Radiologic Technology Program Handbook

2026

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Welcome to Carrington College

Welcome to the Radiologic Technology program!

Radiologic Technologists (R.T.s) are medical professionals who care for individuals, in conjunction with other healthcare professionals, through the use of diagnostic imaging principles and techniques. Radiologic Technologists work as patient advocates in hospitals, clinics, and private practices, and are educated in human anatomy, patient care, positioning and examination techniques, protocols, and radiation safety. In their work as advocates, R.T.s perform and evaluate medical imaging exams for those who are seeking medical treatment. Graduates are prepared to take the American Registry of Radiologic Technologists (ARRT) Radiography certification exam.

This handbook applies to all students in the Radiologic Technology program at Carrington College. It provides essential policies, procedures, guidelines, and expectations that will facilitate your success in the program. It is not intended to replace the Carrington College Academic Catalog or the Carrington College Student Handbook, but rather to supplement and assist you in identifying key issues and policies specific to the Radiologic Technology program. This handbook, along with the Academic Catalog and the Student Handbook, are the primary sources of policy information.

As a Radiologic Technology student, you will be exposed to many educational experiences designed to help guide you into the ever-evolving role of medical imaging professionals. With this comes great responsibility and accountability for your education, including gaining the skills, knowledge, and attitude to complete this program successfully.

On behalf of Carrington College faculty and staff, we would like to welcome you to Carrington College and your Radiologic Technology program. As you prepare to become a medical imaging professional, you embark on an exciting and highly challenging journey.

Best of luck in your educational and professional endeavors!

Carrington College Radiologic Technology faculty and staff

New or Changes in Policies, Procedures and Program Information

Any changes in policy, procedures, and program information are updated as needed or required, and the most up-to-date version can be found in the Academic Catalog. The Student Handbook can be found on the Carrington College website. Revisions to the Student Handbook are made as needed.

The Radiologic Technology Program Handbook is reviewed annually and revised as needed. This document contains information exclusive to the Radiologic Technology program to which all Radiologic Technology students must adhere. Each student will sign an attestation form acknowledging their receipt and responsibility to be familiar with the Radiologic Technology Program Handbook, Student Handbook, and Academic Catalog.

Radiologic Technology Program Mission Statement

The mission of the Radiology Technology program is to provide a comprehensive and dynamic educational experience, fostering the development of skilled, compassionate, and ethical radiologic technologists. We strive to prepare our graduates to be leaders in the field, dedicated to improving patient outcomes and advancing the radiologic science professions.

Program Goals

The Radiologic Technology program will prepare graduates to:

1. Think critically and problem-solve to evaluate and adjust procedures for a variety of patient populations, analyze images for diagnostic quality, and adapt to varying scenarios of patient care.
2. Perform radiographic procedures effectively, demonstrating appropriate patient positioning, technical factors, and radiation safety, and produce diagnostic images.
3. Act as professional radiologic technologists, including making appropriate ethical decisions, abiding by professional practice principles, and maintaining all aspects of certification and licensure.
4. Effectively communicate with patients, healthcare team members, and others in both written and oral forms.

Program Philosophy

The Radiologic Technology program believes that high-quality imaging begins with compassionate, competent, and ethical professionals. We prepare graduates to deliver safe, patient-centered care by integrating the science of imaging with the art of human connection. Grounded in the ALARA principle and professional codes of ethics, our curriculum emphasizes critical thinking, evidence-based practice, and continuous quality improvement to advance diagnostic accuracy and patient outcomes.

We view education as a collaborative journey among students, faculty, and clinical partners. Learning experiences are intentionally scaffolded—from simulation to direct patient care—to build clinical judgment, technical proficiency, cultural humility, and professional identity. We foster an inclusive learning environment that values diversity, equity, and respect, recognizing that compassionate communication and cultural responsiveness are essential to imaging excellence.

Our program embraces innovation and accountability. Students engage with current technologies and information systems and practice interprofessional teamwork to optimize workflow, safety, and quality. We expect graduates to be reflective practitioners and lifelong learners who advocate for patients and other healthcare professionals, uphold radiation safety, comply with regulatory and accreditation standards, and contribute to the health of the communities they serve.

Learning is a continuous, life-long process involving knowledge, attitudes, and behavior changes. Learning, teaching, and evaluation are shared processes that support personal development and stimulate student inquiry. Education is integral to each student's personal and professional growth and development. The student is viewed as a self-directed learner who is committed to life-long learning.

Faculty view education as a process of continuous improvement, enhanced by appropriate educational pedagogy that supports student development as a medical imaging professional.

Various individual and group learning experiences are provided to meet and enhance individual student learning styles. Clinical learning experiences expose students to diverse health care settings within the community. These experiences provide the student with the opportunity to develop the core values of patient safety, ethical practice, quality and safe patient care, professionalism, and continuous learning as outlined by the American Society of Radiologic Technologists. Radiologic Technology students are accountable for learning by assuming an active role and sharing responsibility in meeting learning outcomes.

