



**Illinois Eastern Community Colleges**

**RADIOGRAPHY PROGRAM HANDBOOK**

**2026-2027**

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## Introduction

**Welcome to the Radiography Program at Illinois Eastern Community Colleges – Olney Central College.** We are pleased to have you as part of our program and look forward to supporting you throughout your educational journey. As you begin, it is essential that you carefully review this handbook, along with the [Illinois Eastern Community Colleges Academic Catalog](#) and [Olney Central College Student Handbook](#). These resources provide important information regarding available services, student responsibilities, institutional expectations, and key policies. Please note that some content within these publications may change over time due to updates in Board of Trustees policies, state regulations, or program-specific guidelines. In all cases, the most current policies and regulations will take precedence.

The Olney Central College Radiography Program is fully accredited by the **Joint Review Committee on Education in Radiologic Technology (JRCERT)**, located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. You can access the current JRCERT Standards at [www.jrcert.org](http://www.jrcert.org).

Graduates of the Radiography Program who meet the ethical and professional standards established by the **American Registry of Radiologic Technologists (ARRT)** are eligible to apply for and take the ARRT Primary Certification Examination. For more information on the ARRT Standards of Ethics, visit: [ARRT Standards of Ethics \(PDF\)](#)

Our mission is to provide you with a high-quality, student-centered education that prepares you for a successful career in radiologic technology. We are committed to your academic and professional success.

## Preface

*This handbook has been developed to guide students enrolled in the Illinois Eastern Community Colleges - Olney Central College Radiography Program toward the successful completion of the Associate in Applied Science Degree in Radiography. It is essential that students have a clear understanding of the curriculum, program policies, and professional standards required for academic and clinical success.*

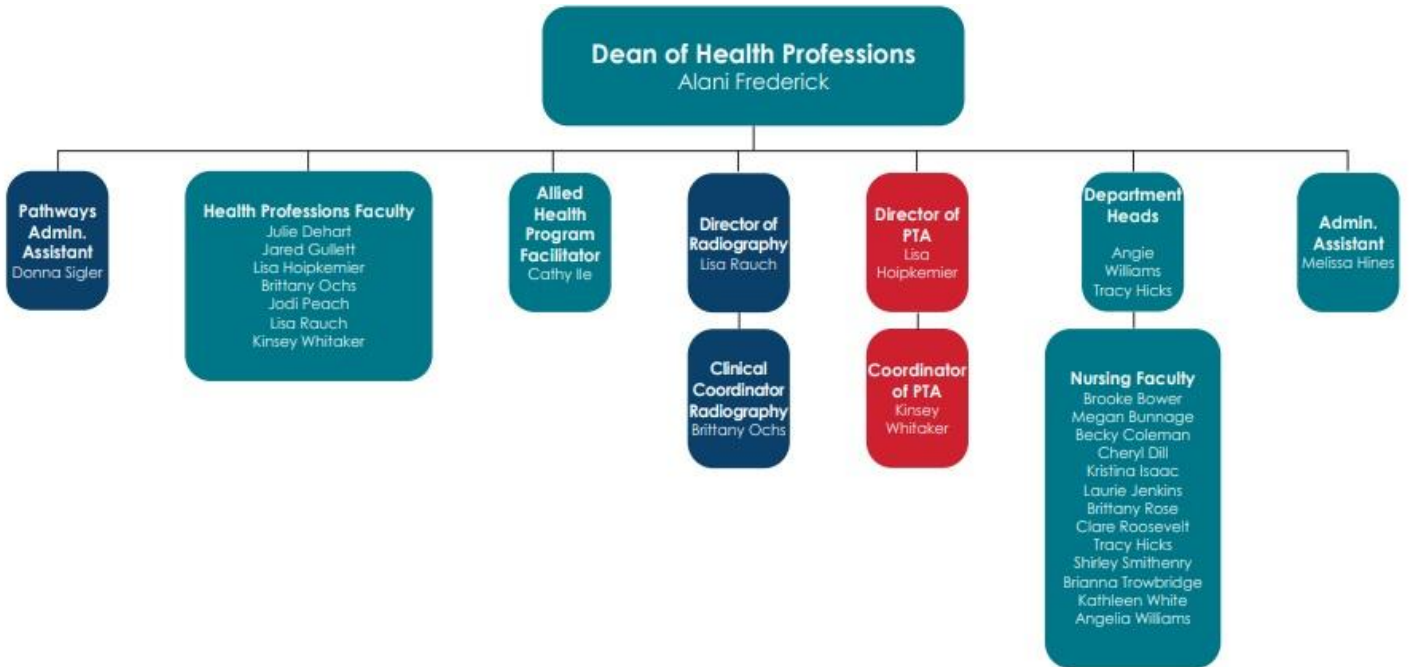
*Please note that the guidelines outlined in this document are subject to revision by the Radiography Program faculty and are contingent upon the approval of the Dean of Health Professions. Students are responsible for staying informed of any updates or changes.*

## **SECTION I**

### **PROGRAM OF LEARNING**

- **Health Professions Organizational Chart**
- **Radiography Program Faculty**
- **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**

## Health Professions Organizational Chart



## **Radiography Program Faculty**

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618-395-7777

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## **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 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.

## **Program Core Values**

Becoming a successful healthcare professional requires the integration of knowledge, technical skills, and professional behavior. Students in the Olney Central College Radiography Program are evaluated through a variety of methods, including but not limited to examinations, written and oral assignments, performance assessments, and interactions in both didactic and clinical environments. In all settings, students are expected to uphold the program's core values: truth, honor, fairness, compassion, respect, and responsibility.

## **Truth**

Truth encompasses academic honesty and integrity. Students are expected to complete all homework, tests, and assignments independently unless instructed otherwise. Work that is not the student's own will not be credited. Acts of dishonesty are taken seriously; any such behavior will be referred to program officials for review and may result in dismissal. The Radiography Program considers violations of academic integrity a serious matter and will report all suspected cases of academic dishonesty to the Dean of Health Professions for further action.

## **Honor**

Honor reflects integrity in both beliefs and actions. It requires alignment between words and behaviors and consistency in upholding ethical standards. Students are expected to follow all policies set forth by the college, the Radiography Program, and clinical affiliates. Additionally, students must adhere to the **ARRT Standards of Ethics** at all times.

## **Fairness**

Fairness involves approaching situations and interactions with reason, equity, and objectivity. It also includes demonstrating courtesy and civility when expressing opinions or resolving disagreements. Students should engage with others respectfully, valuing differing viewpoints and maintaining professionalism in all communications.

## **Compassion**

Compassion entails recognizing and responding to the challenges others may face. It involves thoughtful decision-making that considers individual circumstances and promotes understanding. Students are expected to show empathy and flexibility in their interactions, recognizing that providing compassionate care often requires thoughtful adjustments to meet varying needs.

## **Respect**

Respect is demonstrated through professional behavior, appearance, and communication. Students are expected to treat faculty, peers, staff, and clinical personnel with dignity and consideration. This includes active listening, refraining from interrupting or speaking over others, responding without judgment, and maintaining appropriate verbal and non-verbal conduct. Respect is essential in fostering a positive and inclusive learning environment.

