



**Professional Training Centers
13926 SW 47th Street
Miami, Florida 33175**

**General Radiologic Technology Program
Student Handbook**

Revised: July 9, 2009

Preface

The primary objective of this Student Handbook is to provide students with a comprehensive reference manual for the Professional Training Centers' General Radiologic Technology Program. It is not intended to replace the Policies and Procedures Manual, the Student Code of Conduct, the School Catalog or other official School documents. All Professional Training Centers Radiologic Technology Program students will receive a Student Handbook containing the Academic/Clinical Policies and Procedures upon entering the General Radiologic Technology Program. All students are required to read the contents of the handbook and submit the signed "**Evidence of Understanding**". **It is the responsibility of each student to review this handbook frequently and to be knowledgeable of its contents.**

All female students ***must*** sign the evidence of understanding Pregnancy Policy prior to assignment to a Clinical Education Center.

Revisions to Handbook

The School reserves the right to revise, change or delete any of these policies and procedures, in whole or in part. The handbook shall be reviewed on a yearly basis by the General Radiologic Technology Department.

Program Faculty

Please refer to the School Catalog for Program Director and Faculty information.

Mission Statement

Consistent with supporting the mission statement and goals of Professional Training Centers Inc., the mission of the General Radiologic Technology Program is to provide a comprehensive competency-based Radiologic Technology curriculum that promotes the technical, intellectual and professional development of our students as well as to assist the graduates of the program in acquiring employment as entry-level radiographers.

Program Goals

1. To graduate competent radiographers that will be employed as entry-level radiologic technologists.
2. To prepare students with effective written and oral communication skills and ethical reasoning to interact with the medical community.
3. To assist students in developing critical thinking and problem solving skills.
4. To promote a commitment to professional development and continuing education in our students.

Programmatic Accreditation

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 900
Chicago, IL 60606-2901
312-704-5300
<http://www.jrcert.org>

National Radiologic and Imaging Sciences Honor Society

Lambda Nu (Λ N)
Arkansas State University, Box 910,
State University, AR 72467-0910
Tel: (870) 972-3073, Fax: (870) 972-2004

The American Registry of Radiologic Technologists®

ARRT Standards of Ethics Effective: July 2002

The Standards of Ethics of The American Registry of Radiologic Technologists shall apply solely to persons holding certificates from ARRT who either hold current registrations by the ARRT or formerly held registrations by the ARRT, and to persons applying for examination and certification by ARRT in order to become Registered Technologists.

1. The Radiologic technologist conducts her or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
4. The Radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The Radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality Radiologic technology care.
9. The Radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

These standards are intended to serve as a guideline by which Radiologic technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the medical care team, health-care consumers and employers, and to assist Radiologic technologists in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients.

General Radiologic Technology Advisory Committee

Professional Training Centers General Radiologic Technology program has established an advisory committee which meets on a bi-annual basis or when needed. The primary goals of the advisory committee are to:

1. Discuss the goals and direction of the educational process of the program.
2. Suggest ideas for program improvement and curricular changes.
3. Help ensure curriculum currency and relevancy to local healthcare needs.

Student representative(s) will be asked to contribute to the advisory committee on a continuous basis. The advisory committee is not a policy making or implementing group.

Professional Associations

Students are strongly encouraged to support and become active members of the professional organizations for Radiologic Technologists. These groups encourage professionalism and the pursuit of high standards in Radiologic Technology.

1. Florida Society of Radiologic Technologists (FSRT) www.fsrt.org
2. American Society of Radiologic Technologists (ASRT) www.asrt.org

These organizations provide workshops and meetings which are designed to aid all persons involved in the science of radiography.

The FSRT and ASRT have student category memberships. Memberships include being placed on magazine mailing lists and the opportunity to attend annual radiology meetings and seminars.

Lambda Nu (AN) National Honor Society

Lambda Nu is a national honor society for the radiologic and imaging sciences. Professional Training Centers was honored with a Charter for a Lambda Nu Florida Beta Chapter. Individuals who have achieved academic honors are welcome to apply for acceptance to Lambda Nu.

<http://www3.astate.edu/conhp/lambdanu>

Program Requirements

The following criteria must be adhered to in all Radiologic Technology courses in order to receive a satisfactory performance evaluation. Failure to meet these criteria may be identified by any program faculty member, both in or out of the clinical facility, who will subject the student to immediate and appropriate disciplinary actions. Each student must:

1. Adhere to Professional Training Centers' policies.
2. Adhere to the student role as outlined by each affiliate contract.
3. Adhere to the ARRT Code of Ethics for radiographers (www.arrt.org/web/ethics/standardethic.pdf).
4. Dress appropriately in accordance with the General Radiologic Technology Uniform Code.
5. Maintain patient confidentiality at all times in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA PL 104-191)
6. Demonstrate compliance for patient privacy and individual rights as outlined in the Patient's Bill of Rights.
7. Deliver optimum care in a non-discriminatory manner.
8. Document all services provided using proper English (verbal and written).
9. Report immediately any errors of omission/commission to the proper authorities.
10. Be punctual in reporting to the institution and assigned clinical affiliate as well as in submitting assignments.
11. Adhere to OSHA regulation while in attendance at the clinical affiliate.
12. Demonstrate physical, cognitive, and psychomotor competence.
13. Demonstrate a caring, empathic and non-selfish attitude.
14. Show respect for clinical affiliate staff and avoid the use of words or body language that could be misconstrued as derogatory.
15. Be physically able to perform studies that require portable equipment to be transported to rooms or floors other than the ones occupied by the radiology department.
16. Utilize the internet or radiology websites to search for information pertaining to radiology.
17. Maintain a grade of $\geq 75\%$ as of January, 2009, in each program course to progress.
18. Apply for the ARRT certification board exam during GRT 119 (final program course).
19. Pass the Exit Exam at the conclusion of GRT 119 to graduate from the program and sit for the ARRT certification board exam.
20. Have the required textbook for each course.

Note: We strongly advise students registering for this Program to refer to the Florida Department of Health: General Radiologic Technology Rules and Regulations (www.doh.state.fl.us) for more details, prerequisites, and conditions

required to allow students to sit for the State of Florida General Radiographers Licensure Examination.

In addition, students who have any misdemeanors or felonies on their record must contact the ARRT and initiate a pre-qualification screening. The program requires written notification of the ARRT findings.

NO CALL/NO SHOW Policy

A "no call/no show" is defined as a failure to call in before the student's class starts or the clinical shift starts. Disciplinary action for "no call/no shows" will be as follows:

1st offense = verbal warning followed up with written documentation

2nd offense = written warning

3rd offense = immediate suspension and time will be made up

No Call/No Show warnings and suspensions stay on the student's record for the length of the program and are monitored progressively throughout the program.

