South College

RADIOGRAPHY
Program, Policies, and Procedures Manual
2024 - 2025

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CATALOG POLICY

Students enrolled at South College in the Radiography Programs are responsible for observing College rules and regulations as stated in the current College Catalog, Student Handbook, and appropriate Radiography Program Policy and Clinical Competency Manuals. In addition to these, the rules and regulations of each clinical education center must be observed. These clinical education centers, while located at different venues, are considered an integral part of the College campus.

The Radiography faculty and South College reserve the right to change, delete, supplement, or otherwise amend at any time the information, rules, and policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities so determine and shall apply to both present and prospective students. Students will be notified and provided with electronic copies of the Student Handbook via their South College email address. Students will be required to sign an acknowledgement form upon receipt of updated handbooks and policies. Students will receive an electronic copy, however, it is the student's responsibility to secure additional copies of the College Catalog, the Student Handbook, and the Radiography Department Policy and Clinical Competency Manuals from the program director and/or from the South College website.

Students entering the Radiography program must complete the required curriculum as published in the South College Catalog in effect at the time of program acceptance. Students must complete associate degree requirements within a four-year period beginning at the first quarter of acceptance into an Associate Degree program.

RADIOGRAPHY PROGRAM

The faculty of the Radiography Program, in conjunction with South College, provides a foundation of general education coursework that emphasizes the attainment of knowledge and skills as they relate to human relations, communication, ethics, critical and analytical thinking, and reasoning skills at the undergraduate level. The program of study correlates didactic and clinical instruction enabling students to become competent health professionals with a humanistic approach. This approach results in graduates who competently perform tasks as identified in their scope of practice as autonomous health care providers.

Mission

The mission of the Radiography program is to provide undergraduate students with academic and clinical foundations to competently perform as imaging professionals that provide quality patient care, actively participate in the profession, possess the ability to specialize in advanced degree programs and/or imaging specialties, and pursue life-long learning.

Admittance Decisions

Applicants to the Radiography program are ranked based on academic scores. Emphasis is placed on math and science coursework related to the Imaging Sciences at all certificate and degree levels. Those programs admitting on a rotational basis and class sizes admitted are dependent on available clinical sites.

In addition to course work, each student must provide proof of ability to perform the skills needed to practice in the imaging sciences effectively. Health care facilities must meet federal guidelines, and students must also meet these requirements to be allowed to gain clinical experience in these facilities. To meet these requirements, each student must supply proof of a negative TB test, hepatitis B vaccine or waiver (if allowed by clinical affiliate), physical exam certifying ability to function in the required capacity, proof of required immunizations (including MMR immunity/titer), and CPR training. Some clinical sites may also require proof of flu immunization.

A criminal background check and drug screen are required for admission. If the background check reveals previous convictions, it is up to each clinical site to determine the eligibility of students to attend clinical at the site. Students who are denied clinical experiences due to past convictions may be unable to progress in the program which will result in failure to complete the required courses for the program. Students with past convictions are encouraged to contact the credentialing agency(s) to determine eligibility prior to program admission. Contact information may be obtained from the program faculty at the associated campus. In any case where a drug screen is positive and an authorized prescription is not produced to validate the presence of the drug in the individual's system, a student may be disqualified as a candidate for admission. Upon notification of the drug screen results, the student will have 5 working days to provide prescription validation. Students are responsible for costs associated with any required testing.

Functional Capacities

Applicants to the Radiography program must be able to meet the following functional capacities. Students who believe they will not be able to meet one or more of these requirements without accommodation must notify the Department Chair/Program Director at the applicable campus and a determination will be made on a case-by-case basis whether reasonable accommodation may be made. In no instance will accommodation be made which will put the applicant, other students, or patients at risk.