## **Responsibility**

Responsibility involves making thoughtful choices and being accountable for one's actions. By enrolling in Radiography Program courses, students accept the responsibility to be punctual, prepared, and engaged. This includes arriving on time, completing exams as scheduled, remaining attentive during instruction, using class and clinical time productively, and managing reactions to feedback or evaluations with professionalism. Students are expected to monitor their academic progress, seek guidance when needed, and implement recommended strategies for improvement.

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

The curriculum of the Olney Central College Radiography Program is intentionally structured to promote student comprehension and mastery of course material. It is designed to support a progressive learning experience, enabling students to build upon foundational knowledge and advance to more complex concepts and clinical skills.

During the first year, students establish a strong foundation in radiologic principles and procedures, which prepares them for continued academic and clinical development. In the second year, students engage with more advanced content and practical applications, further refining their competencies in preparation for entry-level practice as a Radiologic Technologist.

### **Professional Licensure Disclosure**

This program is designed to meet the educational requirements for licensure in the state of Illinois. It may not meet licensure or certification requirements in other states. For more information, please refer to the Professional Licensure Disclosure available at [www.iecc.edu/licensuredisclosure](http://www.iecc.edu/licensuredisclosure).

ILLINOIS EASTERN COMMUNITY COLLEGES – OLNEY CENTRAL COLLEGE

**Radiography Curriculum**

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 or SOC 2101	General Psychology I or Principles of Sociology or	3	0	3
or 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**

Illinois Eastern Community Colleges 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 their 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
- Energized Radiography Laboratory Policy
- Laboratory Equipment and Supplies Sign-Out Procedure
- 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
- Student Behavior and Attendance Report

## **Professional Behaviors**

The Olney Central College Radiography Program recognizes professional behavior as a fundamental component of radiography education. Radiologic Technology demands highly skilled, trustworthy professionals whose conduct directly impacts patient safety and quality of care. Students are expected to uphold the values of integrity, accountability, and professionalism in both academic and clinical environments. Their actions should reflect positively on the Radiography Program, Olney Central College, and the Illinois Eastern Community Colleges District.

Unprofessional behavior is considered a **Critical Area of Concern** and may result in disciplinary action, including dismissal from the program. Student conduct review regarding programmatic critical areas of concern belongs to the Dean of Health Professions.

The following four core areas define professional behavior. These expectations apply equally in the classroom, laboratory, and clinical settings. Each area is supported by key behaviors; however, these lists are not exhaustive.

### **1. Demonstrate Dependability and Punctuality**

- Attend all scheduled classes, labs, and clinical assignments.
- Arrive prepared and on time to actively participate from the start.
- Remain in attendance until officially dismissed or at the designated end time.
- Adhere to program policies related to attendance and absences.
- Submit assignments by designated deadlines.
- Accept responsibility for actions, outcomes, and performance.
- Collaborate effectively with classmates on group tasks as assigned.
- Stay focused and use class/clinical time productively.
- Do not share, remove, or discuss evaluative materials (e.g., exams, assignments, student logs) without instructor consent.
- Complete academic and clinical tasks conscientiously and independently.

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### **2. Work Effectively and Respectfully**

- Remain in assigned clinical areas unless otherwise directed.
- Avoid taking breaks during patient examinations.
- Accept only those tasks appropriate to your level of training.
- Prioritize patient safety, comfort, and confidentiality at all times.
- Treat all patients with dignity and compassion.
- Refrain from conducting personal business during instructional or clinical hours.
- Maintain a positive attitude and openness to constructive feedback.
- Develop action plans based on evaluations and feedback.
- Self-assess and reflect on performance when appropriate.
- Exhibit professional behavior in all settings.
- Personal cell phones are not permitted during class or clinical activities.
- Do not use clinical site computers for personal purposes.
- Show respect for cultural, religious, and individual differences.

- Collaborate professionally with all members of the healthcare team.
- 

### **3. Communicate Professionally and Collaboratively**

- Interact respectfully and appropriately with peers, instructors, clinical supervisors, and staff.
  - Recognize and address barriers to effective communication.
  - Avoid gossip, complaints, and negative commentary; address concerns through proper channels.
  - Follow the chain of command when voicing grievances.
  - Practice active listening and respond using appropriate verbal and nonverbal communication.
  - Express differing opinions respectfully and constructively.
  - Embrace diversity and treat all individuals without bias, harassment, or discrimination.
  - Contribute meaningfully to group work and shared tasks.
  - Use proper grammar, tone, and expression in written and verbal communication.
  - Refrain from using offensive or inappropriate language.
  - Maintain legibility and clarity in written assignments.
  - Consult with instructors regarding unethical or unsafe behaviors observed in others.
  - Ask thoughtful, relevant questions to enhance learning.
  - Maintain professional boundaries and confidentiality in all interactions.
  - Remain composed, especially in challenging or stressful situations.
  - Do not record course content, instructors, classmates, or any individuals without express and immediate consent. Consent must be obtained for each specific occurrence.
- 

### **4. Take Responsibility for Personal and Professional Growth**

- Acknowledge areas for improvement and seek opportunities for growth.
- Accept personal responsibility for words and actions.
- Respond positively and proactively to feedback.
- Communicate openly with those offering constructive input.
- Develop and implement plans for self-improvement.
- Engage fully in all learning activities and discussions.
- Use correct grammar and spelling on all submitted work.
- Represent the program, college, and profession with integrity.
- Comply with all institutional and clinical policies and procedures.
- Maintain a positive and respectful attitude toward the program, college, and clinical partners.
- Strive to exceed expectations and demonstrate initiative.
- Commit to lifelong learning and continuous improvement.
- Acknowledge personal limitations and seek assistance when necessary.
- Practice in accordance with the **ARRT Rules of Ethics**.
- Remain focused on current responsibilities rather than past errors.
- Be open to new ideas, adaptable to change, and flexible in problem-solving.

### **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 Student Behavior and Attendance Report 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.

### **Energized Radiography Laboratory Policy**

#### **Purpose**

The purpose of the Energized Radiography Laboratory Policy is to ensure the safety of students, faculty, and the public while maintaining compliance with JRCERT standards, institutional policies, and accepted principles of radiation protection. All laboratory activities will adhere to ALARA principles and established radiation safety practices.

#### **Supervision and Access**

1. **Radiographic exposures may only be made under the direct supervision of a readily available ARRT(R)-certified instructor.**
2. Students are **not permitted in the energized laboratory without faculty supervision.**
3. The energized laboratory generator shall remain **locked when not in scheduled use.**
4. X-ray equipment will be **energized only during scheduled laboratory sessions** or during approved faculty-supervised practice.
5. Unauthorized access or use of laboratory facilities is strictly prohibited.

