



**2023 - 2025**

**Radiography Program:  
*Student Handbook***



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## Welcome to the Radiography Program

Our faculty and staff at Portland Community College are pleased to welcome you to the Radiography Program. We realize the hard work and effort it took for you to get to this point and trust that your experiences in the program will be both educational and enjoyable.

This handbook is designed to serve as your guide to general information about the academic and clinical pieces of the Radiography Program as well as a resource for both our department and for the general college. If you have further questions you want to discuss over the next two years, I invite you to discuss them with me at any time. My door is always open to you.

Farrah Rawlins, MAT, RT(R)(M)(CT)  
Program Director/Faculty Medical Imaging

## Mission Statement

It is the mission of the Portland Community College 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.

## 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:

- Respect and courtesy for all
- Placing students first
- Team communication
- Effective teaching
- Sharing of ideas, materials, accomplishments and disappointments

*This handbook cannot and does not attempt to address every possible situation or question about the Portland Community College Radiography Program. Nor does it constitute a contract between you as a student and Portland Community College. Everything in this handbook is subject to revision, change, or deletion at the college's discretion. Thus, nothing in this or any other college handbook may be viewed as a contract. Portland Community College reserves the right to revise and interpret the language of this handbook and all other handbooks and policies from time-to-time when deemed appropriate.*

## Accreditation and Certification

The PCC Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and is recognized by the American Registry of Radiologic Technologists (ARRT) and the Oregon Board of Medical Imaging (OBMI). At the end of the eight terms and the successful completion of all program requirements, you will receive an Associate of Applied Science Degree in Radiologic Technology from Portland Community College and be prepared to take the national certifying examination offered by ARRT. Employment in the State of Oregon requires licensure through the OBMI.

## Outcomes, Standards & Competencies

### Radiography Associates of Applied Science Degree Outcomes

Following all state/federal laws and regulations, graduates of the PCC Radiography Program will:

- Communicate with patients, peers, the public and other healthcare professionals using verbal, non-verbal and written language with clarity, coherence and purpose.
- Provide appropriate care that ensures the safety, comfort and ongoing assessment/response to the patient's condition.
- Enhance knowledge and practice self-assessment as a life-long learner by seeking peer support in professional associations, fulfilling continuing education and exploring career and professional growth.
- Practice the ethics and responsibilities of the profession by maintaining current knowledge of all radiography procedures as defined within the scope of the state practice act.
- Promote, refer, collaborate and exhibit professional behaviors expected in a healthcare team.
- Recognize different cultural beliefs and effectively communicate with, advocate for, educate and treat members of diverse populations.
- Maintain HIPAA/patient confidentiality.

The Program models its curriculum after the American Society of Radiologic Technologist's (ASRT) professional curriculum for radiography. The curriculum prepares students to be entry-level radiographers, meeting the educational standards of the national organization. Upon completion of the program students will:

- Provide care that ensures the safety, comfort and ongoing assessment/response to the patient's condition
- Effectively communicate orally and in writing in educational and clinical settings
- Apply an understanding of cultural and ethnic differences to reduce barriers and misunderstandings that may impact the provision of competent patient care
- Apply problem-solving skills in the clinical setting
- Adhere to professional ethics and standards
- Adhere to radiation protection standards and maintain safe practices in the clinical setting

## Radiography Program Goals and Outcomes

**Program Goal 1:** To graduate clinically competent students

- Student Learning Outcomes-      The student/graduate will:
- Competently perform routine radiographic procedures
  - Provide proper patient care & management
  - Demonstrate safe radiation protection practices

**Program Goal 2:** The student will develop effective communication skills

- Student Learning Outcomes-      The student/graduate will:
- Demonstrate effective oral communication skills
  - Demonstrate effective written communication skills

**Program Goal 3:** Students will use critical thinking and problem solving skills

- Student Learning Outcomes-      The student /graduate will:
- Demonstrate competence in non-routine examinations
  - Demonstrate critical thinking as it relates to image analysis and critique

**Program Goal 4:** Students will model professional behaviors

- Student Learning Outcomes-      The student/graduate will:
- Participate in professional organizations/meetings
  - Demonstrate professionalism in the clinical setting/area

## Professional Standards

The Radiography Standards of Ethics are the professional standards for all radiographers. Students can review the Standards at: <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

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.



## Technical Standards

For successful completion of the PCC Radiology Program, students must meet the following technical standards:

### COMMUNICATION ABILITY

- 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-face or from the control area

### VISUAL ACUITY

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

### HEARING ABILITY

- 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
  - 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

- 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
  - Move and operate equipment, patient carts and wheelchairs
  - Stand unassisted for long periods of time
  - Transfer and position patients without placing patient at risk
  - Reach overhead to manipulate the x-ray tube that hangs from the ceiling

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

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

If your functional abilities change following acceptance into the Program, please meet with the Radiography Program Director for assistance.

## Clinical Objectives

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

### General Clinical Objectives

- Provide proper patient care and communicate effectively
- Protect patient, personnel and self from unnecessary exposure to ionizing radiation
- Correctly process radiographic images for diagnostic purposes
- Properly position patient for purpose of performing authorized diagnostic examinations
- Assist in the maintaining of appropriate files of radiology records
- Assist in maintenance and troubleshooting of radiological equipment and maintain supplies, cleanliness and order in radiographic rooms
- Manipulate and operate equipment properly in the radiology department, surgical suite, emergency room, and at bedside.
- Critique images for the purpose of evaluating techniques, positioning and other pertinent technical qualities
- 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.
- Select exposure factors to achieve optimum radiographic technique with minimal radiation to the patient, personnel and self.
- Become familiar with the various types of radiographic and fluoroscopic machines, mobile units, injectors, contrast agents, emergency protocols and equipment.
- Produce images of any given anatomical region with optimum diagnostic quality
- Perform necessary diagnostic procedure with a minimum discomfort to the patient and utilize the best possible radiation protection measures which are appropriate for the examination
- Apply the academic material in the clinical setting under the direction and guidance of an ARRT certified radiographer
- Identify and explain the following items that may be unique to individual hospitals:
  - Radiographic examination routine
  - Radiographic room preparation
  - Contrast media preparation
  - Patient instruction for specific radiological exams
  - Interpretation of radiologic examination request form
- Make and maintain a positioning/technique pocket manual
- Develop proper professional standards, attitudes and ethical conduct

# General Program Information

## Faculty & Staff Support

### Dean

Janeen Hull 971-722-4224	Dean of Health and Emergency Professions
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### FULL-TIME INSTRUCTORS

Farrah Rawlins, MAT,RT(R)(M)(CT) 971-722-8175	Program Director/Faculty
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Abbie Berman, BA, R.T. (R)(CT) 971-722-4033	Department Chair
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Amy Cole, R.T. (R) 971-722-4230	Clinical Coordinator
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### PART-TIME ADJUNCT INSTRUCTORS

Hau Vo  
Pete Chin  
Jimmy Garcia

### SUPPORT STAFF

### TITLE

Jeannie Scovel	Program Administrative Assistant
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## Program Schedule

This is a 24-month continuous program utilizing the summer quarters. Students can refer to the PCC Academic calendar for the important dates each term.

Students will be assigned to two different hospitals (1<sup>st</sup> & 2<sup>nd</sup> years) as well as specialty clinics during the program. Students will be **randomly** assigned to their hospitals by the program faculty for purposes of equity and well rounded educational experience.

At the beginning of the first summer term, students are required to successfully complete RAD 100 Introduction to Radiography. Students must also complete all program requirements on the third party verification system, CastleBranch, in order to begin clinic courses in Fall term. For more information on these requirements please refer to pages 17-18 of this handbook.

Prior to the fall term of both the first and second year, students are required to attend the three-day Clinical Orientation at the designated (assigned) affiliated hospital, which will be held the Monday - Wednesday of the week prior to the first week of Fall term.