THE STUDENT RADIOGRAPHER:

1. Maintains didactic and clinical performance at or above the standards of the program.
2. Maintains a positive attitude during all portions of the radiography program.
3. Demonstrates the ability to cooperate in a positive manner with other students, staff technologists, supervisors and physicians.
4. Adheres to acceptable medical and legal ethics at all times in the clinical environment.
5. Maintains an appropriate professional appearance at all times while in a clinical institution.
6. Meets all SAP requirements at all times.
7. Completes all degree requirements and clinical education hours to include all ARRT required competencies to become eligible for graduation and the ARRT certification board exam or Florida licensure.

GRT Program Satisfactory Academic Progress Policy

Satisfactory academic progress is checked at the end of each course. A student must maintain a minimum cumulative grade point average (GPA) at or above 2.0 and an attendance rate of no less than 75% to maintain satisfactory academic progress. The Institution's academic year is 36 weeks. Satisfactory academic progress is checked at the end of each course.

A student may appeal a determination of unsatisfactory academic progress by submitting a written appeal to the Program Director. The Program Director, Academic Registrar and Campus Director will review the appeal and make a determination.

The decision of this panel will be final. Failure to meet satisfactory academic progress at the end of a course will result in the following course(s) of action:

Academic Warning: Students may be placed on Academic Warning by the Program Director. An action plan is provided to the student in order to complete all pending educational assignments and/or examinations leading to the improvement of the student's GPA. The warning period may last for a maximum of 30 days. If the student does not meet Academic Warning coursework, they may be placed on Academic Probation.

Academic Probation: Students may be placed on Academic Probation by the Program Director for failure to meet Academic Warning coursework. This probationary period will last only until the completion of the subsequent course or 30 days, whichever is longer. During this time, the student will be given an action plan in order to complete all pending educational coursework leading to the improvement of the student's GPA. If Academic Probation coursework is not satisfactory, the student will be terminated from the program.

Attendance Warning: Students may be placed on Attendance Warning by the Program Director and will be given an action plan leading to the improvement of the student's daily attendance. The warning period may last for a maximum of 30 days. If the student does not meet Attendance Warning conditions, he/she may be placed on Attendance Probation.

Attendance Probation: Students may be placed on Attendance Probation by the Program Director for failure to meet Attendance Warning requirements. This probationary period will last only until the completion of the subsequent course or 30 days, whichever is longer. During this time, the student will be assigned an action plan leading to the improvement of the student's attendance pattern. If Attendance Probation requirements are not satisfactory, the student will be terminated from the program.

Termination: Students not satisfying the requirements of either academic and/or attendance probations will be terminated by the institution.

Academic Code of Conduct

The Academic Code of Conduct of Professional Training Centers is a policy that outlines the procedures by which academic honesty is enforced. It outlines offenses, procedures for dealing with offenses and possible penalty if charges are found to be true.

Introduction: The ethical integrity of Professional Training Centers is dependent upon the honesty and soundness of the administration/faculty – student learning relationship. All students are expected to be honest in all of their academic activities and relationships with the institution.

Offenses: **Academic offenses include**, but are not limited to the participation in:

1. Stealing or obtaining examination questions, examination answers or any other documents without authorization.
2. Possession and/or use of any non-authorized materials, documents, hidden notes during an examination. This also applies to books which can be accessed during the examination.
3. The use of any type of electronic/communication device for the purposes of obtaining assistance for answers to an examination.
4. Copying answers from someone else's examination paper during an exam, or getting unauthorized help during an examination.

5. Communicating (speaking, gesturing, writing) for any reason, with any person other than the instructor during the examination.
6. Making any changes to an examination answer sheet after it has been submitted for grading.
7. Removing an examination paper from the classroom or department office.
8. The selling of an examination paper.
9. Impersonation: assuming the identity of another person or having another person assume one's own identity for the purpose of academic fraud in writing an examination. Both students will be charged.
10. The contribution by one student to another student of work with the knowledge that the latter may submit the work in part or in whole as his or her own.
11. Submitting the same assignment homework for evaluation in two or more courses without the knowledge or permission of the Instructor.
12. Falsifying documents including any documents being submitted to the institution as well as any documents of the institution. Examples of falsified documents include transcripts and records for the purpose of admission, notes from medical doctors or other documents to avoid sitting for an examination or handing assignments on the due date.
13. Plagiarism: an offense of the presentation of work of another person as one's own or without the proper acknowledgment.

In addition to the institution's Academic Code of Conduct, the GRT program defines the following offenses as grounds for disciplinary action:

1. Failure to report for assignment or schedule clinical make-up time; failure to make-up laboratory assignments.
2. Failure to phone within 15 minutes before your scheduled class or clinical education assignment begins, when unable to report for assigned time.
3. Failure to follow student dress code.
4. Indifferent or negative attitude toward patient care skills, patients, visitors, technologists, fellow students, supervisors, physicians, program officials and school administrators.
5. Failure to adhere to hospital or clinical site policies and procedures. Note: student is subject to and accountable for all clinical site policies.
6. Chronic absenteeism or excessive tardiness.
7. When in the opinion of any school or program official the student is incapable of performing in accordance with established standards.
8. Failure of the student to make a conscientious effort to improve deficiencies within a reasonable amount of time.
9. Sleeping during any class, lab or class assignment, or clinical assignment, including breaks.
10. Failure to maintain SAP.

11. Possession or under the influence of alcohol or drugs. The program reserves the right to immediately test any student thought to be under the influence.
12. Time sheet abuse, such as logging others in or out, failure to log in or out, or other flagrant abuse of the time sheet or any official document.
13. Violation of patient confidentiality.
14. Insubordination toward clinical staff, clinical supervisors, radiologists, program officials or faculty.
15. Unexcused failure to complete required assignments on time.
17. Failure to maintain clinical education standards as outlined.
19. Misrepresentation of student status at any time while employed, i.e. clocking clinical externship hours and competencies while employed in a facility.
20. Failure to call in to the Imaging Director for a didactic course absence or to the Clinical Coordinator, the Imaging Director and the clinical site for an externship course absence demonstrates a lack of student responsibility which may result in removal from the program. This is considered a **“no call/no show”** (failure to call in before the clinical shift starts). See policy.

Procedure for Dealing with an Offense & Student Due Process Policy

When an academic offense is committed, the course instructor will submit a Student Contact sheet to the Program Director. The course instructor cannot discuss the incident with the student once a Student Contact form has been submitted. The instructor may not, on his own authority, impose a penalty or punishment on a student.

The Program Director will review the Student Contact form and the evidence provided within three (3) days of the reported offense. The student will be asked to have a meeting with the Program Director. After the meeting with the student, the Program Director will specify a punishment that is commensurate with the nature and severity of the offense. The following sanctions may be given to the student by the Program Director:

1. A verbal warning.
2. A written reprimand.
3. Placement on probation.
4. Direct that the piece of work be resubmitted. This could mean redoing the original assignment or paper or writing another paper or examination.
5. Enter a failing grade for the piece of work in question or for the course.
6. Impose the obligation to retake an examination.
7. Suspension from the institution.
8. Immediate dismissal from the Institution.

