local law. Violations of this nature may be reported to professional boards of regulations.
 15. Violation of safety rules as defined in the health profession handbooks or course outlines.
 16. Involvement in a sentinel event.

Student Code of Conduct Procedures

The purpose of the procedures is to provide a fair evaluation of an accused student's responsibilities for violating the DACC or HP Student Code of Conduct.

1. Classroom Management: Each faculty member is responsible for managing classroom behaviors. In the case a student's misconduct violates the Code of Conduct a faculty member may impose sanctions. If unresolved at the faculty level, the case may be referred by the faculty to the program director. If unresolved at the director level, the case may be referred to the Dean of Math, Sciences & Health Professions. If the violation results in removal from the classroom, program, or from the DACC campus, the faculty or program director will first complete an Incident/Conduct Report, to ensure students will receive due process. The report will be submitted to the Dean of Math, Sciences and Health Professions, who will serve as or designate a program director as the Student Conduct Officer.
2. Referrals: Any member of the DACC community may refer a student for behavior which violates the Code of Conduct. The Incident/Conduct Report is to be completed and submitted to the Code of Conduct Officer. Referrals should be submitted as soon as possible after the event takes place.
3. Upon receiving a referral the Student Conduct Officer may conduct an investigation to determine if the misconduct violates the Code of Conduct.
 - a. Violations that may result in sanctions leading up to probation may be addressed through an Informal HP Disciplinary Meeting conducted by the Student Conduct Officer. However, any event involving clinical issues will result in immediate removal from the site until the case is resolved.
 - b. Violations that may result in sanctions leading up to suspension and/or dismissal shall be addressed through a Formal HP Student Conduct Committee. However, any event involving clinical issues will result in immediate removal from the site until the case is resolved.
 - c. The Formal HP Student Conduct Committee reserves the right to refer the violation to the formal DACC Student Conduct Committee.
4. After the investigation, an Informal HP Disciplinary Meeting shall be conducted by the following procedures as stated below:
 - a. The student will be issued written notice of the Informal HP Disciplinary Meeting no later than three business days prior to the Meeting.
 - b. Typically 2-3 Conduct Officers will be present at the Informal Disciplinary Meeting.

- c. The student will have the opportunity to hear and address the information gathered during the investigation.
 - d. The Student Conduct Officer will determine if the information presented indicates the student has violated this Student Code of Conduct. If it is determined that a violation has occurred and cannot be resolved by probation, the case will be forwarded to the Formal Student Conduct Committee.
5. Formal HP Student Conduct Committee Hearings shall be conducted by the following procedures as stated below:
- a. All parties will receive written notice of the Student Conduct Hearing no later than three business days prior to the hearing.
 - b. The HP Student Conduct Hearings normally shall be conducted in private.
 - c. There shall be a written record of all Student Conduct Hearings (not including deliberations). Deliberations shall not be recorded. The record shall be the property of DACC.
 - d. When HP Student Conduct Hearings involve more than one student, the Student Conduct Officer, at his/her discretion, may schedule joint or separate hearings for each student accused. In some instances, the Student Conduct Committee may choose to keep the complainant and accused in separate locations during the hearing.
 - e. Admission of any other person, besides the complainant's and/or respondent's advisor (see explanation below), shall be at the discretion of the Student Conduct Committee and/or the Student Conduct Officer.
 - f. The Complainant and the Accused have the right to be assisted by an advisor they choose. The advisor should be a member of the DACC community, but not a student. When selecting an advisor, students should select a person whose schedule allows for attendance at the scheduled date and time for the Student Conduct hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. If the advisor is not a member of the DACC community or an attorney, the College must be notified 48 hours before the hearing takes place. If attorneys are involved, the Hearing will be moved to the DACC Student Hearing Level.
 - g. Both parties are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearings.
 - h. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Hearing proceedings.
 - i. If accommodations for the concerns for the personal safety, wellbeing, and/or fears of confrontation of the Complainant, the Accused, and/or other witness during the hearing, the Hearing will be moved the DACC Student Hearing Level.
 - j. The Complainant, the Accused, and the Student Conduct Officer may arrange for witnesses to present pertinent information at the hearing. The Student Conduct Officer will try to arrange the attendance of the witnesses named if reasonably possible, at least two weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the Student Conduct Committee. Questions may be suggested by the Complainant and/or Accused students to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Committee with such questions directed to the Student Conduct Officer, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Student Conduct Officer.
 - k. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Student Conduct Committee at the discretion of the Student Conduct Officer.

