



**Illinois Eastern Community Colleges**

**RADIOGRAPHY PROGRAM HANDBOOK**

**2024-2025**

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## Introduction

Welcome to the Illinois Eastern Community Colleges – Olney Central College Radiography Program. It is important that you read this handbook and familiarize yourself with the [academic catalog](#) and the [OCC Student Handbook](#). These documents contain important information regarding resources, services, expectation, and policies. Some information in these publications may become outdated due to changes in Board of Trustees Policy, state law, and program guidelines. In such instances, current board policy, state laws, and program guidelines will prevail.

The Olney Central College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. JRCERT Standards can be viewed at <http://www.jrcert.org>.

Students who successfully complete the Olney Central College Radiography Program and who are in compliance with the American Registry of Radiologic Technologists (ARRT) Standards of Ethics are eligible to sit for the ARRT Primary Certification Examination.

<https://www.arrt.org/docs/default-source/Governing-Documents/arrt-standards-of-ethics.pdf?sfvrsn=10>

It is our desire to help you meet your educational goals. It is our commitment that you receive quality education while enrolled in the Radiography Program.

## Preface

*These guidelines have been prepared to assist Olney Central College Radiography students in successfully completing the Associate in Applied Science Degree in Radiologic Technology. A thorough understanding of the curriculum, policies, and standards within the program are essential. The following guidelines are subject to renewal and revision by the Radiography Program faculty and approval of the Dean of Health Professions.*

## **SECTION I**

### **PROGRAM OF LEARNING**

- **Program Mission Statement**
- **Program Core Values**
- **Program Goals**
- **Student Learning Outcomes**
- **Integration Of Clinical & Didactic Education**
- **Professional Licensure Disclosure**
- **Radiography Curriculum**
- **Continuing Program Evaluation**
- **Educational Guarantee**

## Program Mission Statement

The mission of Illinois Eastern Community Colleges-Olney Central College Radiography Program is to provide quality radiography education and to graduate competent entry-level radiographers to serve the community.

## Program Core Values

The process of becoming a successful healthcare professional involves attaining competency in knowledge, skills and behavior. Radiography Program students are evaluated through testing, oral and written assignments, observation of skills performances, and interaction in both didactic and clinical settings. Students are expected to demonstrate the core values of truth, honor, fairness, compassion, respect, and responsibility.

- **Truth** includes doing one's own work. Students are expected to do homework, tests and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before program officials for review and may be dismissed from the program. The Olney Central College Radiography Program recognizes a violation of academic integrity to be a critical area of concern so faculty will forward all potential violations of Academic Dishonesty to the Dean of Allied Health for further review and disciplinary action.
- **Honor** means integrity in one's beliefs and actions. Honor involves congruence between what one says, what one does, and consistency in behaviors. The student is expected to adhere to policies of the college, the program, and clinical sites. The radiography student should always adhere to the ARRT Standards of Ethics.
- **Fairness** involves weighing situations and interactions and responding reasonably. It also means the student will be courteous and civil in expressing opinions and agreeing or disagreeing with others.
- **Compassion** means demonstrating an understanding of the difficulties of others. It also includes recognizing your decisions involve looking at the circumstances of a situation. The student is expected to realize balancing different needs requires flexibility to allow for suitable adjustments.
- **Respect** involves valuing self and others, and is demonstrated by conduct, appearance, and interactions with others. The student is expected to interact with peers, faculty, other college personnel and all clinical site employees with respect. Respect involves not talking when others are speaking, listening to others, responding non-judgmentally to the views of others and demonstrating tolerance. Appropriate verbal and non-verbal communication is required.
- **Responsibility** involves choosing responses and accepting consequences of choices. A student automatically assumes certain responsibilities when enrolling in Radiography Program courses. The student will be on time, take exams on scheduled days, maintain alertness, make full use of didactic/clinical time, avoid excessive conversation during class and maintain composure when discussing exam results and other forms of evaluation. The student assumes responsibility for monitoring his/her progress in courses through review of grades and feedback on assignments. The student is expected to confer with instructors and alter behaviors as recommended.

## Program Goals

The mission is accomplished through these program goals:

1. Students will demonstrate clinical competency.
2. Students will demonstrate the ability to communicate effectively.

3. Students will develop and apply effective critical thinking skills.

### **Student Learning Outcomes**

1. Students will apply radiation safety practices.
2. Students will obtain radiographs of acceptable diagnostic quality.
3. Students will communicate effectively as part of the healthcare team.
4. Students will demonstrate the ability to communicate through written correspondence pertaining to healthcare.
5. Students will adapt radiographic procedures for non-routine situations.
6. Students will adjust radiographic images to ensure acceptable diagnostic quality.

### **Integration Of Clinical & Didactic Education**

The curriculum of Olney Central College Radiologic Technology Program has been developed to facilitate student understanding and comprehension of the material taught in each of the courses. This enables students to progress to a higher level of difficult material. In the first year of education, students are given a solid foundation of knowledge on which to build and develop their skills as a competent student radiographer. In the second year of education, the students' progress on to more difficult aspects of the curriculum to develop their skills as an entry-level Radiologic Technologist.

### **Professional Licensure Disclosure**

This program prepares students to seek a licensure in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at [www.iecc.edu/licensuredisclosure](http://www.iecc.edu/licensuredisclosure) for more information.



**ILLINOIS EASTERN COMMUNITY COLLEGES – OLNEY CENTRAL COLLEGE**

**Radiography Curriculum**

**Pre-Program Requirements**

HEA 2299      Independent Study in Allied Health

Weekly

<b>FIRST YEAR - SUMMER SEMESTER</b>		<b>Contact</b>	<b>Hours</b>	<b>Semester</b>
<b><u>COURSE NUMBER</u></b>	<b><u>COURSE NAME</u></b>	<b><u>Lecture</u></b>	<b><u>Lab</u></b>	<b><u>Credit</u></b>
MTH 1201	Technical Math or higher-level math course	2	0	2
RAD 1211	Radiography Orientation (1 Day, 8 hours)	0.5	0	0.5
RAD 1212	Radiography Clinical Orientation (1 day, 8 hours)	0.5	0	0.5
				<b>3</b>
<b>FIRST YEAR - FALL SEMESTER</b>		<b>Contact</b>	<b>Hours</b>	<b>Semester</b>
<b><u>COURSE NUMBER</u></b>	<b><u>COURSE NAME</u></b>	<b><u>Lecture</u></b>	<b><u>Lab</u></b>	<b><u>Credit</u></b>
HEA 1225	Intro to Medical Terminology	3	0	3
LSC 2111	Human Anatomy & Physiology I	3	2	4
RAD 1201	Intro to Radiography & Patient Care	3	1	3.5
RAD 1204	Radiographic Procedures I	3	2	4
RAD 1206	Applied Clinical Radiology I	2	14	2
				<b>16.5</b>
<b>FIRST YEAR - SPRING SEMESTER</b>		<b>Contact</b>	<b>Hours</b>	<b>Semester</b>
<b><u>COURSE NUMBER</u></b>	<b><u>COURSE NAME</u></b>	<b><u>Lecture</u></b>	<b><u>Lab</u></b>	<b><u>Credit</u></b>
LSC 2112	Human Anatomy & Physiology II	3	2	4
RAD 1209	Radiographic Physics	4	0	4
RAD 1224	Radiographic Procedures II	3	2	4
RAD 1226	Applied Clinical Radiology II	2	14	2
				<b>14</b>
<b>SECOND YEAR - SUMMER SEMESTER</b>		<b>Contact</b>	<b>Hours</b>	<b>Semester</b>
<b><u>COURSE NUMBER</u></b>	<b><u>COURSE NAME</u></b>	<b><u>Lecture</u></b>	<b><u>Lab</u></b>	<b><u>Credit</u></b>
ENG 1111 or SPE 1101	Composition I or Fundamentals of Effective Speaking	3	0	3
RAD 1219	Radiographic Sectional Anatomy (Intersession 2 weeks/4 hours/M-Th)	2	0	2
RAD 1236	Applied Clinical Radiology III	2	14	2
				<b>7</b>
<b>SECOND YEAR - FALL SEMESTER</b>		<b>Contact</b>	<b>Hours</b>	<b>Semester</b>
<b><u>COURSE NUMBER</u></b>	<b><u>COURSE NAME</u></b>	<b><u>Lecture</u></b>	<b><u>Lab</u></b>	<b><u>Credit</u></b>
RAD 2228	Radiation Biology and Protection	4	0	4
RAD 2222	Image Production and Evaluation	4	0	4
RAD 2227	Radiographic Procedures III	3	2	4
RAD 2246	Applied Clinical Radiology IV	3	21	3
				<b>15</b>
<b>SECOND YEAR - SPRING SEMESTER</b>		<b>Contact</b>	<b>Hours</b>	<b>Semester</b>
<b><u>COURSE NUMBER</u></b>	<b><u>COURSE NAME</u></b>	<b><u>Lecture</u></b>	<b><u>Lab</u></b>	<b><u>Credit</u></b>
PSY 1101 <u>or</u> SOC 2101	General Psychology I <u>or</u> Principles of Sociology <u>or</u>	3	0	3
<u>or</u> SOC 2104	Death and Dying			
RAD 2221	Radiographic Pathology	4	0	4
RAD 2201	Advanced Imaging	2	0	2
RAD 2204	Registry and Career Review	4	0	4
RAD 2256	Applied Clinical Radiology V	3	21	3
				<b>16</b>
<b>TOTAL PROGRAM HOURS</b>				<b>71.5</b>

### **Continuing Program Evaluation**

With the assistance of the OCC Radiography Program Advisory Committee, the continued development and review of the Radiography Program will be accomplished for overall program improvement by the following methods:

1. Student evaluations of agencies
2. Olney Central College course evaluations
3. Olney Central College Radiography Department Meetings
4. Advisory Committee suggestions
5. Graduating Student Review of Radiography Program
6. Employer surveys
7. 6 month graduate surveys
8. ARRT Registry results

### **Educational Guarantee**

IECC backs its commitment to student success with specific guarantees. All students graduating and meeting the requirements for an Associate in Applied Science degree or certificate will have the competencies expected by his or her employer. Learn more on the [IECC website](#).

## **SECTION II**

### **ETHICAL STANDARDS, BEHAVIORAL EXPECTATIONS, AND LEGAL RESPONSIBILITIES**

- Professional Behaviors
- ARRT Standards of Ethics
- IECC Student Conduct Policy
- Student Conduct at the Clinical Site
- Critical Areas of Concern
- IECC Policy on Alcohol and Drugs
- Policy on Alcohol and Drugs at the Clinical Site
- IECC Policy on Tobacco and Smoking
- Technology Policy
- Social Networking
- Incident/Improper Conduct Report

## Professional Behaviors

The Olney Central College Radiography Program believes that professional behavior is an integral part of each student's radiography education. Radiography is an occupation that requires competent skilled professionals. The importance of student integrity, trustworthiness, and honesty are very serious concerns due to the implications to patient safety. The student's character must uphold the professionalism required for a Radiologic Technologist and be a positive reflection of the mission and values of the Radiography Program, Olney Central College, and the Illinois Eastern Community Colleges District.

The OCC Radiography Program identifies unprofessional behavior as a Critical Area of Concern and therefore the student may be dismissed from the program if inappropriate behaviors are exhibited.

### **Professional behaviors identified.**

Four professional behaviors are identified. These expectations apply equally in the classroom, laboratory and during clinical rotations. Each is clarified with a list of supporting behaviors, but these lists are not intended to be all-inclusive.

1. Demonstrate dependability and punctuality.
  - Attend all classes, labs, and clinical education as scheduled.
  - Arrive for class, lab, and clinical with sufficient time to be prepared to participate at the start.
  - Leave class, lab and clinical only at the stated time or when dismissed.
  - Follow program policy related to class and clinical absences.
  - Complete and turn in assignments by the due date as designated by the instructor.
  - Accept responsibility for actions, inactions, and outcomes.
  - Work collaboratively as a team member with classmates to complete course requirements as assigned by the instructor.
  - Take full advantage of time available in class and clinical by staying on task, involved, and using time effectively.
  - Does not discuss, share, or remove information from the classroom or clinical that may be used to evaluate student academic performance (homework, quizzes, exams, projects, student log sheet, etc.) without consent from the instructor.
  - Carry out academic and clinical responsibilities in a conscientious manner.
  
2. Work effectively and respectfully.
  - Stay in assigned areas unless permission is granted by the clinical preceptor.
  - Do not leave for lunch or break in the middle of a patient's exam.
  - Accept assignments from clinical preceptor or supervising technologist appropriate with student's education level.
  - Attend to the comfort and safety of all patients.
  - Continually maintain patient confidentiality.
  - Treat patients with dignity and respect.
  - Do not complete personal business in the classroom or the clinical setting.
  - Demonstrate a positive attitude toward constructive criticism.
  - Develop a plan of action in response to feedback given from clinical personnel and on the evaluation forms.
  - Critique personal performance and share that self-assessment as needed.
  - Always maintain a professional demeanor.
  - Personal cell phones are not to be used during classroom or clinical education.
  - Does not use clinical facility computers for personal use.
  - Respect cultural and religious differences of others.