Function	Requirement	Example Tasks
Vision	Adequate to ensure safety of self and others in didactic and clinical settings and to discriminate between black, white, and a scale of grays.	Discriminate diagnostic quality; observation and visual assessment of a patient's condition; preparation of imaging area.
Hearing	Adequate and effective communication with others in close proximity (15 feet) and remote areas (30 feet).	Verbal communication with patients, clinical staff, and others; telephone communication; patient assessment, responding to alarms and overhead announcements.
Gross motor strength and coordination	Adequate to allow effective mobility of self, imaging equipment, and patients for at least 50 feet, lift 25 pounds from the ground to waist level and extend that weight out from the body at a minimum of 12 inches, and stand/walk for a minimum of 8 hours.	Safe transfer of patients; mobility and strength to move patients and equipment; safe and efficient mobility in a sterile environment, coordinated movement in the performance of mobile imaging procedures; safe and efficient movement of medical imaging equipment.
Fine motor strength and coordination	Adequate to allow use of medical and imaging equipment maintaining a safe environment to patients and others and to lift and carry two image receptors in each hand simultaneously.	Technical factor selection on control panels; venous injection of drugs; assisting catheter manipulation during imaging procedures; placement and movement of image receptors; positioning of imaging equipment at standard parameters; manipulation and operation of all associated equipment.
Critical thinking ability	Adequate to allow mastery of course content and demonstrate sound judgment in simulated and clinical situations; adaptability to cope with constant environmental/patient changes.	Identifying routine and non-routine imaging procedures to produce diagnostic images; identifying cause and effect relationships in patient positioning and related anatomy;

		identifying relationships of accessory devices utilized in image formation.
Interpersonal skills	Adequate to facilitate effective working relationships with peers, instructors, patients, and families.	Interaction with severely injured or critically ill patients; providing patient education; working in a stressful environment; providing quality patient care.
Communication	Adequate to allow coursework completion and effective communication with patients, their families, peers, and clinical staff in English.	Class and laboratory presentations; homework assignments; providing patient education and instruction; interaction with clinical staff.

Academic Progression and Retention in the Radiography Program

Students admitted into the Radiography program are required to earn a minimum grade of "C" in all major courses. Students earning less than a "C" in any major course will not be allowed to continue in the current rotation of courses, must reapply for admission to the program in a later rotation and must repeat the course earning a grade of "C" or higher. No guarantee of readmission is made.

To progress in the Bachelor of Science programs a student must earn a minimum of a "C" in all required 3000 and 4000 courses within the first two attempts.

Associated Program Costs

Radiography students are responsible for all costs associated with required physical exams, immunizations, purchase of required uniforms, and transportation to and from clinical assignments. Windows-based laptop are recommended due to potential issues with Mac computers.

ASSOCIATE OF SCIENCE IN RADIOGRAPHY

Mission

The mission of the Associate of Science in Radiography program is to provide undergraduate students with academic and clinical foundations to competently perform as radiographers that provide quality patient care, actively participate in the profession, possess the ability to specialize in advanced degree programs and/or imaging specialties, and pursue life-long learning.

Role of the Radiologic Technologist

The South College AS Radiography program prepares students to become members of the health care team in a variety of settings. Radiologic Technologists must be sensitive to patients' physical and psychological needs, pay attention to detail, follow instructions, work as part of a team, and demonstrate mechanical ability and manual dexterity. Radiologic Technologists operate sophisticated equipment to help physicians, surgeons, and other health practitioners diagnose and treat patients.

Radiologic Technologist Certification

Students successfully completing the Associate of Science degree program are eligible to apply for admission to write the certification examination administered by the American Registry of Radiologic Technologists. Successful completion of the ARRT examination provides licensure to practice as a registered radiographer. Students convicted of a felony or misdemeanor may be excluded from clinical experience and/or taking the certification examination.

Overview of the Associate of Science in Radiography Program

The AS Radiography program is designed for students to complete degree requirements in two years. The program is offered in an on-ground or hybrid delivery method. Both course delivery methods may not be offered at each campus. The degree curriculum integrates didactic and clinical instruction with increasing expectations at each level. A combination of courses from the general education core and the radiography major are required. Clinical sites utilized by the program are geographically dispersed. Students may have to travel outside the local area for clinical placements. Some evening and weekend rotations may be required. Students must complete a separate application to the Radiography program and secure formal admission to the program.

On Ground Delivery

The program is offered in an on-ground delivery model at the Asheville, Atlanta, Indianapolis, Knoxville, Nashville, Orlando, and Pittsburgh campuses. Admissions for on ground cohort admittance rotates and varies by campus.

Employing an on-ground approach, the curriculum integrates the finest elements of face-to-face learning interactions, immersive on-campus laboratory sessions, and clinical education experiences to meet the program objectives. The Associate of Science in Radiography (RAD) program offers a diverse array of instructional techniques tailored for in-person delivery and active participation using slide presentation, whiteboard explanations, group discussions, and multimedia displays. Learning takes on a more hands-on and experiential form when students engage in on-campus and in-person laboratory courses.