The student is expected to:

- Develop the appropriate study skills necessary to be successful, considering one's own cultural and ethnic background, learning styles, and goals.
- Engage in the learning process using critical thinking skills.
- Work independently and interdependently in multiple and varied learning experiences.
- Increase awareness of their own and others' knowledge and behaviors, and how they affect the medical imaging profession.
- Accept change as a process and product of learning acquisition.
- Demonstrate commitment to knowledge and continued learning skills and attitudes inherent in professional medical imaging.
- Engage in the ongoing process of evaluation and continued learning.
- Develop an approach to learning that will assist in creating and planning an organized balance in life by developing a support system.

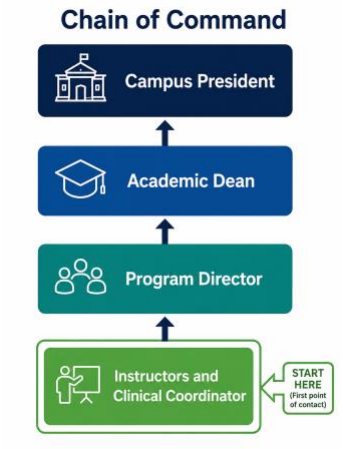
The faculty are committed to providing students with a program that fosters a community of learning and will:

- Develop highly educated, knowledgeable, skill-oriented graduates with the necessary knowledge, skills, and attitudes to transition into entry-level roles and serve the community's needs.
- Prepare graduates to successfully pass the American Registry of Radiologic Technologists' Radiography registry exam.
- Provide quality didactic instruction, laboratory facilities, and clinical experiences.
- Provide quality clinical training that prepares graduates to perform competently as medical imaging professionals.
- Elevate and advance the medical imaging and radiation therapy professions at the local, state, national, and international levels.

Chain of Command

Students are expected to take an active role in their education and work to resolve issues promptly, utilizing the appropriate chain of command. If a student has an issue with an instructor, it is their responsibility to discuss the issue with the instructor first. If the student feels that the issue has not been resolved or feels uncomfortable meeting with the instructor, they must report it to the Program Director.

At the campus level, the chain of command is as follows:



Professionalism

The American Registry of Radiologic Technologists (ARRT) Standards of Ethics, and the American Society of Radiologic Technologists (ASRT) Practice Standards

At Carrington College, the Radiologic Technology program maintains a professional environment similar to what is encountered at clinical and community healthcare settings where medical imaging professionals practice. The program is responsible for upholding the highest level of imaging professionalism expected in the workplace. Students are expected to always conduct themselves in a professional manner.

The ARRT Standards of Ethics outlines the expected behavior of registered radiologic technologists and describes intolerable behaviors. It "provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession" (ARRT, 2025). The Code of Ethics serves as a professional and ethical guidebook to appropriate behaviors for medical imaging professionals. It is aspirational in nature, and as follows.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

The ASRT Practice Standards "serve as a guide for the medical imaging and radiation therapy professions" and "define the practice and establish general criteria to determine compliance." (ASRT, 2025). The section specific to radiography states:

> "The practice of radiography is performed by health care professionals responsible for the administration of ionizing radiation for diagnostic, therapeutic or research purposes. A radiographer performs a full scope of radiographic and fluoroscopic procedures and acquires and analyzes data needed for diagnosis at the request of and for interpretation by a licensed practitioner.
>
> Radiographers independently perform or assist the licensed practitioner or radiologist assistant in the completion of radiographic and fluoroscopic procedures. Radiographers prepare, administer and document activities related to medications and radiation exposure in accordance with statutes, regulations, accreditation standards and institutional policies.
>
> Only medical imaging and radiation therapy professionals who have completed the appropriate education and obtained certification as outlined in these standards should perform radiographic and fluoroscopic procedures.
>
> Radiographers prepare for their roles on the interdisciplinary team by meeting examination eligibility criteria as determined by the ARRT.
>
> Technologists who have passed the ARRT radiography examination use the credential R.T.(R)." (ASRT, 2025)

There are 12 standards contained therein:

1. **Assessment-** The medical imaging and radiation therapy professional collects pertinent data about the patient, procedure, equipment and work environment.
    a. Rationale- Information about the patient's health status is essential in providing appropriate imaging and therapeutic services. The planning and provision of safe and effective medical services relies on the collection of pertinent information about the patient, equipment, procedure and work environment.
2. **Analysis and Determination-** The medical imaging and radiation therapy professional analyzes the information obtained during the assessment phase and develops an action plan for completing the procedure.
    a. Rationale- Determining the most appropriate action plan enhances patient safety and comfort, optimizes diagnostic and therapeutic quality and improves efficiency.
3. **Education, Collaboration and Collegiality-** The medical imaging and radiation therapy professional promotes a positive, collaborative and collegial atmosphere by providing information to the patient, public and other health care providers about procedures and related health issues.
    a. Rationale- All individuals must communicate effectively and work together efficiently to provide quality patient care. Education and a collaborative work environment are necessary to establish positive relationships, promote safe practices and provide quality patient care.
4. **Performance-** The medical imaging and radiation therapy professional performs the action plan and quality assurance activities, including modifications when needed.
    a. Rationale- Quality patient services are provided through the safe and accurate performance of a deliberate plan of action. Quality assurance activities provide valid and reliable information regarding the performance of equipment, materials and processes.
5. **Evaluation-** The medical imaging and radiation therapy professional determines whether the goals of the action plan have been achieved, evaluates quality assurance results and establishes an appropriate action plan.
    a. Rationale- Careful examination of the procedure is important to determine that expected outcomes have been met. Equipment, materials and processes depend on ongoing quality assurance activities that evaluate performance based on established guidelines.
6. **Implementation-** The medical imaging and radiation therapy professional implements the revised action plan based on quality assurance results and achievement of goals from the action plan.
    a. Rationale- It may be necessary to implement a revised action plan to promote safe and effective services.
7. **Outcomes Measurement-** The medical imaging and radiation therapy professional reviews and evaluates the outcome of the procedure according to quality assurance standards.
    a. Rationale- To evaluate the quality of care, the actual outcome is compared to the expected outcome. Outcomes assessment is an integral part of the ongoing quality management action plan to enhance services.
8. **Documentation-** The medical imaging and radiation therapy professional documents information regarding patient care, procedures and outcomes.

    a. Rationale- Clear and precise documentation is essential for continuity of care, accuracy of care and quality assurance.
9. **Quality-** The medical imaging and radiation therapy professional strives to provide optimal care.
    a. Rationale- Patients expect and deserve optimal care during diagnosis and treatment.
10. **Self-Assessment and Professional Development-** The medical imaging and radiation therapy professional evaluates personal performance and maintains professional growth.
    a. Rationale- Self-assessment is necessary for personal growth and professional development. This can direct education necessary to maintain current knowledge and advancements in the profession to provide optimal patient care.
11. **Ethics-** The medical imaging and radiation therapy professional adheres to the profession's accepted ethical standards.
    a. Rationale- Decisions made and actions taken on behalf of the patient are based on a sound ethical foundation.

The Radiologic Technology student must have the attitudes and behaviors that always display professionalism in the classroom, lab, or clinical site.

Any student whose conduct violates the rules of professionalism outlined in this handbook, the Student Handbook, the ARRT Code of Ethics, or the ASRT Practice Standards will be subject to removal from the classroom or clinical area and may be referred to Code of Conduct proceedings. Students may receive additional counsel or remediation from the program as appropriate. The program reserves the right to discharge students who do not display appropriate professional behavior at all times.

When applying to take the ARRT registry exam, applicants will be asked questions regarding misdemeanor and felony charges, regulatory authority and certification board offenses, and withdrawal from prior educational programs in Radiologic Technology. If an applicant is concerned about any of these questions, they are encouraged to call the ARRT Ethics Department at (651) 687-0048 and select the option for Ethics Information. Applicants may request an ethics review pre-application. Students should initiate this review as soon as possible if they have faced:

- Misdemeanor or felony charges or convictions
- Military courts-martial
- Disciplinary actions taken by a state or federal regulatory authority or certification board
- Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. You don't have to report offenses such as poor grades or falling asleep in class.

The ethics review pre-application can be accessed at the Ethics Review section of the ARRT website.

Student Employment While in the Radiologic Technology Program

During Terms 1 and 2, it is reasonable to believe that a student would be able to manage part-time employment at ≤16 hours per week. In Terms 3 through 6, it is not recommended that students be employed due to 40-hour school-weeks of lectures, labs, and/or clinical.

Student and Classroom Expectations

Attendance

Regular attendance and active participation are essential components of success in the Radiologic Technology program. Each class session—whether didactic, laboratory, or clinical—is designed to build upon prior learning and develop the knowledge, technical skills, and professional behaviors required of a competent entry-level radiographer.

Because the program is competency-based and sequential, every absence may result in missed instruction, demonstrations, and evaluations that cannot be fully replicated outside of class or clinic. Consistent attendance ensures students acquire critical thinking, patient care, and technical skills necessary to meet institutional standards.

Students are expected to arrive on time, prepared, and ready to engage in all scheduled activities. Excessive absences, tardiness, or early departures may compromise academic progress, delay clinical competency completion, and jeopardize eligibility for program continuation or graduation. It is the student's responsibility to notify the instructor, clinical coordinator, and/or program director in advance of any unavoidable absence and to arrange for any approved make-up work, if permitted.