- Collaborate with all members of the healthcare team and treat them with respect.
3. Work effectively and respectfully with others while demonstrating mature communication skills.
- Maintain respectful, appropriate interactions with fellow class members, instructors, supervisors, and staff, and recognize the impact of verbal and non-verbal communication.
  - Recognize personal barriers to effective communication.
  - Refrain from complaining, spreading rumors or gossiping about fellow classmates, faculty, administration, and clinical personnel.
  - Valid complaints and grievances should be discussed with the appropriate instructor at the college or clinical site, and the appropriate chain of command should be followed.
  - Avoid interrupting others.
  - Listen actively and respond during interactions using appropriate verbal and nonverbal communication.
  - Communicate in a respectful manner.
  - Communicate differences in opinion and constructive criticism respectfully in the appropriate forum.
  - Respect personal differences of others, and demonstrate compassion, truthfulness, fairness, and continuous regard for all.
  - Treat everyone with sensitivity to diversity in culture, age, gender, disability, social and economic status, sexual orientation, and other personal characteristics without discrimination, bias, or harassment.
  - Share fully with classmates in accomplishing assigned group tasks.
  - Use correct grammar and expression in verbal communication.
  - Avoid use of offensive, vulgar, or rude language.
  - Write legibly.
  - Complete assignments with clear, comprehensive, and absolute quality.
  - Consult with instructor when a student's behavior is dangerous to himself/herself or others.
  - Consult with instructor when a student's behavior is unethical.
  - Tactfully ask constructive and relevant questions of college and clinical personnel to assist in achieving learning outcomes.
  - Always maintain a professional relationship with college and clinical site personnel.
  - Maintain confidentiality in sensitive matters involving others in the college and clinical site.
  - Maintain composure at all times, but especially in difficult or challenging situations.
  - Does not record in any way, (photographs, voice, video, screenshots, etc.) course content or instructor without direct and immediate consent from the instructor. Consent is required with each occurrence and by each individual student.
  - Does not record in any manner or way, (photographs, voice, video, screenshots, etc.) any individual including classmates, instructors, college personnel, clinical personnel, etc. without direct consent from the individual.
4. Assume responsibility for personal and professional growth.
- Recognize problems or need to advance personal and professional growth.
  - Assume responsibility for personal actions/words with maturity.
  - Demonstrate a positive attitude toward constructive criticism and accept feedback.
  - Maintain an open line of communication with the individual offering constructive criticism.
  - Develop a personal plan of action in response to feedback.
  - Assume responsibility for all learning.
  - Actively participate in class discussions, group activities, and projects.
  - Use appropriate grammar and spelling on all assignments.
  - Recognize your position as a role model for the college and the radiology profession.
  - Abide by college and clinical site policies and procedures.

- Display a positive attitude towards the program, clinical sites, and the college.
- Make every effort to exceed expectations.
- Make a commitment to life-long learning.
- Be mindful of the limits of one's knowledge and abilities and seek help from others when appropriate.
- Practices in accordance with the ARRT Rules of Ethics.
- Focus on tasks at hand without dwelling on past mistakes or experiences.
- Welcomes and or seeks out new learning opportunities.
- Accept that there may be more than one answer to a problem.
- Demonstrate ability to adapt to change.

### **ARRT Standards of Ethics**

The ARRT Standards of Ethics developed and jointly adopted by the American Registry of Radiologic Technologists and the American Society of Radiologic Technologists (ASRT) is made up of two parts, the Code of Ethics, and the Rules of Ethics. The first part, the Code of Ethics, serves as a guide by which Registered Technologists and Radiography Students evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Radiography Students in maintaining a high level of ethical conduct. The Code of Ethics is aspirational.

The Rules of Ethics form the second part of the Standards of Ethics. They are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and Radiography Students. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. Registered Technologists or Radiography Students found in violation of any of the Rules of Ethics or who permit a violation with respect to them are subject to sanctions as described by the ARRT. The ARRT Standards of ethics can be viewed at <https://www.arrt.org/docs/default-source/Governing-Documents/arrt-standards-of-ethics.pdf?sfvrsn=12>

The ARRT ethics review process can be viewed at <https://www.arrt.org/pages/ethics-review> or you can call the ARRT Ethics Requirements Department at 651.687.0048, then choose the option for ethics information. They can help you understand the process of reporting violations. If necessary, they'll explain what to expect during an ethics review.

The Olney Central College Radiography Program does not guarantee a student will be eligible to sit for the Registry if they have an ethics violation. Graduation from the Olney Central College Radiography Program does not constitute eligibility to sit for the ARRT Registry.

If you have (or think you might have) violated the *ARRT Standards of Ethics*, you need to report the potential violation within 30 days of its occurrence or when you renew your certification and registration, whichever comes first. The types of ethics violations that must be reported to the ARRT can be found at <https://www.arrt.org/pages/resources/ethics-information>

Students who have had a felony or misdemeanor conviction should also be advised that although the ARRT Ethics Committee may render a favorable decision to allow the graduate to sit for the ARRT Primary Certification Examination, OCC Radiography Program clinical sites may not allow the student to complete a clinical rotation at their facility. Such a decision may impact the student's ability to complete program requirements to graduate.

The Incident/Improper Conduct form serves to document any disciplinary action that is taken with a student in the Radiography Program. This form is completed and signed by the instructor, Program Director, and student. The signed original is placed in the student's file, and a copy of the form may be given to the student upon their request.

## **IECC Student Conduct Policy**

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services.

IECC's Student Conduct Policy 500.8 establishes the [Student Code of Conduct](#) to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies as a result of civil or criminal prosecution.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the college catalog, program and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling.

### **Student Conduct at the Clinical Site**

1. The student practices the core values of the College and the Radiography Program.
2. The student maintains the dignity of the patient at all times, through respectful behavior and providing patient privacy.
3. The student does not discuss radiography staff, agency personnel, or patients with other persons outside the clinical site or classroom.
4. The student does not discuss the condition or diagnosis of a patient with the patient or anyone accompanying them. Questions regarding the condition of the patient are to be referred to a staff technologist or a radiologist.
5. The student keeps all patient information confidential and does not discuss any patient information or scenarios outside the radiography area or Radiography Program classroom.
6. The student never takes responsibility for making or interpreting any radiologic diagnosis.
7. The student adheres to radiation protection guidelines when completing radiographic procedures to assure the safety of all individuals.
8. The student maintains a professional demeanor in all situations.
9. The student communicates respectfully with consideration of others.
10. The student efficiently utilizes time at the clinical site to meet clinical requirements.
11. The student utilizes clinical resources safely, correctly and in a cost-efficient manner.
12. The student takes direction from the Clinical Preceptor while assuming responsibility for own learning.
13. Parking at the clinical facility should be done according to facility policy.

### **Critical Areas of Concern**

Critical areas of concern include any actions or inactions on the part of the student that may jeopardize his/her education or increase risks to patients. Critical concerns include, but are not limited to, the following:

1. Theft from patients, visitors, or agency employees, or the unauthorized removal of supplies, drugs or other property from the premises of the agency.
2. Alteration, falsification or destruction of any agency records.
3. Refusal to accept clinical assignment.
4. Dismissal, with cause, from a clinical site.
5. Refusal to perform assignment or follow directions of the clinical preceptor or appropriate agency personnel when the student is properly educated and supervised to perform the task.

6. Reporting to or performing at class or clinical while possessing or under the influence of alcohol, controlled substances, and/or drugs.
7. Departure from the assigned clinical site during scheduled clinical hours without authorization.
8. Willful conduct which could endanger patients, visitors or others.
9. Making false, vicious, or malicious statements concerning classmates, or the college, its employees, faculty, administration, or services.
10. Making false, vicious, or malicious statements concerning the clinical site, its employees, or its services.
11. Use of abusive, threatening, or profane language and/or gestures on college or clinical site properties.
12. Willful, deliberate, violation of or disregard for the college or clinical sites safety and security, and its rules and policies.
13. Solicitation of gifts or gratuities from patients or their family.
14. Neglect of duty or incompetence either in quantity or quality of work.
15. Breach of confidentiality in regards to the patient, patient family, or of the agency and its employees. (HIPAA)
16. Evidence of disregard or disrespect of the rights of classmates, or the college, its employees, faculty, and administration.
17. Evidence of disregard or disrespect of the rights of the clinical site or its employees.
18. Neglect to uphold Academic Integrity.
19. Exhibiting any unprofessional behavior.

Such actions or inactions will result in the student being immediately relieved of class or clinical assignment, followed by faculty review with the Dean of Health Professions and possible dismissal from the Radiography Program. Dismissal from the Radiography Program, whether culminating in receiving a failing grade or withdrawal, may prevent readmission.

Students being considered for dismissal will be notified of the reason(s) for such action and may be required to meet with the Program Faculty and/or the Dean of Health Professions. The student has the right to appeal this decision according to the College Policy to Address a Complaint.

### **IECC Policy on Alcohol and Drugs**

IECC is committed to providing a college environment free of substance abuse. Measures taken in support of this commitment include: 1) Drug and alcohol abuse awareness, prevention, and treatment initiatives. 2) Prohibiting the unlawful manufacture, sale, distribution, possession, or use of alcohol and use/misuse of drugs while on IECC property or while performing/participating in an IECC-sponsored/related off-site event or function. Additional information and various resources can be found at [www.iecc.edu/drugfree](http://www.iecc.edu/drugfree).

### **Policy on Alcohol and Drugs at the Clinical Site**

1. Any student who arrives at the clinical site and is suspected of drug and/or alcohol use will not be allowed to continue at the clinical experience.
2. The Clinical Preceptor will ask the Department Manager, or staff person designated by the agency, to validate the student's behavior and/or odor of a controlled substance/alcohol.
3. If these two individuals concur that the student may be under the influence of drugs or alcohol, the agency policy for drug screening will be implemented and an OCC Radiography Program Clinical Coordinator, Program Director, and/or Dean of Health Professions will be notified immediately.
4. If the student is determined to be under the influence of inappropriate drugs or alcohol, the student will remain in the agency until the OCC Radiography Program Official can arrange transportation home for the student or until the OCC Radiography Program Official arrives at the site.



5. The Program Director will notify the Dean of Health Professions as soon as possible.
6. The student will receive no credit for the clinical experience.
7. Inappropriate drug use is the impaired ability to function safely in the clinical agency.
8. Prescribed medication may be used as long as judgment and/or coordination are not impaired.

If there is suspicion or confirmation of drug/alcohol use, the student will be required to have an evaluation by a substance abuse specialist and follow the recommended plan of care. This will be at the student's expense.

Each case will be reviewed by the Program Clinical Coordinator, Program Director, and Dean of Health Professions, who will make a decision regarding the student's continuation in the radiography program.

### **IECC Policy on Tobacco and Smoking**

Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students, staff, and the general public in compliance with the Illinois Smoke Free Campus Act. In addition to smoking, the District further extends the prohibition to include tobacco products and the littering of tobacco product remains or any other related tobacco waste product on District property. To learn more visit [www.iecc.edu/smokefree](http://www.iecc.edu/smokefree).

### **Technology Policy**

1. Faculty/student information will be communicated through the College Entrata system.
2. Students must set up an Entrata e-mail account with the College.
3. Many student learning resources may be accessed online.
4. Internet access is required for faculty/student communication and to access these resources.
5. Students who do not have access to the internet through a personal computer may utilize computers in the College library during regularly scheduled library hours.
6. Radiography students will be required to purchase an Apple iPad with at least 128gb. Students who currently own an Apple iPad must present their machine for review by IT and AH staff to determine if it meets current minimum technology requirements.  
**Radiography students will be charged a one-time fee based on the actual cost of an Apple iPad and an Apple Care warranty. Devices should be registered with the manufacturer upon setup. No exchange or refunds will be provided once the iPad is signed out by the student at the beginning of the academic program. Defective devices should be reported to the manufacturer per the warranty directions.**
7. Students shall refrain from utilizing electronic devices for personal use included but not limited to tablets, laptops, smartphones, cellular phones, or wearable electronic devices such as smartwatches capable of transmitting or receiving personal data or emitting signals while in class or on duty during clinical education.
8. Electronic devices must be turned off and put away in the student's belongings during didactic and clinical education.
9. Use of any electronic device other than an Apple iPad in the classroom is permitted only with permission of the instructor.
10. No videos, recordings, or pictures of instructors or materials is allowed without expressed consent of the instructor.
11. Use of an Apple iPad in the clinical setting is only allowed in the following circumstances:
  - Completing clinical documentation of requirements.
  - When permission to study is given by the Clinical Preceptor or designee.
  - **Taking photographs in the clinical setting is not permitted under any circumstances.**
12. If unauthorized technology use is observed or the student's cell phone is visible without permission, the student will be dismissed from class/clinical and not allowed to return to that class for the day. Clinical or class time missed will be considered an absence. The student will not be allowed to complete any work in progress and will earn a zero.

### **Social Networking**

Social networking is not permitted during classes, lab, or clinical education. Information about a patient in any context is a possible HIPAA violation. Discussing any clinical information on a social network site is a potential HIPAA violation. If a social networking issue should arise during enrollment in the program, the consequence could be recommendation for dismissal from the Radiography program.

### **Incident/Improper Conduct Report**

The Incident/Improper Conduct form serves to document any incident or corrective action that is taken with a student in the Radiography Program. This form is completed and signed by the instructor, Program Director, and student. The signed original is placed in the student's file, and a copy of the form may be given to the student upon their request.

Students will be given feedback, formally and informally, related to conduct. If concerns are identified, the instructor(s) and student will meet to develop a plan for change. If conduct issues continue to be a concern, the situation will be reviewed with program officials and forwarded to the Dean of Health Professions. Such review may result in the student being dismissed from the program.

## **SECTION III**

### **PROGRAM REQUIREMENTS AND COSTS**

- **Required Capabilities**
- **Required Technical Standards**
- **CPR Requirements**
- **Liability Insurance**
- **Health Insurance**
- **Background Check**
- **Physical Examination, Drug Screen, Immunizations**
- **Health Status Update**
- **Health Concerns**
- **Pregnancy and Voluntary Disclosure**
- **Program Enrichment Fund**

### Required Capabilities

Curriculum objectives require students to have cognitive, psychomotor, and affective abilities that ensure safe and competent performance of radiologic procedures and related responsibilities.

### Required Technical Standards

1. Sufficient eyesight to observe patients, manipulate equipment, and evaluate radiographic quality.
2. Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
3. Satisfactory verbal and written skills to communicate promptly and effectively in English.
4. Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of fifty pounds, and ensure patient safety.
5. Satisfactory intellect, emotional, and mental functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

### CPR Requirements

All students must provide proof of current CPR certification prior to starting the OCC Radiography Program. American Heart Association – Basic Life Support is required. It is the student's responsibility to maintain biannual certification for the entire program. Lapse in CPR certification will result in removal from the clinical site until certification is renewed. The hours lost will be counted as mandatory absences, ineligible for attendance review.

### Liability Insurance

Each student must carry the Professional-Personal Liability Insurance Policy provided by IECC. The fees for this policy are paid at the beginning of the fall term each year. Students who enter spring semester will pay the same fee. No additional steps are required to be taken other than the payment of fee.

### Health Insurance

It is recommended that all students carry their own personal health insurance. Each student is responsible for his/her own health care costs including physician, diagnostic and treatment costs related to incidents occurring during clinical rotations.