Hybrid Delivery

The program is offered in a hybrid delivery model at the Asheville, Knoxville, Nashville and Pittsburgh campuses. Admission months for cohorts rotate.

Using a hybrid learning model, the curriculum combines the best aspects of online learning activities and interactions, hands-on, on-campus laboratory courses, and collaborative clinical education experiences into an innovative and dynamic learning experience. The Associate of Science in Radiography (RAD) program provides a variety of instructional methods in the online delivery of didactic instruction that includes but is not limited to, synchronous and asynchronous lectures, videos, faculty-led discussions, and assignments. Blended learning occurs when students attend hands-on labs.

Purpose

The purpose of the Associate of Science in Radiography is to provide undergraduate students with:

- Clinical skills and competency to practice as a radiographer.
- Academic and clinical foundations necessary to specialize in advanced degree programs and/or imaging specialties.

Program Goals and Student Learning Outcomes

Graduates of this program of study will:

Program Goal #1:
The program will graduate clinically competent students.
Student Learning Outcomes:

1. Students will demonstrate proper patient positioning.
2. Students will exercise ALARA principles to minimize radiation exposure.
3. Students will provide appropriate patient care.

Program Goal #2:
The program will graduate students who communicate effectively.
Student Learning Outcomes:

1. Students will effectively communicate with patients.
2. Students will effectively present to a group of imaging professionals.
3. Students will demonstrate written communication skills.

Program Goal #3:
The program will graduate students who will demonstrate effective critical thinking and problem-solving skills.
Student Learning Outcomes:

1. Students will perform “non-routine” procedures requiring critical thinking skills.
2. Students will adapt to changes and varying clinical situations.

Program Goal #4:
The program will graduate students who will demonstrate professionalism and growth.
Student Learning Outcomes:

1. Students will demonstrate professionalism in the clinical setting.
2. Students will abide by federal guidelines regarding patient privacy.

The program will continually monitor program effectiveness through assessment and evaluation to ensure that the needs of the community are met.

Admission Requirements

General admission to South College does not guarantee admission to the Associate of Science degree program. Applicants interested in this program are required to visit the college and meet individually with an admissions representative and program faculty to ascertain if their goals can be met by the college. Prospective students declaring Radiography as their major must be generally admitted to South College and meet the following requirements in order to be considered for full admission to the program:

1. Complete the South College Imaging Science program application by the stated deadline above.
2. Submit documentation of a minimum high school and/or college cumulative GPA of 2.5 or above. All official transcripts must be provided.*
3. Meet minimum score requirements on the college entrance examination, OR present documentation of a score of 19 or higher on the ACT Assessment examination, OR present documentation of a 900 combined score or higher on the SAT I examination OR meet the South College requirements for admission as a transfer student.
4. Obtain a minimum grade of "C" or better in one unit of high school biological or physical science. If one unit of high school science has not been earned, a college-level course in chemistry, physics, or biology is required.
5. Admission to the cohort is based on the successful completion or transfer of the following prerequisite courses or their equivalents with a grade of "C" or better in a maximum of two attempts. If a student is unsuccessful in two attempts of any of the listed courses at South College, they will no longer be eligible for the program. Withdrawal from the same course twice at South College will count as a failed attempt.
    - Complete BIO 1030 Anatomy & Physiology for Imaging Science or equivalent; MAT 1100 College Algebra; AHS 1010 Medical Terminology; and RAD 1125 Introduction to Imaging Sciences & Patient Care with a minimum grade of "C" or higher in a maximum of two attempts at South College.*
    - Complete a communications skills course that may be met by a variety of courses including speech, English, or composition with a grade of "C" or higher in a maximum of two attempts at South College*.
6. Complete a mandatory on-ground or online information session.
7. Meet specific health and/or essential functions pertinent to the responsibilities performed by the Radiographer. Drug screening is required by clinical affiliates. Failure to pass the screen may disqualify a student as a candidate for admission.
8. Be able to commit to full participation in a rigorous educational program that requires class participation (whether on ground, hybrid, or online depending on track), on campus lab participation, significant out-of-class preparation time, and clinical education assignments off-campus, which may require travel of 1-3 hours round trip. Some clinical rotations may occur in the evening and/or on the weekend.