The program schedule is as follows:

Term 1	Academic classes as scheduled		
Term 2	Academic classes Mon/Tues/Wed	Clinic H/F	(16 clinic hours/week)
Term 3	Academic classes Mon/Tues/Wed	Clinic H/F	(16 clinic hours/week)
Term 4	Academic classes Mon/Tues/Wed	Clinic H/F	(16 clinic hours/week)
Term 5	Academic classes – none	Clinic MTWHF	(36 clinic hours/week)
Term 6	Academic classes Thurs/Fri	Clinic MTW	(24 clinic hours/week)
Term 7	Academic classes Fri	Clinic MTWH	(32 clinic hours/week)
Term 8	Academic classes Thurs	Clinic MTW	(24 clinic hours/week)

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

### Required General Education Courses

The Associate of Applied Science (AAS) Degree is designed for those students who successfully complete an approved program in an Applied Science Field (e.g. Radiography) plus a minimum of 16-quarter hours of general education. Please check the college catalog for specifics, listed under comprehensive degree requirements - Associate of Applied Science degree.

### Required Program Courses

RAD 100	Introduction to Radiology
RAD 105	Patient Care
RAD 106, 107	Radiographic Equipment
RAD 101, 102, 103, 205	Radiographic Positioning I, II, III, V
RAD 115	Principles of Exposure I
RAD 132	Image Production
RAD 122	Radiation Biology – Protection
RAD 203	Applied Radiography Topics
RAD 206	Survey of Medical Imaging Diseases
RAD 209	Advanced Radiography Procedures
RAD 211	Advanced Imaging Modalities
RAD 216	Registry Review

Also required are RAD 110, 120, 130, 140, 210, 220, 230 – Radiographic Clinic I-VII

Students must take courses in the sequence offered and satisfactorily complete each course with a “C” grade or above. There is no option for a ‘pass/no pass’ grade with required Radiography courses except for the Registry Review course during the 8<sup>th</sup> term of the program.

The course [Content and Outcome Guides](#) (CCOGs) detail for each course the particular course outcomes and content. Each course has a published syllabus which describes the assessment components of the course.

## Registration & Payment

Students are required to have registered prior to attending class or clinical. The Program's Administrative Assistant can provide students with registration information. The College policy for registration can be found on the PCC website and at the Registration office on campus. The PCC tuition payment process is also explained on the College website. Students must have tuition paid or a payment plan in place two Mondays prior to the beginning of the term. Failure to register or pay tuition in a timely manner will result in the student's inability to attend class or clinical, and the student not being covered by the College's Workman's Compensation coverage.

## Program Cost

### 2020-2023 figures:

Tuition	\$128.00 per credit hour
College service fee	\$15.00 per term
College Technology Fee	\$5.30 per credit hour
College transportation fee	\$8 per term
College parking permit	\$50 per term
Radiography Lab Fee	\$13.00 per course
Clinical fee / Trajecsyst	\$150 for 2 year access
Uniforms / Duty Shoes	\$300 per year (approx.)
Textbooks	\$1000 (total for both years)

Immunizations; drug screening, background checks through CastleBranch; school supplies, food, housing, transportation, membership in professional societies and personal health insurance etc., will be in addition to the above costs.

## Textbooks

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

## Lecture course grading

In the Radiography Program, students may earn the following letter grades for all courses:

91.5 – 100% = **A**

83.5 – 91% = **B**

74.5 – 83% = **C** (This is the lowest acceptable grade for progression in the Program)

**The student must earn a 'C' or higher before being able to progress in the program.**

Incomplete = **I** (Due to the sequential nature of the program, the "I" must be made up according to individual agreement with the instructor before continuing in the Program. See the PCC Grading Policy for additional information.)

Students, who, during the first year, do not receive a minimum final grade of "C" in any required course, may be dismissed from the Program. The Program Director may make an exception on an individual basis for senior students who fail to achieve a "C" in a 200 level course. See the Dismissal Policy for further information.

## Clinical competency grading and evaluation

Term	Number of Required Competencies
2	2
3	6
4	9
5	18
6	10
7	10
8	10

The Program provides all students and Clinical Instructors In Charge (CIICs) with a current copy of the competency log and guidelines. All competencies for the term must be completed by the last clinical week. If students fail to obtain the required number of competencies for the term, the instructor may lower the final grade, or consider granting the student an Incomplete until competency requirements are met (CIIC and Clinical Coordinator will determine).

Clinical competencies cannot have more than two minor 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 successful attempt. Incomplete forms will not be accepted by the CIIC. Original competency forms must be submitted to PCC Radiography faculty to be kept on file at the college.

Students must demonstrate continued competency in all required procedures to remain in the Program and earned competencies can be rescinded if continued competency is not evident. Failure to demonstrate continued competency may result in daily/weekly performance evaluations and implementation of a formal "performance improvement" plan.

## Evaluation – General criteria

Instructors and CIICs will use the following criteria when evaluating radiographic quality and student performance:

- Accurate positioning of the patient
- Selection of proper size of CR/DR imaging receptors
- Proper immobilization
- Proper collimation and radiation protection
- Proper patient care, identification and communication
- Correct selection of technical exposure factors
- Correct identification and placement of radiographic markers
- Assess and evaluate finished images, e.g. density/exposure, resolution, position, anatomy, markers, name and date
- A licensed radiographer must check/approve all radiographic images prior to dismissal of the patient.

## Inclement Weather/College Closure

Anytime PCC cancels all classes or closes the Sylvania Campus, students will not be required to attend clinical. If remote work and classes are approved to continue, students are still required to attend clinic. 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 the Clinical Coordinator will email all Clinical Instructors. Additionally, students should contact their Clinical instructor by any other communication methods they believe will reach their Clinical Instructor earliest.

If students are already at clinic at the time of a school closure or delay announcement, they may use the clinical time as make-up time if needed. However, 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.

## Jury Duty

Jury duty is a very important civic responsibility and we encourage citizens to serve their community. Jury duty for students in a very intensive 2 year program can pose a difficulty due to missed time from classes and clinic. If you are called for jury duty, you may defer to after your educational training is complete. If you are called for jury duty during the course of the program, please see the Program Director for details on deferment.

## Program Policies

### Professional Conduct

Radiography students represent the Medical Imaging Program, Portland Community College, and the profession of radiography. Students are expected to exhibit proper conduct in the academic and work environments and to demonstrate professionalism and ethical practice. Unprofessional or unethical conduct may be cause for dismissal from the program.

### Professional Appearance

Students are expected to maintain a professional image while working in the hospitals, clinics, office, positioning labs, and while attending training, conferences or meetings on campus or offsite. The Program has established a Professional Image Standard, which outlines dress and grooming guidelines to promote a consistent, professional image. Any student requesting exceptions to the policy should contact the Program Director.