### Background Check

1. Upon acceptance into the Radiography Program, a background check is required.
2. The cost is at the student's own expense.
3. Students are required to comply with any additional agency requirements.
4. An unsatisfactory background check or incomplete background check (omission of any applicable information) may result in negation of admission or withdrawal from the program due to failure to proceed into the agency setting.
5. A change in student status during the program which results in a criminal conviction may be grounds for dismissal or administrative withdrawal from the program. **Students are required to report any incident which might result in a change in criminal history status to the Program Director within 5 days. Failure to report a change in status is grounds for immediate dismissal from the program.**

### Physical Examination, Drug Screen, Immunizations

Prior to beginning the program, students must submit a completed physical exam form (completed by a physician of their choice), 10-panel urine drug screen, and an immunization record. Protective immunizations, such as an annual flu vaccine, Covid vaccination and boosters, and TB testing are

updated annually and/or as needed or required by the clinical site and the results maintained in the student file. Students are required to comply with any additional clinical site requirements. Cost of all vaccines and testing is at the student's expense.

- A positive drug test at any time in the program may be grounds for immediate dismissal from the program. A student whose drug screen result is dilute negative will be required to complete another drug screen at his/her own expense within 1 week of the notification of the dilute negative. If the second drug screen is dilute negative, the drug screen may result in negation of admission or dismissal from the program. The decision to remove a student from the program related to drug screening belongs to the Dean of Health Professions.
- Students refusing the flu vaccine are required to sign a Flu Vaccine Declination form stating that they understand that refusal of the vaccine may impact their ability to complete a clinical rotation and therefore, may impact their ability to complete program clinical requirements and potentially program completion.
- Students refusing the COVID vaccine are required to sign a COVID Vaccine Declination form stating that they understand that refusal of the vaccine may impact their ability to complete a clinical rotation and therefore, may impact their ability to complete program clinical requirements and potentially program completion.

Students should retain multiple copies of their immunization and physical examination records. The student must supply physical examination records, immunization records, and drug screen results to the clinical agency upon request. Changes in health status, surgery, illness, or injury must be reported to the Program Director as soon as able. It is the student's responsibility, not the Program or Faculty's responsibility, to provide requested documentation to his/her assigned clinical facility.

### **Health Status Update**

Students are required to have a physical examination completed by a healthcare provider before entry into the first radiography course. In subsequent semesters, students are required to complete a Health Update Form. This allows the program to be aware of any health concerns/needs of the student. It is the student's responsibility to notify the Program Director of any changes in his/her health condition throughout the program.

### **Health Concerns**

The student with a pre-existing controlled health problem such as back problems, hypertension, diabetes, or seizure disorders, etc. should notify the Program Director and Clinical Coordinator.

The student who develops a health problem or is taking prescription/nonprescription medication that may affect academic or clinical performance may continue in the program provided the student:

1. Submit a written statement from a physician regarding the nature of the health problem, the nature and the duration of restriction, and the student's ability to continue in the program to the Program Director.
2. Notifies current Clinical Preceptor.
3. If absent for medical reasons other than routine illnesses, **must** submit a release from his or her physician before being allowed to return to clinical education. The release statement **MUST** include any restrictions necessary. If no restrictions are required, the note **MUST** state "*No restrictions.*"
4. Meets all clinical and academic objectives and requirements.

### **Pregnancy and Voluntary Disclosure**

It is the policy of the radiography program to comply with all licensees, state, and federal regulations regarding disclosure of pregnancy by radiography students and to make every effort to ensure the radiation exposure to a declared pregnant student and fetus is kept as low as reasonably achievable (ALARA).

If a student becomes pregnant, they are urged to notify the program director in writing as soon after conception as practical. Disclosure of pregnancy status is voluntary. The procedure for voluntary disclosure is outlined below:

**Procedure:**

1. If the student chooses to disclose their pregnancy, the notification must be in writing and shall include the estimated date of conception and projected due date. The Student Voluntary Pregnancy Disclosure form is found in Section IX.
2. The program director/Radiation Safety Officer (RSO) will work with the student to ensure a safe environment for the developing fetus relative to the student's clinical activities.
3. If a declared pregnant radiography student can continue with the clinical portion of the program, they will be issued an additional radiation dosimeter to be worn at the waist level (under the lead apron) while in the clinical rotation areas. This dosimeter will monitor the dose to the fetus. The regularly issued dosimeter should continue to be worn at collar level to estimate the student's radiation dose.
4. The student will meet with the program director to discuss educational options. Each declared pregnant student will be handled on a case-by-case basis. Educational options include, but are not limited to, the following:
  - A. Continuation in the program's didactic and clinical portions without altering schedules.
  - B. Continue with the didactic portion of the program and take a leave of absence for delivery. Following delivery and medical clearance, will continue with the clinical portion of the program.
  - C. Continue with the program's didactic and clinical education portions but with an altered clinical rotation scheduled by the clinical coordinator to ensure the lowest possible radiation dose to the developing fetus.
  - D. Continue with the didactic and clinical portion of the program and take a leave of absence for delivery. Following delivery and medical clearance, the student will continue with the program, meeting all semester requirements.
  - E. Voluntarily leaving the program with the option to reenter the following year if space is available.
  - F. Other to be specified on the Radiography Program Student Voluntary Pregnancy Declaration Form.
1. The Radiography Program Director / RSO will closely monitor both student and fetal exposures. The Illinois Emergency Management Agency (IEMA) limits the dose to the embryo/fetus to 500 mrem (5 mSv) for the gestational period with a monthly limit of 50 mrem (0.5 mSv). Because radiography students and staff typically receive minimal exposure, any exposure in a month above 5 mrem will result in an investigation and subsequent conference among the student, program director, and RSO to re-evaluate continuation with clinical activities relative to the risk of radiation exposure if indicated. Radiation exposure in excess of the regulatory limits described above will result in discontinuation of any clinical rotation activities until after delivery.
5. Students who choose to take a leave of absence are required to provide written verification from their obstetrician clearing them to return to clinical assignments. Upon clearance, the

student may resume their studies and will be assigned to missed clinical areas to ensure completion of all necessary competencies and equitable learning opportunities.

6. In accordance with the Nuclear Regulatory Commission (NRC) guidelines, any declared pregnant student may “*undeclare*” their pregnancy at any time (withdraw declaration). “*undeclare*” pregnancy, the student must submit a written withdrawal of declaration to the program director. The Student Withdraw of Pregnancy Declaration Form is found in Section XI.
7. Regardless of the educational option the student chooses, all academic, clinical, and attendance requirements must be met for program completion.

**Additional Guidelines will be followed:**

- The student will review the Rights of Pregnant and Parenting Students on the IECC Website.
- No declared pregnant radiography student will be terminated from the program.
- The ultimate decision on what educational option to be taken belongs to the student.
- If a student chooses to withdraw from the program, they may be reinstated into the program the following year to complete the remainder of their program sequence. Upon re-entering the clinical environment, Radiography Program Faculty will re-evaluate the student’s clinical competencies. Repeat and/or additional remedial work may be required.
- Time missed from the program must be made up in terms of clinical hours before certification of graduation will be awarded. Make-up hours will be completed in the specific rotation area(s) missed.
- Students who elect to continue normal duties may do so with the assurance that the fetus is well protected from radiation effects, thanks to established protective measures.

**Program Responsibilities:**

- The program shall coordinate a safe working environment for the pregnant student.
- The RSO shall be advised of any declared pregnant students and shall closely monitor the monthly student and fetal radiation exposure reports.
- The RSO shall review the following with the student:
  - Nature of potential radiation effects associated with in-utero exposure
  - Regulatory limits established by the NRC (Nuclear Regulatory Commission) and NCRP (National Council on Radiation Protection)
  - State of Illinois Rules and Regulations for declared pregnant workers
  - NRC regulatory guide 8.13
  - Required measures to be taken throughout the term of the pregnancy
  - Records of this counseling session will be maintained by the Radiation Safety Office

**Declared Student Responsibilities:**

- Strictly adhere to safe radiation practices, policies, and guidelines. Any breach of these policies will be met with corrective action.
- Wear two radiation monitoring devices, one placed on the collar and one (designated as fetal) at waist level centered over the abdomen for fetal monitoring. Readings will be closely monitored by the Radiation Safety Officer.

**Program Enrichment Fund**

One facet of educational experience is professional development. Radiologic Technology is a rapidly growing and changing area in health care. Professional development promotes the advancement of knowledge in radiation and imaging specialties, encourages high standards and enhances the quality of patient care. Ensuring adequate monetary resources to provide basic experiences for the foundation of this educational component is the purpose of the Program Enrichment Fund.

The student pays Program Enrichment fees each semester. This fee is billed to the student at registration and is nonrefundable.

The Program Enrichment Fee defrays expenses for the following activities:

1. Student membership in the Illinois State Society of Radiologic Technologists (ISSRT). Membership includes reduced rates for ISSRT sponsored meetings.
2. Attendance at professional conferences during the second year of the program. This assists students in understanding the functions of a professional society, and provides opportunities to participate in educational sessions, student challenges, and registry preparation sessions. The Enrichment Fund will pay for meeting registration and hotel room. Each student is required to attend all meetings at the conference, including business sessions and activities.
3. Participation in professional development activities deemed appropriate by Radiography faculty and the Dean of Health Professions.



## **SECTION IV**

### **GENERAL INFORMATION**

- **Contact Information**
- **Student Complaint Policy**
- **Complaints Related to Applied Clinical Education**
- **Preventing Sexual Misconduct**
- **Nondiscrimination**
- **Change of Personal Data**
- **Confidentiality of Student Records**
- **Copy of Transcripts**
- **Campus Safety**
- **Professional Development**

### **Contact Information**

Olney Central College  
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Olney, IL 62450  
618-395-7777

Radiography Program Director  
Lisa Rauch, M.A. Ed. R.T. (R) (M) (ARRT)  
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Radiography Clinical Coordinator  
Brittany Ochs, B.A. R.T. (R) (ARRT)  
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### **Student Complaint Policy**

Students are encouraged to seek resolution for any complaints by communicating informally with the appropriate individual(s). When a resolution is not reached, students may initiate a formal complaint via the chain of command identified below. Formal complaints are not anonymous, and the policy should be reviewed by the student.

#### Radiographic Didactic Classes

1. Faculty member most directly involved with the concern.
2. Dean of Health Professions
3. Chief Academic Officer
4. Vice President of Academic Affairs
5. Chancellor, IECC District 529

#### Radiographic Clinical Courses

1. Radiologic Technologist or Staff member most directly involved with the concern.
2. Clinical Preceptor
3. Clinical Coordinator
4. Program Director

IECC's Policy to Address a Complaint establishes a fair, impartial, and timely process to review and/or resolve causes of dissatisfaction in an orderly and systematic manner. The Policy is available at [www.iecc.edu/studentcomplaint](http://www.iecc.edu/studentcomplaint). Any complaints and/or allegations relating to non-compliance with the JRCERT Standards should follow the same complaint policy.

### **Complaints Related to Applied Clinical Education**

Any complaints or concerns regarding Applied Clinical courses must be submitted in writing to the Clinical Coordinator in order to receive further consideration. All written concerns or complaints will be reviewed by the Clinical Coordinator and forwarded to the Program Director.

### **Preventing Sexual Misconduct**

Illinois Eastern Community Colleges is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. All forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking are strictly prohibited.

Individuals are encouraged to report allegations of sexual misconduct in a timely manner. Assistance and support are available by completing an IECC Complaint Form, reaching out to IECC personnel directly, or contacting a Confidential Advisor. More information, including the complaint form, can be found at [www.iecc.edu/titleix](http://www.iecc.edu/titleix).

### **Nondiscrimination**

The Olney Central College Radiography Program, as a program of Illinois Eastern Community Colleges, complies with IECC's Nondiscrimination Policy. As such:

Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

More details, including the complaint process, can be found at [www.iecc.edu/nondiscrimination](http://www.iecc.edu/nondiscrimination).

### **Change of Personal Data**

It is the student's responsibility to report a change in name, address, and/or telephone number immediately to the Program Director and Student Services. This is necessary to ensure timely communications from the Radiography Program and College. Additional guidelines are available on the [IECC website](#).

### **Confidentiality of Student Records**

Olney Central College Radiography Program recognizes the importance of confidentiality of student records and information and is in compliance with the Family Educational Rights and Privacy Act (FERPA). Aside from Directory Information, information regarding the student is not released without written consent of the student, except as required by law. The following records are securely maintained for the periods noted.

While the student is enrolled in the program:

1. Application records
2. Health records and immunizations
3. Background check
4. Attendance records
5. Classroom and clinical evaluations
6. Clinical rotation schedule
7. Counseling records

Permanently:

1. Transcripts

Eight years:

1. Health records immunizations
2. Background check
3. Cumulative radiation monitoring report
4. Policy forms (signed statements of understanding)
5. List of Competencies
6. List of completed Program Objectives

If the Student does not have record of passing the ARRT Registry Exam, the following records, in addition to the above-mentioned records, are maintained for a period of 5 years after completing the OCC Radiography Program: **(You'll have three years after completing your program to establish eligibility and apply for ARRT certification and registration (known as the three-year rule.)**

1. Documentation of Clinical Competencies
2. Documentation of Clinical Proficiencies
3. Documentation of Clinical Semester Objectives
4. Documentation of Clinical Image Evaluations
5. Documentation of Clinical Specialty Area Rotations
6. Documentation of Clinical Quizzes
7. Documentation of Clinical Progress Agreements
8. Documentation of Clinical Cover Sheets

If the Student does not complete the OCC Radiography Program, the following records are maintained for a period of 4 years after the date beginning Radiography courses. (Example: Class of 2026 records are maintained until June of 2028) Students must complete the Radiography program within three (3) years of beginning Radiography courses.

1. Documentation of Clinical Competencies
2. Documentation of Clinical Proficiencies
3. Documentation of Clinical Semester Objectives
4. Documentation of Clinical Image Evaluations
5. Documentation of Clinical Specialty Area Rotations
6. Documentation of Clinical Quizzes
7. Documentation of Clinical Progress Agreements
8. Documentation of Clinical Cover Sheets

Individual student records are available for review by the student at his/her written request to the Program Director. Following receipt of the written request, the Program Director will schedule a records review session with the student. For more information, see [FERPA on the IECC website](#).

### **Copy Of Transcripts**

Current and former IECC students may obtain both unofficial and official transcripts of their education records by visiting [www.iecc.edu/transcript](http://www.iecc.edu/transcript).