*Each of these areas is used to rank applicants for full program admission. If minimum standards are met by more applying students than clinical seats, these rankings determine program admission.

Program Completion Requirements

- Successful completion ("C" or better) in each required course.
- Successful completion of admission and health requirements.
- Successful completion of all competencies outlined in the clinical competency manual.

- Maintain at least a minimum of 2.5 GPA on a 4.0 scale.
- Compliance with all departmental and program policies.

CERTIFICATE IN NUCLEAR MEDICINE

Mission

The mission of the Certificate program in Nuclear Medicine is to prepare current radiologic technologists or others with appropriate academic backgrounds with the skills necessary to become entry-level nuclear medicine technologists that provide quality patient care, actively participate in the profession, and pursue life-long learning.

Role of the Nuclear Medicine Technologist

The Nuclear Medicine Technologist operates gamma scintillation cameras to detect and map a radioactive drug in the patient's body to create diagnostic images. They must be sensitive to patients' physical and psychological needs, pay attention to detail, follow instructions, work as a team member, and possess mechanical abilities and manual dexterity to operate complicated equipment.

Nuclear Medicine Technologists prepare and administer radiopharmaceutical dosages and perform radioimmunoassay studies to detect the behavior of radioactive materials inside the body. Hormone and/or therapeutic drugs assessment studies in the body and imaging of cardiac function are also performed by Nuclear Medicine Technologists.

Nuclear Medicine Technologist Certification

Upon successful completion of the Certificate program, the student is eligible to apply for admission to write the primary certification examination of the American Registry of Radiologic Technologists in Nuclear Medicine and/or the Nuclear Medicine Technology Certification Board. Students convicted of a felony or misdemeanor maybe excluded from clinical and from sitting for these exams.

Overview of the Nuclear Medicine Certificate Program

The Nuclear Medicine Certificate program requires 60 total quarter credit hours and is designed to be delivered in four consecutive quarters over a period of 1 year (12 months).

Clinical sites utilized by the program are geographically dispersed. Students may have to travel outside the local area for clinical placements. Some evening and weekend rotations may be required. Students must complete a separate application to the program and secure formal admission.

Hybrid Delivery

The program is offered in a hybrid delivery model at the Knoxville campus. The hybrid cohort is admitted in October.

Using a hybrid learning model, the curriculum combines the best aspects of online learning activities and interactions and collaborative clinical education experiences into an innovative and dynamic learning experience. The Certificate in Nuclear Medicine program provides a variety of instructional methods in the online delivery of didactic instruction that includes but is not limited to, synchronous lectures, problem-based learning, faculty-led discussions, assignments, and more. Students will gain supervised, in-person clinical experience which offers a well-balanced variety of nuclear medicine procedures, examinations, and equipment.

Student Learning Outcomes of the Nuclear Medicine Certificate Program

Graduates of this program of study will:

1. Be clinically competent;
2. Communicate effectively;
3. Use critical thinking and problem solving skills effectively; and
4. Exemplify the importance of professional growth and development.

The program will continually monitor program effectiveness through assessment and evaluation to ensure that the needs of the community are met.

Admission Requirements

General admission to South College does not guarantee admission to the Certificate in Nuclear Medicine program. Applicants interested in this program are required to visit the college and meet individually with an admissions representative and program faculty to ascertain if their goals can be met by the college. Prospective students declaring Nuclear Medicine as their major must be generally admitted to South College and meet the following requirements in order to be considered for full admission to the program:

1. Complete the South College and Nuclear Medicine program application forms.
2. Submit transcripts from all high schools and colleges attended (minimum radiography program or college GPA of 2.75 required).*
3. Admission to the cohort is based on the successful completion or transfer of the following prerequisite courses or their equivalents with a grade of "C" or better in a maximum of two attempts. If a student is unsuccessful in two attempts of any of the listed courses at South College, they will no longer be eligible for the program. Withdrawal from the same course twice at South College will count as a failed attempt.
    - Complete (as prerequisites) BIO 1110 Anatomy & Physiology I, BIO 1120 Anatomy & Physiology I Lab, BIO 1130 Anatomy & Physiology II, BIO 1140 Anatomy & Physiology II Lab, CHM 1010 General Chemistry I, CHM 1020 General Chemistry I Lab, PHY 2010 General Physics I, PHY 2020 General Physics I Lab, RAD 1125 Introduction to Imaging Sciences & Patient Care, AHS 1010 Medical Terminology, and MAT 1100 College Algebra (or higher) obtaining a grade of "C" or higher in a maximum of 2 attempts each at South College*.
4. Complete (as pre-requisite and co-requisite) a minimum of 4.5 credit hours in approved humanities, oral and written communications, and social science courses obtaining a grade of "C" or higher.
5. Complete a mandatory on-ground or online Information session.
6. Meet specific health and/or essential functions pertinent to the responsibilities performed by the Nuclear Medicine Technologist. Drug screening is required by clinical affiliates. Failure to pass the screen may disqualify a student as a candidate for admission.
7. Be able to commit to full participation in a rigorous educational program that requires class participation in synchronous learning sessions, significant out-of-class preparation time, and clinical education assignments off-campus.