#### **Radiation Exposure Restrictions**

1. **All radiographic exposures performed in the laboratory will be limited to approved phantoms only.**
2. **Under no circumstances will radiographic exposures be made on students, faculty, staff, or members of the public.**
3. **Students will never be intentionally exposed to radiation during laboratory activities.**
4. No individual is permitted to **hold image receptors or phantoms during exposure.**
5. Positioning aids must be used to maintain proper alignment and positioning of phantoms.
6. Students must remain **behind the control console lead barrier during all exposures.**

#### **Radiation Protection Requirements**

During all energized laboratory sessions, students must adhere to the following radiation protection procedures:

1. Wear an assigned **personal Radiation Monitoring Badge** at all times.
2. Remain behind the control console lead barrier during exposures.
3. Utilize **individual lead markers** for every exposure.
4. Apply appropriate exposure factors consistent with **ALARA principles.**
5. Use proper collimation and radiation shielding as required.
6. Follow all faculty instructions related to radiation safety.

Failure to adhere to radiation protection practices will result in disciplinary action as outlined below.

#### **Equipment Operation and Safety**

1. Only **faculty-approved laboratory experiments and procedures** are permitted.
2. Radiographic equipment shall be powered on, warmed up, and shut down **according to manufacturer recommendations and faculty direction.**
3. Students may not attempt to troubleshoot or repair radiographic equipment.
4. Any equipment malfunction or safety concern must be reported immediately to program faculty.

5. Eating or drinking is **strictly prohibited** in the imaging laboratory.
6. Upon completion of laboratory activities, all equipment and supplies must be properly returned, secured, and powered down.

### **Laboratory Conduct and Professionalism**

1. Students are expected to conduct themselves in a **professional and respectful manner** at all times.
2. During positioning laboratories, students may have physical contact with one another; professional boundaries must be maintained.
3. Lead aprons and shields must be handled properly—**do not fold or wrinkle lead garments.**
4. No laboratory equipment or supplies may be removed without faculty permission and proper sign-out procedures.

### **Disciplinary Actions**

Violations of energized laboratory policies, radiation safety procedures, or unauthorized use of laboratory facilities may result in disciplinary action, including but not limited to:

- **First offense:** Verbal warning and documentation
- **Second offense:** Removal from lab with an absence for the day and a 5% reduction in the final grade for the course.
- **Third offense:** Disciplinary review up to and including **dismissal from the program.**

Students who fail to comply with radiation protection requirements may be **removed from the laboratory session, counted as absent, and receive a 5% grade reduction for each incident.**

## **Laboratory Equipment and Supplies Sign-Out Procedure**

### **Purpose**

To ensure accountability, safety, and proper maintenance of radiography laboratory equipment and supplies while preventing unauthorized removal or misuse.

### **Policy Statement**

No laboratory equipment or supplies may be removed from the radiography laboratory without **prior faculty approval** and completion of the **Laboratory Equipment Sign-Out Form.**

### **Procedure**

#### **1. Faculty Authorization Required**

- a. Students must request permission from program faculty **before removing any equipment or supplies** from the laboratory.
- b. Faculty will determine whether the requested item is appropriate for sign-out based on safety, instructional need, and availability.

#### **2. Completion of Sign-Out Form**

- a. Once approval is granted, the student must complete all required sections of the Laboratory Equipment Sign-Out Form.
- b. A faculty member must review and sign the form **before the equipment leaves the laboratory.**

#### **3. Equipment Responsibility**

- a. The student assumes full responsibility for the equipment from the time it is signed out until it is returned and inspected.
- b. Equipment must be used **only for approved educational purposes.**
- c. Equipment may not be loaned, transferred, or used by another individual.

#### **4. Return of Equipment**

- a. All equipment must be returned by the agreed-upon date and time.

- b. Upon return, a faculty member will inspect the equipment for damage or missing components and sign the form to confirm return.

**5. Failure to Comply**

- a. Failure to follow sign-out procedures, return equipment on time, or return equipment in proper condition may result in:
  - i. Loss of laboratory privileges
  - ii. Disciplinary action
  - iii. Financial responsibility for repair or replacement
  - iv. Professional conduct violations

**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**

The Radiography Program maintains high standards for professional and ethical behavior. Critical areas of concern refer to actions or omissions by a student that may jeopardize patient safety, violate professional standards, or hinder educational progress. The following list outlines behaviors that are considered serious violations and may lead to disciplinary action, including possible dismissal from the program.

These include, but are not limited to:

1. Theft from patients, visitors, staff, or unauthorized removal of supplies, medications, or property from the clinical facility.
2. Alteration, falsification, or destruction of patient, clinical, or institutional records.
3. Refusal to accept a clinical assignment without appropriate justification.
4. Dismissal from a clinical site for cause.

5. Refusal to perform an assigned task or follow instructions from clinical preceptors or agency personnel when appropriately educated and supervised to do so, including but not limited to unwillingness to participate in exams.
6. Attending class or clinical while under the influence of alcohol, illegal drugs, or impairing substances.
7. Leaving the assigned clinical site during scheduled hours without prior authorization.
8. Willful conduct that endangers the health, safety, or well-being of patients, visitors, staff, or fellow students.
9. Making false, harmful, or malicious statements about classmates, college personnel, or college services.
10. Making false, harmful, or malicious statements about the clinical site, its personnel, or services.
11. Use of abusive, threatening, or profane language or gestures on campus or at clinical sites.
12. Willful violation of safety or security policies and procedures of the college or clinical site.
13. Soliciting or accepting gifts or gratuities from patients or their families.
14. Demonstrating incompetence or neglect in clinical performance or academic responsibilities.
15. Breach of confidentiality regarding patient information, families, agency operations, or personnel (including violations of HIPAA).
16. Demonstrating disrespect or disregard for the rights of classmates, college personnel, or institutional policies.
17. Demonstrating disrespect or disregard for the rights or policies of the clinical site and its staff.
18. Failing to uphold academic integrity, including cheating, plagiarism, or assisting others in dishonest behavior.
19. Engaging in any conduct deemed unprofessional by program faculty, college officials, or clinical personnel.

Any student involved in a critical area of concern will be immediately removed from class or clinical duties pending review. A formal review will be conducted by Program Faculty in collaboration with the Dean of Health Professions. Depending on the outcome, the student may face disciplinary action, up to and including dismissal from the Radiography Program. The decision to dismiss a student from the program related to a violation of the Critical Areas of Concern belongs to the Dean of Health Professions. Dismissal from the program, whether resulting in withdrawal or a failing grade, may affect eligibility for readmission.

Students under review will be notified of the specific concern(s) and may be required to meet with program faculty and/or the Dean of Health Professions. Students retain the right to appeal any disciplinary action in accordance with the College Student Complaint Policy.