### **Campus Safety**

The IECC website is a source for much information related to safety initiatives, emergency procedures, the annual security report, and more. Visit [www.iecc.edu/safety](http://www.iecc.edu/safety).

### **Professional Development**

The Olney Central College Radiography Program believes in providing opportunities for professional development of the student. Each second year student is a student member of the Illinois State Society of Radiologic Technology through the Enrichment Fund, and students are encouraged to become a student member of the American Society of Radiologic Technology (ASRT). Students are offered the opportunity to attend the ACERT Annual Conference and the ISSRT Annual Conference during their second year in the program. For more information please visit:

#### **Illinois State Society of Radiologic Technologists**

The Illinois State Society of Radiologic Technologists (ISSRT) is an organization whose mission is to lead and serve its members, the healthcare profession, and the public on all issues impacting the radiologic sciences.

[www.issrt.org](http://www.issrt.org)

#### **American Society of Radiologic Technologists**

The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care.

[www.asrt.org](http://www.asrt.org)

#### **Association of Collegiate Educators in Radiologic Technology**

The mission of the Association of Collegiate Educators in Radiologic Technology is to improve the quality of education among collegiate radiologic technology programs.

[www.acert.org](http://www.acert.org)

## **SECTION V**

### **NOTEWORTHY RESOURCES**

- **Academic Guidance and Student Counseling**
- **Career Placement**
- **Financial Aid and Scholarships**
- **Olney Central College Learning Commons**

### **Academic Guidance and Student Counseling**

The Program Director and Clinical Coordinator of the Radiography Program are available to provide academic guidance to students. Students are also encouraged to utilize the resources provided by the OCC Student Services. For problems of a personal nature, students are encouraged to talk to the College and Career Specialist who will assist with referrals to appropriate community agencies.

### **Career Placement**

When facilities notify program faculty of open entry-level positions, the Program Director and Clinical Coordinator will relay the information to students.

### **Financial Aid and Scholarships**

Financial assistance is available from various sources. Students are advised to complete the FAFSA each year to determine eligibility for federal and state aid. For more information visit [www.iecc.edu/financial](http://www.iecc.edu/financial) and [www.iecc.edu/occ/scholarships](http://www.iecc.edu/occ/scholarships).

### **Olney Central College Learning Commons**

Olney Central College Learning Commons provides access to resources and services both on and off-campus. Learning Commons components consist of: Learning Resources, Tutoring/Wellness, Testing Services, and Disability Services. The Learning Commons website can be found at <https://iecc.libguides.com/IECCLibrary>.

Hours of Operation:

Fall and Spring Semesters: Monday through Friday 7:30am – 4:30pm

Summer Semester: Monday through Friday 7:30am – 4pm

Closed Weekends and Federal Holidays

### **Learning Resources**

Each Library has an open computer lab, a book and print magazine collection, a media collection in a variety of formats, and a variety of online resources and databases.

The IECC Libraries are all members of the Consortium of Academic and Research Libraries in Illinois (CARLI). CARLI's I-Share program allows for access to over thirty-eight million items from eighty-eight participating libraries, including Eastern Illinois University, Southern Illinois University, and the University of Illinois. You can gain access to this vast collection of records via the online catalog search from the Library webpage (<https://iecc.libguides.com/IECCLibrary>).

Requests for materials can be made from member libraries and delivered to an IECC library Monday - Friday for free, convenient pick-up. To request a book via the online catalog, students use their IECC Entrata login information. Instructions on how to search the online catalog is available from Learning Commons personnel. You may also visit any I-Share library, borrow items onsite, and return via an IECC library.

Various material types (books, periodicals, DVDs, etc.) have specific loan periods and usage privileges determined by the lending library. Overdue fees by other college libraries may apply, depending on the

lending libraries' policies. Contact your local library should you have any questions regarding emails or correspondence from other college libraries.

**Tutoring/Wellness**

The Learning Commons is the place for you to connect with staff and resources to support your learning. In addition to tutoring, time management, and study skills, LC personnel can help you in accessing wellness resources.

**Testing Services**

The Learning Commons serves as the hub for various tests such as make-up exams, ACCUPLACER, Pearson, and more.

**Disability Services**

The Learning Commons is also where you'll find assistance if you'd like to request special academic accommodations due to a qualifying disability. To learn more, visit <https://iecc.edu/ada>.



## **SECTION VI**

### **GRADING AND ATTENDANCE**

- **Grading Scale**
- **Testing**
- **Testing Administration Guidelines**
- **Written Assignments**
- **Late Assignments**
- **Class/Didactic Attendance**
- **Conference Attendance**
- **Inclement Weather & Attendance Guidelines**

### Grading Scale

93 - 100	A	Excellent
85 – 92.9	B	Above Average
78 – 84.9	C	Satisfactory
75 – 77.9	D	Unsatisfactory
0 – 74.9	F	Unacceptable

Grade percentages will not be rounded up to the next grade in any course.

A grade of “C” or higher must be earned in all radiography and general education courses included within the radiography curriculum. **A grade of “D” or “F” in any course within the radiography curriculum is not acceptable and will result in dismissal from the Radiography Program.**

### Testing

1. Attendance at examinations and feedback sessions is imperative. All exams must be taken as scheduled because it is an unfair advantage for the student to take the exam early or delay the examination. **Failure to take an exam as scheduled, for any reason including planned or unplanned reasons, will result in an automatic deduction of 10%.** The deduction will be applied to the grade earned on the exam. Illnesses, emergencies, appointments, etc., are not exempt from the grade reduction unless another policy applies, such as Title IX.
2. Faculty construct online tests utilizing ExamSoft testing software. All exams will be completed with online testing, utilizing the iPad device and Exemplify testing app. The Exemplify app should be downloaded at the beginning of the semester prior to the first exam. This software will be used throughout the program. Students are responsible for bringing a charged iPad to class for each class day and every exam. Students are to ensure his or her assigned tests are downloaded to their device prior to the exam start time. The iPad should have the most current iPad general system update and the most current Exemplify app update prior to all testing.
3. Students may not wear an iWatch, Fitbit, or another non-essential electronic accessory during the test. No hats or hoods from jackets or hoodies may be worn during testing. Phones must be turned off and put away.
4. Announced and unannounced quizzes may be given during classes or skill labs at the discretion of the instructor. Quizzes will not be allowed to be made up if a student is not in attendance when the quiz is given. Each missed quiz will result in a grade of zero.
5. In the event a paper test and Scantron card is used for an exam, the answer marked on the Scantron will be the only answer that is graded. Answers marked on the test itself will not be considered. Scantrons and paper testing will be used as a back-up only for technical difficulties or reasons beyond program control.
6. **If an exam is missed, the student must make up that test within seven (7) days of the exam date or a grade of zero will be earned for that exam.** An alternate exam may be administered whenever a student takes a make-up exam. If the student misses an exam in a Radiography course and then attends another Radiography course the same day, the student will be responsible for making up the exam that day or a grade of “0” may be earned. Make-up exams may not be scheduled during a student’s clinical or regularly scheduled class time. A make-up exam will be scheduled by the instructor to be taken in the Learning Commons.
7. Examination reviews are conducted after the exam has been administered and all students have been tested. Students are expected to review exams. Questions related to exam items should be

submitted, in writing, to the instructor at the time of the review. Instructors will consider the student questions on test items and will provide feedback to the student. Following the review, no further consideration of examination questions will be allowed. If an exam review is missed, the student must review the exam with the instructor within three days following the return of the exam. The student is responsible for contacting the instructor to schedule a time for the review. A review of the final exam will not be offered.

### **Testing Administration Guidelines**

Health Professions is committed to ensuring testing security for all course examinations. To support that directive, the following steps will be observed for all assessments (quiz or exam) in Allied Health courses.

1. All items are to be placed at the designated area of the classroom. This is to include all bags, bookbags, drinks, purses, etc.
2. No items are to be on the desktop except for a writing utensil, approved paper, and calculator (if approved by the campus).
3. No hats are permitted to be worn during an exam.
4. Approved paper must be turned in at the end of the assessment with the student's name on the paper.
5. If a student needs to use the restroom during an exam, the iPad will remain with the instructor and the exam clock will continue during the student's absence.
6. Any items requested to be on the desktop must be approved by the instructors (such as Kleenex).
7. Faculty will write the start and end times on the whiteboard.
8. If faculty allow a student late entry to an examination, the student must be finished by the end time written on the whiteboard. During technical issues, faculty may change the end time to reflect issues starting the exam.
9. No content questions may be asked during an examination, only questions regarding the technical aspects of the examination.

### **Written Assignments**

Students are required to complete written assignments. Except for in-class assignments or other exceptions specified by the instructor, the following guidelines will be used for written assignments:

1. Assignments must be submitted by the due date.
2. All assignments must be typewritten, using correct grammar, spelling, sentence structure and APA format.
3. Avoid using first person point of view.
4. Text must be typed, double spaced, in size 11 font, Calibri, with 1" right and left margins and 1" top and bottom margins.
5. Title page (first page) should have heading spaced down 6 double spaces.
  - Place the title three to four lines down from the top of the title page. Center it and type it in bold font. Capitalize major words of the title. Place the main title and any subtitle on separate double-spaced lines if desired. There is no maximum length for titles; however, keep titles focused and include key terms.
  - Place one double-spaced blank line between the paper title and the author names. Center author names on their own line. If there are two authors, use the word "and" between

- authors; if there are three or more authors, place a comma between author names and use the word “and” before the final author’s name.
- For a student paper, the affiliation is the institution where the student attends school. Include both the name of any department and the name of the college, university, or other institution, separated by a comma. Center the affiliation on the next double-spaced line after the author’s name(s).
  - Provide the course number as shown on instructional materials, followed by a colon and the course name. Center the course number and name on the next double-spaced line after the author affiliation.
  - Provide the name of the instructor for the course using the format shown on instructional materials. Center the instructor’s name on the next double-spaced line after the course number and name.
  - Provide the due date for the assignment. Center the due date on the next double-spaced line after the instructor’s name. Use the date format commonly used in your country.
  - Use page number 1 on the title page. Use the automatic page-numbering function of your word processing program to insert page numbers in the top right corner of the page header.
6. References may not be more than five years old unless instructor permission has been granted.
  7. Paper submissions are to be printed single side only.
  8. Use of generative AI, such as Chat GPT, Dall-E, etc. is prohibited in this program and would be considered a violation of the IECC Student Code of Conduct.

### **Late Assignments**

Late assignments are not permitted in the Radiography program. Failure to submit an assignment by the due date/time will result in a score of “0”. If circumstances prevent the submission of a physical assignment, like a model, an option for electronic submission by due date/time will be provided. Instruction for submission will be provided by the instructor.

### **Class/Didactic Attendance**

1. Attendance in class is required if the student is to receive the maximum benefits from the course.
2. The student is expected to be on time for class and ready to participate in the learning process at the designated time.
3. **If absent, the student must notify the instructor directly, one hour prior to the beginning of class time.** If no notification is made, the student will be unable to make up missed exams in class or lab and receive a zero. Per policy any missed quizzes and assignment submissions due to absence will also result in a zero.
4. When absent, the student is responsible for acquiring and meeting the learning objectives of the material presented. Instructors will permit students to make up class work missed due to participation in activities approved or sponsored by the college.
5. Appropriate breaks will be given during classes scheduled to last longer than 50 minutes. Class breaks will last 10 minutes unless otherwise specified.
6. The classroom door will be closed at the start of class or when class resumes from break, and students arriving late must wait until the next break to enter the classroom. Students exiting the classroom prior to a scheduled break will not be permitted to reenter until the next break.

**See Section VII Clinical Education for detailed guidance related to clinical attendance.**

## **Conference Attendance**

Students in attendance at any educational conference are **required** to attend **all** meetings and activities at the conference, including business sessions. Cell phone use during educational sessions, and/or business sessions is not permitted.

Any student who does not attend all educational sessions, presentations, and business sessions will be assessed a clinical absence for each hour of meeting absence. The classroom cell phone policy is enforced at conferences.

All college and program policies are in effect during the entire college-sponsored trip. IECC policy will be strictly adhered to. Failure to follow IECC policies and/or program regulations and expectations may result in disciplinary action including potential dismissal from the Radiography program.

Students are expected to fundraise for conference expenses for the entirety of the program. Any student who does not fully participate or earn enough to cover their costs may be required to pay out of pocket. Students may be asked to pay a deposit prior to registration for the event and/or purchase of airfare. Any student registered to attend the meeting and chooses not to attend must reimburse the Enrichment Fund or the Radiography Club account for the balance of any nonrefundable fees already incurred.

Students must be in good academic standing at the date of conference registration and/or travel arrangements are made. Any student who is not in good academic standing at the time arrangements are made, but who achieves good standing prior to departure to the conference may still attend, however the student will be responsible for paying any difference in registration, travel or lodging costs. Students should also be aware that he/she may not be able to obtain seating on the same flights as the rest of the group and may experience delays in arrival or departure times.

## **Inclement Weather & Attendance Guidelines**

IECC is committed to the safety and well-being of students and faculty. The following guidelines instruct the faculty and student to determine the correct steps and guidelines regarding inclement weather and clinical.

Students are highly encouraged to sign up for alerts in Entrata and log into their IECC email account for up-to-date information in any weather situation.

1. In the event of campus closure:
  - Students are not to report to the clinical site.
  - Students are excused from all classes/labs/agency experiences. No academic consequence otherwise assigned to missed attendance is incurred.
  - Learning outcomes must still be met, which can be accomplished in several ways (such as assignments, virtual meetings, etc.). The faculty will be responsible for determining and communicating any changes in course content.
2. In the event of predicted inclement weather:
  - Students will report to clinical experiences as normal.
  - Faculty or Clinical Preceptors reserve the right to excuse students from the clinical agency experience early based on changing weather and/or weather predictions.

- If a winter weather warning or local travel watch/warning is issued for the county of the agency or college, students are to leave the agency and follow the campus closure procedure.
  - Make-up time may be required in accordance with the clinical attendance policy. This could arise either due to a student's voluntary absence or if the student is sent home.
3. In the event of inclement weather at the agency site but not at the college:
    - Students are allowed to come to campus to complete activities supporting the course's learning objectives.
  4. In the event of inclement weather at the student's county of residence but not at the agency site or the college:
    - The campus closure procedure should be followed if a winter weather warning or local travel watch/warning is issued for the student's county of residence.