*Each of these areas is used to rank applicants for full program admission. If minimum standards are met by more applying students than clinical seats, these rankings determine program admission.

Program Completion Requirements

- Successful completion ("C" or better) in each required course.

- Successful completion of admission and health requirements.
- Successful completion of all competencies outlined in the clinical competency manual.
- Maintain at least a minimum of 2.5 GPA on a 4.0 scale.
- Compliance with all departmental and program policies.

CERTIFICATE IN COMPUTED TOMOGRAPHY

Mission

The mission of the Certificate in Computed Tomography (CT) program is to provide undergraduate students with academic and clinical foundations to competently perform as entry-level CT technologists. The curriculum represents elements that are essential in educating technologists in the post-primary practice of CT. Clinical practice experience is designed to provide patient care and assessment, competent performance of CT procedures, radiation safety and total quality management.

Role of the Computed Tomography Technologist

Imaging technologists who specialize in Computed Tomography (CT) operate computerized equipment to take cross-sectional images of patient anatomy. They prepare and position patients for procedures, operate CT equipment to get correct images, and utilize radiation safety practices to minimize radiation exposure to patients. They work with physicians to evaluate the images for proper diagnosis.

Computed Tomography Technologist Certification

The program is designed to prepare graduates to sit for the American Registry of Radiologic Technologists (ARRT) and/or the Nuclear Medicine Technology Certification Board (NMTCB) post-primary Computed Tomography (CT) certification examination.

Overview of the Computed Tomography Certificate Program

Qualified candidates for the program are required to have graduated from a JRCERT or regionally accredited radiography or radiation therapy program, or a JRCNMT or regionally accredited nuclear medicine program. The CT program is designed for completion by full-time students in 6 months and requires satisfactory completion of 24 credit hours. The didactic portion of the program will be a completed online. The clinical component will be completed at South College affiliated facilities. The curriculum includes CT physics and instrumentation, cross-sectional anatomy, patient care and safety, imaging techniques and procedures specific to CT imaging, and quality control.

Clinical sites utilized by the program are geographically dispersed. Students may have to travel outside the local area for clinical placements. Some evening and weekend rotations may be required. Students must complete a separate application to the program and secure formal admission.

Student Learning Outcomes of the Computed Tomography Certificate Program

Graduates of this program of study will:

- Competently perform CT procedures to obtain diagnostic images.
- Provide appropriate patient care to CT patients.
- Demonstrate ALARA principles to ensure radiation safety.
- Communicate professionally with patients and members of the healthcare team.
- Perform and monitor quality assurance tests.

The program will continually monitor program effectiveness through assessment and evaluation to ensure that the needs of the community are met.

Admission Requirements

General admission to South College does not guarantee admission to the Certificate in Computed Tomography (CT) program. Applicants interested in this program are required to visit the college and meet individually with an admissions representative and program faculty to ascertain if their goals can be met by the college. Prospective students declaring CT as their major must be generally admitted to South College and meet the following requirements in order to be considered for full admission to the program:

- Meet all South College admission requirements; AND
- Be a Registered Radiologic Technologist, Radiation Therapist or Nuclear Medicine Technologist (ARRT, NMTCB) in good standing; OR
- Be a graduate of an accredited Radiography, Radiation Therapy, or Nuclear Medicine program and eligible to sit for the ARRT or NMTCB certification examination; AND
- Successfully complete program admission requirements

The program reserves the right to offer conditional admittance. Students admitted on a conditional basis must obtain appropriate primary certification within 1 quarter of being accepted into the program.

