WELCOME

Welcome to the Portland Community College Radiography Program within the Medical Imaging Department and Division of Health Professions and Physical Education.

During the next twenty-seven months, you will spend time each week either on campus, in class or lab or gaining clinical education experience in an affiliated hospital. You may also be involved in general education courses, as well as the radiography curriculum. All of the professional courses are related to one another and will be taken in the sequence offered. Therefore, it is important to master each concept as it is presented. YOU CAN DO IT!

Take one step at a time and through instruction, guidance and a lot of hard work on your part, you can become a competent and ethical individual skilled in the art and science of medical radiographic imaging and a contributing member of the health care team and society.

The skills of each technologist (AKA radiographer) always govern the quality of the finished radiographic image. A qualified technologist is one who is capable of consistently producing a radiographic image of diagnostic quality, limiting ionizing radiation and discomfort to the patient.

Over the years, improvement in the design of radiographic equipment has changed the work of the radiologic technologist; however, no equipment can automatically position the patient or attend to his/her comfort, needs or safety. The skills you will learn require self-discipline, motivation and initiative. The faculty and clinical instructors in charge (C.I.I.C.) will guide you through the development of the necessary professional skills and behavior. The faculty and C.I.I.C.’s believe that professional technical education is a deliberate and systematic process of basic and advanced positive learning to develop the competency and psychomotor skills necessary for employment as a radiographer. This handbook has been prepared for you to serve as a guide for the academic and clinical phase of the radiography program.

The handbook is presented to all students, faculty, clinical instructors in charge (C.I.I.C.), college management, and advisory committees that are associated with the program. It is to be used as a source of information and is subject to change as new information is available or updating is required. However, it is the intent of the program that policies not be changed for a given class during enrollment in the program unless deemed necessary.

ACCREDITATION AND CERTIFICATION

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the College is accredited by the Northwest Association of Secondary and Higher Schools of the Council on Postsecondary Accreditation. The program is recognized by the American Registry of Radiologic Technologists (ARRT) and the Oregon Board of Medical Imaging (OBMI) in the State of Oregon.

At the end of nine terms and the successful completion of all requirements, you will receive an Associate of Applied Science Degree in Radiologic Technology and be eligible to take the national certifying examination offered by the ARRT. If you intend to seek employment in the State of Oregon, you will be required to be licensed by the OBMI.

Class of 2017-2019
RADIOGRAPHY PROGRAM MISSION & GOALS

Program Mission Statement: It is the mission of the Radiography Program to deliver quality education that provides the means for each student to gain and apply the knowledge and skill necessary to be successful in the field of radiography and to become a productive individual in society.

Program Goals:

1. Students will demonstrate communication skills.
2. Students will be clinically competent
3. Students will develop critical thinking skills
4. Students will model professionalism

RADIOGRAPHY PROGRAM VALUES

We believe that certain fundamental values characterize the department and programs in which we work and guide us in the accomplishments of our mission and goals. As the Medical Imaging Department we value the following for the Radiography Program:

1. Respect and courtesy for all
2. Placing students first
3. Team communication
4. Effective teaching
5. Sharing of ideas, materials, accomplishments and disappointments

PROGRAM SCHEDULE

This is a 27 month continuous program utilizing the summer quarters. For beginning dates of each quarter the student is to check the college schedule of classes.

Prior to the beginning of term #2 (Fall), students are required to attend the Radiography Program/College Orientation, including the lecture on Blood Borne Pathogens, RAD 100, CPR, and the three day Clinical Orientation at the designated (assigned) affiliated hospital.

The student is expected to be punctual and attend every class (academic/clinical) session and all image critiques. Absences must be declared prior to class or hospital shift with the instructor/clinical instructor. Any student failing to follow this procedure will be advised and it will be noted in the student's file and may affect term grades or program progression.

No absence excuses a student from making up the materials/experiences missed, e.g., tests/clinical hours.

Class of 2017-2019
**Telephone Numbers:**

Academic: Radiology Courses - call Instructor (voice mail) and
Department Administrative Assistant - 971-722-4227
Radiography Clinical Coordinator. Film Critique – 971-722-4230
Clinical: Obtain hospital number from your C.I.I.C.

Excessive tardiness or absenteeism may result in the student's dismissal from the program. Students who are persistently tardy or not prepared for class/clinic are disruptive to the educational setting and such behavior will not be tolerated.

Additional assignments (for absences) will be determined on an individual student basis according to the student’s performance, participation, levels of accomplishment, attitude, behavior and fulfillment of course objectives and clinical competencies.

The student's program schedule will be as follows:

<table>
<thead>
<tr>
<th>Term #1</th>
<th>Academic class as scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term #2</td>
<td>Academic classes MTW Clinic Th/F - (16 hrs a week)</td>
</tr>
<tr>
<td>Term #3</td>
<td>Academic classes MTW Clinic Th/F - (16 hrs a week)</td>
</tr>
<tr>
<td>Term #4</td>
<td>Academic classes MTW Clinic Th/F - (16 hrs a week)</td>
</tr>
<tr>
<td>Term #5</td>
<td>Clinic M - F - (36 hrs a week)</td>
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<tr>
<td>Term #6</td>
<td>Academic classes Th/F Clinic MTW - (24 hrs a week)</td>
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<tr>
<td>Term #7</td>
<td>Academic classes Th/F Clinic MTW - (24 hrs a week)</td>
</tr>
<tr>
<td>Term #8</td>
<td>Academic classes Th Clinic MTWF - (32 hrs a week)</td>
</tr>
<tr>
<td>Term #9</td>
<td>Academic classes F Clinic M-Th - (32 hrs a week)</td>
</tr>
</tbody>
</table>

While in the clinical setting, students may be scheduled for days, evenings and/or weekend shifts. The C.I.I.C. will provide specific details and assignments.

When the college is in recess, or classes cancelled, students will not be required to attend clinical.

College/clinic closures due to inclement weather will be announced over local radio/tv stations or Flash alert. Canceled classes/lab/clinical will be rescheduled as soon as possible. The College observes the following holidays and class/clinic will be in recess:

- Veteran's Day
- Thanksgiving Day (Thursday & Friday)
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day

Class of 2017-2019
**PROGRAM COST**

The cost of the radiography program (inclusive of academic/clinical) can be found in the college catalog. Twelve credit hours equal full-time student involvement for financial aid qualifications.

### 2015 figures:

- **Tuition**: $104.00 per credit
- **R.T. lab fee**: $13.00 per course
- **Technical fee**: $4.50 per credit hour
- **Textbooks**: $1000.00 for two years (approximate)
- **Uniforms/duty shoes**: $300.00 per year (min. 2 uniforms per year)
- **College Parking fee**: $34.00 per term (approximate)
- **Clinical fee**: $95.00 per year
- **College Service Fee**: $23.00 per term

Immunization, school supplies, food, housing, transportation, membership in professional societies and personal health insurance, etc., will be in addition to the above costs.

The College has adopted a new registration policy. In order to stay registered for classes, students need to pay in full or have college approved financial arrangements in place two (2) Mondays prior to the start of the term.

Students are responsible for their own transportation to and from college and to the clinical affiliates.

**FINANCIAL AID/ASSISTANCE**

The Financial Aid Office administers a variety of aid programs in the form of Scholarships, grants, loans and part-time employment to eligible students who need assistance to attend college. The Sylvania Campus Financial Aid Office is in the College Center (CC) Building, Room 212, and their number is 971-722-4934. You may submit your application beginning January 1st for the following academic year beginning with Summer Term.

Any student who is on any financial aid which requires program documentation must contact the program director two weeks prior to the date that documentation is needed.

Students qualifying for Veteran's Assistance may contact the Veterans Services Office at Sylvania Campus, College Center (CC) Building, Room 246, 971-722-4502.

**INSURANCE**

**Accident/Injuries**

The College provides for accident insurance through a self-insurance plan for injuries incurred during program participation (clinical education only); registration is required.
Liability
The college provides liability coverage for students while in the clinical area. Program registration is required.

Personal Health
Students are not required to have personal health insurance but are encouraged to research the Oregon Health Plan options that can be found on the State’s web site.

ACADEMICS

Required Radiography Courses:

<table>
<thead>
<tr>
<th></th>
<th>Introduction to Radiology</th>
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<tbody>
<tr>
<td>RAD 100</td>
<td>Patient Care</td>
</tr>
<tr>
<td>RAD 105</td>
<td>Radiographic Equipment</td>
</tr>
<tr>
<td>RAD 106, 107</td>
<td>Radiographic Positioning I, II, III, V</td>
</tr>
<tr>
<td>RAD 101, 102, 103, 205</td>
<td>Principles of Exposure I &amp; II</td>
</tr>
<tr>
<td>RAD 101, 102, 103, 205</td>
<td>Radiographic Equipment</td>
</tr>
<tr>
<td>RAD 106</td>
<td>Image Production</td>
</tr>
<tr>
<td>RAD 122</td>
<td>Radiation Biology – Protection</td>
</tr>
<tr>
<td>RAD 203</td>
<td>Applied Radiographic Topics</td>
</tr>
<tr>
<td>RAD 206</td>
<td>Survey of Medical Imaging Diseases</td>
</tr>
<tr>
<td>RAD 209</td>
<td>Advanced Radiographic Procedures</td>
</tr>
<tr>
<td>RAD 110, 120, 130, 140, 210, 220, 230, 240</td>
<td>Radiographic Clinic I-VIII</td>
</tr>
<tr>
<td>RAD 211</td>
<td>Advanced Imaging Modalities</td>
</tr>
<tr>
<td>RAD 216</td>
<td>Registry Review</td>
</tr>
</tbody>
</table>

Courses must be taken in the sequence offered and the student must satisfactorily complete each course with a "C" grade or above. (See Academic Standards Policy and Grading Policy.)