### **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**

The Radiography Program is committed to maintaining a safe and professional learning environment. Students are expected to report to clinical education assignments free from the influence of alcohol, cannabis or marijuana, illegal substances, or any medication that impairs judgment or motor

coordination. The following protocol will be followed in the event a student is suspected of being under the influence during clinical hours:

1. Immediate Action:  
A student who arrives at a clinical site and is suspected of being under the influence of alcohol or drugs will be immediately removed from the clinical setting and not permitted to participate in patient care or clinical activities.
2. Behavior Verification:  
The Clinical Preceptor will request that the Department Manager or a designated staff member observe and document the student's behavior and/or any odors consistent with alcohol or controlled substances.
3. Confirmation and Notification:  
If both individuals concur that there is reasonable suspicion of impairment, the agency's protocol for suspected substance use (including possible drug screening) will be initiated. The Clinical Preceptor must immediately notify the OCC Radiography Program Clinical Coordinator, Program Director, and Dean of Health Professions.
4. Student Safety and Transportation:  
The student will not be permitted to leave the facility until it is determined that they can do so safely.
  - Under no circumstances will the Radiography Program faculty or staff provide transportation for the student.
  - The student will be advised to contact a responsible party (e.g., family member, friend, or emergency contact) to arrange safe transportation.
  - If the student refuses to arrange for appropriate transportation or insists on operating a vehicle while suspected of impairment, law enforcement may be contacted to ensure the safety of the student and the public.
5. Follow-Up and Documentation:  
The Clinical Coordinator will notify the Program Director and the Dean of Health Professions as soon as reasonably possible and document the incident in accordance with institutional policy.
6. Clinical Credit:  
The student will not receive credit for the clinical experience missed due to suspected impairment.
7. Definition of Impairment:  
Impairment is defined as any condition that interferes with the ability to safely and effectively perform assigned duties in the clinical setting. This includes—but is not limited to—the influence of alcohol, illegal substances, and prescription or over-the-counter medications that impair cognition, judgment, or motor function.
8. Prescribed Medications:  
Students taking prescribed medications must ensure these do not interfere with clinical performance. Any medication that may impair cognitive or physical functioning should be reported to the Program Director and Clinical Coordinator prior to the clinical assignment, in accordance with privacy and accommodation policies.

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

The Board of Trustees of 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 ([Public Act 98-0985](#)). 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 will 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 128 GB.
7. If the student's iPad is purchased through IECC, the radiography student 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 in accordance with the warranty instructions.
8. Students shall refrain from utilizing electronic devices for personal use included but not limited to tablets, laptops, smartphones, cellular phones, or any other wearable electronic devices such as smartwatches or AI enabled technology capable of transmitting or receiving personal data or emitting signals on duty during clinical education.
9. Electronic devices must be turned off and put away in the student's belongings during didactic and clinical education.
10. Use of any electronic device other than an Apple iPad in the classroom is permitted only with permission of the instructor.
11. No videos, recordings, or pictures of instructors or materials are allowed without the expressed consent of the instructor.
12. Use of an Apple iPad in the clinical setting is only allowed in the following circumstances:
  - Completing documentation of clinical requirements.
  - When permission to study is given by the Clinical Preceptor or designee.
13. Photography or recording of patients, patient information, staff, or any individual within the clinical setting is strictly prohibited. This prohibition includes the capture of radiographic images, even if all patient identifiers have been removed. Under no circumstances may photography occur in patient care areas or include any person or identifiable clinical environment. For uniform verification purposes only, students may be required to submit photographs as directed by program faculty; such images must be taken outside of clinical areas and must not include patients, staff, or any identifiable clinical setting.
14. If unauthorized use of electronic devices is observed, or if a student's personal device is visible without prior permission, the student will be dismissed from the clinical setting for the remainder of the day and will not be permitted to return. Time missed will be recorded as an absence. The student will forfeit the opportunity to complete any work in progress and will receive a grade of zero for the assignment or a loss of clinical documentation for the affected day.

## **Social Networking**

The use of social networking platforms is prohibited during clinical education. The disclosure of any patient-related information, in any form or context, may constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA). Posting, sharing, or discussing clinical experiences or patient information on social media or other online platforms is strictly prohibited and may result in disciplinary action. Violations of this policy may lead to a recommendation for dismissal from the Radiography Program.

### **Student Behavior and Attendance Report**

The Student Behavior and Attendance Report Form is used to document incidents involving student conduct, attendance, and any corrective actions within the Radiography Program. The form is completed and signed by the instructor, Program Director, and the student. The original signed document is maintained in the student's official file; a copy may be provided to the student upon request.

Students will receive both informal and formal feedback regarding their conduct. When concerns are identified, the instructor(s) and student will meet to develop an improvement plan. If conduct concerns persist, the matter will be reviewed by program officials and may be referred to the Dean of Health Professions for further action. Such review may result in disciplinary action, up to and including dismissal from the Radiography 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**

Students must demonstrate the cognitive, psychomotor, and affective abilities necessary to perform radiologic procedures and related responsibilities in a safe and competent manner.

### **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 the spring semester will pay the same fee. No additional steps are required to be taken other than the payment of the fee.

### **Health Insurance**

It is recommended that all students carry their own personal health insurance. Each student is responsible for their 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 a student's status during the program that results in a criminal conviction may be grounds for dismissal or administrative withdrawal from the program. Students are required to report any incident that could result in a change to their criminal history status to the Program Director within five (5) days. Failure to report such a change may result in 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 their 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 their assigned clinical facility.

### Health Status Update

Students are required to have a physical examination completed by a healthcare provider before entering the Radiography Program. 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 and Clinical Coordinator of any changes in their 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 duration of restriction, and the student's ability to continue in the program to the Program Director and Clinical Coordinator.
2. Notifies current Clinical Preceptor.
3. If absent for medical reasons other than routine illnesses, **must** submit a release from their 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.

5. 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.
6. 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.
7. 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.
8. 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) when attending conference. 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**

- **Student Complaint Policy**
- **Preventing Sexual Misconduct**
- **Nondiscrimination**
- **Change of Personal Data**
- **Confidentiality of Student Records**
- **Copy of Transcripts**
- **Campus Safety**
- **Professional Development**

### **Student Complaint Policy**

Students are required 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 in the IECC Student Complaint Policy linked below. Formal complaints are not anonymous, and the policy should be reviewed by the student.

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.

### **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, Clinical Coordinator, and Student Services. This is necessary to ensure all have the most up-to-date contact information. 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 their 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 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 of 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 access wellness resources.

**Testing Services**

The Learning Commons serves as the hub for various tests, including 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. The exact percentage earned will be reported as the final grade.