When the student receives the decision in writing, he or she has the right to request a hearing within 3 business days before a panel composed of the Campus Director and Directors not directly involved with the student in their respective program.

The Appeal Panel will review all the documentation and evidence regarding the case. The Panel will render a decision to uphold the recommendation of the Program Director regarding the case or overturn the decision. The Campus Director will notify the student in writing within three (3) days of the Appeal Panel's decision.

If the student is not satisfied with the decision of the hearing panel, they may appeal in writing to the Board of Directors within three (3) days of receipt of the letter from the Campus Director. If the student appeals, the Board will reply in writing to the student in seven (7) days of their final decision regarding the case. If the case is dismissed, the instructor will be required to grade the assignment or examination and submit a grade for the course.

Professional Training Centers takes academic integrity very seriously and second time offenders may face immediate dismissal from the Institution.

Avoid the problem by:

1. Asking your instructor If you have any questions, or are uncertain about requirements or expectations in a course.
2. Speaking with your instructor If you are having problems meeting deadlines.
3. Speaking with your instructor If you are experiencing personal problems that are interfering with your studies.
4. Completing individual assignments yourself, even if you have worked in a group or discussed the assignments with other students.
5. Not submitting any falsified document to Professional Training Centers.
6. Taking pride in your work.

Academic Honors

Graduates earning a 3.5 to 3.69 grade point average are designated with the Cum Laude (Honors) at graduation while those with a 3.7 to 3.89 grade point average are designated Magna Cum Laude (High Honors), and graduates with 3.9 to 4.0 grade point average are designated Summa Cum Laude (Highest Honors). All graduates who have achieved honors will be mentioned and awarded a Certificate of Achievement during the graduation ceremony.

Description of the Profession

The profession of Radiologic Technology includes practicing different types of diagnostic imaging. The profession requires proper judgment and the ability to provide appropriate health care services.

Radiographers are highly skilled professionals qualified by didactic and clinical training to provide patient services using diagnostic radiology under the supervision of an interpreting physician. The radiographer may provide this service in a variety of clinical settings, where the supervising physician is ultimately responsible for the use and interpretation of each radiographic study.

Radiographers assist physicians in gathering radiographic data necessary to arrive at patient management decisions. The Radiologic Technologist is able to perform a multitude of tasks. They:

1. Obtain, review and integrate pertinent patient history, supporting clinical data and facilitate optimum diagnostic results.

2. Perform appropriate procedures and record anatomical, pathological and/or physiological data for interpretation by a physician.
3. Record, process or transmit electronically radiographic data, report, and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of radiographic services.
5. Provide patient education related to radiology and promote principles of good health.

Technical Standards for Program Enrollment

Technical Standards are adopted by some health career programs to aid in the assurance that students will be able to complete the program successfully. In keeping with our accreditation standard (JRCERT) of a curriculum that reflects assessment of affective, cognitive, and psychomotor domains, the Professional Training Centers Imaging programs have adopted the following technical standards. These standards apply to all candidates for admission and to all students at all times during training.

- The candidate must be able to use vision, hearing and somatic senses to accurately observe all teaching methods in both the classroom and the clinical setting. The candidate must be able to use these senses to accurately observe patients in the clinical setting also.
- The candidate must be able to communicate effectively with patients, preceptors, faculty members and other members of the health care team. Therefore, the candidate must be able to communicate accurately and clearly in spoken and written formats, and must be able to use speech, hearing, reading, and writing to effectively elicit patient histories, record data and interpret data related to patient care in the classroom and the clinical setting.
- The candidate must have sufficient motor and tactile skills to elicit information from patients and provide the services requested. The candidate must be able to physically perform the standard technical and patient care activities required.
- The candidate must have sufficient intellectual, conceptual, reasoning and problem-solving abilities, and the critical thinking skills to assimilate and integrate information in the classroom and the clinical setting.
- The candidate must have the capacity and willingness to develop sound clinical and personal judgment, mature professional relationships, and the ability to tolerate physically and emotionally stressful situations and circumstances. Candidates must have and maintain a sufficient degree of physical and mental health to provide effective, compassionate and safe health care, and must be able to respond appropriately and effectively in emergency situations.
- The candidate must have the capacity and willingness to recognize limitations of their skill, legal authority and authorization, and must be willing to seek appropriate supervision and direction.
- The candidate must be able to develop and demonstrate ethical behaviors with respect to co-workers, preceptors, faculty members, patients, the families of patients and other stakeholders in healthcare training and delivery.
- Reasonable accommodation for the Technical Standards may be requested.
- Otherwise qualified candidates may formally request assistance in compliance with the technical standards.
- Reasonable accommodation in the Technical Standards is not the same as reasonable accommodation under the Americans with Disabilities Act.

- Whether a requested accommodation is reasonable must be determined by the Director on an individual basis, in consultation with the involved student, appropriate school officials and other persons with direct standing in the request.
- Notwithstanding any other provisions of the school catalog, no candidate who by clear and convincing evidence is unable or unwilling to comply with the published Technical Standards, and for whom reasonable accommodation cannot be provided, shall be admitted as a student to the Imaging programs.
- A candidate who is denied reasonable accommodation for apparent inability to comply with Technical Standards or a candidate who believes that a program determination that he or she does not comply with such Standards is incorrect may appeal in accordance with the provisions of the school catalog.

Student Radiographer's Responsibilities

The student has a definite obligation to uphold the profession's dignity and honor in his/her personal and professional life. The student's standards should enhance and promote the status of both. It is the student's responsibility to act and react as a responsible team member in all situations encountered in the clinical education center. The student should be aware of the responsibilities they have to themselves, the patient, the physician, the technologist, and their fellow students. The principles of each of these are outlined in the following:

- A.R.R.T. Standard of Ethics (www.arrt.org)
- Scope of Practice
- Patient Bill of Rights
- Principles of Professional Conduct for Radiologic Technologists

Radiography Scope of Practice

The scope of practice of radiography includes (www.arrt.org):

1. Performing diagnostic radiographic procedures.
2. Corroborating patient's clinical history with procedure, ensuring information is documented and available for use by a licensed independent practitioner.
3. Maintaining confidentiality of the patient's protected health information in accordance with the Health Insurance Portability and Accountability Act.
4. Preparing the patient for procedures, providing instructions to obtain desired results, gaining cooperation, and minimizing anxiety.
5. Selecting and operating imaging equipment, and/or associated accessories to successfully perform procedures.
6. Positioning patient to best demonstrate anatomic area of interest, respecting patient ability and comfort.
7. Immobilizing patients as required for appropriate examination.
8. Determining radiographic technique exposure factors.
9. Applying principles of radiation protection to minimize exposure to patient, self, and others.
10. Evaluating radiographs or images for technical quality, ensuring proper identification is recorded.
11. Assuming responsibility for provision of physical and psychological needs of patients during procedures.
12. Performing venipunctures where state statute(s) and/or institutional policy permits.
13. Preparing, identifying, and/or administering contrast media and/or medications as prescribed by a licensed independent practitioner, where state statute(s) and/or institutional policy permits.