The Dean of Health Professions reserves the right to cancel any student clinical experiences based on weather predictions or conditions.

## **SECTION VII**

### **CLINICAL EDUCATION**

- **Applied Clinical Education Courses**
- **Applied Clinical Scheduling and Attendance**
- **Clinical Hours**
- **Clinical Sites**
- **Uniform Policy**
- **Identification Policy**
- **Radiographic Identification Marker Policy**
- **Role of the Student Radiographer**
- **Role of the Radiologic Technologist**
- **Role of the Clinical Preceptor**
- **Standard Precautions**
- **Bloodborne Pathogen Exposure**
- **Latex Allergy Guidelines**
- **Psychiatric or Psychological Examination Guidelines**
- **Safety Guidelines for Clinical Education**
- **Radiation Safety and Radiation Exposure Monitoring Device**
- **Clinical Supervision of the Student Radiographer**
- **Observe, Assist, and Perform Solo**
- **Clinical Progress Agreement**
- **Clinical Progress Record**
- **Exam Log**
- **Semester Objectives**
- **Program Objectives**
- **Clinical Competency Evaluation**
- **Clinical Proficiency Evaluation**
- **Image Evaluations / Quizzes**
- **Specialty Area Rotation**
- **Mammography Policy**
- **MRI Safety Policy**

- **Evaluation of the Student in Clinical Education**
- **Accident/Incident Reporting**



## Applied Clinical Education Courses

A sequence of five Applied Clinical Education courses provides the student with practical learning opportunities and experiences in the medical radiography environment. The student is required to participate on all scheduled course dates. There are important goals and specific objectives that are required to be completed. All activities of the student are accomplished in conjunction with the Clinical Preceptor, Staff Radiographers, Radiologists, and Ancillary Department Staff. The student is responsible for maintaining clinical records throughout the duration of the Radiography Program.

## Applied Clinical Scheduling and Attendance

Clinical assignments are determined by the Program Director and Clinical Coordinator each semester. Clinical assignments are made based on each student's progression and learning needs, to assist all students in meeting course and program requirements. To assure equitable learning opportunities for students, assignments are made to maximize clinical site opportunities and experiences in a variety of clinical settings. Students may be assigned to any of the clinical affiliates to accomplish this goal. Clinical sites are geographically dispersed; clinical site locations range from one mile to 85 miles from Olney Central College.

Driving is an expectation. The student is responsible for his/her own transportation to assigned clinical sites. The following are additional guidelines, expectations, and student responsibilities.

1. **Students must complete 93% of the required clinical hours per semester.**
2. **Failure to meet the prescribed minimum clinical hours will result in failure of the course, a grade of "F" will be awarded regardless of the amount of objectives/proficiencies completed.**
3. The standard clinical day extends from 8:00 a.m. to 4:00 p.m. facility time.
4. Clinical schedules will not be adjusted to meet the work or personal schedule of the student.
5. Students are not permitted to deviate from the standard clinical schedule, without prior approval from the Clinical Coordinator and Program Director. Exceptions will only be made when the clinical site has a set shift rotation schedule or when the student is enrolled in a required daytime course that interferes with the regularly scheduled clinical hours. The clinical day must not extend past 7:00 p.m. facility time. Only the hours scheduled by the Radiography Program, are considered "clinical hours." Any hours worked as a paid employee at a clinical site are not considered "clinical hours".
6. The maximum amount of time a student can attend clinical in a 24-hour time period is 10 hours. The total number of hours a student is scheduled in class and clinical combined cannot exceed 40 hours per week.
7. Students are not permitted to attend Applied Clinical Education on days that the college is closed or when another level of OCC Radiography students are scheduled.
8. If an absence from clinical is necessary, the student must contact the clinical site, the Program Clinical Coordinator, and the Program Director prior to 7:00 a.m. facility time. **Direct notification must be made by voicemail only, email or text are not appropriate forms of contact. Failure to call in an absence by 7:00 a.m. facility time, regardless of scheduled clinical start time, or failure to notify Radiography Program faculty of any absence during scheduled time (ex. arriving late, leaving for an appointment, etc.) may result in the reduction of the student's clinical grade by 5 percentage points.**
9. Under no circumstances may one student report and absence for another student, the student must personally contact both Faculty and clinical site.

10. Some clinical sites require shift rotations for student clinical hours. This occurs when students scheduled clinical hours change from week to week on a rotating basis. Students that have shift rotations or are enrolled in a course affecting clinical hours are required to provide the Clinical Coordinator with copies of his/her proposed clinical schedule.
11. Students must clock in and out on Platinum Planner from within the Radiology Department each assigned clinical day. Students are required to arrive in the Radiography Department and be prepared to work before clocking-in on Platinum Planner. Attendance record discrepancies from assigned hours will result in a clinical absence and all documentation for that day will be rejected by the site visitor.
12. If a student arrives late to clinical, they will be counted as absent for 4 hours of scheduled clinical time. If the student leaves early from clinical for any amount of time the student will be counted as absent for 4 hours of clinical time.
13. Students are restricted from leaving the clinical site premises during assigned clinical hours. Each student is entitled to one 30-minute lunch break per clinical day and a 15-minute break for every four hours scheduled. However, it should be noted that the availability of the 15-minute breaks is not guaranteed. Students may not skip lunch or breaks, continue to work, and count that time toward leaving early or arriving late. The student is only allowed to leave the Radiography Department early with prior approval from the Clinical Preceptor.
14. The student is not permitted to receive/accept personal calls or visits from friends or family except in the event of an emergency.
15. Students are not authorized to use computers in the clinical site except for tasks associated with completion of radiographic procedures or clinical learning objectives as approved by the Clinical Preceptor.
16. After each absence during an Applied Clinical course, the student must meet with the Clinical Coordinator to discuss strategies for improved attendance.
17. After the student has missed 5% of the required clinical hours per semester, the student is eligible to petition the Radiography Attendance Review Committee for an excused clinical absence due to extraordinary circumstances, giving them ability to make up clinical hours. The Committee will review the petition to determine if circumstances were present beyond the student's control and therefore the student should be allowed to make up those hours. Petitioning the Attendance Review Committee is not a guarantee of approval, so students are encouraged to only miss clinical when absolutely necessary. Routine illness or routine doctor appointments do not qualify as an extraordinary circumstance.
18. Make up hours will only be eligible to be completed during final's week. During the make-up hours, the student will focus solely on making up time and will not be able to complete any other clinical requirements or documentation.
19. If the student is unable to make up their clinical hours within that time frame, they will fail the clinical course.
20. The process for submission of an Attendance Review Form:
  - a. The Attendance Review Committee Form must be completed within one week of the absence.
  - b. The student must meet with the College and Career Specialist when completing an Attendance Review Committee Form.
  - c. The completed form is signed by the College and Career Specialist and submitted by the student to the Dean of Health Professions who will submit the completed form to the Attendance Review Committee.

- d. The Radiography Attendance Review Committee has one week from the submission of the form to deliberate and determine if the absence was an extreme circumstance and determine whether the absence was excused or denied.
  - e. The Dean of Health Professions will notify the student and Radiography Program Faculty of the committee's decision via email.
  - f. The student may appeal the decision of the Radiography Attendance Review Committee to the Dean of Health Professions within one week of the decision notification.
  - g. The decision of the Dean of Health Professions is final and not subject to review.
  - h. Students are allowed up to **TWO** Attendance Review Committee Form submissions per semester.
  - i. See Attendance Review Committee Form in Section IX of the Radiography Program Handbook.
21. The final decision to dismiss a student based upon absences will rest with the Dean of Health Professions.

### Clinical Hours

1. Students are required to abide by the Radiography Program Attendance Policies.
2. Students must clock in and out with a tagged GPS location on Platinum Planner eclinical day.
3. Any excess time beyond the scheduled clinical hours will not be applied toward the semester clinical hours.
4. Excessive clinical time is not considered if circumstances do not allow the student to take a break. Breaks and lunches may not be "stacked" together to either extend lunch or leave clinical early.
5. Any falsification of clinical hours will result in immediate dismissal from the Radiography Program.

## Clinical Sites

Carle Richland Memorial Hospital  
800 East Locust Street  
Olney, IL 62450  
618-395-2131  
(Approximately 1 mile from OCC)

Clay County Hospital  
911 Stacy Burk Drive  
Flora, IL 62839  
618-662-2131  
(Approximately 22 miles from OCC)

Crawford Memorial Hospital  
1000 North Allen Street  
Robinson, IL 62454  
618-544-3131  
(Approximately 38 miles from OCC)

Daviess Community Hospital  
1314 East Walnut Street  
Washington, IN 47501  
812-254-2760  
(Approximately 55 miles from OCC)

Fairfield Memorial Hospital  
303 North West Eleventh Street  
Fairfield, IL 62837  
618-842-2611  
(Approximately 37 miles from OCC)

Gibson General Hospital  
1808 Sherman Drive  
Princeton, IN 47670  
812-385-3401  
(Approximately 50 miles from OCC)

Good Samaritan Hospital  
520 S 7<sup>th</sup> Street  
Vincennes, IN 47591  
812-882-5220  
(Approximately 41 miles from OCC)

Lawrence County Memorial Hospital  
2200 West State Street  
Lawrenceville, IL 62439  
618-943-1000  
(Approximately 22 miles from OCC)

Sarah Bush Lincoln Health Center  
1000 Health Center Drive  
Mattoon, IL 61938  
217-258-2525  
(Approximately 62 miles from OCC)

St. Anthony's Memorial Hospital  
503 North Maple  
Effingham, IL 62401  
217-342-2121  
(Approximately 44 miles from OCC)

St. Vincent Evansville  
3700 Washington Avenue  
Evansville, IN 47750  
812-485-4000  
(Approximately 80 miles from OCC)

Sullivan County Community Hospital  
2200 N. Section Street  
Sullivan, IN 47882  
812-268-4311  
(Approximately 65 miles from OCC)

Union Hospital  
1606 North 7<sup>th</sup> Street  
Terre Haute, IN 47804  
812-238-7000  
(Approximately 85 miles from OCC)

Wabash General Hospital  
1418 College Drive  
Mt. Carmel, IL 62863  
618-262-8621  
(Approximately 37 miles from OCC)

## Uniform Policy

Students are expected to comply with clinical site regulations if stricter than the program Uniform Policy. Failure of the student to comply with the Uniform Policy will result in the student being sent home from clinical education; clinical time missed for such an occurrence is considered an absence day. Repeated violations of the Uniform Policy will result in further disciplinary action.

1. Students are required to wear uniforms as designated by the Radiography Program while attending Applied Clinical Education.
2. **Clinical uniform and shoes must be approved by program officials before attending clinical education.**
3. Students are not to wear clinical uniforms outside of the clinical site except during travel to or from the clinical facility. Uniforms are not to be worn to campus classes or while running personal errands outside of clinical education. Students found to be in violation of this policy will be charged with an absence day.
4. Approved clinical apparel consists of
  - Clean, pressed, solid navy-blue scrub pants and tops with an OCC Patch affixed to the left shirt sleeve.
  - Students may wear a white or black shirt that is free from any logos or prints, under their uniform top.
  - Clean, white, or black **nonporous leather** shoes that have a back, fitting securely.
  - Shoelaces must be clean and match the shoe color.
  - Students may wear a solid navy-blue lab jacket with an OCC Patch affixed to the left sleeve.
  - Patches for uniform tops and lab jackets are available for purchase from the Olney Central College Bookstore.
5. Hair must be clean, neat, contained, away from face, and off the collar.
6. Moustache and/or beard must be trimmed and groomed.
7. Makeup should be used in moderation. Perfume, cologne, and aftershave should not be used. Deodorant is recommended.
8. Nails should be natural, clean, trimmed, and free of any polish or decoration.
9. One stud earring in each earlobe may be worn. Any facial piercing should be removed or replaced with a clear stud.
10. **A watch and a plain band ring may be worn.** Smart watches of any kind are not acceptable.
11. Chewing gum is not allowed but using mouthwash and breath freshener/mints are recommended.
12. Smoking, on all campuses, is prohibited and students must ensure that their person and clothing do not smell of tobacco.
13. **Clinical site policy will always prevail over this written uniform policy.**

## Identification Policy

1. Each student is required to purchase a photo ID badge from Olney Central College at his/her own expense.
2. The photo ID must be worn and visible at all times when in the clinical site.
3. Students are not permitted to attend clinical education without an Olney Central College student photo ID.
4. If lost, the student must inform the Program Director immediately and pay the cost to purchase a new photo ID.
5. Selected clinical sites require students to wear identification badges provided by the facility. In these instances, students are required to wear both identification badges.

6. Students reporting to clinical education without appropriate identification will be sent home and will be counted as absent.

### **Radiographic Identification Marker Policy**

1. Each student will be provided with a set of radiographic identification markers with his/her three (3) initials. Students are required to use the provided marker for exams completed in clinical education.
2. If the student loses his/her identification markers, the student must notify program officials immediately.
  - a. The student will be responsible for the cost and acquisition of a replacement set like the one provided by the program. All student markers **must** include three initials. No customized markers are allowed.
  - b. In the interim, the student will check out a set of markers bearing the initials "OCC".
3. All radiographic examinations performed by the student as a competency/proficiency must have the student's three initials or "OCC" visible within the field of view on the finished image.
4. Any competency/proficiency that does not have the student's three initials or "OCC" visible within the field of view will be rejected, and the student must attempt competency testing at a later time. Exceptions to this policy are granted **ONLY** in the case of surgery competencies/proficiencies or pediatric competencies/proficiencies involving the use of a child immobilization device or in the case of PACS post-processing with **signed documentation of the technologist supervising the competency/proficiency testing.**

### **Role of the Student Radiographer**

1. Accept responsibility for personal performance and progress in the Radiography Program.
2. Comply with all policies of the Radiography Program and the clinical site.
3. Attend clinical as assigned, prepared to begin your experience at the scheduled time to demonstrate responsibility and dependability.
4. Cooperate with clinical site personnel to establish a good working relationship.
5. Participate in all clinical activities to complete course and Radiography Program requirements.
6. Be aware when patients have arrived and accept the responsibility to actively participate in completing all procedures for the assigned room or location.
7. Understand and abide by the dress code policy of the Radiography Program and the assigned clinical site.
8. Maintain patient documentation from Platinum Planner in a secure and private manner.
9. Review and evaluate clinical site protocols for procedures performed in the radiology department.
10. Use clinical radiography equipment and materials in a responsible manner while adhering to radiation protection guidelines.
11. Observe radiology department personnel to increase knowledge and understanding of the operational procedures of the department.
12. Regularly consult with radiology department personnel and the Clinical Preceptor to become aware of personal strengths and weaknesses and use critiques to improve clinical knowledge and performance.
13. Consult with the Clinical Preceptor when clinical questions or concerns arise.
14. When concerns cannot be resolved with the Clinical Preceptor, report them to the Radiography Program Clinical Coordinator in writing to receive further consideration.
15. Read Radiologic Technology professional literature to increase awareness of the profession.