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 required. All examinations must be completed as scheduled to ensure fairness and academic integrity; early or delayed testing is not permitted. Failure to take an examination at the scheduled time, for any reason, will result in an automatic 10% deduction from the earned examination score. This includes both planned and unplanned absences. Illness, emergencies, appointments, or other conflicts do not exempt a student from this policy unless otherwise required by applicable institutional policies (e.g., Title IX accommodations).
2. Faculty develop and administer examinations using designated online exam software. All examinations will be completed electronically on the student’s assigned iPad. Students are responsible for bringing a fully charged iPad to class each day and to all examinations. The iPad must be updated with the most current operating system and the latest version of the testing application prior to all assessments.
3. Announced and unannounced quizzes may be administered during class or laboratory sessions at the discretion of the instructor. Quizzes will not be made up for students who are absent at the time of administration. Any missed quiz will result in a grade of zero.
4. In the event that a paper examination and Scantron answer sheet are used, only responses recorded on the Scantron will be graded. Answers marked on the examination itself will not be considered. Paper examinations and Scantron forms will be used as a backup method only in the event of technical difficulties or other circumstances beyond the control of the Program.
5. **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. The instructor will schedule a makeup exam to be taken in the Learning Commons.
6. 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's 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

of the return of the exam. The student is responsible for contacting the instructor to schedule a review time. 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 in the designated area of the classroom. This includes 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. During examinations, students may not wear or have visible any personal electronic devices, including but not limited to smartwatches (e.g., Apple Watch, Fitbit), earbuds or wireless earphones, AI-enabled or camera-equipped eyewear (e.g., Meta smart glasses), or any other wearable technology capable of transmitting, receiving, or recording data. All cellular phones and other electronic devices must be turned off and placed with the student's belongings in the designated area of the classroom for the duration of the examination. Additionally, hats, hoods, or other head coverings (including those on jackets or hoodies) may not be worn during testing.
4. The 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 the start of the exam.
9. No content questions may be asked during an examination; only questions regarding the technical aspects of the examination may be asked.

### **Written Assignments**

Unless the instructor specifies otherwise, all written assignments must follow the guidelines below:

1. Assignments must be submitted by the due date.
2. All assignments must be typewritten, using correct grammar, spelling, sentence structure, and APA-7 format.
3. Avoid using the first-person point of view.
4. Text must be typed, double-spaced, in size 11 font, Calibri, with uniform 1" 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 sided 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 the due date/time will be provided. Instructions 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 attending any educational conference are required to attend all meetings and activities, 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 they may not be able to secure 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 are intended to assist faculty and students in determining appropriate procedures and actions related to inclement weather and clinical education activities.

Students are strongly encouraged to enroll in Entrata alerts and regularly monitor their IECC email accounts to ensure timely receipt of important updates, particularly during inclement weather situations.

### **1. Campus Closure:**

- Students are not to report to the clinical site.
- Students are excused from all classes/labs/clinical experiences. No attendance penalty will be applied.

### **2. Inclement Weather Without Campus Closure:**

- Students are expected to attend clinical assignments, as completion of required clinical hours is essential for program progression.
- However, student safety is the priority. If a student determines that travel conditions are unsafe, the student may choose not to attend clinical. This decision is made by the student and will not be made by the Instructor or Clinical Preceptor.

- If a student elects not to attend clinical due to weather conditions, the student must notify both the clinical site and Program Faculty (via voicemail and email) as soon as possible.
- If the campus is not officially closed, any clinical hours missed due to weather will be applied toward the student's semester absence allowance.
- The instructor or Clinical Preceptor may dismiss students early if weather conditions worsen during the day.

## **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 must 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 Radiography Program.

## **Applied Clinical Scheduling and Attendance**

Clinical assignments are made each semester by the Program Director and Clinical Coordinator based on each student's progression and learning needs. Assignments are designed to ensure equitable learning opportunities and maximum exposure to a variety of clinical settings and radiographic procedures. Students may be assigned to any affiliated clinical site.

Clinical sites range from approximately one mile to 85 miles from Olney Central College. Driving is an expectation. Students are responsible for their own transportation to and from all assigned clinical sites. Driving is an expectation. Students are responsible for their own transportation to and from all assigned clinical sites.

### **1. Clinical Scheduling**

#### **Standard Clinical Day**

1. The standard clinical day runs from 8:00 a.m. to 4:00 p.m. facility time. The clinical day may not extend past 7:00 p.m. facility time.
2. Students may not attend more than 10 clinical hours within any 24-hour period.
3. The combined total of class and clinical hours may not exceed 40 hours per week.
4. Only hours scheduled by the Radiography Program are counted as "clinical hours." Hours worked as a paid employee at a clinical site, even the same facility, are not considered clinical hours.

#### **Schedule Adjustments**

5. Clinical schedules will not be adjusted to accommodate a student's work or personal schedule.
6. Deviations from the standard schedule require prior written approval from the Clinical Coordinator. Exceptions are limited to the following circumstances:
  - The clinical site operates a set shift rotation schedule that requires deviation.
  - The student is enrolled in a required daytime course that conflicts with regularly scheduled clinical hours.
7. Students assigned to a shift rotation, or enrolled in a course affecting clinical hours, must provide the Clinical Coordinator with a copy of their proposed clinical schedule.
8. Students are not permitted to attend Applied Clinical Education on days when the OCC campus is closed or when another cohort of OCC Radiography students are scheduled.

## 2. Attendance

### Allowed Absences

9. In Applied Clinical I, II, and III, students are permitted up to 16 hours of excused absences per semester, taken in 4-hour increments, without academic penalty.
10. In Applied Clinical IV and V, students are permitted up to 24 hours of excused absences per semester, taken in 4-hour increments, without academic penalty.
11. Once the allowed absence hours are exhausted, each additional 1–8-hour block of absence will result in a 5% reduction to the student's final clinical grade.

### Tardiness and Early Departure

12. Arriving late or leaving early from a clinical assignment, for any reason, will be counted as a 4-hour absence.
13. Students must remain at the clinical site for their full assigned hours. Breaks may not be skipped, shortened, or combined to allow for late arrivals, early departures, or extended lunch periods. See Section E (Breaks and Lunch) for details.

### Absence Notification Procedure

If an absence is necessary, the student must complete all of the following steps:

14. Notify the clinical site the Radiography Program Clinical Coordinator, and the Radiography Program Director) before 7:00 a.m. facility time — regardless of the student's scheduled start time.
15. Notification must be made by voicemail **and** email, text is not acceptable.
16. Each student must personally make their own notifications. One student may not report an absence on behalf of another.
17. Document the absence in Platinum Planner on the day of the absence.
18. Failure to call in by 7:00 a.m. facility time, or failure to notify Program Faculty of any departure during clinical hours (e.g., arriving late, leaving for an appointment), may result in a 5-percentage-point reduction to the clinical final grade.

### Clocking In and Out: Platinum Planner

19. Students must clock in and out using Platinum Planner on each assigned clinical day. Clock-in must occur from within the Radiology Department using a tagged GPS location.
20. If the student fails to clock out on Platinum Planner before leaving the clinical site, the student will be counted as absent for 4 hours, regardless of reason. No exceptions or appeals will be granted for failure to clock out.
21. Students must be physically present in the Radiography Department and ready to begin work before clocking in.
22. Any discrepancy between Platinum Planner records and assigned hours will be treated as a clinical absence, and all documentation submitted for that day will be rejected by the site visitor.

23. Clinical hours logged beyond the student's scheduled end time will not be credited toward semester clinical hour totals.
24. Any falsification of clinical hours in Platinum Planner will result in immediate dismissal from the Radiography Program.

#### **Breaks and Lunch**

25. Students receive one 30-minute lunch break per clinical day.
26. Students are entitled to one 15-minute break for every four hours of scheduled clinical time. These breaks are not guaranteed and are subject to departmental workflow.
27. Breaks and lunches may not be skipped, combined, or rearranged to allow a student to arrive late, leave early, or extend their lunch period.
28. Students may only leave the Radiology Department during breaks with permission from the Clinical Preceptor.