All required radiography courses must be completed with passing grades ("C" grade or above) by the end of the 9th term to be eligible for A.A.S. degree requirements and the A.R.R.T. certification examination. This program requires the student to be enrolled and successfully complete all 9 terms of the curriculum. The program is a competency based program with specific identified educational outcomes for each required course, but does not offer early graduation or completion.

Each student is responsible for obtaining lecture notes, handouts and assignments. In the event of an absence, the student should make arrangements to obtain from a fellow student the lecture notes that have been missed. Handouts will be supplied by the instructor upon request. The instructor will arrange a time to discuss notes and/or handouts if requested by the student.

Specific textbooks are required. Students are responsible for assigned reading materials (from textbooks, reference books and/or professional journals/periodicals).

All laboratory exercises or lecture assignments must be submitted to the instructor or reviewed on the due date. Students are required to follow printed instructions provided by the instructor. Any deviation from printed instructions without the instructor's approval may be cause for loss of points.

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Special arrangements must be made with the instructor for submitting the assignment at any other date/time.

Testing (major and/or minor), absences and tardiness policies are determined by the individual instructor.

**COUNSELING/ IMPROVEMENT**

If during the term any student's performance (college/clinic) is found to be unsatisfactory (below "C" grade level), the student will be advised immediately through an advising conference to include the instructor(s)/clinical instructor in charge, Clinical Coordinator or Program Director.

Written documentation of the conference with an improvement plan will be given to and discussed with the student and a copy will be placed in the students file (located in the Program Director’s office). This plan will include recommendations for and designated time lines for improvements to be demonstrated. The student will be placed on Warning for the duration of the improvement plan. Failure to meet this course of action could place the student on “Probation” status.

**PROBATION**

“Probation” for the purpose of the Radiography program is defined as a period of time (usually one term) during which the student's performance in the academic/clinical assignment will be carefully monitored and advising assistance will be given to the student.

If the student's G.P.A. drops below 2.00 for any given term, the student is placed on “college academic probation” and advised.

**GENERAL EDUCATION REQUIREMENTS**

The Associate of Applied Science Degree is designed for those Students who successfully complete an approved program in an Applied Sciences Field (Radiography) plus a minimum of 16 quarter hours of general education.

**Art & Humanities, Math/Science, Social Science** (8 credit hours maximum in each area).

[Please check college catalog for specifics, listed under comprehensive degree requirements, associate of applied science degree.]

**STUDENT SERVICES**

A variety of student services are available on the Sylvania Campus including bookstore, child care, counseling, career resource center, job placement, and learning assistance among others. Please consult the College Catalog, Program Director, or specific office for more information on these or other services.
LIBRARY

The Sylvania campus has a Learning Resource Center with many books, periodicals and A.V. tapes for the health professions. R.T. students have all rights and privileges of any P.C.C. student. The Radiological Science lab has reference materials accessible to all Radiography students. Students must make arrangements with the laboratory supervisor and which materials can be checked out for maximum of 24 hours. A student body card is required as a deposit.

OUTSIDE EMPLOYMENT

Outside employment is discouraged because of the rigorousness of the program requirements. If a student is employed the program schedules (academic or clinic) will not be altered to meet outside employment schedule. Students working under temporary licenses will not use paid time as counting towards clinical time. Also, competencies cannot be completed during a student’s paid time.

TECHNICAL STANDARDS

It is required for all candidates that apply to the radiography program to visit clinical affiliates (hospitals) associated with the program. This requirement affords the applicant an opportunity to view first-hand the duties and responsibilities that will be expected during the clinical education (practicum) portion of the program as well as post-graduation employment.

The following technical standards must be met to be successful in the radiography program:

Students should be aware that they must be able to meet these standards in order to successfully complete the Program:

COMMUNICATION ABILITY: Initials: ________

- The ability to communicate both orally and in writing as it relates to:
  - Obtaining and recording patient history
  - Explaining or discussing procedures
  - Discussing 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.

VISUAL ACUITY: Initials: ________

- The ability to see fine lines and distinguish gradual changes in blacks, grays and whites is necessary to evaluate:
  - Radiographic images in dimmed lighting
  - Assess the direction of the central ray to the anatomical part being imaged
  - Read department protocols for imaging procedures, examination request, monitors and any written directions or orders.

HEARING ABILITY: Initials: ________

- The ability to hear sounds is necessary in order to:
  - Respond to patient questions, concerns and needs
  - Hear faint or muffled sounds when the use of surgical masks are required

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- Hear faint or muffled sounds since operator control areas are separated from the x-ray table and patient
- Monitor equipment operation or dysfunction which may be indicated by low sounding buzzers or bells

**MOTOR FUNCTIONS ABILITY:**

Initials: ________

- Good manual dexterity, motor skills and eye-hand coordination are necessary in order to:
  - manipulate machine locks and controls
  - don surgical gloves, fill syringes and handle sterile trays and equipment
  - operate both mobile and stationary medical imaging equipment
  - Provide strength to move and operate equipment and patient carts and wheelchairs
  - Stand unassisted for long periods of time
  - Provide strength to transfer and position patient without placing patient at risk
  - Reach overhead in order to manipulate and x-ray tube that hangs from the ceiling

If you need reasonable accommodations, please contact PCC’s Disability Services department for assistance:

[www.pcc.edu/resources/disability](http://www.pcc.edu/resources/disability)

If you are accepted into the Program and your functional abilities change please meet with the Radiography Program Director for assistance.

**GRADUATION PETITION**

Students **with a declared major do not** petition for graduation. GRAD PLAN will document all courses and credit hours that are needed for the major. Each student will meet with the Program director to review their plan and discuss if any general education courses are still needed or if outside transcripts need to be sent to the Student Records Office for evaluation.

**A.R.R.T. CERTIFICATION**

Students graduating from the Radiography program upon the satisfactory completion of the 8th term are eligible to sit for the A.R.R.T. Certification Examination.

Applications are available in the Program Director's office and require the Program Directors signature. An application fee of $200.00 payable to A.R.R.T. must accompany the application. Send by certified mail - receipt request.

No additional examination is required, but evidence of Continuing Education is required on a biennial basis. (A.R.R.T. Policy)

**STATE OF OREGON LICENSE - RADIOLOGIC TECHNOLOGIST**

If you desire to practice radiologic technology in the State of Oregon, you will need to apply for a license with the Oregon Board of Medical Imaging; provide evidence of A.R.R.T. certification and submit a fee. Contact O.B.M.I. for further information. License renewal will require evidence of continued education.

For information and application for “temporary” license go to the OBMI web site.

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PROFESSIONAL ORGANIZATIONS

The application forms are available on-line for the following professional organizations:
American Society of Radiologic Technologist (ASRT)
Oregon Society of Radiologic Technologists (OSRT).

Students are invited to join professional organizations at the student level.

Students are also encouraged to attend annual meetings of the state professional society, OSRT, at their own expense or with financial assistance from fund raising and campus club monies. The college doesn't provide financial support. If you participate in the meetings of the O.S.R.T. during your clinical assignment, you will not be required to make up your absent time. Permission must be requested from the C.I.C., Program Director and Clinical Coordinator to attend any professional meeting during the clinical or academic schedule.

CLINICAL MASTER PLAN

The responsibility of radiographers continues to become more complex as radiologic sciences become more sophisticated. By enrolling in the PCC Radiography Program, you have committed yourself to become educated as a health care professional. The education of a competent graduate of the radiography program requires close coordination of the academic/clinical education experiences.

You will, through academic classes and clinical education, learn factual knowledge (cognitive domain) about imaging the human body, spend many hours practicing the physical skills (psychomotor domain) necessary to perform imaging procedures, and make the social adjustment of behaving professionally (affective domain) in the work environment. Knowledge, physical skills, and professional behavior are representative of the three learning domains. Everything that you learn in this program will fall into one of these three domains.

In the Radiography Program learning in any of the three domains includes:

- **OBJECTIVES** - Learning requirements presented to students prior to the beginning the learning process
- **LEARNING PROCESSES** - Classroom lectures, assignments, labs, or clinical internships designed to develop the knowledge, skills, or behavior required for the achievement of objectives.
- **EVALUATION** - A method, commonly a written test or a practical exam, used to determine of the objective has been achieved.