14. Verifying informed consent for, and assisting a licensed independent practitioner with, interventional procedures.
15. Assisting licensed independent practitioner with fluoroscopic and specialized interventional radiography procedures.
16. Performing non-interpretive fluoroscopic procedures as appropriate and consistent with applicable state statutes.
17. Initiating basic life support action when necessary.
18. Providing patient education.
19. Providing input for equipment purchase and supply decisions.
20. Providing practical instruction for students and/or other health care professionals.
21. Participating in the department's quality assessment and improvement plan.
22. Maintaining control of inventory and purchase of supplies for the assigned area.
23. Observing universal precautions.
24. Performing peripherally inserted central catheter placement where state statute(s) and/or institutional policy permits.
25. Applying the principles of patient safety during all aspects of radiographic procedures, including assisting and transporting patients.
26. Administering medications at the physician's request according to policy.
27. Starting and maintaining intravenous (IV) access per orders when applicable.

Comprehensive Practice: Radiographic procedures are performed on any or all body organs, systems, or structures. Individuals demonstrate competency to meet state licensure, permit, or certification requirements defined by law for radiography; or maintain appropriate credentials.

Radiography Professional Performance Standards

Standard One – Quality

The practitioner strives to provide optimal patient care.

Rationale

Patients expect and deserve optimal care during diagnosis and treatment.

General Stipulation

Federal and state laws, accreditation standards necessary to participate in government programs, and institutional policies and procedures supersede these standards. The individual must be educationally prepared and clinically competent as a prerequisite to professional practice.

General Criteria

The practitioner:

1. Collaborates with others to elevate the quality of care.
2. Participates in quality assurance programs.
3. Adheres to standards, policies, and procedures adopted by the profession and regulated by law.
4. Applies professional judgment and discretion while performing diagnostic study or treatment.
5. Anticipates and responds to patient needs.
6. Respects cultural variations and addresses misconceptions.

Specific Criteria

None added.

Standard Two – Self-Assessment

The practitioner evaluates personal performance.

Rationale

Self-assessment is necessary for personal growth and professional development.

General Stipulation

Federal and state laws, accreditation standards necessary to participate in government programs, and institutional policies and procedures supersede these standards. The individual must be educationally prepared and clinically competent as a prerequisite to professional practice.

General Criteria

The practitioner:

1. Monitors personal work ethics, behaviors, and attitudes.
2. Evaluates performance and recognizes opportunities for self-improvement.
3. Recognizes and applies personal and professional strengths.
4. Performs procedures only when educationally prepared and clinically competent.
5. Recognizes opportunities for educational growth and improvement in technical and problem-solving skills.
6. Actively participates in professional societies and organizations.

Specific Criteria

None added.

Standard Three – Education

The practitioner acquires and maintains current knowledge in clinical practice.

Rationale

Advancements in the profession require additional knowledge and skills through education.

General Stipulation

Federal and state laws, accreditation standards necessary to participate in government programs, and institutional policies and procedures supersede these standards. The individual must be educationally prepared and clinically competent as a prerequisite to professional practice.

General Criteria

The practitioner:

1. Demonstrates completion of education related to clinical practice.
2. Maintains credentials and certification related to clinical practice. Participates in continuing education and case review to maintain and enhance competency and performance.
3. Shares knowledge and expertise with others.
4. Demonstrates understanding of and continued competency in the functions and operations of equipment, accessories, treatment and imaging methods, and protocols.

Specific Criteria

None added.

Standard Four – Collaboration and Collegiality

The practitioner promotes a positive, collaborative practice atmosphere with other members of the health care team.

Rationale

To provide quality patient care, all members of the health care team must communicate effectively and work together efficiently.

General Stipulation

Federal and state laws, accreditation standards necessary to participate in government programs, and institutional policies and procedures supersede these standards. The individual must be educationally prepared and clinically competent as a prerequisite to professional practice.

General Criteria

The practitioner:

1. Shares knowledge and expertise with members of the health care team.
2. Develops collaborative partnerships to enhance diagnostic and therapeutic quality and efficiency.
3. Promotes understanding of the profession.

Specific Criteria

None added.

Standard Five – Ethics

The practitioner adheres to the profession's accepted ethical standards.

Rationale

Decisions made and actions taken on behalf of the patient are based on a sound ethical foundation.

General Stipulation

Federal and state laws, accreditation standards necessary to participate in government programs, and institutional policies and procedures supersede these standards. The individual must be educationally prepared and clinically competent as a prerequisite to professional practice.

General Criteria

The practitioner:

1. Provides health care services with respect for the patient's dignity, age-specific needs, and culture.
2. Acts as a patient advocate to support patients' rights.
3. Takes responsibility for professional decisions made and actions taken.
4. Delivers patient care and service free from bias or discrimination.
5. Respects the patient's right to privacy and confidentiality.
6. Adheres to the established practice standards of the profession.

Specific Criteria

None added.

Standard Six – Research and Innovation

The practitioner participates in the acquisition and dissemination of knowledge and the advancement of the profession.

Rationale

Scholarly activities such as research, scientific investigation, presentation, and publication advance the profession.

General Stipulation

Federal and state laws, accreditation standards necessary to participate in government programs, and institutional policies and procedures supersede these standards. The individual must be educationally prepared and clinically competent as a prerequisite to professional practice.

General Criteria

The practitioner:

1. Reads and critically evaluates research in diagnostic and therapeutic services.
2. Participates in data collection.
3. Investigates innovative methods for application in practice.
4. Shares information with colleagues through publication, presentation, and collaboration.
4. Adopts new best practices.
5. Pursues a life of learning.

Specific Criteria

None added.

CLINICAL EDUCATION POLICIES AND PROCEDURES

Introduction to Radiography Clinical Education

Students enrolled in the Professional Training Centers General Radiologic Technology Program (GRT) will be responsible for observing the Institution's and GRT's Student Handbook Academic/Policies and Procedures. *In addition, students will be required to adhere to their clinical education center's (affiliation site) Policies and Procedures, notably the policy addressing workplace hazards.*

The policy and procedures stated in the GRT's Program Student Handbook represent a contractual agreement between Professional Training Centers and the Radiography student for 24 months. Failure to comply with the policies and procedures in this handbook may affect student evaluations and may result in probation/dismissal.

Students must provide the program with all required documents for externship that are detailed in the GRT Externship Policies and Procedures manual under separate cover.