- l. All procedural questions are subject to the final decision of the Student Conduct Officer.
 - m. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Student Conduct Hearing Committee shall determine whether the Accused has violated each section of this Student Code of Conduct which the student is charged with violating.
 - n. The Student Conduct Hearing Committee's determination shall be made on the basis of whether it is more likely than not that the Accused violated this Student Code of Conduct.
 - o. The Student Conduct Committee will determine if the information presented indicates the student has violated this Student Code of Conduct and make recommendations for sanctions.
 - p. Sanctions will be imposed by the HP Student Conduct Officer or designated program director.
 - q. The HP Student Conduct Hearing Committee will consist of the Dean of Math, Sciences & Health Profession, Program Director, at least one program faculty, at least one non-program faculty, at least one student services representative, and other college employees as deemed necessary. Faculty involved will be present but without voting privileges. Security may be present, if required.
6. If the Accused student, with notice, does not appear before a Disciplinary Meeting or Student Conduct Hearing, the information in support of the referrals shall be presented even if the Accused is not present.
 7. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the Complainant, even if another member of the DACC community submitted the referral itself.

Sanctions & Decisions

The following sanctions may be imposed upon any student found to have violated this Student Code of Conduct:

1. Oral reprimand
2. Written reprimand presented to the student and/or attached to the student's permanent records
3. An assignment (new or to repeat the work), to be graded on its merit
4. A lower grade or failing grade on the particular assignment or test
5. A failing grade in the course
6. Warning - A formal notice in writing to the student that the student is violating or has violated institutional regulations
7. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
8. Loss of privileges or denial of specified privileges for a designated period of time
9. Removal from a course or clinical site in progress
10. Removal from program and/or limitation of readmission

Additional sanction and decision comments:

- More than one of the sanctions listed above may be imposed for any single violation.
- Sanctions for repeated or aggravated violations that may lead up to suspension from the College.
- Disciplinary sanctions become part of the student's disciplinary and educational records. In situations involving both an accused student(s) and a student(s) claiming to be a victim of another student's conduct, the records of the process and sanctions imposed will be considered to be educational records of both.

- In each case in which a Student Conduct Hearing determines that a student(s) has violated this Student Code of Conduct, the sanction(s) shall be determined and imposed by the Student Conduct Officer. The Student Conduct Committee will recommend sanction(s). Following the Student Conduct Hearing the Student Conduct Officer shall advise the accused student(s) in writing via formal letter within seven (7) calendar days of its determination and of the sanction(s) imposed, if any.
- Both parties have the right to appeal. See below.

Interim Suspension

In certain circumstances, the Student Conduct Officer, or a designee, may impose a suspension prior to holding a Student Conduct Hearing.

1. Interim suspensions may be imposed only: 1) to ensure the safety and well-being of members of the DACC community or preservation of DACC property; 2) to ensure the student's own physical or emotional safety and well-being; or 3) if the student poses an ongoing threat of disruption of, interference with, the normal operation of DACC.
2. During the interim suspension, a student may be denied access to the campus (including classes) and/or clinical and/or all other DACC activities or privileges for which the student might otherwise be eligible, as the Student Conduct Officer, or designee, may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Hearing, if required.

Appeals

1. A decision reached by the Student Conduct Hearing or a sanction imposed by the Student Conduct Officer may be appealed by the Accused Student(s) or Complainant(s) to the Vice President of Instruction & Student Services within seven (7) days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Instruction & Student Services.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of this Student Code of Conduct which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Hearing.
3. If an appeal is upheld by the Vice President of Instruction and Student Services, the matter shall be returned to the original Student Conduct Committee and Student Conduct Officer to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Interpretation, Revision, and File Maintenance

1. Any question of interpretation or application of this Student Code of Conduct shall be referred to the Dean of Math, Sciences & Health Professions or the Executive Vice President of Instruction and Student Services
2. This Student Code of Conduct shall be reviewed every five years under the direction of the Dean of Math, Sciences & Health Professions and the Program Directors, but will be reviewed by the Dean of Student Services and Executive Vice President of Instruction and Student Services.
3. As educational records all documents related to Student Conduct investigations and/or hearings will be maintained according to DACC Board Policies and FERPA.

Student Signature Page / Agreements

The Radiography Program Handbook is a dynamic document that will be revised as needed. The program faculty reserves the right to modify, amend, or delete statements in the Student Handbook and to make changes in the curriculum, calendar and the policies as deemed necessary. Failure to read or comply will not excuse the student from accountability. Students will be notified in writing when any changes are made.

Directions: Please read, check the box, and sign your name and date at the bottom:

- I agree to maintain confidentiality regarding all aspects of clinical situations.
- I hereby authorize DACC to release requested clinical requirements to agencies as required.
- I understand and agree to comply with the policies and regulations as stated in the DACC Radiologic Technology Handbook, course syllabus, college catalog, and clinical facilities.
- I understand I should have health insurance, and I understand that it is my responsibility to obtain my own medical care at my own expense for any injuries or illnesses sustained as a direct or indirect result of my affiliation with the facility.
- I understand working more than 20 hours a week may hinder my success in the Radiologic Technology Program.

My signature (below) acknowledges my receipt of the Radiologic Technology Handbook and the understanding that I am held accountable for knowing and abiding by the policies of the A.A.S. Radiologic Technology Program at DACC, as a student in the program.

Student Name (print): _____

Student Signature: _____ Date: _____

The signed copy of this form is maintained in your Radiologic Technology student file.