Clothing	Acceptable	Unacceptable
General Conditions	Clean, pressed or ironed.	Dirty, faded, wrinkled, distressed, tight, torn, odor-ridden, or stained. Tight, clingy, oversized, or excessively baggy
Scrub Pants	Solid colored/well fitting. Scrub colors must be cleared by CIIC if they are to be worn at clinic.	Prints or denim or any color <b>Fit:</b> Waistline below the hips or exposed underwear or skin when standing, lifting or bending over. Pockets and pleats should lay flat and not pull open
Scrub Tops	Solid colored; prints must coordinate with scrub pants. Scrub colors must be cleared by CIIC if they are to be worn at clinic.	Revealing the abdomen or skin when standing, lifting or bending over; exposed cleavage, bra, back, shoulder, lower back or under garments
Lab Coats	Solid colored scrub materials	Sweatshirts, hoodies, fleece jackets
Undershirts	White or solid colored coordinated with scrub top; not visible	Printed or non-coordinating colors; visible tank tops, camisoles, lace, etc.
Socks/ Hosiery	Neutral, conservative solid colors that cover skin	Busy or distracting print styles, leggings worn as pants; insufficient length that exposes skin
Shoes	Solid colored, soft soled, close-toed. Good, clean condition	Fabric, mesh, open-toed, open-backed, open on top of foot; worn for other activities



<b>Grooming</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Body	Clean, <b>odor free</b> . Daily bathing and use of effective deodorant	Offensive body odors. Strong soap, perfume, cologne, after-shave, lotion, and/or fragrance
Fingernails	Clean, trimmed, and filed; polish should be light & conservative in color	Artificial, enhanced, or extremely long; dark or distracting nail polish colors; chipped polish
Hair	Clean, shoulder length or tied back from face	Dirty, oily, smoke odor; hangs in face or longer than shoulder length
Facial hair	Mustache, beard, neck, nose, and ear hair neat and trimmed	Mustache hair hangs below lip; beard hangs below chin (mask must cover hair); braided beard or trends, etc.
Make-Up	Professional, conservative in style and colors	Bright or excessive eye shadow; excessively thick eyeliner and/or mascara
<b>Styles/Fashions</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Head Gear	Surgical caps, scrub caps, headbands	Hats, head coverings (except for religious or medical purposes), headphones, sunglasses
Ears	2 earrings per lobe, ½ inch in length; hoops ½ inch in diameter. Ear gages plugged closed	3 or more earrings per lobe, more than ½ inch in length; hoops more than ½ in diameter. Earrings worn on upper ear  Open ear gages
Necklaces	Single chain necklace	Chunky beads or chokers
Bracelets	Small wristwatch, conservative style/color	Bracelets, bangles, noisy
Rings	2 rings per hand, conservative style/color	Large, chunky, loud, beaded, gaudy
Facial/Body/Oral Piercings	Nostril	Facial: Nasal septum, eyebrow, or other Body piercings: Should not be visible. Oral piercings of any kind are <b>NOT</b> allowed (tongue, cheek, lip, etc.)
Tattoos	Non-offensive ink	Each situation will be managed by Clinical Instructor

## Academic Integrity

Students are expected to be honest and ethical in their academic work. Cheating, plagiarism, falsifying, and working with others to cheat are all forms of academic dishonesty and may be cause for dismissal from the program. 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:

- 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.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, evaluations.
- Students are responsible for adhering to course requirements as specified by the course syllabus.

## Grievance Procedure & JRCERT Non-Compliance Reporting

The student speaks to the instructor and tries to work out the problem. If not worked out to satisfaction:

1. The student speaks to the Director. If not worked out to satisfaction:
2. The student can file a formal complaint (goes to the Division Dean) . Investigation occurs and follows the PCC process.

Students may also access answers to their concerns through the “Appeals, Complaints and Feedback” link:

<https://www.pcc.edu/about/policy/complaints.html>

Reporting allegations of non-compliance with The JRCERT Standards:

If the student is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, they may submit allegations of non-compliance to the JRCERT by completing an allegations reporting form. The allegations must reference the specific accreditation standards/objectives with which they believe the program to be in non-compliance. The Standards for an Accredited Program in Radiologic Sciences can be found at [www.jrcert.org](http://www.jrcert.org)

Chief Executive Officer

Joint Review Committee on Education in Radiologic Technology

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## Confidentiality

Confidentiality is a critical legal and ethical element of Medical Radiography. Students are expected to maintain confidentiality and as such are not allowed to discuss any patient, condition, or treatment outside the line of duty. A student who violates this policy may be subject to dismissal from the program. Students are required to attend their clinical site’s HIPAA training to become educated on confidentiality policies and procedures. Students will also complete HIPAA training as part of their CastleBranch requirements prior to beginning clinicals in Fall term.

## Radiographic Images and HIPAA

Students are expected to adhere to all HIPAA (The Health Insurance Portability and Accountability Act) policies while in the clinical or didactic setting. Images that are used for image critiques, case study or lab sessions must have all patient and hospital identification removed. Students attending critique sessions away from their home sites may bring images on approved devices that follow HIPAA requirements. **No images taken with cell phones are allowed.**

## Radiation Safety – General Guidelines

Students are expected to learn, regularly practice and become proficient with the use of radiation protection procedures in the lab and clinical settings. As such, **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 (according to clinic site gonadal shielding protocols)
- Collimate to include only the required anatomy of interest and to achieve images of optimal diagnostic quality
- Observe from the control booth (protected area) or from behind a lead protective screen or if the student must remain in the radiographic room they will wear a lead apron at all times with a radiation badge worn outside the apron at collar level
- Educate patients and others regarding radiation safety procedures as appropriate

**When working in surgical areas, fluoroscopic or portable procedures in rooms occupied by patients, students will:**

- Wear proper attire
- Wear a lead apron with radiation badge at collar level outside lead apron
- Stand as far from patient and x-ray tube as is practical
- Observe all regulations which apply to the particular area
- Protect hospital personnel and other patients whenever possible from direct or indirect radiation exposure.

**During an exposure procedure, (radiographic/fluoroscopic) students will not:**

- Be in the direct visual line of the radiographic tube or patient
- Be in the direct line of the x-ray beam even when wearing a lead apron
- Hold or support a **patient** or **image receptor** during the exposure
- Under any circumstances allow himself/herself, fellow students or any other human being to be exposed for tests or experimentation

## Pregnancy Policy - Voluntary Declaration

Portland Community College does not discriminate against any student on the basis of pregnancy or related conditions.

Absences due to medical conditions relating to pregnancy and maternity leave will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from Disability Services located on all campuses.

Since ionizing radiation has been determined to be harmful to the developing embryo/fetus, the following compliance is required to protect the health of the student and child.

The pregnant student **MAY ELECT** to notify the Program Director and/or Clinical Coordinator of the pregnancy. Once the pregnancy is declared, a conference will be held with the Program Director and/or Clinical Coordinator to review radiation risks, dose limit guidelines, and the cardinal principles of radiation protection. The student must present a written statement from their physician that indicates the expected date of delivery and her fitness for clinical education. The declared pregnant student will be administered a fetal badge to be worn at the waist, inside any protective lead apparel.

The recommendations of the National Council on Radiation Protection Report #116 states that a dose to the fetus from occupational exposure of the pregnant mother shall not exceed .05 rem per month not to exceed .5 rem for the entire pregnancy.

The student may request a leave of absence when they, the physician, or the Program Director believes that it is no longer viable for the student to function in a manner conducive to learning. The return of the student must be approved by their physician along with a written release that the student may return to their clinical assignment with no restrictions.

The student will be informed of their options with regard to this policy prior to enrolling and again during program orientation.

The student may elect to continue in the radiography program, fulfilling all program requirements as contained within the curriculum, **without modification** and adhere to all radiation protection guidelines and recommendations as follows:

- The student will be provided an additional radiation dose monitoring device to monitor exposure to the fetus.
- The student will be required to adhere to the provisions of **ALARA**.
- The recommendations of the National Council on Radiation Protection Report #116 states that a dose to the fetus from occupational exposure of the pregnant mother shall not exceed .05 rem per month not to exceed .5 rem for the entire pregnancy.

The student **MAY WITHDRAW, in writing**, the declaration of pregnancy at any time. Retraction of the pregnancy declaration requires the student to abide by the general guidelines for radiation workers. Therefore, after pregnancy declaration retraction, the student will be monitored according to general guidelines for radiation workers as described by the National Council on Radiation Protection Report #116 and State Laws.

The student may choose not to declare the pregnancy to the program.