Minimum Physical Standards for Clinical Externship Courses

Prior to beginning the clinical education component, the student must have the ability to meet the following minimum physical standards:

- Reach up to six feet off the floor.
- Communicate in a clear and concise manner to people in various departments.
- Read and apply appropriate instructions in patients' charts, notes, and records.

- Lift 30 pounds of weight floor to waist.
- Move immobile patients from a stretcher to the radiographic table with the assistance of departmental personnel.
- Push standard wheel chair from waiting room to imaging area.
- Understand and apply clinical instructions given from departmental personnel.
- Utilize a keyboard to input clinical data into an imaging console and computers.
- Visually monitor patients in dimmed light, visually monitor patients via video monitors during radiographic examinations, and monitor patients via audio monitors during radiographic exams.
- Hear various equipment and background sounds during equipment operation.
- Use good body mechanics to bend, stretch, reach, stoop, kneel, and twist in performance of job duties.
- Maneuver heavy mobile equipment.
- Perform duties that require standing and/or walking for continuous periods of time.

Physical requirements are in accordance with the aforementioned Technical Standards for program enrollment.

Clinical Course Objectives

Throughout the curriculum of the GRT Program, the student will attend the clinical education centers. Course syllabi will be given to each student and posted in the clinical education center for each course. During the time students are rotated through different diagnostic areas, they will be transferring knowledge from theory to application of skills in performing diagnostic radiographic procedures. During preliminary rotation through a given activity, students will be primarily engaged in observation, orientation, equipment manipulation, and patient care. As time progresses and experience is gained, so will the level of the students' competencies.

Clinical Courses

Each clinical course is related to a didactic portion of the GRT Program. The clinical goals and objectives are clearly outlined in this handbook and explained to the student. For each clinical course, the student will receive a course syllabus, with expected competencies and learning objectives. The rotation schedule is designed to develop skills in each area of the radiographer's scope of practice and to follow sequentially with the didactic portion of the radiography course. Students will follow the rotation schedule as posted and do the required competencies that apply to that area. Each rotation period identified on the rotation schedule requires a Clinical Site Rotation Evaluation of the student. These evaluations will comprise the student's clinical grade.

During the clinical externship courses students will rotate through different areas of the assigned clinical education facility. Students will demonstrate knowledge in equipment manipulation, patient care techniques, radiographic anatomy, film and diagnostic quality. Film critique will be part of the clinical portion of the radiography program. Students will be given a copy of the clinical education facility's department Protocols and Procedures.

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is a patient protection act that affects the students in the clinical education centers in respect to patient privacy. The student will have access to patient demographics and healthcare information. As health care professionals, it is required by this act that to protect all information regarding patients, said information is to remain strictly confidential.

It is very important that no patients' information leave the facility at the end of each day. Recording a facility ID number, as means for retrieving a procedure for evaluation and film critique is acceptable however. You may complete your daily Clinical Case Log using only the time and date of the procedure and the patient ID number; no identifying features, (i.e. age, male/female, DOB, or any combination of such). No flash cards are to leave the health care facility.

Policy – 1: Supervision in the Clinical Education Facility

Each clinical education facility assigned has a Radiographer who has accepted the assignment and duties of Clinical Instructor. The Clinical Instructor and radiography Department Supervisor may permit a student who continuously demonstrates excellent patient care skills and has completed the procedure competency to work under indirect supervision once the student has demonstrated competency in a given exam. *The GRT Program at PTC mandates that the following areas must remain under direct supervision AT ALL TIMES for the length of the GRT Program.*

- Mobile (portable) Radiography
- Operating Room (OR)
- All Repeat Radiographs

Direct Supervision: Requires a Registered/General Licensed Radiographer to remain in the radiography room with all students.

1. Review the requisition.
2. Review the patient condition.
3. Review the radiographs with the student.
4. Assist the student with all radiographs that require repeating.
5. Remain with the student during all Portable, OR, and repeat examinations.

Indirect Supervision: Requires a Registered/General Licensed Radiographer to be in the immediate area and be readily available if the student should need assistance with an examination/patient.

Note: If the student has reached competency level in a procedure but a radiograph must be repeated, the staff technologist responsible for that area must directly supervise the repeat examination. (PATIENT PROTECTION)

Students are responsible for the following:

1. Students **must** have all radiographic procedures reviewed and initialed by Staff Technologist/Clinical Instructor assigned to student.
2. Students **must** not release a patient from the Imaging Department without direction of the Technologist/Radiologist.
3. Students must work under **direct supervision** of a Staff Technologist until competency has been completed successfully.

4. Successful competency completion permits students to work under indirect supervision. As the student progresses through the program the number of radiographic procedures they may do under indirect supervision increases.

Note: Non-compliance with any of the above will result in disciplinary action up to and including dismissal from the program.

Policy – 2: Clinical Schedules

At the time of program enrollment, the student will be asked to complete a form **with their name, address, and zip code**. Students are assigned to the clinical education center based on their home or work zip code if possible. Each clinical education facility has an approved number of students. It is the student's responsibility to update this information as needed.

Clinical externship rotations are scheduled according to JRCERT requirements as defined in the GRT Externship Policies and Procedures manual under separate cover. Student clinical rotation schedules are made and given to the student prior to course start date. The Clinical Coordinator develops the initial rotation schedule and may rearrange rotations to reflect students per area, work load, competency availability, and staff supervisors. Students will rotate through all areas of radiology by the end of their clinical education.

It shall be at the discretion of the Clinical Coordinator and the Clinical Instructor(s) whether a student should spend an additional rotation at one particular clinical area based upon the student's clinical performance. Students may rotate back to the same clinical areas before moving on to another clinical area (OR, ER, OPC).

Students who wish to change the rotation schedule must request the change at least two weeks prior to the desired rotation change in writing. Students cannot switch their clinical rotations without documented consent from the Clinical Coordinator.

Students who change the rotation schedule without prior conference with the Clinical Coordinator and Clinical Instructor will receive a **zero (0) grade** for that clinical rotation and be subject to disciplinary action up to and including dismissal from the program.

Policy – 3: Evaluations

Radiography students are evaluated after the completion of each rotation. Clinical Site Instructor Evaluations completed by the clinical site instructor, or their designee, will identify strengths and weaknesses during each rotation. Students will be given the completed evaluation to sign and date signifying they have seen and reviewed the evaluation. The student's signature does not mean agreement of evaluation. The student may use the space provided to write comments in agreement/disagreement with the evaluator's documentation.

Procedural competency evaluations are done when the student feels prepared to perform the competency successfully and after the student has achieved competency in the lab under the supervision of the Clinical Coordinator. **The student must announce that the exam is being performed for competency prior to the start of the exam.** At the students' request, the Clinical Instructor observes and evaluates the student's performance. Staff radiographers (must be ARRT or CRT) and program faculty may document the student's competency as well.