The program recognizes professionalism as an essential outcome; therefore, attendance and punctuality are integral measures of a student's readiness to enter the healthcare workforce.

Attendance Policy

Students are expected to attend all didactic, laboratory, and clinical scheduled class sessions. If you are unable to attend, you must notify the instructor for the course, the clinical coordinator, and the program director as soon as possible, but no less than 1 hour before the scheduled class session. Failure to notify each faculty member will result in disciplinary action.

Students will clock in and out of all class sessions, breaks, meetings, and clinical rotations using a QR code posted in the session.

A tardy is defined as arriving at the designated class session location more than three (3) minutes after the class session starts or leaving a class session early.

Students arriving more than fifteen (15) minutes after the class session start time or leaving the class session more than fifteen (15) minutes early will be marked **absent.**

Three (3) or more tardies in a single course will result in a written warning.

An absence is defined as not attending any scheduled class session, arriving more than 15 minutes late to a class session, or leaving more than 15 minutes early from a class session. Absences are highly discouraged for all reasons, and all efforts to arrange outside engagements outside of class time are expected.

Two or more absences in a single course will result in a written warning.

If a student violates the attendance policy after a written warning, they will be placed on a probation contract.

An absence rate of 15% or greater in a single course will result in a reduction of the overall course grade by one letter grade. In addition, the student will be placed on a probation contract. Any actions or behaviors requiring disciplinary action while on probation may result in involuntary withdrawal from the Radiologic Technology program.

Disciplinary Actions

Students are expected to follow all policies, procedures, and standards as outlined in this handbook, the Academic Catalog, and the Student Handbook. Failure to follow will result in disciplinary action. Examples of inappropriate behaviors include, but are not limited to, the following:

- Excessive tardiness or leaving sessions early
- Excessive absences
- Disrespectful language or behavior toward peers, staff, faculty, patients, or any other person
- Disruptive behavior during didactic, laboratory, or clinical sessions
- Failure to follow the dress code
- Failure to maintain confidentiality of patient records and protected health information
- Being under the influence of drugs or alcohol while attending any school-sponsored or college-affiliated event
- Violation of the Code of Conduct as outlined the Carrington College Student Handbook
- Violation of any clinical site policy
- Academic dishonesty in any form, including cheating, plagiarism, or engaging in any other act of academic dishonesty as defined in the College's Academic Integrity Policy.
- Fraudulent behavior including dishonesty, forgery, alteration or misuse of any official College document, or knowingly furnishing false information to the College, including for clinical hours and misrepresentation of oneself to an organization as an agent of the College
- Obscene conduct including engaging in profane, lewd, indecent, or obscene conduct or expression on College property or ay any College-sponsored activity
- Hazing: Any action taken or situation created which, regardless of intent or consent of the participants, may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in an activity that is unlawful and or contrary to College rules, policies and regulations; will unreasonably or unusually impair an individual's academic efforts, and/or occurs on or off campus
- Harassment: Engaging in unlawful harassment or discrimination based on protected characteristics protected by the law such as race, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, religion, or pregnancy
- Threatening Behavior: Endangering, threatening, or verbally harassing/intimidating any member of the college community or to oneself, causing reasonable apprehension of such harm or engaging

in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.

- Copyright: Any act of copyright infringement (prohibited by federal, state, or local law); the use of software, images, text, audio or visual which has otherwise been expressly prohibited; copying; or duplicating
- Trespass: unauthorized entry upon or use of College facilities.
- Theft: theft of College property or the personal property belonging to any member of the College community.
- Vandalism: unauthorized use, misuse, misappropriation, destruction, or damage of property, equipment or services belonging to the college or belonging to another person or other member of the College community.
- Robbery: causing or attempting to cause robbery, extortion, or gambling.
- Substance abuse: unlawful possession, use, or sale of alcohol or illegal drugs, as set forth in the Drug and Alcohol Abuse Prevention Policy.
- Physical assault: causing, attempting to cause, or threatening to cause physical assault upon any member of the College community
- Willful misconduct: engaging in any act of willful misconduct which obstructs, disrupts, or otherwise interferes with any College process, or which causes injury to any member of the College Community, or which damages or destroys College or others' personal property on campus.
- Harmful/Negligent Conduct: failure to follow classroom, clinical or lab practices that resulted in, or could result in, harm to other students, the patient, or other caregivers.
- Dangerous activities: possession or use of weapons or explosives
- Violation of law or College policies: any violation of federal, state, or local law and all published College policies, rules, and regulations
- Aiding and Abetting: Aiding, abetting or inducing another to engage in behavior prohibited by the Code of Conduct
- Failure to practice radiation safety or patient safety initiatives
- Failure to or refusal to participate in classroom and laboratory activities as directed
- Failure to follow directions leading to safety issues

The College reserves the right to take any necessary action(s) to protect the safety and well-being of the campus community and may impose disciplinary action(s) against any student found in violation of this code. Additionally, students who violate federal, state, and/or local laws may also be referred to the criminal justice system for prosecution.