### Role of the Radiologic Technologist

Applied Clinical Education must be completed in an environment that is conducive to student learning. The amount of learning that takes place in the clinical site depends, to a large degree, upon the quality of the interaction between the student and Radiologic Technologists. Therefore, technologists are a vital contribution to the education of students in the Radiography Program. **Students are to be supervised by ARRT registered technologists only.** Limited License technologists or graduate students whose registry results are pending are not qualified to supervise students or sign any student documentation.

The following describes the supervising technologist's role in the clinical setting in order to create a solid foundation for guiding students to reach the desired level of competency based on the goals and objectives of the Olney Central College Radiography Program.

1. Acquire a thorough understanding of the college program, its general philosophy, and its objectives.
2. Orientate the students to the hospital, its personnel, policies, procedures, and facilities.
3. Provide the student with the information necessary to gain a better understanding of the functions of the radiology department.
4. Familiarize the student with the general procedure of the Radiology Department.
5. Observe and evaluate the student as he or she progresses through each clinical rotation.
6. Write a fair and constructive recommendation of the student to accompany each performance grade given.
7. Confer with the hospital supervisors and college faculty throughout each academic semester regarding the evaluation of students.

### Role of the Clinical Preceptor

The hospital clinical preceptor is a member of the radiology department who is in part responsible for the students' clinical education. This person has a major responsibility to:

1. Conduct an individualized clinical education orientation program for students and the staff of the Radiology Department.
2. Maintain effective relationship between the Olney Central College Radiography Program and the Radiology Department.
3. Conduct conferences with the student on clinical matters, responsibilities, and problems in a private manner.
4. Assist the student during clinical education to secure reasonable and accurate evaluations of their competency in the clinical area.
5. Confer with Radiology Department staff on student concerns.
6. Encourage communication between staff radiographers and the student to increase effectiveness of clinical education.
7. Act as a resource person by suggesting additional material that can be used to enhance clinical education.
8. Confer with staff radiographers throughout the semester regarding evaluation of the student.
9. Help the student make decisions regarding future plans and goals in a specific clinical area.
10. Maintain good public relationships between the Radiology Department and Olney Central College.

### **Standard Precautions**

1. All students are expected to utilize standard precautions in all contact with patients throughout the OCC Radiography Program.
2. Students are expected to follow the agency's protocols for standard precautions and isolation precautions.

### **Bloodborne Pathogen Exposure**

1. Students should immediately report to the Clinical Preceptor, Program Clinical Coordinator, and Program Director any exposure or suspected exposure to blood-borne pathogens.
2. An incident report must be completed at both the clinical site and the college.
3. Students are expected to follow the written protocol of the clinical site. The student will be responsible for physician, diagnostic, and treatment costs associated with bloodborne exposure incidents.
4. Students will be responsible for meeting the prescribed follow-up care of the clinical site. The student will be responsible for all costs of treatment or services.

### **Latex Allergy Guidelines**

1. Latex allergy is a serious threat to healthcare workers as well as patients.
2. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death.
3. Exposure to latex products may cause a hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

The guidelines recommended by the Olney Central College Radiography Program are to address potential incidences of acquired latex sensitivity by students in the clinical experiences of the program.

#### **Procedure:**

1. Students should become knowledgeable of latex allergy causes and potential signs and symptoms.
2. Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy.
3. Students should immediately report to the Clinical Preceptor and Clinical Coordinator an actual or suspected latex allergic responses.

### **Psychiatric or Psychological Examination Guidelines**

1. Students who may for any reason appear to be unsafe in the clinical site or who may compromise patient safety may be required to submit to a psychiatric or psychological examination at any time at the student's expense.
2. Alcohol/drug screening is included as part of these guidelines.

### **Safety Guidelines for Clinical Education**

Olney Central College promotes a safe learning environment for students in the radiography program. The following guidelines have been established to protect the student, their patients, coworkers, and others during Applied Clinical courses:



1. Students are not permitted to perform any competency prior to completion of the lecture and lab demonstration of basic skills by the course instructor in the Radiographic Procedures course.
2. The student may not perform any procedure without appropriate supervision from a registered radiologic technologist at the clinical site. (Please refer to Direct Supervision, Indirect Supervision, and Repeat Policies for further information.)
3. Students are not permitted to approve images for submission to the Radiologist. The supervising radiologic technologist must approve all images.
4. Student repeat projections are only made under the direct supervision of the supervising registered Radiologic Technologist.
5. Students are never permitted to hold patients during radiographic exposures.
6. Students may not be in the imaging room during the exposure. The only exception is during a fluoroscopic exam, mobile radiographic, or mobile fluoroscopic procedures.
7. If a student examination requires more than one repeat projection, the registered Radiologic Technologist must intervene to complete the procedure.
8. The student is responsible for protecting the patient, himself/herself, and all others in the immediate area from exposure to radiation.
9. Students are not permitted to perform venipuncture.
10. The student is not permitted to inject contrast into the patient for any radiographic procedure.
11. It is the responsibility of the student and the supervising radiologic technologist, to ensure student compliance with clinical policies.

### **Radiation Safety and Radiation Exposure Monitoring Device**

1. **Radiography students will adhere to the following radiation safety precautions. The three basic methods of protection from radiation are shielding, distance, and length of time exposed.** The student must follow proper radiation protection and safety practices at all times with patients, peers, clinical staff, and others.
2. The use of patient gonadal shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with the clinical site policy.
3. The student shall stand behind a fixed barrier during an exposure when working in a radiographic room. Students shall wear lead aprons and maintain maximum distance when working in radiographic and/or fluoroscopic rooms.
4. **Students are not permitted to hold patients or the image receptor during radiographic exposures.** Alternative immobilization methods should be used. Only when all other methods of immobilization have failed should another person be used to hold a patient. The individual holding must wear lead protective garments and if the hands fall in the primary beam, they should be protected by leaded gloves.
5. **Students must wear a lead apron and use maximum distance when performing mobile radiography.** Persons in the area should be alerted that an exposure is to be made so that they can move completely out of the area or at least six feet away from the mobile unit. This distance should be increased to at least ten feet if there is a possibility of pregnancy.
6. Students should use radiation protection including proper beam limitation for all diagnostic radiography procedures. Each student is provided with a radiation exposure monitoring device. Radiation monitoring devices are to be worn during all clinical education experiences. Monitors shall be worn at the collar level and outside of any lead protective devices. A new radiation monitoring device is issued each month when the prior device is turned in. **Students should review the monthly monitoring reports for their specific readings.**

7. A female student with a declared pregnancy shall be provided two radiation monitors. One is to be worn at the collar level as previously described and the second worn at the waist level under lead protective devices to record fetal exposure.
8. **The student cannot perform any radiographic or fluoroscopic procedure or be in a radiation area without wearing the radiation exposure monitoring device at the collar level outside the lead apron. Students who report to clinical without their exposure monitoring device are to be sent home.**
9. The student is responsible for exchanging the radiation exposure badge each month. If the student does not turn in the exposure badge by the end of each month:
  - a. The student's final semester clinical grade is lowered by 10 percentage points for each month late.
  - b. The student will be counseled and a plan of remediation will be provided.
  - c. The student may be dismissed from the program, if the student is late three (3) times during the course of the program in turning in the exposure badge.
10. The student is responsible for requesting a replacement badge, if needed, at any time during the program. The student is responsible for the cost of a replacement exposure badge. Students are not permitted to return to clinical education until a replacement badge has been received.
11. Individual student radiation exposure badge readings are available for viewing by contacting the Program Director.
12. National Council on Radiation Protection and Measurements (NCRP) report #116 has established maximum annual dose limits for all adult radiation workers at 5,000 millirem or 50 millisieverts (mSv). In order to comply with the ALARA (As Low As Reasonably Achievable) Concept, the program recommends that the maximum annual dose for students enrolled in Clinical Education, be limited to 5 mSv (500 millirem), with a monthly dose limit not to exceed 0.5 mSv (50 millirem).
13. If the monthly report indicates an excessive radiation exposure of more than 0.5 mSv (50 millirem), the following actions will be taken:
  - a. The Radiation Safety Officer (Program Director) will talk with the student to determine the potential cause of the excessive reading.
  - b. If there are no identifiable reasons for the excessive reading, a letter will be written by the Program Director to the radiation monitoring service to remove the excessive reading from the student's lifetime dose.
  - c. If it is determined that the dosimeter was tampered with or intentionally exposed, the student may face disciplinary action up to and including dismissal from the program.

### **Clinical Supervision of the Student Radiographer**

#### **Direct Supervision**

The Joint Review Committee on Education in Radiologic Technology requires that the student only perform radiographs under direct supervision until competency is achieved and documented.

Direct supervision requires a registered radiographer to:

- review the procedure concerning the student's achievement.
- evaluate the patient's condition in relation to the student's knowledge.
- be physically present during the conduct of the procedure.
- be physically present for all repeat imaging, surgical procedures, or mobile imaging, including mobile fluoroscopy.
- review and approve the procedure and image(s).

### **Indirect Supervision**

After demonstrating competence on a particular exam, students may perform those procedures with indirect supervision.

Indirect supervision requires a registered radiographer to:

- be immediately available (i.e., in a room adjacent to the location where the procedure is being performed) to assist students regardless of student level of achievement.
- be physically present for all repeat imaging, surgical procedures, or mobile imaging, including mobile fluoroscopy.
- review and approve the image(s).

### **Repeat Exposures**

Repeat exposures by the student may only be made if the supervising radiologic technologist is present at the control panel and has personally verified the appropriate modifications in technique and/or positioning have been made before the exposure. The presence of a registered radiologic technologist during the repeat of unsatisfactory images ensures patient safety and proper educational practices for the student.

### **Observe, Assist, and Perform Solo**

1. The first step towards developing clinical competence is to have an opportunity to observe radiographic procedures.
2. Once observation has been initiated, the student is encouraged to assist the Radiologic Technologist by taking an active role in completing procedures. The student is expected to progress towards taking greater responsibility for the entire radiographic procedure without relying on assistance from the supervising radiologic technologist.
3. A solo performance is achieved when the student takes responsibility for conducting all aspects of a radiographic procedure to produce maximally acceptable diagnostic radiographs. The performance is considered solo when the student receives the patient, positions the patient, establishes technique, produces radiographs with virtually no repeated radiographic exposures, and sees the patient out of the department, indicating completion of the procedure.

### **Clinical Progress Agreement**

1. To ensure a student is making steady progress, program faculty will visit the clinical site regularly and meet with each student to assess his/her clinical progress.
2. Program faculty document the number of completed Semester Performance Objectives, Program Objectives, Clinical Competencies, Clinical Proficiencies, Image Evaluations, Quizzes, Specialty Area Rotations, and Clinical Hours.
3. Program faculty evaluate the student's appearance based on uniform policy, radiation monitor, and identification requirements.
4. Program faculty and the student will agree upon a goal for the number to be completed by the time of the next site visit.
5. Program faculty retain the signed agreement form in the student's clinical file and the student is strongly encouraged to retain a copy for his/her own reference.

### **Clinical Progress Record**

1. The Clinical Progress Record sheet identifies the required competencies for graduation from the Radiography Program. It includes space for a record of completed competencies, proficiencies, specialty area rotations, and program objectives.
2. The Clinical Progress Record is maintained in the student's current clinical file by the Clinical Coordinator, but the student is also strongly encouraged to keep a personal record of all completed competencies, proficiencies, specialty area rotations, and program objectives so that any discrepancies can be recognized and corrected.

### **Exam Log**

1. The student is responsible for maintaining a daily exam log sheet in Applied Clinical Education.
2. The student must record all information, as indicated on the form, for each competency, proficiency, program objective, and image evaluation that he/she completes.
3. The exam Log is a document that must be kept in the designated binder at the clinical site and is considered to be the property of the clinical site. This log should never be removed from the facility. Removal of this document will constitute a violation of HIPAA and the student will be subject to disciplinary action.
4. The exam Log will be reviewed by program faculty during each clinical site visit.
5. Any program requirement that cannot be verified with this form will not be accepted by program faculty and will not be included in the student's clinical progress.

### **Semester Objectives**

1. Semester objectives are designed to provide the student with an understanding of how the radiology department functions and how specific aspects of the radiology department operate.
2. Students are required to complete semester objectives in all Applied Clinical Education courses.
3. Semester objectives **must** be completed within the first two (2) weeks of each clinical rotation to ensure proper orientation to the facility.
4. Semester objectives must be signed off by the Clinical Preceptor or his/her designee.

### **Program Objectives**

1. Program objectives of Applied Clinical Education courses are designed to provide the student with a way of demonstrating a variety of exam experiences.
2. A minimum number of program objectives must be completed each semester, as defined in course syllabi, with a minimum number completed prior to graduation from the Radiography Program.

### **Clinical Competency Evaluation**

1. Advancement towards becoming a Radiologic Technologist is achieved when the student is competent to perform a radiographic procedure via a clinical competency evaluation.
2. Students are allowed to attempt competency in a clinical setting once they have completed the lecture and lab devoted to the specific procedure. If a student is absent from lecture or lab covering the procedure, he/she is not permitted to attempt competency until both written and positioning examinations on that chapter have been completed.
3. Students should attempt at least one solo performance of a radiographic procedure prior to initiating a competency evaluation with the supervising Radiologic Technologist.