Radiography Program requirements for the declared pregnant student:

**All** missed clinical hours due to the pregnancy must be made up. The student will receive an "I" (incomplete) for the term clinical grade in which hours were missed. The missed hours will be made up during the dates of the next college clinical session. **ALL MISSED CLINICAL HOURS ARE REQUIRED FOR PROGRAM COMPLETION.** (Please refer to the attendance policy)

\*THE PROGRAM WILL NOT BE RESPONSIBLE FOR ANY INJURIES TO THE EMBRYO/FETUS SHOULD THE STUDENT DECIDE TO REMAIN IN THE PROGRAM DURING THE ENTIRE GESTATIONAL PERIOD.

### Radiation Monitoring (Dosimeter Policy)

Each Radiologic Technology student is subject to the occupational exposure limits and the requirements for the determination of the doses which are stated in the NCRP. The program will provide you with your dosimeter at the start of fall term prior to labs and clinical rotations.

Exposure of a personal monitoring device to deceptively indicate a dose delivered to an individual is prohibited. This act may result in the suspension of the student from the Radiography Program.

While attending clinical rotations & during energized lab activities at the college, the student is **required** to wear their radiation monitoring device at ALL times. Students arriving to lab or clinic without their dosimeter, must leave and return only when they have a dosimeter. When a lead apron is being worn, the monitoring device shall be worn on the collar outside of the apron. When not in a fluoroscopy room, the device may be worn on the front of the student at collar level.

**Failure to bring your dosimeter with you to either lab or clinic will result in an absence from that activity/rotation. Absences from lab or clinic must be made up.** If a student loses their badge, they may have a spare badge assigned to them if available, or a new badge will be ordered. Any lab/clinic time lost during this waiting period must be made up by the student. If a student loses their badge more than once, they will be counseled and a written warning placed in their file.

Dose reports will be provided to students and reviewed with faculty. Students must initial beside their name to acknowledge receipt and review of each reporting period.

A student is required to document and submit a report to the Program Director when a situation arises that may affect the quality of the radiation monitoring report. This will be placed in the student's file for future reference.

Report reviewed upon receipt by the Program Director or designated faculty.

A student receiving in one monitoring period:

- Dose of 124 mrem or less – No action taken
- Alert level 1 - Dose of 125 mrem (10% of quarterly limit) – Will be counseled in radiation protection within one school week
- Alert level 2 - Dose of 375 mrem or more – Will be immediately removed from clinical until the incident is investigated and a resolution is decided upon

## MRI Safety

During the first term, the Program will provide students with information on MRI safety protocols as they pertain to the student/clinical employee. Students are expected /required to complete a MRI safety questionnaire that specifies the possible risk to an individual if they should enter an MRI environment. The completed questionnaire will be placed in the student's file and will also be shared with the CIIC at the student's assigned clinical site. In addition, each student completes an MRI Safety Check-off form during orientation at the clinical affiliate. This information is kept on file at the college

## Blood Borne Pathogens

Students are expected to complete Blood Borne Pathogen training via CastleBranch prior to the start of fall term. Documentation of completion will be in each student's file. The Program and all clinical affiliates endorse this federally mandated requirement. In the clinical setting, it is possible that students will be exposed to blood borne pathogens when providing patient care. If this occurs, the student will follow the hospital procedure for such exposure and complete an incident form provided by the College. Failure to follow blood borne pathogens procedure may result in disciplinary action.

## Immunizations

COVID-19 vaccines are strongly recommended by the Program. Currently no affiliated clinic sites will allow students without a Covid-19 vaccination, regardless of whether they do or do not require it for employees.

Before starting clinical, students are expected to meet the following requirements:

- Show evidence of immunity to measles, other childhood diseases and a negative QuantiFERON-TB Gold (QFT) or negative chest x-ray for TB. The QuantiFERON-TB Gold (QFT) must be done during the summer term prior to beginning the program in the fall.
- Show evidence of having begun or completed the Hepatitis B vaccination injections. If a titer is done to determine immunity, submit documentation of the immunity to CastleBranch.

Oregon state law requires that all persons working in health care facilities be screened for tuberculosis (TB) and those students born after 1956 must provide proof of current immunization for measles. Regulations from the Oregon Occupational Safety and Health Administration require students in health care occupations to also be immunized for Hepatitis B. In addition, clinical facilities require proof of immunization against tetanus, rubella, measles, varicella and hepatitis.

## Drug Screening

Students are expected to successfully pass a drug screening procedure at the beginning of the program. For the duration of the two-year program, the following will apply:

- If a student exhibits behaviors that cause a faculty or CIIC concern regarding possible abuse of drugs or alcohol, the student will be required to undergo immediate counseling through the PCC Counseling department. The faculty and/or Counselor may ask the student to undergo drug or alcohol screening.
- Positive drug screen test results may result in disciplinary action up to and including dismissal from the program. The clinical affiliate may also refuse to allow the student to continue at their site.
- Refusal to undergo test and subsequent treatment, if indicated, will result in disciplinary action. Contact the Program Director with any questions.

## Criminal History Check

Students are required to submit to and pass a criminal history check upon acceptance to the Program. This is due to an administrative rule adopted by the Oregon Legislature. PCC utilizes Castlebranch for these services.

Students who have a criminal history are strongly encouraged to go to <https://www.rrt.org/pages/resources/ethics-information> to learn more about which offenses would negate their eligibility to take the ARRT National Registry Exam. Students may also find assistance with expungement through the PCC CLEAR Clinic at: <https://www.pcc.edu/clear-clinic/>

## CPR

Students are required to obtain and maintain current certification in CPR for Healthcare Providers by the American Heart Association. A lapse in certification may result in missed clinic time that will need to be made up.

## Communicable Diseases

Students are expected to follow the infection control policies of the assigned clinical site. Students, who have developed signs or symptoms of communicable diseases that pose a hazard to patients or other clinical personnel, are expected to report this status to the CIIC and Clinical Coordinator at the earliest possible time.

## Illegal Substances

Students are expected to perform clinical activities safely, responsibly and free from the influence of alcohol or drugs. Being under the influence of alcohol or other drugs, abuse of prescribed medication, illegal use, possession, distribution, manufacture or sale of alcohol and other drugs are all strictly prohibited on College-owned and College-controlled property or while representing the College in any capacity, including clinical practicum. Students have a legal and ethical responsibility to report peers who they suspect are substance abusers. Students can contact (anonymously if desired) the instructors or Program Director. Clinical sites reserve the right to exclude students who exhibit unsafe or irresponsible behavior.

## Cell Phones

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

**Use of cell phones for recording or taking images in the clinical setting is prohibited as it is a HIPAA violation.**

Permission from fellow students and faculty and staff is required prior to any pictures taken on campus.

## Social Media

Students are expected to adhere to the following guidelines in order to maintain the professional and ethical standards of the Program and the clinical affiliates:

- Do not share through social media any activities that occur during clinical rotations or that have to do with patients as these are considered private information
- Refrain from making derogatory or defaming comments about the affiliate, program, fellow students and faculty or staff
- Do not ask to connect with instructors on social networks in order to maintain an appropriate professional relationship. Upon graduation the instructors and student may be connected
- Do not post anything that would violate FERPA (student privacy) and HIPAA (patient privacy) regulations
- Use good judgment before posting personal pictures. Be aware that information you post online may be available to anyone, and could be misconstrued.

## Transportation

Students are expected to cover their own transportation costs, including parking. Students are assigned to clinical facilities and other sites off the Sylvania Campus. The College does not provide transportation for these activities.

Parking permits must be obtained in order to park on any campus at Portland Community College. The permits must be displayed in every car while parking in the PCC lots. Students can order these permits through MyPCC or purchase them at the campus's Business Office just prior to Fall term.

A Portland Community College Shuttle is provided for students and a copy of the shuttle schedule can be obtained through the Business Office or at <http://www.pcc.edu/resources/parking/>

## Assignments

Students are expected to submit all laboratory exercises or lecture assignments to the instructor on the due date. Students are required to follow the course syllabus for each course.