Please be advised that any incidents of misconduct covered explicitly by another policy, e.g., the Sexual Harassment and Sexual Assault Prevention Policy, shall be governed under those terms and procedures.

Types of Disciplinary Action

Disciplinary actions exist to encourage students toward accountability through positive or negative reinforcement. Students are expected to abide by all rules, policies, procedures, and standards at all

times. In the event that a student violates any policy one or more times, the following steps will occur and documentation will take place:

1. First offense- verbal warning
2. Second offense- written warning
3. Third offense- probation contract
4. Fourth offense- suspension
5. Fifth offense- involuntary termination

Program Probation

A student may be placed on a program probation contract as a result of repeated misconduct or violations of policies, procedures, and/or standards. While on probation, students cannot have any repeat offenses, or they risk suspension and termination from the program. Probation extends until further notice.

When a student is placed on probation, they are required to meet with the Program Director and Academic Dean to discuss the reason for probation and the consequences of probationary status. While on probation, students are expected to reverse the behaviors or actions that caused probationary status and are given a final opportunity for success.

At the end of each term, students on probation will have the opportunity to meet with the Program Director and Academic Dean and discuss their progress. Students may make the case for being removed from probation by presenting the positive changes they have made and the positive outcomes that have resulted. It is solely at the discretion of the Program Director and Academic Dean to remove a student from probation.

The Carrington College Student Handbook references appeals of disciplinary action.

Dress Code

Students are expected to be well-groomed and dressed professionally while on campus or any time they are representing the College, such as during externship or clinical experiences. Students must present a professional appearance consistent with the expectations for the career to which they aspire. With few exceptions (such as campus dress-down days, special events, etc.), students are required to wear the designated program uniform both in class and during off-site learning experiences.

In addition to the General Uniform Guidelines referenced in the Carrington College Student Handbook, Radiologic Technology students must also follow these additional dress code requirements.

Students must wear dosimeters at all times and will be dismissed from lecture, lab, and clinical activities if they do not have one.

Participation in Procedures

Throughout the Radiologic Technology program, students perform or participate in demonstrations and assessments (collectively known as “activities”) on other students, instructors, and/or others. All people

involved in these activities are considered human subjects. All instructors and students must accept the following responsibilities and follow these guidelines when involved with human subjects.

Students are expected to simulate patients for their peers, and non-participation in these activities hurts all students. Examples of activities that students must participate, include but are not limited to:

- Radiographic positioning with manual manipulation
- Venipuncture on mannequins
- Situational simulations
- Palpating simulated patients to verify bony landmarks
- Communication with diverse populations
- Lifting, bending, and moving peers to simulate transfers

Instructor Responsibilities

Prior to participation as a human subject or practitioner in an activity, the instructor shall:

- Explain the purpose, risks, and benefits of the activity.
- Provide the opportunity for questions regarding the activity.
- Provide an appropriate level of supervision throughout the activity.
- Respect the student's and/or patient's rights not to participate as a human subject without repercussion.

Student and Human Subject Responsibilities

Prior to participation and while engaging in an activity:

- Inform the instructor of any medical condition or change in medical condition that would prevent safe participation in the activity.
- Immediately notify the student practitioner and instructor of any discomfort or adverse effect(s) caused by the activities.
- Immediately request that the instructor assist in the application of the activity if there is any concern about the skill or procedures used by the student practitioner.
- Immediately report any injury incurred because of the activity to the instructor.
- Individuals with specific health concerns are expected to inform and communicate with their physician to determine if the activity is appropriate.

Late Assignment Policy

Every effort must be made to complete all assignments on time and complete. Failure to submit assignments on time is unprofessional, detracts from appropriate student learning outcomes, and will result in disciplinary action.

All assignments submitted late will receive a 10% deduction in points per day late, up to a maximum of 50% deduction. Late assignments will not be accepted more than 5 business days after the due date.

Make-up quizzes or exams must be completed as soon as possible, but no later than 5 business days after the missed assignment. It is the student's responsibility to schedule a make-up quiz or exam with the instructor of record, **prior to the absence**.

If a student fails to notify the instructor of record of their inability to submit the assignment, accepting the late work is at the discretion of the instructor.

All submissions are considered final, and resubmissions will only be accepted at the discretion of the instructor. The College does not offer extra credit points or assignments in any format.