The clinical evaluation process includes, but is not limited to, the following instruments:

1. Student Clinical Site Instructor Evaluation: (monthly)

The Student Clinical Site Instructor Evaluation provides feedback to the student regarding:

- Dependability/Reliability
- Professionalism
- Retention of procedures and techniques
- Development of psychomotor and cognitive skills
- Motivation
- Compliance with policies of personal and patient protection (HIPPA, OSHA, Universal Protection and Radiation Safety)
- Attitude
- Room maintenance
- Communication with patient and Radiographers
- Identification of patient and procedure
- Retention of information
- Psychomotor skills
- Patient Assessment
- Radiation Monitor placement on uniform
- Technical skills
- Professionalism
- Professional skills
- Attitude
- Team member
- Compliance to policies and procedures
- Motivation

2. Clinical Coordinator Student Evaluation: (course end)

The Clinical Coordinator Student Evaluation provides feedback to the student regarding:

- Dependability/Reliability
- Professionalism
- Retention of procedures and techniques
- Development of psychomotor and cognitive skills
- Motivation
- Compliance with policies of personal and patient protection (HIPPA, OSHA, Universal Protection and Radiation Safety)
- Attitude
- Room maintenance
- Communication with patient and Radiographers
- Identification of patient and procedure
- Retention of information
- Psychomotor skills
- Patient Assessment
- Radiation Monitor placement on uniform
- Technical skills
- Professionalism
- Professional skills
- Attitude
- Team member

- Compliance to policies and procedures
- Motivation

The student is responsible for the following:

1. Submitting Clinical Site Instructor Evaluations in a timely manner as required by the Clinical Coordinator.
2. Completing the front top portion in its entirety.
3. Reviewing the evaluation and, if needed, writing any comments in the space provided.
4. Submitting original evaluation forms, **not a copy**. This document must be brought in to the office. **IT CANNOT BE FAXED!**

Note: At any time that a student requires additional blank evaluation forms, they must see the Clinical Coordinator.

Students may request a review of their evaluations with the Clinical Coordinator at any time.

Policy – 4: Documentation of Competency

Evaluation Procedures:

- (1) Students are not permitted to complete a radiographic competency prior to didactic and laboratory completion followed by a proficiency evaluation in that area performed by the Clinical Coordinator.
- (2) The Clinical Instructor/staff technologist will evaluate the student performing the procedure for which they seek competency and will sign the evaluation, returning the Competency Evaluation form to the student.
- (3) The Clinical Coordinator will evaluate the student's knowledge of film critique, radiographic positions, and radiographic anatomy as seen on the radiographic images. In addition, the student will perform the competency for the Clinical Coordinator in the lab to receive a grade for that competency. The Clinical Coordinator will assign the final grade for the competency. The Clinical Coordinator and student will sign the Competency Evaluation form.
- (4) The successful completion of the competency will be recorded on the student's Radiographic Procedures Verification Form.

Throughout the externship courses students are to work with staff technologists, assisting, observing, and performing all procedures. The student **must** record **all** procedures on the **Daily Case Log Sheet**.

Grading Scale

CRITERIA	PERCENTAGE
17 Clinical Competencies	#Required to pass
Program Official Perf. eval. (avg. 2)	20%
Clinical Inst./staff Perf. eval. (avg. 4)	5%
Procedure Log sheets/timesheets	10%
Final exam and image ID	30%
Attendance	10%
Grade on competencies (avg. of 17)	25%
TOTAL	100%

Policy – 5: Student Uniform & Personal Hygiene (Male and Female)

- Hunter Green scrub set with patch, PTC Student ID, radiation monitoring device.
- Predominantly white shoes, white socks.
- **All body art** must be covered while in clinical externship.
- Strong smelling perfumes and after shave lotions **are offensive** to patients and are not permitted.
- Least possible makeup.
- Trimmed facial hair.
- Nails should be short, well manicured and only clear nail polish is permitted.
False fingernails of any sort are not permitted.

Note: Clinical education facilities may require students to have a clinical site ID while rotating through the facility. This clinical site ID must be worn with the Professional Training Centers photo ID and must be returned to the clinical facility at the completion of the externship.

Policy- 6: Radiographic Markers

Students will receive a set of markers, **right and left markers with their initials** to properly identify the radiographic procedures. **Should the student misplace their markers, the student must order an additional set at their expense.**

Note: Failure to have student markers imprinted during exposure on each radiograph of the competency procedure will result in a failing grade for that competency. RT/LT written on radiograph with permanent marker is unacceptable for competency evaluation. All digital films submitted for competency must have student markers.

Policy- 7: Attendance

Attendance is important and must be documented accurately. Professional Training Centers has Insurance Policies that cover Malpractice and Liability for PTC students who are in externship at the clinical sites. The attendance record is a legal document that will identify the student's presence/absence on any specific day. All documents that pertain to attendance in a clinical site for make-up hours and/or remediation must be completed and placed in the student's clinical file. Failure to comply with attendance policies will result in disciplinary action up to and including dismissal from the program.

All clinical courses are scheduled to meet at specific times and days, which **must be strictly followed** in order to achieve the clinical objectives. The student will receive a schedule prior to their clinical rotation and may not alter this clinical schedule in any way without prior program consent. The student's personal appointments, vacations, work schedule, and additional obligations must be scheduled around their clinical schedule.

Students will receive attendance sheets at the beginning of each clinical course. Students are to report to the clinical education facility by their assigned start time. Students shall be ready to begin their clinical assignment at the clinical site at the assigned time.

Any student who will be absent from the clinical education center must notify the Clinical Instructor and program staff of the absence according to program policy. Phone numbers of the Clinical Instructor and of the program are on the rotation schedule. Calling the Clinical Coordinator or Program will not relieve you of the responsibility of notifying the appropriate personnel at clinical site. Failure to comply will be subject to the Institutional Attendance Policy. Failure to make the appropriate notifications will result in a “no call/no show” occurrence and will be subject to disciplinary action as outlined in the policy.

Students are not permitted to be in clinical education and classroom sessions more than 40 hours in a given week.

Illness as it affects Clinical and Didactic attendance

Illness is defined as:

- Any malady, disorder, sickness or general absence of good health that causes the student to be absent from a clinical or didactic assignment for **a period not exceeding three (3) consecutive days.**

Extended Illness is defined as:

- Any malady, disorder, sickness or general absence of good health that causes the student to be absent from clinical or didactic assignment for a period **exceeding three (3) consecutive days.**

Contagious Disease:

- Any disease that is ***easily*** transmitted from host to host (person to person) by casual cutaneous contact or respiratory droplet (Chicken pox, measles, mumps, conjunctivitis).

Documentation of Extended Illness and/or Contagious Disease

Students who think they have been exposed to, or know they have been exposed to a contagious disease either in the clinical education center or outside the clinical education center must contact their physician immediately for confinement policies to include total length of required confinement time. This could significantly affect the completion of required competencies, tests, quizzes and homework assignments. The Program Director, Clinical Coordinator, clinical and didactic faculty will work with the student to give them every opportunity to successfully complete course requirements.