The student begins clinical participation by first observing the registered radiographer, in the execution of their duties. This participation moves from the passive mode of observation to the more active mode of assisting the technologist in the radiographic procedures. The rate of student progress is dependent upon the capability of the individual student to use the equipment and to comprehend and perform the various tasks assigned.

As soon as the student feels confident with the equipment and procedure, he/she may perform the procedure under the direct supervision of the registered radiographer. As the student gains experience in the various procedures, independent clinical performance under supervision is introduced. After the student has independently completed the individual procedure and feels confident to challenge a
The student will follow the competency procedure. After completing the competency procedure, the student continues to perform the procedures **to retain proficiency** and **develop additional self-confidence**.

Each quarter the student is required to successfully complete a specified number of clinical competencies under the direction of a registered radiologic technologist. (Clinical Log) Competencies must be worked on throughout the term. See clinical objectives (course content guides) for specific guidelines. At all times good patient care must be the primary concern. Rotations of students in the beginning of the program will be day shifts and occasional evening and weekend shifts at the beginning of the fourth term. Rotation of students in areas other than diagnostic radiology (general department), such as Computerized Tomography, Magnetic Resonance Imaging, Vascular, Nuclear Medicine, Radiation Therapy and Ultrasound will be limited in time, so as not to jeopardize the student's ability to fulfill clinical competency requirements (number of clinical competencies required per term).

Students may be assigned rotations at other hospitals or at an imaging clinic for the purpose of broadening skills and gaining experience in a variety of clinical settings. A student will not necessarily be guaranteed an assignment in these facilities. Students are allowed to participate in the normal activities of the radiology department and may obtain clinical competencies if deemed appropriate. Students will also be evaluated on participation and performance.

**Students will not be scheduled on an "on call" basis to fulfill program requirements.**

**Clinical Objectives - General**

Students shall demonstrate the ability to perform the following tasks under direct or indirect supervision of registered radiologic technologists or physicians:

1. Provide proper patient care and communication skills.
2. Protect patient, personnel and self from unnecessary exposure to ionizing radiation.
3. Correctly process radiographic images for diagnostic purposes.
4. Properly position patient for purpose of performing authorized diagnostic examinations.
5. Assist in the maintaining of appropriate files of radiology records.
6. Assist in maintenance and trouble shooting of radiological equipment and maintain supplies, cleanliness and order in radiographic rooms.
7. Manipulate and operate equipment properly in the radiology department, surgical suite, emergency rooms, and at bedside.
8. Critique images for the purpose of evaluating techniques, positioning and other pertinent technical qualities.
9. Provide care and comfort for the patient, demonstrate aseptic technique and assist the radiologist or other physicians with procedures requiring the use of ionizing radiation, contrast media or sterile techniques.
10. Select exposure factors to achieve optimum radiographic technique with minimal radiation to the patient, personnel and self.
11. Become familiar with the various types of radiographic and fluoroscopic machines, mobile units, injectors, contrast agents, emergency situations and equipment.
12. Produce images of any given anatomical region with optimum diagnostic quality.
13. Perform the necessary diagnostic procedure with a minimum discomfort to the patient and utilize the best possible radiation protection measures which are appropriate for the examination.
14. Apply the academic material in the clinical setting under the direction and guidance of an A.R.R.T. certified radiographer.
15. Identify and explain the following items that may be unique to the respective hospital:
   *Radiographic examination routine
   *Radiographic room preparation
   *Contrast media preparation
   *Patient instruction for specific radiological exams
   *Interpretation of radiologic examination request form
17. Develop proper professional standards, attitudes and ethical conduct.

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Students are provided specific clinical objectives for each term and are responsible for their completion at the designated time and submit to the Clinical Coordinator at designated dates.

**Clinical Performance Objectives:**

The students will be expected to identify, perform, locate, etc., the following items by the end of the room rotation to a varying degree; dependent upon the program level.

**Patient Care And Communication:**

1. Self introduction
2. Patient identification
3. Patient explanation of examination
4. Provide care, comfort, compassion
5. Communication with patient
6. Communication with other medical personnel

**Radiographic Equipment:**

1. Control Panel - Identify the following and set properly:
   - Ma selector
   - kVp selector
   - Timer
   - Automated technique selector
   - Locate on/off switch and mainline on/off switch

2. X-ray Tube - Identify the following and manipulate properly:
   - Anode end
   - Cathode end
   - Detent lock
   - Vertical lock
   - Horizontal lock
   - Angulation lock
   - Tube rating/cooling charts

3. X-ray Table - Identify the following and manipulate properly:
   - Head end of table
   - Foot end of table
   - Bucky tray
   - Bucky tray lock
   - Bucky tray cassette lock
   - Identify grid ratio and focus distance
   - Attach and detach footboard
   - Raise/lower x-ray table
   - Manipulate floating table top

4. Wall Bucky - Identify and manipulate properly:
   - Bucky tray lock
   - Bucky tray cassette lock
   - Identify grid ratio and focus distance

5. Linen Supplies for Specific x-ray room
   - Identify types of linen for x-ray room
   - Locate storage area
   - Stock with appropriate linen

6. Radiographic Supplies for Specific x-ray room
   - Identify supplies
   - Locate supplies

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Proper use of sandbags, positioning sponges, calipers, lead apron/gloves, patient protection devices, lead rubber, immobilization/restraint devices

7. Emergency Supplies (if appropriate)
   Locate supplies
   Stock supplies
   Identify specific use

8. Contrast Media (if appropriate)
   Identify appropriate types used
   Prepare contrast agent(s) for use
   Locate and manipulate properly, accessory items for contrast media, e.g., needles, syringes, tubing, etc.

9. Radiographic Procedures for Specific Group
   Identify various examinations
   Assist with various examinations
   Identify various routines for specific examinations

10. Image Processing
    Properly perform imaging processing
    Identify patient information of image

11. Fluoroscopy Equipment
    Identify fluoro tower and manipulate properly
    Proper room set for fluoroscopy examination

12. Mobile Equipment
    Identify and locate portable x-ray machine
    Properly maneuver portable x-ray machine
    Manipulate x-ray tube locks
    Identify Ma selector and set properly
    Identify timer and set properly
    Identify Kvp selector and set properly
    Use distant measuring device properly
    Identify examination done with portable equipment

13. Markers
    Identify various types of markers used on images
    Use and place markers correctly

CLINICAL LEVELS OF PROGRESSION: The student will-

LEVEL 1: INTRODUCTORY (Terms 1-2)
Gather information and formulate skills by observing and assisting the radiographer in radiographic examinations and duties.

Attempt procedures they have assisted with by themselves with minimal assistance or direction by the radiographer.

Be directly supervised by a registered radiographer at all times.

LEVEL 2: BASIC (Terms 3-4)

Assist the radiographer in radiological examinations or duties.

Assume more responsibilities for the documentation of examinations

Attempt comped examinations by themselves with minimal assistance or direction of radiographer

Continue to be directly supervised by radiographer at all times.

LEVEL 3: FUNCTIONAL (Terms 5-6)
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Demonstrate skills and knowledge to perform accurately and independently learned radiographic procedures

Be capable of providing independent judgment.

Perform radiological duties, produce diagnostic images with intermediate/indirect supervision.

**LEVEL 4: COMPETENT/PROFICIENT (Terms 7-8)**

Demonstrate the ability to perform all skills and procedures accurately within an appropriate time frame

Think critically to evaluated images for diagnostic quality

Use critical thinking to problem solve and perform non-routine procedures

**Venipuncture:**

Venipuncture therapy and campus labs are part of the Radiographic program. It is not the intent of the Radiography program to prepare the student to be clinically competent in Venipuncture. Clinical competencies will be established and determined post-graduation by employer if required.

**Clinical Competencies:**

Clinical competencies cannot have more than two (2) errors. If there are more than two errors or a repeat is required due to a student error, the competency will be rejected and another attempt will be necessary. A Clinical competency form must be completed by the student for each attempt. Incomplete forms will not be accepted by C.I.I.C. **All competencies for the term must be completed by the last clinical week or the grade will be lowered by 0.5 unless due to extreme circumstances (CIIC will determine)**

*The number of competencies required each clinical term are:*

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<thead>
<tr>
<th>Term #1</th>
<th>Term #2</th>
<th>Term #3</th>
<th>Term #4</th>
<th>Term #5</th>
<th>Term #6</th>
<th>Term #7</th>
<th>Term #8</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>8</td>
<td>20</td>
<td>12</td>
<td>12</td>
<td>20</td>
<td>10 and any remaining required competencies, plus terminal competencies</td>
</tr>
</tbody>
</table>

**Students must demonstrate continued competency in all required procedures to remain in the Program. Failure to demonstrate continued competency may result in daily/weekly performance evaluations and implementation of a formal “performance improvement” plan. All students and CIIC’s are provided with a current copy of the competency log and guidelines.**

Terminal ARRT competencies can be completed throughout the Program but can be rescinded if continued competency is not evident.

The following criteria must be used in evaluating radiographic quality and student performance:

1. Accurate positioning of the patient.
2. Selection of proper size of CR/DR imaging receptors.
3. Proper immobilization.
4. Proper collimation and radiation protection.
5. Proper patient care, identification and communication.