## Attendance

### **For All Didactic Radiography Courses**

- On-time attendance is required
- For every 3 occurrences in lecture &/or lab, your grade for that class will be lowered by 1 full letter grade

An "occurrence" is:

- Unexcused absence from class or lab
- Incomplete class or lab: 15 minutes late or leaving 15 minutes early

Excused absences may include but are not exclusive of:

- A written Doctor's excuse for the day(s) missed
- Military Active obligations (ex. reserves)
- Determined on a case by case basis at the discretion of the Instructor and/or Program Director

### **Attendance For all Clinical Courses**

Students must contact both the Clinical Instructor in Charge (CIIC) & Clinical Coordinator (Amy) prior to start time on the day of the absence.

Term	Clinic days	Hrs/days per wk	Wks in term (including finals week)	Days in clinic per term	Maximum make-up days allowed
2	Th/F	16/2	12	20	2
3	Th/F	16/2	11	20	2
4	Th/F	16/2	11	20	2
5	M-F	36 /4.5	11	44	4
6	MTW	24/3	12	31	3
7	MTWTh	32/3	11	40	3
8	MTW	24/3	11	30	3

Excused absences (see above) from clinic must be made up but will not affect the final grade. There is a *Maximum Make-up Days Allowed* (see chart above) each term. All make up days must be completed by the last day of finals week each term and approved by the CIIC. Any unexcused day missed beyond the maximum number



of make-up days allowed in the term will result in a final grade lowered by one full letter grade.

Students are allowed 1 personal day per term that does not need to be made up & is not included in the “make-up days allowed”. This personal day will be used with the first clinic absence (for whatever reason) of the term. If it is not used by the last day of clinic, students are expected to use it on the last scheduled day of clinic for the term.

**Example** - *In Fall term of the first year, a student misses a clinic day due to illness, which uses their personal day. The same student misses 2 more days of clinic a couple weeks later. If the student missed one more clinic day, their final grade for clinic for the term will be lowered by a full letter grade.*

**Vacation time** must be scheduled **between terms** (during non-school time). See the PCC [Academic Calendar](#) to plan accordingly.

**Bereavement leave** allows 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 Program Director and the CIIC.

## Outside Employment

Outside employment during enrollment in the Program is discouraged because of the rigor 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 cannot use paid time as counting towards clinical time nor can students complete competencies during paid time. Students and clinical instructors must sign the Academic Integrity Policy (available on Trajecsyst) prior to the student working with a temporary license.

## Clinical Policies

### Clinical Assignment

Students are assigned to their first and second year clinical sites in the second week of Summer term. Each clinical affiliate identifies a Clinical Instructor in Charge (CIIC) to supervise and evaluate students according to clinical objectives and clinical grading policies. The CIIC will provide specific details and assignments based on the program guide for each clinical education course. Student 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 the CIIC, the student and the Clinical Coordinator. If agreed upon, students may complete up to but not to exceed 10 hours per shift. While in the clinical setting, students may be scheduled for days, evenings and/or weekend shifts.

### Clinical Records

The Program recommends that students give written permission for PCC 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 is confidential and will become part of the student’s record while enrolled in the Program.

## Clinical Appearance

Students are required to wear designated clinical 'scrubs' and shoes according to clinical site policy. Sweaters are not allowed, however students may wear a white lab coat or long sleeved scrub jacket over their uniform. Students must adhere to hospital policy concerning hair, piercings, other jewelry and tattoos. For general guidance, refer to the **Professional Image Standard** on pages 11 and 12 of this Handbook.

Affiliated hospitals will supply students with identification badges for clinical education. Students will be given radiation dosimeters at the college and should wear them at collar level at all times.

## Clinical Supervision- Direct, Indirect & Repeat

In compliance with the Essentials and Guidelines of the Joint Review Committee on Education in Radiologic Technology (JRCERT), the following policy is to define criteria for educationally valid clinical supervision:

1. Students should be *directly* supervised until they achieve competency.
2. Once students have achieved competency they may be *indirectly* supervised by a qualified radiographer who is immediately available.
3. A student may only repeat an image under the *direct* supervision of a qualified radiographer.

**A. Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of a qualified radiographer who:**

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

**B. After demonstrating competency, students may perform procedures with indirect supervision.**

Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

"Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

**C. Supervising radiographers shall be registered by the American Registry of Radiologic Technologists in diagnostic radiologic technology. Radiologists must be certified by the American College of Radiology.**

**D. The supervising radiographer shall be identified on the students' daily clinical activity log.**

**E. In the absence of the College faculty, the clinical instructor in charge shall be responsible for maintaining student's records and ensuring that appropriate learning experiences are being assigned to students.**

### **Repeat image policy:**

A qualified radiographer must be physically present during the conduct of **any** repeat image & must approve the student's procedure prior to re-exposure, regardless of the student's level of competency.

## Clinical Conduct

Each clinical affiliate has policies that govern the conduct of its students and all students are expected to follow these policies during all rotations.

Additionally, students are expected to:

- Arrive promptly and be prepared to begin clinical experiences
- Wear designated clinic uniform, name and radiation badges
- Exhibit proper conduct in the work environment
- Demonstrate professionalism and ethical practice
- Be responsive to instruction, evaluations and constructive criticism
- Demonstrate radiation awareness and protection
- Learn, follow and practice department routines and policies
- Be aware of and responsive to patient condition, care and confidentiality
- Learn and demonstrate good radiographic practice
- Follow affiliate HIPAA requirements for image use
- Adhere to Program and affiliated clinic site cell phone and social media policies

**Repeated violation of these expectations may result in clinical course failure &/or dismissal from the Program. See Clinical Warning Policy in clinical course syllabi and on Trajecsys.**

## Clinical Accidents

Any accident/injury to a student in a clinical facility must be reported **immediately** to the Program Director or a faculty member in person/by phone/by email. This initial report must be followed up with written documentation, using appropriate College forms. Completed forms and all relevant documentation must be submitted to the Clinical Coordinator, or Program Director **within 24 hours**. (Nickie Michaelson, PCC Safety & Risk Management)

Treatment may be given to the student at the clinical site. If treated at the clinical site, include a copy of the treatment statement with the other documentation.

## Clinical Work Stoppage/Strikes

The Program will implement the following when a work stoppage or strike is declared:

- Students assigned to clinical affiliates declaring a work stoppage/strike will be placed in another clinical affiliate as soon as arrangements can be made by the Program.
- The Program Director will contact the Division Dean of Health Professions and Physical Education, the Medical Director and CIIC of the striking clinical affiliate, and the CIIC of the proposed interim clinical affiliate to determine where students can be accommodated.
- Students will be assigned to another participating clinical affiliate based on authorization and consultation with the Joint Review Committee on Education in Radiologic Technology (JRCERT), evaluations of clinical affiliate student capacity, supervision of students and sound educational judgment.

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

## Clinical Transfer

Should a student request a clinical transfer, rationale for the request must be put in writing and discussed with the Program Director, Clinical Coordinator and the current CIIC. If there are any vacancies at other clinical affiliates, the Director will provide this information 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, and the Clinical Coordinator. If all parties agree that the student would benefit by such action, the Director will prepare written documentation of the meeting and a signed transfer agreement, 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.

# Program Dismissal Procedures

## Grounds for Program Dismissal

The Radiography Program reserves the right to terminate the enrollment of any student for unsatisfactory academic performance; unethical or unprofessional conduct, judgment and/or performance in either the clinical or didactic setting.