Any student returning to the program after an extended illness and/or contagious disease ***shall*** provide appropriate written medical documentation indicating that she/he is fully recuperated and prepared to assume the full responsibilities of the radiography student. Appropriate written medical documentation is defined as a document stating student has been under his/her care for dates from/to, and is released to normal clinical duties and signed by a licensed ***physician.***

Extended illness would be four (4) or more consecutive clinical absences. Make-up time is to ensure successful completion of clinical requirements and meet the Satisfactory Academic Progress policy. Students requiring hospitalization for an extended period of time and/or surgery will require a written release to return to class and a second release to return to ***full duty*** at the clinical education center.

The Program Director and Clinical Coordinator will evaluate these cases on a case-by-case basis.

Tardiness

Students must adhere to clinical facility requirements regarding punctuality and attendance as well as Professional Training Centers' policies.

Failure to Sign In and/or Out

Students must have a time in and a time out for every day of attendance on the timesheet. Failure to do so will result in the following:

- a. Failure to sign-in will be interpreted as non-attendance.
- b. Failure to sign-out will be interpreted as leaving early without explaining to clinical supervisor.
- c. Signing in and out at the same time will be interpreted as falsifying records.

Policy – 8: Transportation

Each student is responsible for his/her own transportation to and from the clinical education sites.

Policy – 9: Vacations

Students have time off as stipulated by the Professional Training Center's Academic Calendar. Professional Training Center's calendar is posted in the Institutional Catalog and on the website (www.ptcmatt.com). When the Institution is closed, neither Liability nor Comprehensive Accident Insurance covers the student, therefore clinical externship attendance is not permitted during this time.

Policy- 10: Incidents

An incident is any event that is not within the hospital's guidelines for safety and well-being of patients, technologists, physicians, visitors and students. Students should report every incident to their immediate supervisor. Students will be required to assist in the documentation/witnessing of the incident. Any incident involving a student, where Risk Management is called in, must be documented by the student and given to the Clinical Coordinator to place in the student's file.

Extended leave due to injury acquired at the clinical site will require the student to follow the extended illness return to class and clinic, policies, and procedures.

All incidents require an incident report form to be filled out at the Campus.

Policy- 11: Professional Conduct

Students will adhere to the guidelines and professional standards stipulated in the ARRT Code of Conduct and this handbook.

Policy – 12: Appeal Process

Please refer to the Student Complaint and Student Grievance policies in the School Catalog or on the school website at www.ptcmatt.com.

Policy – 13: Observances

Radiography students are neither scheduled nor authorized to attend class or their respective clinical education centers on holidays observed by the School and/or clinical education facilities.

On school Holidays, the School is closed and insurance coverage does not apply in case of accident/ incident.

There are (8) days and two breaks observed by Professional Training Centers. They are:

Dr. Martin Luther King Jr. Day Third Monday in January	Labor Day First Monday in September
President's Day Third Monday in February	Columbus Day Second Monday in October
Good Friday	Veteran's Day November 11th
Memorial Day Last Monday in May	Thanksgiving Holiday Fourth Thursday & Friday in November
Summer Break From 10:00 p.m. of the Friday prior to the week containing the 4th of July to the following Monday.	Winter Break From 10:00 p.m. of the previous business day prior to December 24th to the next business day after January 1st.

Hurricanes

Students are to contact the School and/or the GRT Program for information in the event of a hurricane warning. Students must be prepared to resume classes as normal on the day immediately following any closure due to inclement weather.

Policy- 14: Radiation Safety

Personal Radiation Monitors

Each student **MUST** wear a program-issued radiation monitor at all times during any clinical assignment. The purpose of the film badge is to document radiation exposure during the radiography program. Students who graduate from the Program may request a report of the accumulated dose. Employers often ask for an official report especially if the monitoring/reporting company is not the same as used by the program. The monitoring company used by the PTC General Radiologic Technology Program is *Landauer, Inc.* The original report is filed in the GRT program office.

The film badge is worn on the torso during clinical hours. It is the student's responsibility to bring the monitor to campus to exchange for the next monitoring period. The Effective Dose Equivalent for education and training exposures (EDE) should not exceed 0.1rem. Each wear period produces a report, which the student initials, they have read. The initialing of the report and exchange of monitors occurs simultaneously. Should a student's report indicate a reading of 100mrem or more, the student will be told to see the Clinical Coordinator. The Clinical Coordinator will document any reason for the elevated reading. The care of the monitor is the student's responsibility. It is the right of the student to request a review of his/her radiation report.

State and Federal Radiation Control Regulations mandate that all personnel within the Imaging department wear radiation monitors. Therefore, students who misplace/lose their monitors are required to sign-out/clock-out and contact the

Clinical Coordinator for a spare monitor. STUDENTS ARE NOT PERMITTED TO BE IN THE CLINICAL AREA WITHOUT A RADIATION MONITOR. IT IS AGAINST THE FLORIDA STATE AND FEDERAL REGULATIONS. Failure to comply with radiation monitor requirements and regulations will result in disciplinary action.

The student is responsible for the following:

1. Wearing the radiation monitor on their torso at all times in the clinical education facility. When performing fluoroscopic examination, the monitor must be worn on the collar outside of the lead apron.
2. Always removing personal radiation monitors while having diagnostic medical or dental radiographs performed on oneself.
3. Reporting the loss of or accident with the radiation monitor immediately to the GRT Department and make arrangements for spare monitor. Student may not return to clinical site until spare monitor is obtained.
4. Exchanging monitors as scheduled throughout the externship tenure.

Student and Patient Safety During Radiographic Examinations

Throughout the radiography program, the student will learn about personal safety, patient protection and the effects of radiation to the body. During the clinical externship courses, the student is expected to practice all safety precautions for themselves, fellow students, staff and the patient. The student will follow safety precautions at all times while performing radiographic procedures.

The student will:

1. Leave the room while an exposure is being made unless during a fluoroscopic examination and a lead apron is worn and lead shield is provided.
2. Wear a lead apron during portable radiography unless you, the student, are outside the patient's room.
3. Be aware and practice patient shielding using lead aprons, lead shields and collimation.
4. Be **prohibited from holding patients** during an exposure with or without a lead apron.
5. Practice the Cardinal Principles of radiation protection (Time Distance and Shielding) at all times when participating in fluoroscopic procedures.
6. Remember the radiosensitive areas and organs of the body and shield such areas whenever possible (male and female reproductive organs, breast tissue, thyroid and the eyes).
7. Always maintain the accepted SID for all radiographic procedures.
8. Check all films with the staff technologist **prior** to repeating the film.
9. Perform any required repeat image **only** under the supervision of a staff radiographer.