#### **Conduct During Clinical Hours**

29. Students must always remain in their assigned clinical area unless directed otherwise by the Clinical Preceptor.
30. Students may not receive personal calls or visits from friends or family during clinical hours, except in the case of an emergency.
31. Students may not use clinical site computers for any purpose other than completing radiographic procedures or approved clinical learning objectives as authorized by the Clinical Preceptor.

### **3. Exceeding the Allowed Absence Limit**

#### **Attendance Review Committee (ARC)**

If extenuating circumstances require absences beyond the semester allowed limit, the student may petition the Radiography Attendance Review Committee (ARC) for consideration of an excused absence. The following guidelines apply:

- Petitioning the ARC is not a guarantee of approval. Students are strongly encouraged to reserve **all** absences for genuine emergencies.
- Routine illness and routine medical appointments do not qualify as extraordinary circumstances for ARC review.
- A maximum of two (2) ARC petitions are allowed per semester.

#### **ARC Submission Process**

31. The Attendance Review Committee Form must be submitted within one week of the absence.
32. The completed form must be submitted by the student to the Clinical Coordinator, Program Director, and Dean of Health Professions, who will forward it to the ARC.

### **ARC Decision Process**

33. The ARC has one week from the date of submission to review the petition and determine whether the absence qualifies as an extraordinary circumstance.
34. The Dean of Health Professions will notify the student and the Radiography Program Faculty of the committee's decision via email.
35. The student may appeal the ARC's decision to the Dean of Health Professions within one week of receiving the decision notification.
36. The decision of the Dean of Health Professions is final and not subject to further review.
37. The final authority to dismiss a student based on absences rests with the Dean of Health Professions.

The Attendance Review Committee Form is available in Section IX of this handbook.

### **What an ARC-Excused Absence Means**

If the ARC approves a petition, the absence is designated as excused, meaning no grade penalty will be applied for those specific hours. However, an ARC-excused absence does not waive the program's total clinical hour requirement — students are still expected to make up those hours during finals week unless a further extreme extenuating circumstance prevents them from doing so, as outlined below.

### **Make-Up of ARC-Approved Hours**

38. Students whose absences are approved by the ARC may make up missed clinical hours during finals week, provided that:
  - Availability exists at the clinical site
  - The student has formally requested make-up time in advance
  - The Clinical Coordinator has approved the schedule prior to the make-up date
39. In rare cases where a student is unable to complete all approved make-up hours due to an extreme extenuating circumstance truly beyond their control, the remaining hours may be excused if all clinical requirements for the semester have been completed. This exception applies only when the student has already received ARC approval and made a documented, good-faith effort to schedule and attend make-up time. Each case will be reviewed and decided individually by the ARC.
40. Any hours excused under this provision will be documented in the student's clinical file. All other semester clinical requirements must still be completed in full.

## 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. Uniforms are not to be worn outside of clinical education, including while running personal errands or attending classes on campus. This policy is in place to minimize the risk of pathogen transmission and cross-contamination between clinical environments and public or academic settings, thereby protecting both students and the communities they serve. Students may wear scrubs on campus only when explicitly directed to do so by a program faculty member.
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 the face, and off the collar.
6. Mustache 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. Personal hygiene is expected to be maintained at a professional level at all times.
10. One stud earring in each earlobe may be worn. Any facial piercing should be removed or replaced with a clear stud.
11. **A watch and a plain band ring may be worn.** Smart watches of any kind are not acceptable.
12. Chewing gum is not allowed but using mouthwash and breath freshener/mints are recommended.
13. Smoking, on all campuses, is prohibited.
14. Students must ensure that their person and clothing are free of offensive odors.
15. **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 their 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 their three (3) initials. Students are required to use the provided marker for exams completed in clinical education.
2. If the student loses their 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 the course and the 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 they progress 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 notify their Clinical Preceptor, the Radiography Program Clinical Coordinator, and the Radiography Program Director of the incident.
2. The student will then complete the online Student Incident Report for any exposure or suspected exposure to blood-borne pathogens.
3. An incident report shall be completed by both the clinical site and the college.
4. 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.
5. 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.

### **Computed Tomography (CT) Supervision**

Radiography students are permitted to participate in CT procedures under the direct supervision of a registered radiologic technologist. Permitted activities include observing CT examinations, providing lifting assistance and patient transfers, assisting with patient positioning within the gantry aperture, and participating in examination setup.

Students are strictly prohibited from performing any of the following actions, regardless of circumstance or supervision level:

- Connecting IV tubing to the power injector
- Manually injecting contrast media
- Operating the automatic injector
- Making a radiation exposure

Any student found to be in violation of these restrictions will be subject to disciplinary action in accordance with the program's clinical education policies. These restrictions are in place to ensure the safety and well-being of both patients and students, and to maintain compliance with applicable professional and regulatory standards.

### **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 their 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 they 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 their 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, they are 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 their 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, they must notify the Radiography Program Clinical Coordinator within two days of the failed competency. 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 their 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 their 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, they will lose the competency documentation.
9. If the student does not successfully complete a proficiency, they must notify the Clinical Coordinator within two calendar days of the failed proficiency. 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, they 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:**

**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 their 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 their strengths and weaknesses and to provide the student with the opportunity to improve their 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 remains unresolved, 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 notify their Clinical Preceptor, Radiography Program Clinical Coordinator, and Radiography Program Director immediately.
2. The student will then complete the online Student Clinical Incident Report for the accident/incident.
3. The Clinical Preceptor must also report the accident/incident to the OCC Radiography faculty as soon as it is safe to do so.
4. An IECC Incident Report form will be completed by the Clinical Coordinator and submitted to OCC Administration within 24 hours of the incident, and a copy of the form will be immediately forwarded to the Program Director to be placed in the student's administrative folder and a copy must also be submitted to the Dean of Health Professions office.
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 shall 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 are responsible for understanding 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 the faculty before retaking the exit exam. Any 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's 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 through:
  1. Written proficiency exams for all previously completed courses to evaluate the returning student's 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 committee denies the petition after a personal appearance, the petitioner may request a hearing before the Vice Chancellor of Academic Affairs. A request for a rehearing must affirmatively show:

1. 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. the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the VCAA 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 affected student performance.

Students who receive approval for readmission to the Radiography Program will be subject to the policies, procedures, and curriculum in effect 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 meeting the readmission requirements, they will be notified of their 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. 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 Media Release**
- **Technology Requirement Acknowledgement**
- **Magnetic Resonance (MR) Safety Screening**
- **Seasonal Influenza Vaccination Declination**
- **Covid-19 Vaccination Declination**
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- **Student Behavior and Attendance Report**
- **Program Withdrawal**
- **Radiography Laboratory Equipment Sign-Out Form**
- **OCC Energized Laboratory Statement of Understanding and Acknowledgement**

**Illinois Eastern Community Colleges, District 529  
Olney Central College Radiography Program  
Handbook Review Verification Form**

I, \_\_\_\_\_ (Print Full Name), acknowledge that I have received and reviewed the *Radiography Program Handbook*, which outlines the policies, rules, and regulations governing the Radiography Program.