### Definitions:

- Unethical or unprofessional conduct, judgment and/or performance in either or both the clinical and didactic settings:
  - ! Excessive patterns of tardiness or absences
  - ! Unauthorized disclosure of confidential information (violation of HIPAA or FERPA)
  - ! Repeated violation of the cell phone policy in either or both the clinical and didactic settings
  - ! Inappropriate use of alcohol, illegal drugs or abuse of prescribed drugs and/or refusal to undergo test and subsequent treatment
  - ! Other unethical or unprofessional conduct in either or both the clinical and didactic settings
- Unsatisfactory academic performance
  - ! Course grade below a “C” during the first year of the Program and/or overall GPA below 2.0
  - ! Violation of the College’s Academic Integrity Policy (includes plagiarism and cheating)
  - ! Failure to demonstrate continued competency in procedures in the clinical setting

## Process for Dismissal

Unethical or unprofessional conduct, judgment and/or performance:

1. The Faculty member or CIIC identifies and documents the specific situation which may lead to dismissal. If the alleged violation occurred in a clinical setting, the CIIC has the option of removing the student from the clinical setting immediately.
2. The Faculty member or CIIC notifies the Program Director of the situation.
3. The Faculty and/or the CIIC creates a written report detailing the incident. If the faculty/CIIC needs additional evidence or information, he/she gathers information from appropriate sources such as clinical or lab setting, other instructors, witnesses, campus resources, etc.
4. The final written documentation is provided to the Program Director. If the incident involves the clinical setting, a copy of the documentation is also provided to the Clinical Coordinator.
5. The Faculty member/CIIC meets with the student, presents the evidence, and provides the student an opportunity to explain the incident. The student may have a support person of their choice present. The support person is not permitted to present information, but may advise the student.
6. The Faculty member/Clinical Coordinator explains the procedures and penalties relevant to the alleged violation. The student is given a copy of the Program Expectations from the Student Handbook and a copy of the College’s Students Rights and Responsibilities Handbook.

7. If the student wishes to submit additional information on their behalf, they must submit it within 5 working days of the initial meeting to the Faculty/Clinical Coordinator.
  - If the violation occurred in a clinical setting, the student will not be able to return to the clinical affiliate until the process is concluded.
  - Permission for a student's continued attendance in concurrent Radiography courses during the process will be determined on a case by case basis by the Radiography Program Director.
  - If the student is exonerated, the student will be allowed to make up missed clinical days.
  
8. After considering the evidence and any additional information, the Faculty/CIIC meets with the Program Director. If the incident occurred in the clinical setting, this meeting will also include the Clinical Coordinator. The Faculty, CIIC, and/or the Clinical Coordinator and the Program Director will take one of the following actions:
  - Terminate the proceedings, exonerating the student
  - Impose appropriate sanction(s) as described below
    - Verbal Warning **OR**
    - Probation and Behavior/Performance Contract **OR**  
 The Contract will contain clear expectations and timelines that the student must meet. If these expectations are not met the Program Director will immediately remove the student from the Program, with no possibility for re-entry. If the student demonstrates satisfactory improvement, the process shall end at the completion of the term. **OR**
    - Immediate expulsion from the Program
  
9. The Program Director notifies the student in writing and provides information on next steps.
  
10. Appeal Decision to the Dean for Health and Emergency Professions. The student may appeal the decision only on the grounds that (1) the procedures outlined in this process were not followed; or (2) relevant evidence concerning the violation becomes available that was not available to the Program Director.
  - The Student must make an appeal within 14 calendar days of receipt of the Program Director's written decision.
  - The student must submit written justification for further review and provide evidence that there are grounds for the appeal to the Pathway Dean.
  - The Pathway Dean will objectively investigate, make a final decision on the appeal, and communicate it in writing to the student.
  - The Pathway Dean's decision is final.

## Unsatisfactory Academic Performance:

### Course Grades/Clinical Competencies:

1. If during any term a student's course average in a required course (college/clinical) falls below 75% ("C" grade level) and/or the student does not demonstrate continued competency in all required procedures (clinical), the instructor(s)/CIIC and Clinical Coordinator immediately develop an improvement plan for the student. The plan will include recommendations and a timeline for improvement for that specific term.
2. The instructor/CIIC holds an in-person conference with the student. During the conference the instructor/CIIC discusses the improvement plan with the student and provides the student a copy.
3. The Faculty member or CIIC notifies the Program Director of the situation and provides the Director with written documentation of the conference and a copy of the student's improvement plan.
4. If the student does not improve and receives a "D" or "F" grade in the course, the student will be dismissed from the Program and *may* be eligible for readmission the following year.

(See Readmission Procedure pg. 28)

### Academic Integrity Complaint and Hearing Process:

Students are expected to be honest and ethical in their academic work. Cheating, plagiarism, falsifying, and working with others to cheat are all forms of academic dishonesty. The hearing process for alleged violations of academic integrity are as follows:

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.

1. 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.
2. The faculty member provides the student an opportunity to explain the incident.
3. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the College's Academic Integrity Policy.
4. 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" on an assignment or examination, or no further action. If the accused student contests the faculty member's decision, the student may request a hearing with the division dean in writing within 10 days of the time the student is notified of the faculty member's decision. The division dean, who may take steps they deem appropriate to resolve the situation, informally conducts a hearing requested by a student under this section.
5. If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" 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.

6. 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 faculty member and division dean present charges and allow the student to present their 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.
7. Within 10 days of the hearing, the division dean sends written notification of the results to the student and faculty member.
8. 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.

### Personal Student 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. Reasons for the withdrawal should be included in the letter or email. An exit interview with the Program Director is required within 14 days of submitting the letter of withdrawal. It is the student's responsibility to schedule this exit interview.

**Leave of Absence:** Students must discuss leave of absence requests with the Program Director and their CIIC. Leaves may be up to one year. The Program Director has the discretion to allow a student 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 Director will confer with CIICs at other affiliates to secure clinical placement for the student. For medical leaves, students must submit a written document from the attending physician to the Program Director in order to be considered for re-entry.



## Readmission

Students who have received a “D” or “F” in any academic Radiography course, or who have withdrawn from didactic Radiography courses, may be able to receive consideration for readmission to the program on a one time only basis. The Program Director bases decisions for readmission on the same criteria that are used for all applicants, as well as the following conditions:

- Students must formally reapply for admission into the Program by submitting a letter of application and an admission application.
- Students who are reapplying to the program must have a cumulative GPA of 2.0 or higher.
- 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 the student back at their facility.
- Students must follow all conditions outlined in an individualized improvement plan to be considered for readmission. This may include the successful completion of courses and may also require the student to visit the Student Success Center for assistance with additional study and test taking skills.
- Students may be readmitted to the program only once. If extenuating circumstances exist, a committee made up of the Radiography Program Director and Program Faculty would meet to review the case. The student will submit, in writing, justification for why he or she should be allowed back into the program more than once.
- Students who received a failing grade for poor clinical performance may not be able to apply or re-enter the Program based upon the factors that were documented in clinical assessments. Such factors include but are not limited to: failure to demonstrate continued competency, failure to demonstrate competency based on educational level of the Program, behaviors that posed a safety threat to oneself or others and or other behaviors that were deemed unethical and/or unsafe.
- The Program Director makes all final re-admission decisions.

## Clinical Suspension

Suspension from a clinical affiliate is at the discretion of the CIIC and affiliate management. Suspension from a clinical affiliate for any given reason will be reported to the Program Director. 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 must be made up. Suspension may be cause for lowering the clinical grade one letter. Repeat suspensions will result in disciplinary action.

## Official College Policies & Other Useful Resources

### [www.pcc.edu](http://www.pcc.edu)

The official PCC website provides students easy access to helpful resources. Students can go to [www.pcc.edu](http://www.pcc.edu) and click on “Resources” at the top right corner; a variety of informational links are listed in alphabetical order – including the following:

### Academic and Student Policies

The most important information on this page is the [Academic and Student Policies](#) link in the left hand column. All students should know how to access this content, which includes general PCC Grading Guidelines and other academic policies followed by the College.

### Academic Advising

For questions about Program course requirements students should make an appointment with an advisor in the Health Admissions Office at 971-722-4850, room CC 210.