Students are advised of the following:

State Statute 10 D-91.603, stipulates; student radiographer is not permitted to use fluoroscopy during radiographic procedures

Policy – 15 Pregnancy Policy

It is the policy of Professional Training Centers to comply with federal and state regulations regarding disclosure of pregnancy by the student radiographer. If a student radiographer becomes pregnant, or suspects she may be pregnant, it is recommended that she notify the Program Director in writing as soon as possible so that the necessary precautions can be taken to protect the health of the student and the developing fetus.

The student, however, has the option not to disclose, in which case she will continue in the program with no modification to her schedule and will participate in all activities as any other non-pregnant student.

Should the student opt to disclose her pregnancy the procedure below will be implemented. The student will meet with the Program Director to discuss the education options available to her.

- a. Continue her training with no modifications to the program
- b. She will be issued an additional badge to be worn at waist level for the purpose of monitoring fetal exposure
- c. Continue with the clinical and didactic components but with a modified rotation schedule, which will exclude her participation in fluoroscopy, mobile, surgical, and special procedures examination
- d. Continue with the didactic portion of the program and take a leave of absence from the clinical component until after delivery
- e. Both the student and fetal exposures will be closely monitored. Any evidence of radiation over exposure on the report will result in a conference, which will involve the student, her physician, and Program Director, to evaluate continuation with clinical activities.

The ultimate decision on which education option to be taken rests solely with the student and should depend upon her physicians recommendation, remaining length of the pregnancy, remaining program length, and input from the Program Director.



**Professional Training Centers
General Radiologic Technology Program
Declared Pregnant Student Policy**

Declaration of Pregnancy

I have read and I understand the program policy in regards to pregnancy. When I voluntarily declare my pregnancy in writing, a fetal monitor will be requested which will be worn at my waist during all Clinical education center rotations until the end of my pregnancy and upon such declaration I have the right to choose one of the following options at the time of declaration. I understand that the choice I make may delay my graduation date.

1. Remain in the program without modification to the Clinical Education Rotation schedule.
2. Remain in the program with modification of Clinical Education rotation schedule.
3. Withdrawal from Clinical Education in current semester but with completion of Didactic education. Upon completion of semester withdraw from program to return as student in good standing at the end of the pregnancy and Post Partum period.
4. Complete withdrawal at time of Declaration as student in good standing. I understand I may return at the completion of my pregnancy and Post Partum period, to continue in the General Radiologic Technology Program without prejudice.

I (print) _____ have discussed with the Clinical Coordinator/Radiation Officer the General Radiologic Technology Program Pregnancy Policy.

I (print) _____ with complete understanding of this policy wish to voluntarily declare my pregnancy on this date _____.

I wish to select option 1. _____ 2. _____ 3. _____ 4. _____

I (print) _____ understand that the above selection may be changed if I wish or need to.

If selection is Option 4, attach a copy of the student withdrawal card and student conference form indicating the terms of return to the General Radiologic Technology Program.

Student Signature: _____ Date: _____

Clinical Coordinator, RSO _____ Date: _____

Signature page will be filed in the department's student file and master student file.

Above policy is based on the NCR report #116, 1993, page 37-39



**Professional Training Centers
General Radiologic Technology Program**

**Evidence of Understanding
Pregnancy Policy**

I, the undersigned, have read and been informed of the danger of radiation to an embryo/fetus. Being fully aware of this, I am signing this document verifying that I am aware and understand the danger should I become pregnant while a student in the General Radiologic Technology Program.

N/A

Signature: _____

Date: _____

Witness: _____

Date: _____

**Professional Training
General Radiologic Technology Program**

Clinical Externship Evidence of Understanding

1. In order for a student to meet the Clinical Competency requirements as mandated by the American Registry of Radiologic Technologists (ARRT), General Radiologic Technology students at Professional Training Centers must attend and successfully complete the requirements of all externship courses and critique courses. Students must pass all course final exams to progress to the next externship course. _____Initials

2. As part of the externship process, you will be required to attend the clinical education site on a daily basis in accordance to your assigned schedule. JRCERT externship requirements will be implemented in externship scheduling. Changes to your schedule must be approved by the GRT Program in advance. Changes in your schedule must be requested in writing to the GRT Program Clinical Coordinator. Students who change their schedule without informing the GRT Program will face disciplinary action up to and including dismissal from the program. _____Initials

3. In the event of an unforeseen absence, you must contact the Clinical Instructor at your Clinical Education Site AND the GRT Program office prior to the beginning of your scheduled shift. Students who do not call and do not show are in violation of the No Call/No Show policy and face disciplinary action up to and including dismissal from the program. _____Initials

4. Students are required to successfully complete 51 Competency Evaluations at the end of the GRT program. You will be required to submit these evaluations in a timely manner. The completed competency evaluation forms must be submitted to the GRT Clinical Coordinator. Only original competency evaluation forms shall be accepted. **Copies will not be accepted.** The Competency Evaluation must be completed in its entirety with all the appropriate signatures. Any student who forges a signature will face disciplinary action. _____Initials

5. Students must be appropriately dressed when attending their clinical externship site.
 - The official PTC GRT uniform consists of Hunter green scrubs with patch, predominately white footwear, PTC ID badge, and school issued dosimeter.

 - Students are not allowed to wear hoop earrings or have acrylic nails. Strong perfumes and colognes should not be worn. Visible tattoos shall be covered. No caps or headwear is allowed.
_____Initials

6. Clinical time log must be submitted on a weekly basis. Time-sheets must be faxed to the GRT Program at (305) 220-4413 **no later than 12:00 noon on the Monday** after the conclusion of the externship week. Failure to comply will result in disciplinary action up to and including dismissal from the program. _____Initials
7. Film Critique
 - Students will be assigned to Film Critique class by the Clinical Coordinator. Film Critique will consist of a combination of competency evaluation, image identification, and written exams.
 - Attendance in the film critique course is **MANDATORY**. Students must be in uniform. Failure to attend will result in disciplinary action up to and including dismissal from the program. _____Initials

NOTE: Any student requesting Leave of Absence will only be re-admitted if clinical space in the program exists for that re-entry cohort.
 _____Initials

I understand and agree to abide by all clinical externship requirements and submit all required forms within the timeframe required by the Clinical Coordinator.

 Student (Print name)

 Date

 Student signature



**General Radiologic Technology
Student Handbook**

Evidence of Understanding

I, _____, attest that I have received the latest publication and/or have been instructed of where I may obtain the Student Handbook for the General Radiologic Technology Program.

By signing below, I understand and agree to adhere to **ALL** the policies, rules and regulations set forth in the Student Handbook.

Student's Signature

Date

NOTE: Student Handbooks are true and correct in content and policy as of the date of publication.

Student Handbooks are published each year. For the most up-to-date information including revisions and/ or modifications to the student handbook for the General Radiologic Technology program, please visit the schools website, www.ptcmatt.com