Radiation Policies

Occupational Exposure

All students and staff members who can reasonably be expected to receive exposure to ionizing radiation in the course of their education or employment will be issued dosimeters to measure exposure to ionizing radiation before working in or around ionizing radiation. Optically stimulated luminescent (OSL) dosimeters will be used and exchanged monthly.

The Radiation Safety Officer (RSO) is responsible for managing dosimetry, informing staff and students of deadlines for retrieval, collection of dosimeters, reviewing reports, distributing reports to all parties, and ensuring that each designee has and uses their own personal dosimeter. The RSO must make report results available to all students and staff who have been issued dosimeters within 2 weeks of receiving the report. All parties must review their personal dosimetry report results and document review with a signature.

Staff and students are required to practice the ALARA principles, review their dosimetry reports by the required deadlines, sign the report signifying review, and bring any concerns regarding dosimetry to the RSO.

All general use dosimeters are to be worn outside of any lead protective apparel, at the level of the collar, unless otherwise noted by the dosimetry company. Dosimeters must be worn at all times during laboratory activities and clinical rotations. If a staff or student does not have their dosimeter, they will not be able to participate in any activity involving ionizing radiation, including lectures, labs, and clinical education as applicable. Dosimeters are the responsibility of the person wearing them, and if lost or damaged, replacement will be at the personal expense of the individual. Dosimeters must be stored in temperate, dry areas so as not to give false measurements or deceptive information. They should not be left in cars under any circumstances. Should a dosimeter become damaged, it may give inaccurate exposure information.

Should a staff member or student who is designated to wear a dosimeter receive the equivalent of 10% of the annual effective dose limits (50 mSv), they will receive informal counseling by the RSO and review safety practices to mitigate exposure. Should a staff member or student receive the combined occupational total effective dose equivalent, they may be removed from any and all activities involving exposure to ionizing radiation. If a student is a minor, their annual dose cannot exceed 5 mSv per year.

Cumulative dose is tracked for the duration of the staff members' employment and for the duration of the student's program. Upon graduation, students may obtain their cumulative dosimetry records for their personal records upon formal written request. It is recommended that students request this information and provide it to their next place of employment in which they are occupationally exposed to ionizing radiation, creating a lifetime exposure record.

Policy Regarding Students with Health Conditions, including Pregnancy

Students are not required to disclose medical or other physical conditions such as pregnancy. However, students are encouraged to notify their instructor as soon as pregnancy is determined to ensure students are not asked to perform tasks that may be hazardous to the unborn fetus.

All staff members and students who become pregnant and disclose their pregnancy on the designated form included in this document will be offered a fetal dosimeter, to be worn at the level of the waist beneath any lead apparel, regardless of pregnancy declaration status. Fetal monitors will be exchanged monthly and reviewed for cumulative fetal dose throughout pregnancy. The embryo/fetal dose equivalent limit for the pregnancy is 5 mSv or 0.5 mSv per month.

All declared pregnant workers will automatically be issued the fetal dosimeter and monitored according to the U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13: Instruction Concerning Prenatal Radiation Exposure.

All staff members and students solely retain the right to declare, not declare, and/or withdraw a declaration of pregnancy at any time. It is the sole responsibility of the student or staff member to do so, using the form contained herein. Please see the forms section for the Pregnancy Declaration Form.

As recognized by the Nuclear Regulatory Commission (NRC), dose limits for specific groups and tissues are as follows:

Type of Exposure	Annual Dose Limit	Population
Whole Body	5,000 mrem (50 mSv)	Radiation workers, adults
Any organ	50,000 mrem (500 mSv)	Radiation workers, adults
Skin	50,000 mrem (500 mSv)	Radiation workers, adults
Extremity	50,000 mrem (500 mSv)	Radiation workers, adults
Lens of the Eye	15,000 mrem (150 mSv)	Radiation workers, adults
Embryo/Fetus of DPW	500 mrem (5 mSv)	Radiation workers, adults
Minor	500 mrem (5 mSv)	Radiation workers, minors
Member of the Public	100 mrem (1 mSv)	General Public

Note: DPW refers to declared pregnant workers.

Emergency Exposure and Radiation Accidents

Radioactive spills are not expected, as exposure to radioactive materials is not expected. Should any radioactive contamination occur, staff and students will follow all state and federal guidelines for radioactive waste disposal and decontamination.

Should a radiation accident occur on campus or at an affiliated clinical site, students and staff will act as instructed by the RSO according to state and federal guidelines and regulations. Exposed individuals will be monitored and assessed according to their dosimetry. In this event, issued dosimeters may be exchanged and evaluated earlier than the typical timeline to analyze exposure and risk. Should a considerable risk of stochastic or non-stochastic effects be expected, a medical physicist will be consulted to calculate overall risk and recommendations.

All radiologic incidents must be reported using the Radiologic Incident Report Form. All radiation emergencies should be reported to the California Department of Public Health-Radiologic Health Branch at (916) 845-8911.