4. The student must declare his/her intent to attempt competency on an exam ***prior*** to the start of the procedure. Any student who fails to declare intent to attempt competency prior to beginning the examination will be denied competency.
5. The successful completion of a competency requires a minimum of 90% accuracy, with scores less than 90% considered a failed competency.
6. If a student does not successfully complete a competency, he/she must notify the Radiography Program Clinical Coordinator within two days of the incident. This allows a mutual time for remedial education to be arranged with the lab instructor to review the radiographic procedure.
7. Following remediation, the student will be allowed to reattempt the competency with a minimum evaluation score of 90%.
8. The failed competency score will be included in the calculation of the final average score.
9. In Applied Clinical V, a maximum of 5 competency exams may be achieved through simulation on the final day of the semester. Simulated competency testing is not permitted for fluoroscopy, surgery, mobile, pediatric, geriatric procedures, or any procedure not listed as eligible for simulation by the ARRT.

### **Clinical Proficiency Evaluation**

1. The student's continued competency in performing radiographic procedures is evaluated through his/her successful completion of a proficiency. (Competency must be completed prior to a proficiency.)
2. Students are required to complete a minimum number of proficiencies during each Applied Clinical course.
3. Proficiencies are not eligible for simulation.
4. Proficiencies are completed based on the same criteria as a competency.
5. The successful completion of a proficiency requires a minimum of 90% accuracy, with scores less than 90% are considered a failed proficiency.
6. The supervising radiologic technologists or the Clinical Preceptor may request additional proficiency exams from the student any time the student's competency to perform an exam is questioned.
7. In the case of student-initiated proficiency, the student must declare his/her intent to attempt proficiency on an exam ***prior*** to the start of the procedure. Any student who fails to declare intent to attempt proficiency testing prior to beginning the examination will be denied proficiency.
8. If a student does not successfully complete a proficiency, he/she will lose the competency documentation.
9. If the student does not successfully complete a proficiency, he/she must notify the Clinical Coordinator within two days of the incident. This allows a mutual time for remedial education to be arranged with the lab instructor to review the radiographic procedure.
10. The failed proficiency score will be included in the calculation of the final average score.
11. Following remediation, the student will be allowed to reattempt competency with a minimum evaluation score of 90%. It will then be necessary for the student to complete an additional proficiency with a minimum evaluation score of 90%.

### **Image Evaluations / Quizzes**

1. Image evaluations are designed to provide the student with the opportunity to understand and assess the factors to produce quality radiographic images.

2. The student is required to complete a minimum number of image evaluations during each Applied Clinical course.
3. The successful completion of an Image Evaluation requires a minimum of 83% accuracy.
4. As each of the image evaluations is completed, the student will be required to complete a quiz based on any material presented in the Radiography Program.
5. Image evaluations turned in later than the third clinical site visit will automatically result in a score of "0", with the corresponding quiz also scoring a "0".  
A handbook policy quiz is required each semester

### **Specialty Area Rotation**

1. Specialty area rotations are designed to provide the student with an understanding and appreciation of the various modalities in the field of Radiology.
2. The student must be under the direct supervision of a Registered Technologist at all times while completing the specialty area rotation.
3. Students are required to complete a minimum of 24 hours and document the time on a log sheet with verification from the supervising technologist.
4. Any falsification of the log sheet will result in immediate dismissal from the Radiography Program.
5. The student must complete one specialty area rotation during Applied Clinical III, IV, and V, and it must be completed during the semester in which it is started.
6. Students must complete the specialty area rotation as required and submit documentation no later than two weeks prior to the last scheduled clinical day of the semester.
7. Reports turned in late will automatically result in a score of "0" zero for that specialty area rotation.
8. Written reports must follow the Written Assignments Guidelines and the article must be preapproved by the Radiography Program Director or the Radiography Program Clinical Coordinator.
9. Electronic submissions will not be accepted by the instructor.
10. Students are expected to choose rotations from the following areas:
  - a. Bone Densitometry
  - b. Computed Tomography
  - c. Interventional Radiography
  - d. Magnetic Resonance Imaging
  - e. Mammography (See Policy Statement below.)
  - f. Nuclear Medicine
  - g. Radiation Therapy
  - h. Ultrasound

### **Mammography Policy**

The radiography program sponsored by Olney Central College has revised its policy, effective May 2022, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging.

Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict

clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

**The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Program Directors & Faculty, Program Resources.**

### **MRI Safety Policy**

An MRI room has a constant and extraordinarily strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all students are required to complete the Magnetic Resonance (MR) Safety Screening form in RAD 1201 prior to beginning their clinical education. If at any time after completing the screening form, the student has changes regarding MRI hazardous devices, the student is required to notify the Radiography Program Clinical Coordinator and Program Director immediately.

**Individuals entering an MRI suite must remove all removable metallic belongings and devices on their person (e.g., watches, jewelry, body piercing if removable, etc.), metallic drug delivery patches, and clothing items which may contain, metallic fasteners, hooks, zippers, loose metallic components, metallic threads, etc.** Students should never take carts, wheelchairs, oxygen tanks, or any other items into the MRI suite without checking with an MRI Technologist for approval.

**If the student should feel unusual pulling, unnatural heat, or a burning sensation while in the MRI suite, he/she should immediately leave the area to prevent personal injury. Do not enter the MRI environment if you have any question or concern regarding an implant, device, or object.**

### **MRI and Pregnancy:**

- 6. It is the policy of the Olney Central College Radiography Program that all pregnant students be restricted from the magnet room when radiofrequency pulses are on.** To ensure a student is making steady progress, program faculty will make regular site visits to the clinical site and meet with each student to assess his/her clinical progress.

### **Evaluation Of The Student In Clinical Education**

1. The primary goal of student assessment and evaluation is to provide feedback to the student.
2. The evaluation is designed to rate each student radiographer in terms of those professional attributes considered important in becoming a Radiologic Technologist.
3. Students are evaluated based on their current level of education within the Radiography Program.
4. The Clinical Preceptor will conduct a Midterm and a Final Evaluation for the student every semester.
5. Midterm Evaluations are not used in the calculation of the student's final grade, but are completed to inform the student of his or her strengths and weaknesses and to provide the student with the opportunity to improve his or her performance prior to the Final Evaluation.

6. The Final Evaluation score from the Clinical Preceptor, is used in calculating the student's final grade for the course.
7. The Clinical Preceptor completes the evaluation form using input from staff technologists who have had direct contact with the student. The Clinical Preceptor will calculate a percentage score based on the values of each selection.
8. The Clinical Preceptor will review the evaluation with the student, counseling him or her in private, identifying strengths and weaknesses. The student will then be asked to sign the evaluation form.
9. Student Evaluations may be used for future comparison of student performance in Applied Clinical Education when questions or concerns arise.
10. The completed form is returned by the Clinical Preceptor to the Radiography Program Clinical Coordinator where it becomes a part of the student's record.
11. It is very important that the completed evaluations be returned to the Clinical Coordinator by the designated due date. If completed evaluation forms are not received by the Radiography Program Clinical Coordinator, the student's final grade cannot be calculated and the student will receive an incomplete grade for the course until appropriate documentation is received. If the incomplete grade is not resolved, the student will be unable to progress to the next semester of the Radiography Program.
12. A grade is earned at the conclusion of each clinical course. However, evaluation of student performance exists on a continuum from program entry to program exit. Student clinical evaluations are shared and reviewed by program faculty, allowing them to provide appropriate experiences and guidance to assist each student in meeting educational outcomes of the program.

### **Accident/Incident Reporting**

1. Any student involved in an accident/incident must report this to the Clinical Preceptor and Program Clinical Coordinator immediately.
2. The Clinical Preceptor must report the accident/incident to the OCC Radiography faculty immediately.
3. An incident form must be completed and properly signed before the student leaves the clinical site per facility policy.
4. An IECC Incident Report form must be completed by the Clinical Coordinator and submitted to OCC Administration within 24 hours of the incident and a copy of the form forwarded to the Program Director to be placed in the student's administrative folder. A copy must also be submitted to the office of the Dean of Health Professions.
5. The student must follow the policies and procedures of the clinical site in the management of the accident/incident.
6. In the event of an accident/incident that occurs to the student, all physician, diagnostic, and treatment costs for services rendered will be paid by the student.



## **SECTION VIII**

### **PROGRAM PROGRESSION AND GRADUATION**

- **Progression and Retention**
- **Standardized Computerized Exam: HESI**
- **Withdrawal/Exit from Program**
- **Readmission Policy**
- **Graduation Requirements**
- **ARRT Certification/Registration and Illinois Licensing**
- **ARRT Continuing Education Requirements for Renewal of Registration**
- **ARRT Continued Qualifications Requirement**

### **Progression and Retention**

Students must achieve a minimum grade of “C” in all radiography and general education courses included within the radiography curriculum. Any grade of less than “C” in the Radiography Program is unacceptable for progression in the program.

Students must have a satisfactory background check and negative drug screening to continue in the program. Failure to meet these criteria, at any time a report or test is required, may result in negation of admission or dismissal from the program.

### **Standardized Computerized Exam: HESI**

In the Radiography program, students bear the responsibility of comprehending and retaining the course content and principles. As part of this commitment a Standardized Computerized Exam is administered during the RAD 2204 Registry and Career Review Course to determine the student’s readiness for the American Registry of Radiologic Technologists (ARRT) Certification Exam. Therefore, it is imperative for radiography students to attain a minimum passing score on the HESI computerized exit exam for radiography students, as outlined in the course syllabus for RAD 2204, or an equivalent standardized radiography exit exam endorsed by the Dean of Health Professions.

Failure to meet the minimum score requirement necessitates completion of remedial measures assigned by faculty before retaking the exit exam. Any additional exam costs are incurred by the student. Each student is granted a maximum of three attempts to take the exit exam as scheduled by program faculty. Failure to achieve the minimum score on the third attempt will result in course failure.

### **Withdrawal/Exit From Program**

If a student withdraws from a radiography course or decides not to continue in the program:

1. The student must meet with the Radiography Program Advisor to initiate the withdrawal process.
2. Students withdrawing from the program are urged to meet with the Program Director prior to withdrawing to explore opportunities for success and discuss options for readmission.
3. The student must follow the IECC Withdrawal Policy and complete the appropriate documentation. See [www.iecc.edu/withdrawalpolicy](http://www.iecc.edu/withdrawalpolicy).
4. Students who withdraw are expected to complete the Radiography Program “Withdrawal Form” found in the Radiography Handbook and submit it to the Program Director or Radiography Program Advisor.

### **Readmission Policy**

A radiography student who leaves the college or program by reason of withdrawal, academic deficiency/failure, or dismissal may petition for readmission to the program one time, with the readmission occurring within one year. A student who has failed a first-semester radiography course must complete the entire application process and be reranked. A student who has failed a radiography course beyond the first semester (academic or clinical) may be readmitted only once.

The petitioning process must be completed at least sixty (60) days prior to the semester of readmission.

- For entry into the Spring semester, all other admission requirements must be met on or before the college official Fall withdrawal date.
- For entry into the Fall semester, all admission requirements must be met by the application deadline (February 15).

A student who is out of normal progression for the Radiography Program must contact the Radiography Program Advisor, petition for readmission, and complete all requirements by the due dates.

These statements apply:

- Any student who withdraws, fails, or is dismissed from a required radiography or concurrent general education course may file a petition for readmission one time.
- Readmission will be granted only if the student's prior performance did not indicate a lack of capability to complete the course of study in the program and/or college.
- Petitioners must meet the current college and Radiography Program admission and ranking requirements.
- A petition for readmission must include a description of circumstances that adversely affected the petitioner's ability to meet the academic standards of the program and/or the college.
- Readmission is based on space availability, provided that the student has an overall college GPA of 2.50 or higher, and is not guaranteed in any semester.
- The student seeking readmission within one year will be required to demonstrate retention of previously learned skills and knowledge.
  1. Written proficiency exams for all previously completed courses to evaluate knowledge base with a score of 78% or better (taken only one time).
  2. Complete a lab proficiency evaluation for each documented competency completed prior to withdrawal (taken only one time).

**The student will not be allowed readmission if they are dismissed or withdraw from the Radiography Program due to disciplinary action.**

The student's petition and completed requirements will be reviewed by the Academic Standards Committee. Petition approval does not guarantee re-admittance to the Radiography Program.

If a written petition is denied by the Academic Standards Committee, the petitioner may request a personal appearance before the Academic Standards Committee. If the petition has been denied by the committee following a personal appearance, the petitioner may request a hearing before the president of the college. A request for a rehearing must affirmatively show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely affected the petitioner's ability to meet the academic standards, or
2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

The Academic Standards Committee has the right to review the admission status of any student based on faculty recommendation and documentation of extraordinary circumstances that adversely impacted student performance.

Students who receive approval for readmission to the Radiography Program will be subject to policies, procedures, and curriculum which are current at the time of readmission. Students will be provided a readmission checklist from the Radiography Program Advisor and must submit all documentation by the due date or readmission approval will be rescinded. Students readmitted to the Radiography Program are responsible for purchasing a current Radiography Program handbook, current textbooks, workbooks, course codes, markers, etc. A student approved for readmission must schedule a meeting with the Radiography Program Clinical Coordinator to review clinical requirements and request a current radiography monitoring badge and student ID for clinical.

If the student is unsuccessful in carrying out the requirements of readmission, he/she will be notified of his/her lack of progress and will be dropped from the program.

Transfer of radiography students from other institutions is not accepted. They will have to be admitted into the Radiography Program with the normal application process.

### **Graduation Requirements**

To successfully complete the Radiography Program, the student must:

1. Complete all Radiography clinical and didactic courses with a minimum of a satisfactory grade of "C" or better.
2. Complete all required general education courses with a "C" or better.
3. Complete all ARRT required mandatory and elective competency evaluations with a minimum score of 90%.
4. Complete all requirements for clinical education courses.
5. Petition for graduation during the spring semester of their second year in the Radiography Program and verify with the Radiography Program Advisor that all graduation requirements will be met.
6. Complete all requirements for the Associate in Applied Science Degree in Radiography.

Radiography Program students should read the graduation requirements available [here](#). It is each student's responsibility to know the current requirements for graduation.

### **ARRT Certification/Registration and Illinois Licensing**

Candidates for certification and registration who meet all education and ethics requirements, and any other requirements set by the American Registry of Radiologic Technologists (ARRT) Board of Trustees, must pass an examination developed and administered by the ARRT. Satisfaction of all these eligibility requirements is necessary to obtain ARRT certification and registration.

The State of Illinois requires state licensure for working radiographers. Upon graduation, students working in Illinois will need to apply for the state license.