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7. Correct identification and markers.
8. Assess and evaluate finished images, e.g., density contrast, detail, position, anatomy, markers, name and date.
9. All radiographic images must be checked/approved prior to dismissal of patient.

**CLINICAL RECORDS:**

**PRIVACY ACT (Buckley Amendment)**

It is recommended that R.T. students give written permission for P.C.C. to release the following information to the clinical affiliate: Copy of student’s immunization record, CPR certification, prior occupational radiation record, social security number and birth date. This information will be held confidential and becomes part of the student’s record while enrolled in the R.T. program.

**SUBSTANCE ABUSE CONCERNS - SEQUENCE OF INTERVENTION**

1. The following are strictly prohibited on College-owned and College-controlled property or while representing the College in any capacity, including clinical practicum:

   A. Being under the influence of alcohol or other drugs or abuse of prescribed medication.

   B. Illegal use, possession, distribution, manufacture, or sale of alcohol and other drugs.

   Students engaging in the above conduct are subject to future disciplinary action including but not limited to probation or dismissal from the program.

2. Students must perform their clinical activities safely and responsibly. The use of alcohol, illegal drugs or abuse of prescribed medication does not meet this criterion. Safety and responsibility include accuracy, reliability and accountability. It is the prerogative of an instructor to dismiss students from the clinical setting if there is any question of the student’s ability to function safely and responsibly in client care. Clinical sites reserve the right to exclude students who exhibit unsafe or irresponsible behavior. Such exclusion would mean that a student would not be able to meet course objectives and would, therefore, not be able to progress in the clinical courses.

3. A student whose behavior indicates inappropriate use of alcohol, illegal drugs or abuse of prescribed medication may be required to undergo and to provide the Program Director results of tests to detect the presence of alcohol or drugs that are illegally obtained or improperly used. A positive test result will require that the student undergo evaluation by a qualified drug and/or alcohol abuse counselor. While the department will pay for the testing, the student is responsible for any counseling expenses. Failure to follow a treatment plan prescribed by the counselor will result in dismissal from the program.

4. Behaviors and signs that may denote substance abuse are:

Class of 2017-2019
A change in the person’s behavior.
Bloodshot eyes.
Emaciated or unusual weight loss.
Tremor, especially early morning.
Dilated or constricted pupils.
Slurred speech.
Inappropriate or bizarre response/laughter.
Altered/impaired gait.
Breath odors.
Tardiness or absence.
Diminished work performance.
Possessing, using, or transferring any narcotic, hallucinogen, stimulant, sedative, or similar drug other than in accordance with a licensed physician’s order.

5. Students have a legal and ethical responsibility to report peers who are suspected substance abusers. This may be done by contacting the instructors or the Program Director, and may be done anonymously.

When a questionable set of behaviors presents itself:

Advisor/student will conference to provide feedback regarding observed behaviors, and to set expected behaviors in clinical or other school settings.

The student will be required to meet the P.C.C. Counseling Department for initial assessment. The PCC Counseling Department will then determine the appropriate referrals for the student. The student must sign a release form allowing feedback to the Radiography Department.

With Positive Test Results:
Student is placed on probationary status with program; formal probationary contract is written. Treatment plan will be required, as well as regular screening, and a requirement to follow counselor recommendations as a requirement for continuation in the program. A release of information at the treatment site will be required so that the department can be given regular progress reports.

Student refusal to test when reputed, to undergo evaluation, or to follow counselor recommendations will result in program termination.
APPENDICES

APPENDIX A - POLICIES
APPENDIX B - FORMS
APPENDIX C - STANDARDS OF ETHICS
APPENDIX D - SCOPES OF PRACTICE
APPENDIX E - POSITION DESCRIPTION
POLICY NAME: ACADEMIC STANDARDS POLICY

RAD courses are taken in the sequence offered and the student must satisfactorily complete each course with a "C" grade or above. A numerical grade of 75 is the minimum for a letter grade of C. There will be no option for a "pass/no pass" grade with required Radiography courses except for the Registry Review course during the 9th term of the program. This is still a required course but students do not receive a letter grade. Students who receive a “no pass” for the registry review course must do additional testing until they achieve a “pass” grade.

During the term students are monitored closely, and instructors will attempt to identify any deficiencies by mid-term. Appropriate assistance is available to help the students improve the academic deficiency. However, if the student fails to obtain a minimum grade of "C" in any required Radiography course, during the first year, the student may be dismissed from the program. An exception may be made on an individual basis for senior students who fail to achieve a C in a 200 level course.
(See Unsatisfactory Progress Policy).
POLICY NAME:  CELL PHONE POLICY  6/17

Students are expected to follow all policies regarding cell phone usage as prescribed by didactic instructors and clinical affiliates. Each instructor will provide this information in their course syllabi and may also discuss this during course orientations. The CIIC from each clinical site will discuss their hospital policy concerning cell phone use.

Repeated infractions will result in formal discipline such as warning, probation and dismissal from the Program. If special circumstances warrant the need for the cell phone to be available during class, this must be discussed with the instructor. Text messaging is also included in this policy and violators will have their phones taken away for the remainder of the class time period.

Students leaving the classroom to engage in “social” calls or texting will be counseled as they are expected to be participating in classroom activities.

At no time is a student to take pictures with their phone of images or patients while in the clinical setting. This is a HIPAA violation and will result in dismissal from the Program.

It is up to the instructor’s discretion as to whether or not the calculator on the student’s phone may be used during class or testing. Calculators are available upon request.

Instructors do have the option of asking that all cell phones be placed in designated place in the classroom or lab if students demonstrate inappropriate cell phone usage.
POLICY NAME: ACADEMIC INTEGRITY POLICY

Academic integrity is required of all students enrolled in the Radiography program. Cheating, plagiarism, deception, falsifying records or purposefully damaging radiology laboratory resource materials will be cause for dismissal from the program.

GUIDELINES FOR ACADEMIC INTEGRITY:

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

1. Students must do their own work and submit only their own work on examinations, reports and projects, unless otherwise directed by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.

2. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.

3. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes and evaluations.

4. Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Forms of Academic Dishonesty:

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Plagiarism**: The use of another’s words, ideas, data, or product without appropriate acknowledgement, such as copying another’s work, presenting someone else’s opinions and theories as one’s own, or working jointly on a project and then submitting it as one’s own.
- **Students must adhere to instructor’s policies pertaining to use of web-based information.**

- **Cheating**: The use or attempted use of unauthorized materials, information or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.
• **Collusion:** Assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one’s own benefit.

• **Academic Misconduct:** The intentional violation of college policies, such as tampering with grades, misrepresenting one’s identity, or taking part in obtaining or distributing any part of a test or any information about the test.

**Penalties for Academic Dishonesty:**

If a student is found guilty of violating academic integrity, any one or a combination of the following penalties, will be imposed by the faculty member:

- Verbal or written warning.
- A grade of “F” or “NP” for the assignment, project or examination.

The following penalty may be imposed by the faculty member only after a hearing conducted by the division dean:

- A grade of “F” or “NP” for the course, overriding a student withdrawal from the course.

The Dean of Student Development may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

- Disciplinary admonition and warning.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
- Suspension from Portland Community College for a definite period of time, (i.e., suspension of the privilege to attend Portland Community College).
- Expulsion from Portland Community College (i.e., removal of the privilege to attend Portland Community College).
PCC RADIOGRAPHY PROGRAM
PROGRAM POLICY

POLICY NAME: GRADING POLICY

Within the Radiography Program, the following letter grades may be earned for didactic courses:

"A" = 100% - 91.5% Course average

"B" = 91% - 83.5% Course average

"C" = 83% - 74.5% Course average. This is the lowest acceptable grade for progression in the Radiography program. (refer to “I” grade)

"D" = 74% - 66% Course average. "D" grades may not be applied toward degree requirements and therefore, must be repeated satisfactorily before the student may progress in the program.

"F" = Less than 65% or lower course average. "F" grades may not be applied toward the degree requirement and therefore, must be repeated earning a "C" grade or higher before the student may progress in the program.

"I" = Incomplete indicates that some requirements have not been completed. Due to the sequential nature of the program, the "I" must be made up according to individual agreement with the instructor. Time limits will be set by the instructor depending upon the nature of the deficiency.

An “I” may be issued to a second year student whose course grade falls between 70% and 75% depending upon the reasons for the substandard grade. If the course average is between 72% and 75%, the instructor may choose to have the student retake a test or complete an additional test within the first three weeks following the term where and “I” grade was issued. It is the instructor’s discretion as to how the student will improve their grade in the course.

If the course grade was 70 % or 71% the student would be assigned additional course work and be retested before the end of the succeeding term. Failure to raise course average to at least 75% would result in the course needing to be repeated the following year. Any student needing to repeat a course the following year would not receive their diploma or be able to take the national examination until the course is completed.