Recordkeeping and Reporting

Students and staff members who have been issued dosimeters will be presented with the most recent records available within 10 days of receipt. They will be required to review and provide a signature indicating that they have been given their results. Should a student or staff member have any questions, comments, or concerns about their dosimetry report, they should contact the RSO for review.

Students and staff members who have been issued dosimeters have a right to review dosimetry reports at any time and must request to do so through the RSO or aRSO. Upon graduation or termination of employment at the institution, cumulative exposure records should be requested and retrieved. Upon graduation, students may obtain their cumulative dosimetry records for their personal records upon formal written request. It is recommended that students request this information and provide it to their next place of employment in which they are occupationally exposed to ionizing radiation, creating a lifetime exposure record.

Radiation Safety Training

All staff and students who may encounter sources of ionizing radiation during their education or employment are required to complete annual Radiation Safety Training and must achieve self-test scores above 80%.

Magnetic Resonance Safety and Screening

All staff and students are required to complete an MR Safety Screening Form as designated by the program before gaining access to clinical rotations in partnered facilities.

All staff and students are required to complete the MR Safety Module before entering any clinical rotations. The MR Safety Module will be assigned in the Patient Care in Radiologic Technology course.

Clinical Compliance

Students must complete the following requirements before being placed into clinical rotations. Failure to do so may result in the student not completing the Radiologic Technology program, as they are required.

- Background checks and Drug Screens
- Current AHA BLS for Healthcare Providers (completed in Patient Care in Radiologic Technology course)
- Health requirements documentation including required immunizations
- OSHA training
- HIPAA training
- Bloodborne Pathogens training

Students will be placed at affiliated clinical sites based on various criteria, including but not limited to location, professionalism, attitude and behaviors, fit for the department, etc. The Program Director and Clinical Coordinator will assign all clinical rotations, and changes may not be requested by students. Students will travel up to 100 miles from campus for clinical rotations.

Clinical Attendance

Attendance in clinical rotation hours is critical to meeting the requirements of the Radiologic Technology program and the clinical competency requirements of the American Registry of Radiologic Technologists (ARRT).

- Students are expected to attend all clinical hours as scheduled. Hour requirements are denoted in each clinical course syllabus, and Clinical Preceptors provide all clinical schedules.
- The student must attend any scheduled hospital orientations and mandatory facility required training. Not attending mandatory orientation will result in the student being unable to attend clinical rotations and being withdrawn from the course.
- Students found sleeping at the clinical site will be removed from the clinical site.
- If an absence from clinical is unavoidable, the student must personally call the Clinical Preceptor at the affiliated clinical site and the Clinical Coordinator at least one hour before the beginning of the scheduled clinical time. **Notifying the instructor through another student is unacceptable and will not be considered a notification.** Students who do not notify the appropriate contact of a clinical absence are considered a no-call/no-show and are subject to infraction.
- There may not be an opportunity to make up clinical hours in many clinical facilities, as clinical sites often accommodate multiple students and programs. All clinical make-up time must be **pre-approved** by the Clinical Preceptor at the affiliated clinical site **and** the Clinical Coordinator. Any deviation from the clinical schedule assigned must be brought to the Clinical Preceptor and the Clinical Coordinator immediately for approval.
- Absence from assigned clinical sites, labs or simulations that are designated clinical hours, may not be more than 10% of total clinical hours assigned for component. Any hours missed over this time will result in failure of the clinical component and, ultimately, the course.

- Students must follow all the professional conduct and dress code rules of the program, as well as all those required by the affiliated clinical site, at all times when engaged in clinical rotations. Any infraction at a clinical site may result in dismissal from the site. Dismissal from a clinical site is grounds for program dismissal and is at the discretion of the Program Director and Academic Dean.
- Faculty perform unannounced clinical site visits on a regular basis to ensure compliance and quality.
- Students must maintain strict confidentiality regarding patients at all times.

Clinical Evaluations

All students in clinical rotations will be evaluated 3 times per semester. Evaluations are performed at 5-week intervals to provide formative assessment feedback for performance improvement. It is the student's responsibility to remind the Clinical Preceptor that an evaluation is required at the appropriate time.

Evaluations contribute to the overall clinical course grade and are used to measure student growth during a course. They consist of two parts: (1) a self-evaluation completed by the student and (2) a formal evaluation completed by the Clinical Preceptor. Both items must be submitted to the Clinical Coordinator by the due date. Penalties to the course grade will be issued for late submissions, per the late assignment policy.

Clinical Supervision Policy

All students must be directly supervised by qualified personnel until clinical competency is achieved and documented. Once a student proves and documents competency in an exam, they may be indirectly supervised in that exam only, going forward.