<https://www2.illinois.gov/iema/NRS/Pages/default.aspx> To learn more about the application process and/or to apply visit: <https://public.iema.state.il.us/iema/radiation/radtech/radtechlogin.asp>

### **ARRT Continuing Education Requirements For Renewal of Registration**

Continuing education is an integral part of ARRT's emphasis on education as an essential tool in delivering quality patient care. ARRT's continuing education requirements for radiographers mandate that every two years a registrant must obtain 24 approved continuing education credits. More information can be found on the American Registry of Radiologic Technologist's website at [www.arrt.org](http://www.arrt.org).

### **ARRT Continued Qualifications Requirement**

ARRT certifications awarded January 1, 2011, and thereafter will be time limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate continued qualifications in order to continue to hold the certification. More information can be found on the American Registry of Radiologic Technologist's website at [www.arrt.org](http://www.arrt.org).

## **SECTION IX**

### **FORMS**

- **Handbook Review Verification**
- **Student Release**
- **Technology Requirement**
- **Magnetic Resonance (MR) Safety Screening**
- **Flu Vaccination Declination**
- **Covid Vaccination Declination**
- **Health Update**
- **Student Voluntary Pregnancy Declaration**
- **Student Withdrawal of Pregnancy Declaration**
- **Contact Information Update**
- **Authorization to Release Information**
- **Attendance Review Committee**
- **Incident/Improper Conduct**
- **Withdrawal**

**Illinois Eastern Community Colleges, District 529**  
**Olney Central College Radiography Program**

**Handbook Review Verification Form**

I, \_\_\_\_\_ (print name) have received and reviewed the Radiography Program Handbook which contains the rules and regulations of the Radiography Program. I understand that the policies must be followed at all times during my enrollment in order to ensure a conducive learning environment, and to protect the health and safety of patients, personnel, and myself.

I understand that I may ask the program officials questions for clarification of any policy at any time if necessary.

I further understand that:

1. Any policy revisions or additions will be made available to me (hard copy or electronic) prior to implementation.
2. It is my responsibility to maintain a record of policy revisions and add them to my existing copy of the Student Handbook.
3. I will be expected to adhere to all program standards and meet the established standards of performance and attendance for all didactic, laboratory, and clinical courses.
4. I understand the penalties for non-compliance with program policies and standards.
5. I have received notification of how to access the JRCERT Standards for Program Accreditation.
6. I have received and reviewed a record of the program's pregnancy policy (found in the handbook) and understand that declaration of pregnancy is voluntary and must be in writing.
7. I understand that there may be periodic addendums, new policies, and policy revisions, and that I will be provided a written record (hard copy or electronic) prior to implementation.

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Student Signature

Date

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Program Director Signature

Date

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Clinical Coordinator Signature

Date

**Illinois Eastern Community Colleges, District 529**  
**Olney Central College Radiography Program**

**Illinois Eastern Community Colleges**  
**Student Release Form**

Through your association with Illinois Eastern Community Colleges, you are likely to participate in events that are recorded on behalf of the college. By submitting this release, you authorize Illinois Eastern Community Colleges and those acting on its behalf to copyright, publish and use audio, photographs, video and other recordings or representations of you for promotional and educational purposes. You release and discharge the Illinois Eastern Community Colleges Board of Trustees, its assigns and those acting on its behalf from any liability arising from such use.

Publications can include:

IECC Catalog

IECC Poster/Brochure

IECC Homepage; Intranet, or Internet link, including multi-media electronic presentations

IECC printed and electronic marketing materials

IECC Newspaper and Magazine Advertisements

IECC Television Advertisements

IECC Social Media pages

This form verifies that I do not have on file any restrictions prohibiting the release of student information.

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Print Student Name

Student Identification Number

---

Student Signature

Date

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Program Director Signature

Date

After this form has been signed and dated, it is placed in the student's administrative file.

**Illinois Eastern Community Colleges, District 529  
Olney Central College Radiography Program**

**Technology Requirement**

Students purchasing their iPads through IECC will be charged a one-time fee based on the actual cost of the iPad. If the student has financial aid, the iPad and warranty are approved for coverage as a program requirement. Keep in mind, the cost of the iPad will be less due to our institutional contracted price. The program has worked to reduce costs for other program requirements to offset the cost of the iPad.

Your signature below acknowledges receipt of the iPad and Apple Care Warranty. The iPad is yours to keep. No exchanges or refunds will be provided once the iPad is signed out.

It is your responsibility to register the iPad with Apple upon setup to initiate the Apple Care Warranty. Defective devices should be reported to Apple per the warranty directions. If the iPad is lost, stolen, or damaged, it is the student's responsibility to get a replacement. Many homeowner policies may cover electronic devices.

Students may use their own iPad if it meets the program criteria.

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Signature

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Date

After this form has been signed and dated, it is placed in the student's administrative file.



**Illinois Eastern Community Colleges, District 529  
Olney Central College Radiography Program  
Magnetic Resonance (MR) Safety Screening Form**

**WARNING:**

An MR room has a very strong magnetic field that may be hazardous to individuals entering the MR environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all students are required to fill out this form before going to their clinical internship. Be advised that the MR system magnet is ALWAYS on.

While assisting in the MR environment, should an OCC Radiography student feel any intolerable pulling, unnatural heat or burning sensation within himself/herself then the student must leave the MR environment as quickly as possible, to prevent personal injury.

Do not enter the MR environment or MR system room if you have any questions or concerns regarding an implant, device, or object.

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**Please indicate if you have any of the following** known MR hazardous devices:

- Aneurysm clip(s)
- Cardiac pacemaker
- Implanted cardioverter defibrillator (ICD)
- Electronic implant or device
- Magnetically activated implant or device
- Neurostimulation system
- Spinal cord stimulator
- Cochlear implant or implanted hearing aid
- Insulin or infusion pump
- Implanted drug infusion device
- Any prosthesis, implant, or tattoo
- Artificial or prosthetic limb
- Any metallic fragment, foreign body, or piercing
- Any external or internal metallic object
- Hearing aid
- Implanted spine straightening rods
- Another implant \_\_\_\_\_
- Another device \_\_\_\_\_

**Please indicate below if you have not specified any of the above:**

- I have not received any implants, devices, or objects to the best of my knowledge.

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I attest that the above information is correct to the best of my knowledge. I have read and understand the contents of this form and have had the opportunity to ask questions regarding the information on it. I will inform technologists at the clinical facility of any MR hazardous devices I may have before entering the MR environment or MR system room.

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Print Name

Student Signature

Date

**Illinois Eastern Community Colleges, District 529**

**Olney Central College Radiography Program**

**Flu Vaccination Declination Form**

I, \_\_\_\_\_, decline the seasonal flu vaccine. I understand that I will be required to follow the policy of the clinical site to which I am assigned. I also understand that declining the seasonal flu vaccine may impact my ability to complete a clinical rotation at certain sites and therefore, impact my ability to complete program clinical requirements.

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Student signature

Date

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Program Director signature

Date

After this form has been signed and dated, it is placed in the student's administrative file.

**Illinois Eastern Community Colleges, District 529**

**Olney Central College Radiography Program**

**COVID Vaccination Declination Form**

I, \_\_\_\_\_, decline the Covid vaccine and/or eligible boosters. I understand that I will be required to follow the policy of the clinical site to which I am assigned. I also understand that declining the Covid vaccination may impact my ability to complete a clinical rotation at certain sites and therefore, impact my ability to complete program clinical requirements.

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

Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

After this form has been signed and dated, it is placed in the student's administrative file.

**Illinois Eastern Community Colleges, District 529  
Olney Central College Radiography Program  
Health Update**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Has there been a change in your health condition since admission into the Radiography Program?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate the changes.

**(Note: It is the responsibility of the student to notify the Program Director of any change in his/her health condition throughout the school year.)**

List all allergies and type of reaction to each:

List all acute illnesses:

List all chronic illnesses:

List all medications (prescription and over the counter) you are currently taking and the purpose of the medication. Include dose and frequency.

**Emergency Contact Information**

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Olney Central College Radiography Program Student Voluntary Pregnancy Declaration

Student name: \_\_\_\_\_ Date of declaration: \_\_\_\_\_

In accordance with current state and NRC regulations, I wish to voluntarily disclose my pregnancy.

- My estimated date of conception is: \_\_\_\_\_
- My estimated date of delivery is: \_\_\_\_\_

In making this declaration, I wish to be afforded the protections outlined in the Student Handbook regarding declared pregnancy. Specifically, the unborn child shall not receive an excess of 5 mSv (500 mrem) during the term of pregnancy. I am also aware of the radiologic technology program's policy on pregnancy and will abide by all rules and regulations presented in this policy.

Furthermore, I understand that documentation must be obtained from my Obstetrician outlining duty restrictions (if applicable) including permission to continue with my program of study. This documentation must be submitted at the same time as this declaration. I further understand that, at all times, the specific recommendations of my Obstetrician will be followed by the program to protect my health and the health of my unborn child. I also understand that I will be provided with a fetal dosimeter to be worn during all clinical activities throughout the duration of my pregnancy.

Options include, but are not limited to the following (select one by initialing):

\_\_\_\_\_ Continuation in the program's didactic and clinical portions without altering schedules.

\_\_\_\_\_ Continue with the didactic portion of the program and take a leave of absence for delivery. Following delivery and medical clearance, will continue with the clinical portion of the program.

\_\_\_\_\_ Continue with the program's didactic and clinical education portions but with an altered clinical rotation scheduled by the clinical coordinator to ensure the lowest possible radiation dose to the developing fetus.

\_\_\_\_\_ Continue with the didactic and clinical portion of the program and take a leave of absence for delivery. Following delivery and medical clearance, the student will continue with the program, meeting all semester requirements.

\_\_\_\_\_ Voluntarily leaving the program with the option to reenter the following year if space is available.

\_\_\_\_\_ Other (specify): \_\_\_\_\_

The RSO will closely monitor both student and fetal exposures. Any radiation exposure shown on monitoring reports will result in a conference between the student, program director, and RSO to re-evaluate continuation with clinical activities relative to the risk of radiation exposure (see also the program's pregnancy policy for more details).

I have read and understand the program's pregnancy policy, and the option I initialed above is the option I want to take. I understand the following:

- I must make up for any hours missed.
- Until all hours are made up and all competencies and course requirements are completed, I cannot be cleared by the program director to take the ARRT Examination.

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Student signature

Student Identification Number

Acknowledgement of Receipt of Declaration:

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Program Director

Date

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Clinical Coordinator

Date

Following receipt of this declaration, the program will contact the Radiation Safety Officer for appropriate follow-up and to obtain a fetal dosimetry badge.

Note: The student will receive a copy of this declaration upon request. The original will be maintained in the student's administrative file.

## Olney Central College Radiography Program Student Withdrawal of Pregnancy Declaration

Student name: \_\_\_\_\_ Date of withdrawal: \_\_\_\_\_

In accordance with current state and NRC regulations, I wish to withdraw my initial disclosure of pregnancy.

- The date of my initial disclosure was: \_\_\_\_\_

In making this withdrawal, I understand that the lower radiation dose for the embryo / fetus no longer will apply, and that the additional fetal dosimeter will no longer be utilized.

If pregnant, and voluntarily withdrawing my declaration of pregnancy, I hereby release the radiologic technology program and clinical rotation facilities of any responsibility for embryo / fetal exposure.

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Student signature	Student Identification Number
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Acknowledgment of Receipt of Pregnancy Declaration Withdrawal:

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Program Director	Date
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Clinical Coordinator	Date
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The program will notify the Radiation Safety Officer of this withdrawal.

Note: The student will receive a copy of this declaration upon request. The original will be maintained in the student's administrative file.

**Illinois Eastern Community Colleges, District 529  
Olney Central College Radiography Program  
Contact Information Update**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Identification Number:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

\_\_\_\_\_

**Previous Address (if different from current):** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**College Email Address:** \_\_\_\_\_

**Personal Email Address:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_



**Illinois Eastern Community Colleges, District 529  
Olney Central College Radiography Program**

**Authorization to Release Information Form**

I, \_\_\_\_\_, hereby authorize Olney  
Central College Radiography Program Faculty to give appropriate information regarding my  
scholastic and clinical performance to prospective employers.

This authorization is considered current and valid unless the individual identified above  
provides a written notice to Olney Central College Radiography Program Faculty rescinding the  
authorization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

After this form has been signed and dated, it is placed in the student's administrative file.

**Illinois Eastern Community Colleges, District 529  
Olney Central College Radiography Program  
Attendance Review Committee Form**

**Student Name:** \_\_\_\_\_ **Date of Submission:** \_\_\_\_\_  
(Within one week of absence)

**Date Range of Occurrence:** \_\_\_\_\_

**Number of Clinical days missed for this occurrence:** \_\_\_\_\_

**Student Reasoning for Applying for Attendance Review:** (Attach additional documentation)

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**Student Signature:** \_\_\_\_\_

**College and Career Specialist Signature:** \_\_\_\_\_

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**Attendance Committee - Record of Decision**

**Attendance Review Committee Response** (within one week of student submission)

Student Absence: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Decision Notification Email Sent Date: \_\_\_\_\_  
(Email to student, Radiography Program Director, and Radiography Program Clinical Coordinator)

**Illinois Eastern Community Colleges, District 529  
Olney Central College Radiography Program  
Incident/Improper Conduct Form**

Student Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Instructor/Program Official: \_\_\_\_\_

Course: \_\_\_\_\_

Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

1. Supporting facts: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Success plan: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Follow-up: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Student comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The above information was reviewed with me. I realize that disciplinary action will be at the discretion of program officials.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Illinois Eastern Community Colleges, District 529  
Olney Central College Radiography Program**

**Withdrawal Form**

Name: \_\_\_\_\_ Date of Exit: \_\_\_\_\_

I have withdrawn from the Radiography Program, primarily because of the following:

(Please check all that apply.)

**Academic**

- Due to not meeting academic grade requirements
- Due to academic expectations of program being not as I expected
- Due to discomfort with clinical responsibilities or experiences involved

**Financial**

- Due to financial reasons
- Did not qualify for financial aid
- Due to present work obligations or a promising job opportunity

**Personal**

- Due to personal reasons
- Health concerns for myself or a family member
- I lacked interest in Radiography
- Changing my major
- Military service obligation

**Other**

- Please explain: \_\_\_\_\_

Do you plan to return to the IECC/OCC Radiography Program in the next year? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**COMMENTS:**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Director Signature**

\_\_\_\_\_  
**Date**