Clinical Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91.5% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>83.5 – 91%</td>
</tr>
<tr>
<td>C</td>
<td>74.5 – 83%</td>
</tr>
<tr>
<td>Below 74.5%</td>
<td>Failing</td>
</tr>
</tbody>
</table>

A letter grade of “C” is required to pass clinical courses.
POLICY NAME: WITHDRAWAL POLICY

If a student elects to withdraw from the Radiography Program, it is required that the student submit written notification to the Program Director and CIIC of such a decision. This will be followed by an exit summary with program director. Reasons for the withdrawal should be included in the letter to assist the program’s documentation of student retention and attrition.

If a leave of absence is requested, the student must discuss this with the Program Director and CIIC at their site. The usual length of time for a leave is one year. It is up to the discretion of the Program Director as to a student being allowed to re-enter the Program following the leave of absence. The original clinical site may or may not agree to the student resuming clinical at their site, or may not have a clinical position available. If that occurs, the Program Director will confer with CIICs at other affiliates to secure clinical placement for the student.

If personal hardships or health issues make it difficult for a student to perform at the required academic and clinical performance levels, the Program Director may encourage the student to take a leave of absence to prevent failing grades causing dismissal from the Program.

Due to the length of time the student is absent from clinical, returning to the Program would begin one term prior to the term when the student withdrew. This is to allow the student time to refresh clinical skills and learn any new policies and procedures.

For medical leaves, a written document from the attending physician must be submitted to the Program Director in order to be considered for re-entry.
PCC RADIOGRAPHY PROGRAM
PROGRAM POLICY

POLICY NAME: DISMISSAL POLICY

The student may be dismissed from the program for any one of the following documented reasons.

1. G.P.A. below 2.0.
2. Course grade below a C during first year of the Program
3. Unsatisfactory clinical performance. (see Unsatisfactory Progress Policy)
4. Unethical, unprofessional conduct, judgment and/or performance.
5. Continued unexcused absenteeism and/or tardiness (Refer to Attendance Policy)

When a failing grade is issued for poor clinical performance, the student may not be able to reapply to the Program, depending upon the factors that are documented on clinical assessments. Such factors include but are not limited to: failure to demonstrate continued competency, failure to demonstrate competency based on educational level in the Program, and or behaviors that were deemed unethical.
POLICY NAME: TRANSFER POLICY

Transfer - Clinical (within program):

Should a student request a clinical transfer within the Program, rationale for the request must be discussed with the Program Director, Clinical Coordinator and the current CIIC. If there are any vacancies at other clinical affiliates this information will be provided by the Program Director to the student with no guarantee of transfer. Clinical affiliates are not obligated to agree to a transfer of another student to their site.

The Program Director will arrange a meeting with the student, the current CIIC, the proposed CIIC, Clinical Coordinator and the Program Director. If it is agreed by all parties that the student would benefit by such action; written documentation of the meeting and a signed transfer agreement by all parties, the transfer will occur at the beginning of the next term and the clinical records and student file will be transferred at that time to the new clinical affiliate.

If the student should demonstrate problems or cannot demonstrate progressive and continued competency at the new site, the student may be dismissed from the Program.

Transfer (from outside Radiography Program):

The program does not guarantee outside transfer into the Radiography Program. Requests for such will be considered on an individual basis. Due to the academic and clinical training differences between programs, a transfer into the Program is usually not possible.
PCC RADIOGRAPHY PROGRAM
PROGRAM POLICY

POLICY NAME: READMISSION POLICY

Students who have received a D or lower in any theoretical or clinical Radiography course, or who have withdrawn from Radiography courses, may be able to receive consideration for readmission to the program on a one time only basis. Decisions for readmission will be based on the same criteria as used for all applicants, as well as the following conditions:

1. Students must formally reapply for admission into the program by submitting a letter of application and an admission application.

2. Students who are reapplying to the program must have a cumulative GPA of 2.0 or higher.

3. Students will be readmitted on a space available basis and contingent on placement at a clinical site. The clinical instructor and manager at their previous site are not obligated to accept this student back at their facility.

4. Students must follow all conditions outlined in an individualized improvement plan to be considered for readmission. This may include the successful completion of courses listed on the improvement plan and may also require the student to meet with counselors in the Student Success Center for assistance with additional study and test taking skills.

5. Students may be readmitted to the program only once. If extenuating circumstances exist, a committee of the Radiography Program Director and Radiography Faculty will meet to review the case. The student will submit, in writing, justification why he or she should be allowed back into the program more than once.

6. Students who received a failing grade in clinical may not be able to apply or re-enter the Program based upon the factors that were documented in clinical assessments. Also refer to the Program’s Dismissal Policy.

7. The final decision will be made by the Program Director.
PCC RADIOGRAPHY PROGRAM
PROGRAM POLICY

POLICY NAME: REGISTRATION AND CLINICAL POLICY

Students are required to have registered prior to attending class or clinical. Failure to register or pay fees will result in:

1. The student not being allowed to attend classes or clinical.
2. The student having to make up all assignments and clinical time missed during the period of nonattendance.

Registration information is provided by the program’s administrative assistant. Also, the College policy for registration can be found on the PCC website and through the Registration Office.

The new PCC tuition payment process is also explained on the College website. Students need to have tuition paid or a payment plan in place two Mondays prior to the beginning of a term.
Direct or indirect supervision of students must be maintained at all times. **Direct supervision** of a student by a qualified radiographer is mandatory until the student has been deemed competent in a particular procedure. **Indirect supervision** (a registered radiographer is in the vicinity and available for immediate assistance) of a student is allowed for a procedure the student has demonstrated competency for. “In the vicinity” means that the technologist is nearby and not engaged in another procedure so that they are readily available to assist the student if needed. This includes surgical and mobile procedures.

All student images will be viewed and critiqued by a registered technologist, or radiologist prior to submission of images for interpretations.

The student in the first 50% of their clinical education shall have a qualified registered radiographer review requests of radiological examinations to:

1. Make a decision as to whether or not a student can perform the examination with reasonable success.
2. Determine that the condition of the patient does not contraindicate or preclude performance of the examination by the student.
3. Determine if the student has had didactic instruction on the procedure that is ordered.

If any of the above decisions cannot be made with assurance, the presence of the radiographer in the radiographic room is required. The registered radiographer will check and approve the images prior to the dismissal of the patient.

Students in the second 50% of clinical education may review their own requests and under indirect supervision, proceed with procedures they have been deemed competent for.

**All repeats must be performed under direct supervision after consultation to determine how to improve the image.**

**Students should refuse to proceed with an exam for which they have inadequate supervision according to this policy.**

**Due to Oregon State rules on fluoroscopy, students must not perform fluoroscopy procedures independently prior to graduating from the Program.**
POLICY NAME: CLINICAL ASSIGNMENT POLICY

Students are assigned to their primary clinical site during the acceptance process and are asked to sign an acceptance agreement. The Program will attempt to match students with one of their selected clinical sites, but students should expect that they may be assigned to any of the Program’s clinical affiliates.

While in the clinical setting, students may be scheduled for days, evenings and/or weekend shifts.

The C.I.I.C. will provide specific details and assignments based on the program guide for each clinical education course. Student’s assignments will be limited to 8 hour shifts and no more than 40 hours per week. Any additional time spent in clinical must be agreed upon by both the CIIC and student and the Clinical Coordinator. If agreed upon, students may complete up to but **not exceeding 10 hours per shift**.

Students are to adhere to their clinical assignment schedule and must notify their CIIC or technical supervisor if they are unable to attend their assigned shift. Hours to be made up must be discussed with CIIC. Failure to adhere to this policy may result in dismissal from clinical. Students must notify the College when they will be attending clinical during non-scheduled days.

Students are assigned a specific number of clinical hours per academic term. When a student requires time off for personal reasons, such as a wedding, funeral, or brief trip, the time off must be discussed with the CIIC and arrangements made for how the hours will be made up. Depending upon the need for time off, a student can also make arrangements to complete some or all of the hours prior to the time they will be absent.

**Students cannot “bank” hours in order to get ahead and then take time off arbitrarily.**
POLICY NAME: **CLINICAL ATTENDANCE POLICY**

The clinical education schedule of the radiography student is the direct responsibility of the Clinical Instructor In Charge (CIIC) and is based on the program guide for clinical education time. Students are expected to arrive on time for each clinical assignment and promptly begin the day’s activities. Students are expected to personally notify the C.I.I.C. or supervisor (coordinator or technical coordinator) prior to the start of the shift if they will be late or not able to attend.

Attendance is required to receive a passing grade in a clinical education course. The first absence during the term does not need to be made up. This is **not** a “bankable” day and students should not expect this to be used in that manner. Additional absences will need to be made up as agreed upon with the clinical instructor, by the Friday of finals week. The clinical grade will be lowered by one letter grade if absences are not made up by Friday of finals week, except when extenuating circumstances exist. Students who stop attending clinical without notifying the C.I.I.C. and program director may receive a grade of “F” for the course.

The C.I.I.C. and clinical coordinator will determine the amount of time the student will need to make up. While students may schedule their own make-up time with the C.I.I.C.’s approval, the Program will not require make-up time to be scheduled at times which would have the student participating in educational activities for more than 8 hours per day or more than 40 hours in a week. Suggested make-up times include finals week and/or SAC meeting days.