### Bookstore

The PCC bookstores provide textbooks, class materials, calculators, software, greeting cards, snacks, TriMet bus passes and much more. Each bookstore accepts VISA and MasterCard for purchases. Checks in the amount of the purchase are welcome with two pieces of identification.

### Careers and Jobs

The [Career Resource Centers](#) provide career assessment, occupational information, employment outlook, education and training requirements, and help with job search techniques.

### Child Care

The Child Care Resource and Referral office can help you locate appropriate care providers, evaluate their quality and if you meet low-income qualifications, arrange financial assistance. They provide referrals for both on-campus and off-campus care, including child care centers, family child care providers, school-age programs, Head Start programs, and preschools in the Tri-County area. On-campus childcare is available, but limited.

### Computer Labs

The most comprehensive facilities open to all currently registered PCC students is the Computer Resource Center located in the Library. Software applications include Internet access, word processing, desktop publishing, spreadsheets, databases, web page authoring, presentations and programming languages.

### Counseling

All students have access to PCC's free, professional counseling services. Services are open to both currently attending and potential students. The Counseling offices are located in the CC building.

## Disabilities Services

The Office for Students with Disabilities (OSD) provides in-class and campus accessibility services to students. These services are designed to promote student independence and equal access to classroom and college-related activities for those students demonstrating an ability to benefit from the college experience.

## Distance Education

Courses will include use of distance education through the PCC D2L (Desire2Learn) portal on your MyPCC home page. Courses may utilize distance education in one of three ways:

- A course may be "Enhanced" through Distance Education by posting Course syllabus, PowerPoints, handouts and assignments there for your convenience and access any time during the term. In a course "Enhanced" with distance education, you may be asked to participate in discussion boards and internet reading assignments, but there will be no other activities requiring your participation in D2L. All class meetings will be Face-to-Face.
- A course may be a "Hybrid" offering through Distance Education and would require some class learning to take place independently by the student according to the schedule posted within the syllabus. Face-to-face class time meetings will also take place as scheduled. Additional student fees are associated with "Hybrid" courses. These fees can be found in the Policies and Procedures for Distance Education at <https://www.pcc.edu/distance/>.
- A course may be offered "Fully Online" through Distance Education and would require all class learning to take place independently by the student according to the schedule posted within the syllabus. Face-to-face class time meetings will not take place. Additional student fees are associated with "Fully Online" courses. These fees can be found in the Policies and Procedures for Distance Education at <https://www.pcc.edu/distance/>.

## Financial Aid

The Financial Aid Office staff is dedicated to providing quality service, financial aid information, and access to financial aid assistance for eligible students. Financial aid is available through grants, scholarships, loans, work-study, or a combination of these federal, state, and institutional aid programs. Funds are available to help with education costs, including tuition and fees, books and supplies, and living expenses <http://pcc.edu/fa> The Sylvania campus financial aid office is in the College Center (CC) Building – 971-722-4488. You may submit your application beginning January 1<sup>st</sup> for the following academic year (which begins 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 the documentation is needed. Students qualifying for Veteran's Assistance may contact the Veteran's Services Office at Sylvania Campus CC Building. 971-722-9793.

## Gender Neutral Bathrooms

An all-gender restroom, sometimes called a gender neutral restroom, is a restroom that anyone of any gender can use. These restrooms can benefit many different people, including parents with differently gendered children, alter-abled people who may require the accompaniment of an attendant of a different gender, and trans and gender nonconforming people. At PCC, each of our all-gender restrooms are single use. Single use all-gender restrooms are small lockable rooms with a toilet and sink, for use by one individual at a time, regardless of gender.

## GRAD Plan

GRAD Plan is a web based tool to help students and advisors monitor a student's progress toward degree completion. GRAD Plan combines PCC's degree requirements and completed coursework with easy-to-read worksheets to help students see how completed courses count toward degree requirements. Ultimately, students can see courses and requirements still needed to graduate.

## Insurance

The College provides accident insurance through a self-insurance plan for injuries incurred during program participation (clinical education only) – registration in the Program 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 of Oregon website.

## Library

The PCC library provides access to thousands of allied health-related information sources for students including print and electronic books, online journals, videos and more. Each campus library also provides research help both online and in-person. Many resources can be accessed online through the library's web page at [www.pcc.edu/library](http://www.pcc.edu/library).

## Multi-cultural Center (MC)

The MC is a central place that nurtures learning and the achievement of personal and educational goals through cultural enrichment, peer tutoring, and mentorship. The MC is dedicated to developing multicultural student leaders and raising awareness of issues related to race and culture on campus. It is located in the CC Building.

## Non-Discrimination Statement

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. The College also complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

## Non-harassment Policy

It is against the College's policy for any manager, supervisor, faculty, staff, or student to engage in harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation. More information can be found on [www.pcc.edu](http://www.pcc.edu) under Academic and Student Policies.

## Paying for College

PCC believes in providing access to an affordable, quality education. The College offers many resources to help pay for college. Students can do most of their college business online, which improves access and saves time. <http://pcc.edu/paying-for-college> **Scholarships:** Scholarships offered thru a variety of groups will be announced during the program. More information can be found at <http://pcc.edu/scholarship>

## Physical Education Facilities

Staying healthy and well while enrolled in the Radiography Program can improve learning, increase energy, and decrease missing classes due to illness. Students do not have to take a PE credit course to use the resources and facilities on campus. Facilities include numerous walking trails and a running track, open gym time for weightlifting, stretching, cardio exercise, open swim time in the lap and diving pools (HT building).

**How to access the facilities:** If you are not enrolled in a PE class, visit the [Student Account Services](#) in the CC Building. You must provide proof of enrollment in at least one-credit PCC class and pay the current PE facility use fee. Once you have paid, go to the PE Issue Room window. Present your validated PCC Student ID and proof of payment to the Issue Room staff. They will put a sticker on your PCC ID card, valid for the entire term, which will allow you to access both the Weight Room and the Pools. While you are at the Student Issue window, you can request to reserve a locker in the locker room, which provide restrooms, changing areas, lockers, and showers. For more information, visit the following link: <http://www.pcc.edu/programs/pe/sylvania/access.html>

## Public Safety

It is the mission of the Department of Public Safety to promote a safe and secure campus community through the delivery of quality public safety, fire, medical and public assistance services. Common public services that officers will provide are: battery jumps, vehicle lockouts and/or escorts. For emergencies contact PCC Public Safety at 971-722-4444, or dial 911. For non-emergencies contact PCC Public Safety at 971-722-4902.

## Student Records

The Office of Student Records deals with grades, graduation and transcripts. Grades are most often available online at [MyPCC](#) the Tuesday after finals week. See [Check Your Grades](#) and [Grading Guidelines](#) for more information. Two terms before your final term, you need to begin the [graduation process](#). [Requests for official transcripts](#) must be made by mail or FAX. Allow a minimum of one to two weeks for your transcripts to be issued. Unofficial transcripts can be printed from [MyPCC](#).

## Student Rights & Responsibilities

It is the students' responsibility to observe campus rules and regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community. A student's registration obligates him/her to comply with the policies and regulations of the College. PCC will restrict a student's admission to or registration with the College and will withhold degrees and academic transcripts as prescribed by the College and/or state guidelines if a student fails to meet financial obligations to the College or any other legal reasons. Portland Community College is granted the right by law to adopt such rules as is deemed necessary to govern its operations. Students are expected to read and understand what their rights and responsibilities are while enrolled at PCC. A *Student Rights and Responsibilities Handbook* can be accessed on the PCC Web page in the Resources menu. <http://www.pcc.edu/about/policy/student-rights/>

**Included in the [Student Rights and Responsibilities Handbook \[pdf\]](#):**

## [Student Rights](#)

Students at PCC have the right to various freedoms and protections, such as the right to: freedom from harassment and discrimination, freedom of expression, protection from improper evaluation or disclosure, formation of student organizations, participation in creating student policies and fund-raising activities, access their student records, and access college facilities.