I understand that adherence to these policies is required throughout my enrollment in the program in order to maintain a professional and safe learning environment, and to protect the health and safety of patients, clinical staff, faculty, and myself.

I acknowledge the following:

1. I may seek clarification regarding any policy or procedure from program officials at any time.
2. I will be provided with notification (in hard copy or electronic format) of any policy revisions or additions prior to their implementation.
3. I am responsible for maintaining an up-to-date copy of the *Radiography Program Handbook*, including all revisions and addenda.
4. I agree to comply with all program standards and expectations for academic, laboratory, and clinical performance, including attendance requirements.
5. I understand the consequences of failing to comply with program policies and standards.
6. I have been informed of how to access the Joint Review Committee on Education in Radiologic Technology (JRCERT) *Standards for an Accredited Educational Program in Radiologic Sciences*.
7. I have reviewed the program's pregnancy policy, as outlined in the handbook, and understand that declaration of pregnancy is voluntary and must be submitted in writing.
8. I understand that additional policies or updates may be issued periodically and that I will receive written documentation (hard copy or electronic) of any changes prior to enforcement.

By signing below, I confirm that I have read, understood, and agree to the above statements.

---

Student Signature

Date

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

**Student Media Release Form**

As a student affiliated with Illinois Eastern Community Colleges (IECC), you may be photographed, recorded, or otherwise represented in various media formats during your participation in college-related events, activities, or programs.

By signing this release, you grant permission to Illinois Eastern Community Colleges and its authorized representatives to record, use, reproduce, and publish photographs, audio and video recordings and other likenesses of you for promotional, educational, and informational purposes. This includes, but is not limited to, use in print publications, electronic media, online platforms, and advertising materials.

You hereby release and discharge the Illinois Eastern Community Colleges (IECC) Board of Trustees, its agents, assignees, and anyone acting under its permission or authority from any claims or liabilities arising from such use.

Authorized publications and platforms include, but are not limited to:

- IECC Catalog
- IECC Posters/Brochures
- IECC Website, Intranet, and related multimedia presentations
- IECC Printed and Electronic Marketing Materials
- IECC Newspaper and Magazine Advertisements
- IECC Television Advertisements
- IECC Social Media Pages and Channels

This form also confirms that no restrictions are on file prohibiting the release of your student information for the purposes described above.

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Print Student Name

Student Identification Number

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Student Signature

Date

**Illinois Eastern Community Colleges, District 529  
Olney Central College Radiography Program  
Technology Requirement Acknowledgement Form**

As part of the Radiography Program at Illinois Eastern Community Colleges (IECC), students are required to have an iPad that meets program specifications. Students purchasing their iPads through IECC will be charged a one-time fee based on the actual cost of the device. This cost is reduced through an institutional contract to help lower expenses for students.

If applicable, the iPad and AppleCare+ Warranty are eligible for coverage under financial aid as part of the required program materials. The program has made efforts to reduce other associated costs to help offset this expense.

By signing below, you acknowledge and agree to the following:

1. **Receipt of Equipment:** I have received an iPad and an AppleCare+ Warranty. I understand that the iPad is mine to keep.
2. **Non-Refundable:** Once issued, the iPad cannot be exchanged or returned.
3. **Warranty Activation:** I am responsible for registering the iPad with Apple upon setup to activate the AppleCare+ Warranty.
4. **Warranty and Technical Issues:** Any defective devices must be reported directly to Apple in accordance with the warranty instructions.
5. **Loss or Damage:** If the iPad is lost, stolen, or damaged, I understand that I am responsible for securing a replacement. I am aware that some homeowner's or renter's insurance policies may cover electronic devices.
6. **Alternate Devices:** I may choose to use a personal iPad, provided it meets the program's required specifications.

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Signature

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Date

**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  
Seasonal Influenza Vaccination Declination Form**

I, \_\_\_\_\_ (Print Full Name), am declining the seasonal influenza (flu) vaccination at this time.

I acknowledge the following:

1. I will be required to comply with the influenza vaccination or exemption policy of any clinical site to which I am assigned.
2. Clinical sites may restrict participation for students who have not received the flu vaccine, which may impact my ability to complete required clinical rotations.
3. I understand that failure to complete required clinical rotations may affect my ability to meet program requirements and could lead to my dismissal from the Radiography Program.

By signing below, I confirm that I have read and understand the potential consequences of declining the seasonal flu vaccine.

---

Student signature

Date

**Illinois Eastern Community Colleges, District 529**  
**Olney Central College Radiography Program**  
**COVID-19 Vaccination Declination Form**

I, \_\_\_\_\_ (Print Full Name), am declining the Covid-19 vaccination and/or applicable booster doses at this time.

I acknowledge the following:

1. I will be required to adhere to the COVID-19 vaccination or exemption policies of any clinical site to which I am assigned.
2. Clinical sites may restrict participation for students who are not vaccinated or boosted, which may affect my ability to complete required clinical rotations.
3. I understand that inability to complete clinical rotations may result in failure to meet program requirements and could impact my ability to graduate.

By signing below, I confirm that I have read and understand the potential consequences of declining the COVID-19 vaccination and/or booster(s).

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

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

**Student Health Update Form**

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

**Health Status**

Since your admission to the Radiography Program, has there been any change in your health status?  Yes

No

If yes, please describe the changes:

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*Note: It is the student's responsibility to inform the Program Director of any changes in health status throughout the academic year.*

**Health Information**

Please list any known allergies and describe the reaction for each:

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List any acute illnesses you are currently experiencing:

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List any chronic health conditions (e.g., asthma, diabetes, etc.):

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List all current medications (prescription and over the counter), including the purpose, dosage, and frequency:

Medication Name	Purpose	Dosage	Frequency

**Emergency Contact Information**

Primary Emergency Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Emergency Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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**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 Radiography 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 Radiography Program and clinical rotation facilities of any responsibility for embryo / fetal exposure.

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Student signature \_\_\_\_\_ Student Identification Number \_\_\_\_\_

Acknowledgment of Receipt of Pregnancy Declaration Withdrawal:

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

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Clinical Coordinator \_\_\_\_\_ Date \_\_\_\_\_

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  
Student Contact Information Update Form**

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

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

**Student ID Number:** \_\_\_\_\_

**Current Contact Information**

**Current Address:**

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

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

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

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

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

**Illinois Eastern Community Colleges – District 529**  
**Olney Central College – Radiography Program**  
**Authorization to Release Information**

I, \_\_\_\_\_, authorize the faculty of the Illinois Eastern Community Colleges - Olney Central College Radiography Program to release relevant information regarding my academic and clinical performance to prospective employers upon request.

This authorization will remain in effect unless I provide a written notice to the Radiography Program Faculty to rescind this permission.