Students may not make up missed hours on holidays that the College recognizes and campuses are closed.

**Bereavement leave** for students entitles the student to be absent from clinical for a period of **three consecutive days** without making up clinical hours. Additional time would then be made up by the terms agreed upon between the clinical instructor and student. The three day leave applies in the death of an immediate family member or significant other. One day of leave may be granted to attend the funeral of a close friend or a relative other than of the immediate family. Arrangements need to be made with approval from the CIIC.
POLICY NAME: CLINICAL CONDUCT POLICY:  

Each clinical affiliate has policies that govern the conduct of its students. The policies will be provided by each respective CIIC and students in the Radiography Program must abide by them.

Additionally, students must:

1. Arrive promptly and be prepared to begin clinical experiences.
2. Wear designated clinic uniform, name and radiation badges.
3. Exhibit proper conduct in the work environment, with patients and staff. This includes appropriate conversations with staff and fellow students.
4. Develop and demonstrate professionalism and ethical practice.
5. Be responsive to instruction, evaluations and constructive criticism.
6. Demonstrate radiation awareness and protection.
7. Learn, follow and practice department routine.
8. Learn, follow and practice department policies.
9. Be aware of and responsive to patient condition, care, and confidentiality
10. Learn and demonstrate good radiographic practice.
11. Follow Program and affiliates requirements for HIPAA and image use for class assignments and/or image critique sessions.
12. Adhere to Program and affiliate phone and social media policies.

All clinical conduct policies apply equally to special rotations. Failure to follow conduct policies will likely result in a lowered grade, counseling and possible clinical warning and/or probation.
PCC RADIOGRAPHY PROGRAM
PROGRAM POLICY

POLICY NAME: CLINICAL APPEARANCE POLICY

Dress Code

Students are required to wear designated clinical “scrubs” and shoes according to clinical site policy. Since sweaters are not allowed, students may wear a white lab coat or long sleeved scrub jacket over their uniform. All clothing and shoes should be neat and clean.

Students must adhere to hospital policy concerning artificial hair colors. Hair should be neat and clean. Beards/mustaches must be clean, short and neatly trimmed.

Hospitals may also have policies regarding visible piercings other than of the ears and also for tattoos. Long sleeved scrub jackets may be required to cover arm tattoos. Students must adhere to these policies when attending clinical.

Wristwatch, wedding band and smaller earrings are permissible (excessive jewelry is considered unprofessional). Long fingernails are a safety hazard. Students must follow hospital’s policy concerning artificial nails.

Clinical sites request that students refrain from wearing any scented lotions or colognes, and students must adhere to this requirement. Please follow your hospitals policies on smoking and tobacco use. Patients are sensitive to any strong odors such as smoke on hair and clothing and strong body odor. Personal hygiene is important.

The clinical name tag will be worn at all times during clinical education hours. The clinical affiliate will supply each student with an identification name tag.

Radiation monitoring badges will be supplied to the students by the affiliated hospitals for clinical education and will be worn at collar level at all times. Check with CIIC for schedule of badge exchange; some are monthly, others are quarterly. It is the student’s responsibility to turn in badges promptly on designated dates.
POLICY NAME: CLINICAL ACCIDENT POLICY

Any accident/injury to a student on campus or in the clinical facility must be reported to the program director or a faculty member immediately by person/telephone/email and followed up by written documentation within 48 hours. Forms are available online.

Treatment may be given to the student at the clinical site. Please refer to the hospital policy on accidents and injuries.

Complete forms and obtain appropriate signature of witness and CIIC or instructor. If treated at the clinical site, include a copy of the treatment statement with the other documents and send to the College. Turn in to program director within 48 hours.

A photocopy will be placed in student file and original document will be forwarded to College Risk Management.
POLICY NAME: CLINICAL SUSPENSION POLICY

Suspension from a clinical affiliate for any given reason will be reported to the Program Director. Suspension is subject to the discretion of the CIIC and affiliate management, as well as a failure by the student to follow Program policies.

Such suspension from a clinical affiliate does not exclude the student from attending academic classes at the College. During this time the Program Director and Clinical Coordinator will review the documentation from the clinical affiliate and determine the course of action to be followed.

Hours missed from the clinical affiliate due to suspension will be made up. Suspension may be cause for lowering the clinical grade one letter. Repeat suspensions will result in a formal dismissal from the Program. (refer to Program Dismissal Policy)
The clinical education portion of the program shall provide a continuous environment for direct and/or indirect supervised competency-based clinical education and experience. It also will provide a sufficient number and variety of radiological examinations/procedures and equipment.

Clinical Instructors In Charge have been identified to supervise and evaluate students according to clinical objectives and clinical grading policies for each clinic affiliate. Students can only be evaluated by A.R.R.T. certified radiographers.

The maximum number of scheduled hours for a student is not to exceed total of 40 hours a week (academic/clinical). Students are not to be exploited.

Clinical affiliates shall not substitute students for paid personnel to conduct the functions of the clinical affiliate by contractual agreement.

The following contingency plan will be in effect within 8 hours when a work stoppage or strike is declared:

Contingency plans developed by P.C.C. Radiological Sciences Program are that students assigned to clinical affiliated declaring a work stoppage/strike will be placed in another clinical affiliate within eight hours of declaration.

Students will be assigned to another participating clinical affiliate based on authorization and consultation with the Joint Review Committee on Education in Radiologic Technology (J.R.C.), evaluations of clinical affiliate student capacity, supervision of students and sound educational judgment.

Student evaluations and competencies will continue.

When work stoppage/strike has ended, students will return to the original assigned clinical affiliate.

The program director will contact the Division Dean of Health & Family Studies, the Medical Director, and C.I.I.C. of the striking clinical affiliate; and the C.I.I.C. of the proposed interim clinical affiliate to determine where students can be accommodated.
POLICY NAME: SUBSTANCE ABUSE POLICY

Requirements for Standard Drug Screening:

Prior to entering clinical at the beginning of the Program, all students must successfully pass a drug screening procedure. For the duration of the two-year Program the following will apply:

If you exhibit behaviors that may cause your Radiography faculty or CIIC concern regarding your possible abuse of drugs or alcohol, it will constitute a requirement for you to undergo immediate counseling through the PCC Counseling Department. If they deem it necessary, you may need to undergo drug or alcohol screening.

Positive test results will cause you to be placed on probation in the Program and will require you to undergo evaluation and treatment by a qualified drug and alcohol counselor. The clinical affiliate may refuse to allow the student to continue at their site.

Refusal to undergo test and subsequent treatment, if indicated, will result in your immediate dismissal from the Program.

Contact the Program Director at 971-722-4907, with any questions you have.
POLICY NAME: **BLOOD BORNE PATHOGENS:**

All Radiography students will attend and be instructed in Blood Borne Pathogens policy and procedure during the program orientation prior to Fall term. Documentation of attendance will be located in the student’s files. This requirement is mandated by federal law and endorsed by the Program and all clinical affiliates of the program.

Students also receive training on procedures and protocols in the Patient Care labs on campus.

In the clinical setting, it is possible that the student may come in contact with Blood Borne Pathogens when providing patient care. If this occurs, he or she will follow the hospital procedure for such exposure and complete an incident form provided by the college.

When students are in the clinical education center they will abide by hospital policy regarding communicable disease. Check with clinical instructor in charge for specifics. Failure to follow Blood Borne Pathogens procedure may result in disciplinary action up to and including program expulsion.
POLICY NAME: COMMUNICABLE DISEASE POLICY

Last Revised: 6/17

General Procedures on Communicable Disease - STUDENTS - (see Board Policy 4.427).

Confidentiality

These regulations shall be pursued in order to maintain the dignity and protect the privacy of the infected person. Confidentiality shall be a primary consideration.

If the College has reason to believe that a student is infected with a communicable disease, the college shall follow the guidelines set forth by the Oregon State Health Division and/or the Multnomah County Health Department to prevent the spread of that disease.

Clinical

Due to the nature of the clinical work the radiography student performs, it is evident that she/he may care for a patient with little or no immunity to a communicable disease. Therefore, the student must follow the infection control policies of the assigned clinical site.

Additionally, students who have developed signs or symptoms of communicable diseases that pose a hazard to patients or other clinical personnel shall report this status to the program C.I.I.C. and coordinator at the earliest possible time.
POLICY NAME: OREGON HEALTH IMMUNIZATION REQUIREMENTS

Last Revised: 6/15

Oregon state law requires that all persons working in health care facilities be screened for tuberculosis (TB), and those students born after 1956 who are involved in health care clinical experiences provide proof of current immunization for measles. Regulations from the Oregon Occupational Safety and Health Administration require students in health care occupations to be immunized for Hepatitis B.

In addition, clinical facilities require proof of current immunization against tetanus, rubella, measles, varicella and hepatitis.

Before the student starts clinical, the following requirements must be met:

A. Show evidence of immunity to measles, other childhood diseases and a negative P.P.D. test or negative chest x-ray for tuberculosis. The P.P.D. test must be done during the summer term prior to beginning the Program in the Fall to be in compliance with hospital requirements.