Direct supervision is defined as qualified personnel in the same room, immediately engaged with the student and the patient. Indirect supervision is defined as qualified personnel in the general proximity and immediately available; the qualified personnel must be within yelling distance.

Competency may only be determined by qualified personnel who meet the following minimum criteria.

- Possesses an active CRT in radiography from the CDPH-RHB
- Documents at least two years of clinical radiologic technology experience.

Competency forms are provided by the program, and must include the date, name of the person providing the competency determination, and signature of qualified personnel meeting the criteria above.

All repeat radiographs **MUST** be under direct supervision, regardless of competency status.

Clinical Competency

Clinical competency refers to a process of learning that culminates in documentation of the ability to perform a specified exam independently and successfully. It demonstrates that a student has met the expectations of an entry-level radiographer in the specified exam and is capable of performing that exam on any patient independently, regardless of patient attributes or equipment fluctuations.

Students must complete the mandatory clinical competencies outlined by the American Registry of Radiologic Technologists' Didactic Clinical Competency Requirements in order to complete the program. Students will be able to choose the elective clinical competencies they complete based on the availability of exams at the designated clinical rotation sites and the level of comfort performing the exam.

In order to achieve competency in a designated exam, the student must perform all aspects of the exam without assistance and produce quality images. They should be able to explain why the images are optimal or suboptimal and identify appropriate anatomy for evaluation. Students must ask qualified personnel to evaluate them to determine competency BEFORE beginning the exam. Competencies may not be issued retroactively.

Students should be prudent judges of their own skills and level of comfort with completing exams before asking for a competency determination from qualified personnel. They must be proactive in their own education and training and only initiate a competency determination once they are confident, they can perform all aspects of the exam independently.

It is solely at the discretion of the supervising qualified personnel whether a student achieves competency or not. Students will not argue with supervising personnel in any manner.

Professional Boundaries

Students must maintain professional boundaries with patients, families, the health care team, faculty, and staff at all school and affiliated clinical site locations. Professional boundaries ensure safe patient care, effective team communication and work, and valuable learning experiences for all.

Students must demonstrate professional boundaries with preceptors, staff/faculty, and patients by:

- Applying professional knowledge, skills, abilities, and experiences for the best patient experience and outcomes possible.
- Protect the patient's dignity, autonomy, and privacy, allowing for trust development and respect.
- Respect the power balance of radiologic technologists, supervisors, preceptors, leadership, and allied professionals.
- Maintaining therapeutic relationships for optimal patient care.
- Avoiding situations where they have personal, professional, or business relationships with patients.
- Not engaging in personal relationships with supervisors and patients.

Examples of professional boundary violations include, but are not limited to, the following situations:

- Discussing intimate or personal issues with patients
- Engaging in behaviors that could be reasonably determined to be flirting
- Keeping secrets with or for a patient
- Spending inappropriate time with a patient that you would not spend with another
- Speaking poorly about peers, patients, staff, faculty, supervisors, or any other healthcare professional

- Showing favoritism
- Meeting a patient outside of the clinical setting
- Engaging in social media that violates privacy laws or boundaries

Clinical Grading

Grades for clinical courses are based on combinations of attendance, evaluations, competencies, professional behavior, and assignments designated in the course syllabus. Refer to the individual course syllabus for specific requirements for each course.

Student Accountability in Clinical Settings

Students complete a significant number of hours in clinical settings, and they are expected to uphold the values of the College and the Radiologic Technology program at all times. Students who arrive late may be dismissed from clinical that day, and it is the student's responsibility to arrange make-up hours. All missed clinical hours MUST be made up before the end of the semester to continue to the next term.

Students need to be prepared for each clinical experience and procedure to ensure safe delivery of patient care. If at any time a student demonstrates behavior jeopardizing patient safety or acts in a grossly negligent or incompetent manner, the student will be removed from the clinical setting and may be subject to Code of Conduct proceedings, which may result in permanent dismissal from the program. Students are responsible for being aware of and complying with the clinical sites' policies and procedures regarding fire, disaster, cardiac arrest, incident reporting, confidentiality, infection control, and standard precautions.

Throughout the program, students will be held accountable for their actions or lack of actions. Professionalism is always expected. The student is responsible and accountable for his/her educational success. Students must proactively seek assistance and educational opportunities in the clinical environment.

Students will be accountable to their preceptors as well as the clinical staff, and ensure safety in the following ways:

- Provide competent care to the patient
- Report immediately to the preceptor or staff any incident affecting a patient
- Report all urgent needs of the patient promptly
- Report and fill out the necessary paperwork for the college and clinical site
- Report immediately to the preceptor or staff and designated hospital personnel any accident, injury or near-miss involving the student
- Follow the procedure established by the faculty for breaks and lunch periods
- Demonstrate courteous and professional behavior
- Follow hospital policies and procedures