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

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

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

**Date of Submission:** \_\_\_\_\_

*(Must be submitted within one week of the absence to the Program Director, Clinical Coordinator, and Dean of Health Professions)*

**Date(s) of Absence:** \_\_\_\_\_

**Number of Clinical Days Missed:** \_\_\_\_\_

**Reason for Requesting Attendance Review:**

*(Please provide a clear explanation. Attach supporting documentation as needed.)*

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

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

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

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**Attendance Review Committee Decision**

*To be completed within one week of student submission*

**Committee Decision Regarding Absence:**

Approved       Denied

*Notification of decision to be sent from the Dean of Health Professions to Student, Radiography Program Director, and Radiography Program Clinical Coordinator.*

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

**Illinois Eastern Community Colleges – District 529  
Olney Central College – Radiography Program  
Student Behavior and Attendance Report Form**

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

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

**Course / Clinical Site:** \_\_\_\_\_

**Instructor or Reporting Official:** \_\_\_\_\_

**1. Description of Occurrence**

(Provide a factual, objective description of the behavior, incident, or conduct concern. Include date, time, and location if applicable.)

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**2. Supporting Details / Witnesses (if any)**

(Include relevant facts, observations, or individuals involved or present.)

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**3. Policy or Standard Violated (if applicable)**

- Academic Conduct
- Clinical Behavior
- Attendance
- Safety Violation
- Professionalism
- Other: \_\_\_\_\_

**4. Success Plan / Required Action**

(Outline expectations, corrective steps, resources, or deadlines to address the issue.)

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**5. Student Comments**

(The student may respond to the incident, provide context, or share concerns.)

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**Signatures:**

**Instructor / Program Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

*(By signing, the student acknowledges that this report has been reviewed and discussed. Signing does not imply agreement.)*

**Illinois Eastern Community Colleges – District 529  
Olney Central College – Radiography Program  
Program Withdrawal Form**

**Student Name:** \_\_\_\_\_ **Date of Withdrawal:** \_\_\_\_\_

I am withdrawing from the Radiography Program for the following reason(s):  
(Please check all that apply and provide additional explanation where needed.)

**Academic-Related Factors**

- Difficulty meeting grade requirements
- Academic demands exceeded my expectations
- Struggled with course content or pace
- Challenges with learning environment or study skills
- Difficulty balancing clinical and didactic responsibilities

**Clinical Experience Factors**

- Discomfort with clinical responsibilities
- Clinical environment did not align with my expectations
- Difficulty managing emotional or physical demands of clinical work

**Financial / Employment Factors**

- Financial challenges
- Ineligibility for financial aid
- Conflicts with current job
- Accepted a new job opportunity

**Personal Factors**

- Health concerns (self or family member)
- Personal or family obligations
- Lack of interest in radiography as a career
- Changing my major or career path
- Military service commitment

Other reasons(s) not listed (Please explain): \_\_\_\_\_

**Future Plans:**

Do you intend to reapply to the IECC/OCC Radiography Program within the next year?

- Yes     No     Undecided

**Additional Comments (optional):**

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

**Allied Health Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

*Thank you for your time in the Radiography Program. Your input is valuable and appreciated. We wish you the best in your future endeavors.*

**Illinois Eastern Community Colleges – District 529  
Olney Central College – Radiography Program  
Radiography Laboratory Equipment Sign-Out Form**

**Student Information**

Student Name: \_\_\_\_\_  
Student ID #: \_\_\_\_\_  
Program/Cohort: \_\_\_\_\_

**Equipment Information**

Equipment/Supply Name: \_\_\_\_\_  
Description/Serial Number (if applicable): \_\_\_\_\_  
Quantity: \_\_\_\_\_  
Condition at Time of Sign-Out:  Excellent  Good  Fair

**Sign-Out Details**

Date Signed Out: \_\_\_\_\_  
Time Signed Out: \_\_\_\_\_  
Approved Return Date: \_\_\_\_\_

**Purpose of Use (Required):**

**Student Agreement**

I acknowledge that I am responsible for the above-listed equipment while it is signed out to me. I agree to use the equipment only for approved educational purposes and to return it in the same condition by the approved return date.

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

**Faculty Authorization**

I approve the sign-out of the above-listed equipment to the student named above.

Faculty Name (Print): \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equipment Return (Faculty Use Only)**

- Date Returned: \_\_\_\_\_
- Condition Upon Return:  Acceptable  Damage Noted  Missing Items

Notes (if applicable):

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# OCC Energized Radiography Laboratory Statement of Understanding and Acknowledgment

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Semester: \_\_\_\_\_ Academic Year: \_\_\_\_\_

## Statement of Understanding

I acknowledge that I have received, read, and understand the Energized Radiography Laboratory Policy, including but not limited to the policies related to supervision, radiation exposure restrictions, radiation protection requirements, equipment operation, laboratory conduct, disciplinary actions, and laboratory equipment and supplies sign-out procedures.

I understand and agree to the following:

### 1. Supervision and Access

- Radiographic exposures may only be performed under the direct supervision of a readily available ARRT(R)-certified instructor.
- I am not permitted to be in the energized radiography laboratory without faculty supervision.
- Unauthorized access to or use of the energized laboratory or radiographic equipment is strictly prohibited.

### 2. Radiation Exposure Restrictions

- Radiographic exposures in the laboratory are limited to approved phantoms only.
- Under no circumstances will I participate in or allow radiographic exposure of students, faculty, staff, or members of the public.
- I will never intentionally expose myself or others to radiation.
- I understand that no individual may hold image receptors or phantoms during exposure.

### 3. Radiation Protection Responsibilities

- I will wear my assigned personal Radiation Monitoring Badge during all energized laboratory sessions.
- I will remain behind the control console lead barrier during all exposures.
- I will follow ALARA principles, use proper collimation, apply appropriate exposure factors, and follow all faculty instructions related to radiation safety.
- I understand that failure to comply with radiation protection requirements may result in immediate removal from the laboratory, an absence for the day, and grade penalties.

### 4. Equipment Operation and Laboratory Conduct

- I will only perform faculty-approved laboratory procedures.
- I will not attempt to troubleshoot or repair radiographic equipment.
- I will immediately report any equipment malfunction or safety concern to program faculty.
- I will maintain professional behavior at all times, including appropriate conduct during positioning labs.
- I will properly handle lead aprons and shields and will not eat or drink in the laboratory.

### 5. Laboratory Equipment and Supplies

- I understand that no laboratory equipment or supplies may be removed from the laboratory without prior faculty approval and completion of the required sign-out form.
- I accept responsibility for any equipment signed out to me and understand that failure to follow sign-out procedures or return equipment appropriately may result in disciplinary action and/or financial responsibility.

### 6. Disciplinary Actions

- I understand that violations of the energized laboratory policies may result in progressive disciplinary action, including:
  - ♣ Verbal warning and documentation
  - ♣ Removal from the laboratory, an absence for the day, and a 5% course grade reduction
  - ♣ Disciplinary review up to and including dismissal from the program
- I understand that each violation of radiation protection requirements may result in removal from the lab and a 5% grade reduction per incident.

## Acknowledgment

By signing below, I acknowledge that compliance with the Energized Radiography Laboratory Policy is a condition of my continued participation in the Radiography Program. I agree to adhere to all policies and procedures and understand that failure to do so may result in disciplinary action.

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