B. Show evidence of having begun or completed the Hepatitis B vaccination injections. The titer (test) must be done shortly after the series are completed to prove immunity. Documentation of the immunity will be turned in to the Program Director or Radiology Department Administrative Assistant.

This requirement is mandated by federal law and endorsed by the program and all clinical affiliates of the program.

In the clinical setting, it is possible that the student may come in contact with Blood Borne Pathogens when providing patient care. If this occurs, he or she will follow the hospital procedure for such exposure and complete an incident form provided by the College.

When students are in the clinical education center they will abide by hospital policy regarding communicable disease. Check with clinical instructor in charge for specifics. Failure to follow Blood Borne Pathogens procedure may result in disciplinary action up to and including program expulsion.
POLICY NAME: RADIATION SAFETY POLICY

1. At any time during activities requiring use of the radiographic x-ray tube (when x-rays are being generated), observation will be made from the control booth (protected area).

2. Specifically, you must not hold or support a patient during a radiographic exposure nor should you hold or support a cassette during a radiographic exposure. If any emergency arises, you must wear a protective lead apron and lead gloves.

3. During activation of a radiographic tube you must not be in the direct visual line of the radiographic tube or patient. Thus, you may not observe the patient during the radiographic tube exposure except through a protective lead glass window. Do not peek around the corner or through the door crack.

4. During an exposure or procedure (radiographic/fluoroscopic) do not place yourself in the direct line of x-ray beam even though you may be wearing a lead apron.

5. Under no circumstances will you license yourself, fellow student, or any other human being to be exposed for tests or experimentation.

6. If during fluoroscopic procedures, you must remain in the radiographic room the following will prevail.
   - A. A lead apron will be worn at all times with radiation badge worn outside apron at collar level or you will remain behind a lead protective screen and not in direct line of the x-ray beam or the patient.
   - B. You must stand as far from the patient and the tube as consistent with proper conduct of the examination.

7. During the clinical education, student may/will make radiation exposures on patients and will assist in moving patients about in the radiographic/fluoroscopic examination rooms under the direct supervision of a certified R.T.(R) or under the indirect supervision of a certified R.T.(R) if already deemed competent.

8. When working in the surgical areas for radiological purposes, the following will prevail:
   - A. Wear proper surgical attire.
   - B. Wear lead apron with radiation badge at collar level, outside lead apron.
   - C. Stand as far from patient and x-ray tube as is practical.
D. Observe all regulations which apply to the surgical area; e.g., preserve sterile fields wearing surgical attire, avoid getting in the way of surgical personnel.

E. Protect surgical personnel whenever possible from radiation exposure (direct or indirect).

9. When working in portable procedures in rooms occupied by patients, the rules for 8, section B and C apply. Protect other patients and ward personnel whenever possible from radiation exposure (direct or indirect).

10. When using the C-arm equipment in the Program’s lab, students will not energize the tube unless under the direction of an instructor. Lead aprons will be worn by anyone in the room, with all people standing as far from the x-ray tube as possible.

11. The PCC radiography Program expects students to learn, regularly practice, and become proficient with the use of radiation protection procedures in the lab and clinical setting. According to the profession’s Practice Standards, students will:

   - Apply gonadal shielding to all patients of child-bearing age for all exams other than those that require visibility of the gonadal area on the image.
   - Collimate to include only the required anatomy of interest and to achieve images of optimal diagnostic quality.
   - Educate patients and others regarding radiation safety procedures as appropriate.
POLICY NAME: RADIATION MONITORING POLICY

1. Radiation Monitoring Badge

No student is to be permitted into the energized areas, academic or clinical, of the radiology department without a radiation badge. Badges will be supplied by the College (for energized labs) and the hospital (for clinical experience). It is the student's responsibility to turn in the badge each month or quarter for interpretation. The radiation badge must be worn at all times during the clinical education portions of the program. The badge must be worn at collar level. If a lead apron is worn, the badge must be worn at collar level outside of the lead apron so that any radiation reaching the body will be recorded. **All badges should remain in either the radiology departments or the Program’s lab when students are not in clinical or lab sessions.**

The clinical badge reports are available for review at the clinical site, beginning the 2nd term of the Program. Students are responsible for recording their cumulated deep dose in their clinical syllabus at the end of each term. The deep dose badge reading for a student should not exceed 42 mrem in one month or 84 mrem in one quarter. * This is based on the occupational exposure dose limit as recommended by the HPNW. If the deep dose exceeds 10% of these amounts in any time period, the student will report to the Clinical Instructor in Charge (CIIC) to discuss the possible cause and will initial the report after the reading is discussed. The CIIC will then inform the radiation safety officer of the possible causes of a higher than normal reading. The Program Director will also receive a copy of the report and will also discuss this with the student.

The college badge reports will be filed and any reading exceeding the limits, stated above, will be discussed between the student and lab supervisor. The Program is responsible for maintaining the radiation exposure from both the college and clinical affiliate.

*Occupational exposure dose limit based on NCRP #116
** Based on Oregon Administration Rules (OAR) 333-120-0210. 1. (A)
POLICY NAME: PREGNANCY POLICY:  

It is the intent of the P.C.C. Radiologic Technology Program to reduce the occupational radiation exposure to the pregnant student and fetus throughout the gestation period. This policy conforms to the National Council on Radiation Protection Reports Nos. 91 and 116.

The choice whether to declare a pregnancy is completely voluntary (10 CFR part 20). Declaring a pregnancy means that during the entire gestation period, the dose limit to the fetus from occupational exposure of the expectant mother (student) shall not exceed .05 rem/month. Choosing not to declare a pregnancy means that both the student and embryo/fetus will continue to be subject to the same radiation dose limits that apply to other occupational workers, 5 rem/year.

If a student chooses to declare a pregnancy, it must be done so in writing with the following information provided:

1. Written confirmation of the pregnancy (the student is not declared pregnant until this is received)
2. The approximate conception date and expected delivery date.
3. Written statement from the student's physician concerning the conditions of physical involvement to be allowed.

A declared pregnant student will develop an individualized plan in consultation with the Program Director and CIIC as to how the clinical education portion of the Program will be completed in a manner which both limits the fetal dose and allows for the least disruption of the student’s schedule. Schedule changes are voluntarily made at the student’s discretion and with the student’s consent. The declared pregnant student will wear two radiation monitoring devices. One is to be worn at waist level and the other at collar level. The radiation badge at waist level is worn under the lead apron. This method serves to better monitor the fetal dose and provide a back-up reading in the event of an erroneously high or increased reading on a badge. The collar badge is to be worn outside the lead apron.

The student will also meet with the Program Director to learn all potential risks of x-radiation to the fetus during her pregnancy. A declaration of pregnancy form will be signed by both student and Program Director.

If at any time the student wishes to un-declare her pregnancy she may do so by meeting with the director and sign the same document stating such.

As with any absence, clinical objectives and competencies, including the ARRT required competencies, missed due to pregnancy, must be made up prior to the completion of the Program.

Class of 2017-2019
POLICY NAME: RADIOGRAPHY EMPLOYMENT POLICY

While enrolled in an accredited program of radiography and fulfilling the clinical component of the prescribed course of study, you will not need a license because you are considered a “student”.

In order to practice Radiologic Technology in the state of Oregon it is your responsibility to acquire a license if you receive financial payment for employment or services as a Radiologic Technologist. [Ref.OAR 337-10-006(1)]

It is your responsibility to contact and acquire the appropriate license or license from the:

Board of Medical Imaging
800 N.E. Oregon Street #21
Portland, Oregon 97232
(503) 731-4088
FAX (503) 731-4207
TDD (503) 731-4031

Students may apply for a Temporary License through the Oregon Board of Medical Imaging (O.B.M.I.) approximately midterm of the seventh term of the Program. This is more apt to ensure academic knowledge of the temporary license requirements that allow the student to be employed as an unregistered radiographer. The temporary license will not require direct supervision but will require knowledge, experience and judgment for all aspects of radiology.

It is the responsibility of the clinical institution to assess the competency of the student and their ability to work with a temporary license in all permitted areas. The College cannot make this determination. The affiliate takes full responsibility for the actions of the student during employment.

Time spent or procedures performed during employment with a temporary license will not be associated with any program requirements, including evening/weekend shifts. Competencies may not be completed during a student’s paid time. Students should not be schedule to work for pay on scheduled class days or during their normal clinical hours. Students working with their temporary license must still follow the State’s rules for fluoroscopy.

Students are required to sign a Clinical Integrity Policy concerning separation of student and paid hours. A copy of this must be provided to the Program Director and kept in the student’s file. Failure to follow this policy could result in suspension from the Program.
POLICY NAME: UNSATISFACTORY PROGRESS POLICY

1. Unsatisfactory progress:
   A. Unsatisfactory clinical performance. This includes failure to demonstrate continued competency in procedures the student was previously deemed competent in.
   B. Unethical/unprofessional conduct judgment and/or performance in either or both the clinical and didactic settings.
   C. Continual unexcused absenteeism/tardiness – Warning Process: verbal, written, probation, expulsion
   D. Poor course grades (below 75 course average)
   E. Repeated violation of cell phone policy in either classroom or clinical setting.