## [Code of Student Conduct](#)

Students enrolled at PCC must conduct themselves in accordance with standards of conduct, which are appropriate to the pursuit of education goals. Violations of the Code of Student Conduct include things such as cheating in the classroom, theft or destruction of property, harassing or threatening students/staff, misusing college electronic services, and interfering with college processes. Students have the right to a fair hearing before any penalties are imposed.

## [Academic Integrity Policy](#)

Students are expected to be honest and ethical in their academic work. Cheating, plagiarism, falsifying, and working with others to cheat are all forms of academic dishonesty. Various penalties may be imposed and a fair hearing process is in place. Faculty and students complete an [Academic Dishonesty Report Form](#) [pdf].

## [Consensual Relationship Statement](#)

The college seeks to maintain professional, fair, and unbiased relationships between faculty/staff and students. This mission is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students. Questions of fairness, favoritism and coercion may arise. Therefore, faculty/staff should not engage in consensual romantic relationships with their current students.

## [Children on PCC Properties](#)

Children are welcome on Portland Community College campuses and properties in appropriate situations and while actively supervised by a parent, guardian, or responsible adult. This policy outlines the College's approach to ensuring that reasonable steps are taken to protect the study and work environment of the College, and the health, safety, and liability issues associated with children on PCC properties.

## Title IX

If you have experienced sexual harassment, sexual assault, domestic or dating violence or any other behavior that has made you feel unsafe or unwelcome-the College has resources to help.

### Definitions

- **Sexual assault:** Any actual or attempted sexual contact made without a person's consent.
- **Sexual harassment:** Unwelcome sexual conduct that creates a hostile, intimidating, or unsafe environment.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their or others' safety, or to suffer substantial emotional distress.
- **Dating violence:** Includes violence by a person who has been in an intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic violence:** Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law or anyone else protected under domestic or family violence law.
- **Retaliation:** Retaliation means any adverse treatment that is taken because a person engaged in protected activity (e.g., opposing discriminatory practices, filing a complaint, or participating in an investigation).
- **Consent:** Consent is a knowing, voluntary and mutual agreement to engage in sexual activity. Consent can be withdrawn at any time.

### Know your rights

- You have the right to learn and work in a safe environment. PCC follows a zero tolerance policy for all forms of sexual misconduct and gender-based discrimination.
- You have the right to a prompt and fair Investigation. PCC is required to investigate all reports of sexual misconduct within 60 college work days.
- You have the right to file a complaint without fear of retaliation. Complainant or witnesses who report sexual misconduct are protected from retaliation under the law.
- You have the right to access support and health services. PCC offers confidential counseling services and can connect you with on- and off-campus resources to help you heal.

### WHERE TO GET HELP - If you are in danger

- Emergency Dispatch: 911
- PCC Public Safety: 971-722-4444
- Suicide Prevention: XXX-XXXX

### Veteran's Resource Center (VRC)

The VRC offers a variety of resources to all veterans, veteran family members, friends, and anyone who wants to know more about vets on campus. The Center offers a variety of resources including a safe space for relaxing between classes and socializing with fellow student veterans, connection to resources at PCC as well as those offered at the county, state and federal level. Assistance with career counseling and academic advising, determining eligibility for VA educational benefits, enrolling in VA healthcare and filing disability claims with the VA is also available. The Center is located on the second floor of the CC Building.

## Women's Resource Center (WRC)

The WRC provides a central location for services that support the academic achievement of women, while working to increase access to education for women, improve the retention of women students at the college, and encourage women's leadership development. The WRC provides an excellent "first stop" for women who are returning to school after a prolonged absence. It is a place to learn about campus and community resources, to meet new friends, exchange information and share common concerns.

## Professional Resources

Professional persons have a responsibility to be active in organizations that enhance their professions through membership and participation. The medical imaging faculty represent several professional organizations and encourages students to explore professional activities through a variety of professional opportunities.

### Professional Organizations

Students are encouraged to join professional organizations at the student level and to attend annual meetings of the state professional society, Oregon Society of Radiologic Technologists (OSRT). Attendance will be at their own expense or with financial assistance from fund raising and campus club monies. Students must request permission from the CIIC, Program Director and Clinical Coordinator to attend any professional meeting during the clinical or academic schedule. If a student participates in such meetings during clinical assignment, they will not be required to make up the absent time.

Application forms are available online for the following professional organizations:

- American Society of Radiologic Technologists (ASRT) – ASRT is the leading professional association for the medical imaging and radiation therapy community offering ARRT accepted continuing education credits. Find more information at <https://www.asrt.org/>
- Oregon Society of Radiologic Technologists (OSRT) - <https://my-osrt.org/>

**JRCERT:** The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the PCC Radiography Program. The mission of this organization is to promote excellence in education and to elevate the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. For more information, visit their website at [www.jrcert.org](http://www.jrcert.org)

Students who feel the Program is in violation of JRCERT accreditation standards are asked to discuss their concerns with the Program Director. The standards can be found on JRCERT's website or in the Radiography lab. If following discussion, the student continues to feel the Program is in violation of JRCERT standards the student can submit a written complaint to the Program Director within 15 business days of the discussion. The Program Director will review the complaint 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.



## A.R.R.T. Certification

Students graduating from the Radiography program upon the satisfactory completion of the 8<sup>th</sup> term are eligible to sit for the ARRT Certification Examination. Applications are available in the Program Director's office and require the Program Director's signature. An application fee of \$200.00 payable to ARRT must accompany the application. Sent by certified mail – receipt requested. No additional examination is required, but evidence of Continuing Education is required on a biennial basis per ARRT 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 (OBMI). Provide evidence of ARRT certification and submit a fee. Contact OBMI for further information. License renewal will require evidence of continued education. For information and application for "temporary" license visit the OBMI website.

## Advisory Committee

The advisory committee for PCC's Medical Imaging Program includes representatives from the Medical Imaging department, local health care facilities, employers and others in the healthcare industry, the community, and radiography student representatives. The primary responsibilities of the advisory committee are to provide information about current medical imaging or health care trends and issues, serve as a liaison between the program and community, and make suggestions for program improvement.

## Employment

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

Board of Medical Imaging  
800 NE Oregon Street #21    Portland, OR 97232    (503) 731-4088

**Temporary License:** Students may apply for a temporary license through the Oregon Board of Medical Imaging (OBMI) no sooner than 5 months prior to their graduation date. This allows 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 on procedures performed during employment with a temporary license will not meet any program requirements. Students may not complete competencies during paid time. Students are required to sign a Clinical Integrity Policy concerning separation of student and paid hours and submit a copy of the signed agreement to the Program Director. Working students are not permitted to work more than 24 hours per week while also completing clinical hours.

## Confidentiality Statement (HIPAA)

I, \_\_\_\_\_, understand and agree that in the performance of my duties as a PCC radiography student, I MUST hold all medical patient information in confidence. This includes information at the college and/or through direct and indirect practice affiliations. I understand that any violation of the confidentiality of this information may result in instant dismissal or punitive action.

_____	_____
Print Name	Signature
_____	_____
G#	Date

## Student Acknowledgement & Handbook Confirmation

My signature below indicates that I:

- a) Have read the Student Handbook.
- b) Have asked program faculty and staff to clarify any questions concerning information, procedures and policies found within this Handbook, and therefore, I understand its contents and provisions.
- c) Agree to comply with the Portland Community College and Medical Imaging Department policies and procedures as stated in this Student Handbook, as well as the PCC Students Rights and Responsibilities Handbook which I have accessed on MyPCC at:

<https://www.pcc.edu/about/policy/student-rights/>

- d) I understand that the student handbook is not a contract. I also understand that Portland Community College and the Medical Imaging Program can change the provisions of the Student Handbook at any time, and that I will be notified of those changes.

\_\_\_\_\_ Student Printed Name

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date