2. The faculty or CIIC must identify the unsatisfactory performance (the incident, conduct/judgment and/or performance).

3. The event or unsatisfactory performance must be documented and discussed with the student. When circumstances involve unsatisfactory clinical progress, a plan for improvement must be developed with consultation of Clinical Coordinator (clinical performance) or Program Director.

4. The written documentation is forwarded and discussed with Program Director.

5. If the student demonstrates satisfactory improvement, the process shall end at the completion of the term.

6. If a first year student does not improve after steps #2-5 or receives a "D" or "F" grade, the student will be dismissed from the Program.

7. If a second year student does not improve after steps #2-5 and receives a "D" or "F" grade, the student may continue, on Program probation, and be allowed to continue at the clinical affiliate with the clinical affiliate's permission for the following term. However, the following criteria must be met to prevent dismissal from the program:
   A. The student must follow all of the requirements and guidelines specified in the personal improvement plan. Timelines should be indicated as to when improvements are expected, etc.
   B. The student must successfully complete (term grade of "C" or higher) all courses in subsequent terms.
   C. The course in which the student receives the unsatisfactory grade will need to be successfully completed or repeated within the agreed upon time period.
PCC RADIOGRAPHY PROGRAM
PROGRAM POLICY

POLICY NAME: DUE PROCESS POLICY

The Program follows all PCC policies regarding Due Process. This includes Disciplinary Due Process and Student Grievance Procedure as stated in the PCC Student Rights & Responsibilities Handbook. These policies can be found on-line or hard copies may be available in the Student Services office. Additionally, the Academic Dishonesty Complaint & Hearing Procedure follows.

ACADEMIC DISHONESTY COMPLAINT AND HEARING PROCEDURES:

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.

2. The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student’s work showing a radical disparity in style or ability.

3. The faculty member provides the student an opportunity to explain the incident.

4. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of Portland Community College Academic Integrity Policy.

5. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of “F” or “NP” on an assignment, project or examination, or no further action. If the accused student contests the faculty member’s decision, a hearing with the division dean may be requested.

6. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of “F” or “NP for the course) the student is entitled to a hearing with the division dean. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the division dean within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.

7. Within 10 days of receiving an Academic Dishonesty Report form, the division dean notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and division dean to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and division dean may proceed with the process to completion. The division dean will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The division dean determines if the action recommended by the faculty member is appropriate.
8. Within 10 days of the hearing, the division dean sends written notification of the results to the student and faculty member.

9. Within 10 days of the notification, the student may submit a written appeal to the dean of instruction. The decision of the dean of instruction is final.

10. The division dean sends a final report to the dean of student development. The dean of student development may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct.

   1) Disciplinary admonition and warning
   2) Disciplinary probation with the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
   3) Suspension from Portland Community College for a definite period of time, (i.e., suspension of the privilege to attend Portland Community College).
   4) Expulsion from Portland Community College (i.e., removal of the privilege to attend Portland Community College).

Students of Portland Community college are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. PCC strives to provide students with the knowledge, skills, judgment and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one’s research; to present the words, ideas, data, or work of another as one’s own; or to cheat on an examination corrupts the essential process of higher education.
Students, who wish to exercise their right to challenge decisions and/or actions taken by college staff in regard to violations of student rights, should follow the college grievance procedure outlined in the Student Rights and Responsibilities Handbook.

Students who feel the Program is in violation of JRCERT Accreditation Standards are asked to discuss their concerns with the program director who will provide information regarding the specific standards. The Standards can be found on the JRCERT’s web site. A copy of the Standards is also available in the lab for students to review.

If, following discussion, the student continues to feel the program is in violation of JRCERT Standards the student will forward a written complaint to the program director within 15 business days of the discussion. The program director will review the complaint with the division chair and respond in writing to the student within 15 business days of receipt of the written complaint. The director’s written response will include the JRCERT phone number for the student if he/she wishes to advance the complaint.
POLICY NAME:  Confidentiality Policy

It is important that all students in the Radiography Program understand that confidentiality is a critical legal and ethical element of Medical Radiography. Students are not to discuss any patient, condition, or treatment outside the line of duty. A student who violates this policy may be subject to immediate dismissal from the Program. All students are required to attend their clinical settings HIPPA training to become educated on policies and procedures regarding confidentiality.

Images that are used for film critique or lab sessions should have all patient identification removed. If possible, hospital or clinic names should also be removed from images. During film critique sessions held at clinical sites, if using the hospital PACS system, the information may be present as there will not be any hard copies leaving the hospital for this purpose. Students attending critique sessions away from their home sites may bring images on approved disks that follow all HIPAA requirements.

No images taken with cell phones are allowed.
PCC Radiography Program
Social Networking Policy

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The Program recognizes the many opportunities for communicating using social networks. Students need to remember that everyone can see and read what is placed on a site.

In order to maintain the professional and ethical standards of the Program and the clinical affiliates, students are encouraged to use these sites appropriately by adhering to these guidelines:

- Activities that occur during clinical rotations or having to do with patients are considered private information and should never be shared through social media.

- Students should refrain from making derogatory or defaming comments about the affiliate, program, fellow students and faculty or staff.

- Students should not ask to connect with their instructors on networks in order to maintain an appropriate professional relationship.

- Nothing should be posted that would violate FERPA (student privacy) and HIPAA (patient privacy) regulations.

- Images of you used on social networking venues can be seen by recruiters when considering people for a new hire. Students should use good judgment before posting personal pictures.

- Use of cell phones for taking images in the clinical setting is prohibited and can result in expulsion from the Program. This is a HIPAA violation.
POLICY NAME: RADIOGRAPHIC IMAGES AND THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Healthcare organizations must comply with HIPAA standards for the privacy of individually identifiable health information. Students enrolled in the Radiography Program at PCC must adhere to all HIPAA policies while in the clinical or didactic setting.

Students are assigned projects that involve the acquisition of radiographic images from their clinical sites. These may be required for film critique sessions or for didactic courses.

It is mandatory that all information that could identify a patient be removed from each printed image. This includes the name of the clinical site. Students will be instructed on how to do this by both the College faculty and hospital CIICs.

Due to the serious consequences that could occur if this information were to be made public, any student who fails to follow these rules will be disciplined in the following manner:

- First offense: student will be placed on warning
- Second offense: student will be expelled from the Program
POLICY NAME:  **CPR POLICY**  

All Radiography Students need to maintain current certification in CPR by the American Heart Association while enrolled in clinical education. The Program will schedule a CPR course for the first year students each year during orientation.

To ensure that all students are current with CPR, this course is required and the credit is part of the total credits needed for completion of the Program.

**Students are responsible for updating their CPR certification prior to the expiration of their current card.**

Clinical affiliates usually offer CPR courses to students and employees throughout the year. Ask your clinical instructor how this is scheduled at your facility prior to the beginning of your second year.

**Students without current CPR certification will not be allowed to attend clinical education and must complete any clinical time missed. It will be up to the student to enroll in a refresher CPR course to meet Program requirements.**
PCC RADIOGRAPHY PROGRAM
PROGRAM POLICY

POLICY NAME: COLLEGE CLOSURE POLICY

Anytime PCC cancels all classes or closes the Sylvania Campus, students will not be required to attend clinical. This information is posted on the College web sites, through cell phones with Instant Alert and by news media.

If the closure is unexpected (i.e., due to inclement weather) and the student was scheduled to attend clinical, then it is required that the student notify the CIIC directly by phone of the college closure.

Students who do attend clinical despite the college closure may use the clinical time as make-up time if needed. Students are not allowed to “bank” time accrued on college closure days.

Students are expected to use their best judgment as to the safety of travel to clinical especially in cases of inclement weather. However, the CIIC needs to be promptly notified of all absences.
PCC ACCIDENT/INJURY FORMS

The College has updated the forms used whenever a student experiences an accident or injury while attending clinical. Copies of these forms are made available to each CIIC and will be completed by the instructor, student and attending physician.

The College is to be notified immediately of an incident and the original forms must be sent to the Program Director, to be forwarded on to the College’s Workman’s Compensation Department.
RADIOGRAPHY PRACTICE STANDARDS AND ASRT PROFESSIONAL CURRICULUM FOR RADIOGRAPY

Students should be familiar with the professional standards that radiographers should adhere to. These are also referred to as Radiography Standards-of-Ethics. Please refer to this link to review the standards, which will also be discussed in program courses. If circumstances should arise where a radiographer’s behaviors or practices are being questioned, they will be compared to the Standards-of-Ethics for the profession.

The Radiography Program at Portland Community College models it’s curriculum after the ASRT’s Professional Curriculum for Radiography. The curriculum prepares students to be entry-level radiographers, meeting the educational standards of the national organization. To review the ASRT document, please refer to the following link:

https://www.asrt.org/content/Educators/Curricula/radiography/radiography_curriculum.aspx