Applicants must provide the following:

- Completed South College application for admission and application to the Certificate of CT program.
- Official transcripts for all undergraduate work completed.
- Proof of certification or license.
- $50 application fee (online payment or payment via telephone is available).

The Certificate in Computed Tomography program is currently offered at the Knoxville, Asheville, Atlanta, and Nashville campuses. Didactic courses are offered in an online format and clinical requirements completed at assigned sites.

Program Completion Requirements

- Successful completion (“C” or better) in each required course.
- Successful completion of admission and health requirements.
- Successful completion of all competencies outlined in the clinical competency manual.
- Maintain at least a minimum of 2.5 GPA on a 4.0 scale.
- Compliance with all departmental and program policies.

CERTIFICATE IN MAGNETIC RESONANCE IMAGING

Mission

The mission of the Certificate in Magnetic Resonance Imaging (MRI) program is to provide undergraduate students with academic and clinical foundations to competently perform as entry-level MRI technologists.

Role of the MRI Technologist

MRI technologists specialize in magnetic resonance imaging. The MRI scanners use magnetic fields in combination with contrast agents to produce images that a physician can use to diagnose medical conditions.

MRI Certification

Students successfully completing the Certificate in MRI are eligible to apply for admission to write the certification examination administered by the American Registry of Radiologic Technologists (ARRT). Successful completion provides certification to practice as a registered MRI technologist

Overview of the MRI Certificate Program

The Certificate in MRI program requires satisfactory completion of 24 total quarter credit hours and is designed to be delivered in two consecutive quarters over a period of 6 months. The curriculum will be offered using a blended-model with the didactic courses being offered in an online format and the clinical courses being completed on ground at South College affiliated health facilities. The major curriculum represents elements that are essential in educating technologists in the practice of MRI. Clinical practice experience is designed to prepare students to competently apply basic protocols, recognize when and how to appropriately alter the standard protocol, recognize equipment and patient considerations that affect image quality, and maintain a safe MRI environment.

Student Learning Outcomes of the MRI Certificate Program

Graduates of this program of study will:

- Competently perform MRI procedures to obtain diagnostic images.
- Provide appropriate patient care to MRI patients.
- Demonstrate ALARA principles to ensure radiation safety.
- Communicate professionally with patients and members of the healthcare team.
- Perform and monitor quality assurance tests.

The program will continually monitor program effectiveness through assessment and evaluation to ensure that the needs of the community are met.

Admission Requirements

General admission to South College does not guarantee admission to the Certificate in Computed Tomography (CT) program. Applicants interested in this program are required to visit the college and meet individually with an admissions representative and program faculty to ascertain if their goals can be met by the college. Prospective students declaring CT as their major must be generally admitted to South College and meet the following requirements in order to be considered for full admission to the program:

- Meet all South College admission requirements; AND

- Be a Registered Radiologic Technologist, Radiation Therapist or Nuclear Medicine Technologist (ARRT, NMTCB) in good standing; OR
- Be a graduate of an accredited Radiography, Radiation Therapy, or Nuclear Medicine program and eligible to sit for the ARRT or NMTCB certification examination; AND
- Successfully complete program admission requirements

The program reserves the right to offer conditional admittance. Students admitted on a conditional basis must obtain appropriate primary certification within 1 quarter of being accepted into the program.

Applicants must provide the following:

- Completed South College application for admission and application to the Certificate of CT program.
- Official transcripts for all undergraduate work completed.
- Proof of certification or license.
- $50 application fee (online payment or payment via telephone is available).

The Certificate in Magnetic Resonance Imaging program is currently offered at the Knoxville, Asheville, Atlanta, and Nashville campuses. Didactic courses are offered in an online format and clinical requirements completed at assigned sites.

Program Completion Requirements

- Successful completion ("C" or better) in each required course.
- Successful completion of admission and health requirements.
- Successful completion of all competencies outlined in the clinical competency manual.
- Maintain at least a minimum of 2.5 GPA on a 4.0 scale.
- Compliance with all departmental and program policies.

BACHELOR OF SCIENCE

Programs: Health Science –Imaging Concentrations

Overview of Baccalaureate Programs

The Bachelor of Science in Health Science program with concentration options in Imaging Sciences prepare students to assume leadership roles in the field of Imaging Sciences. The American Society of Radiologic Technologists (ASRT) recognizes the baccalaureate degree as the professional level of radiologic science education. Typically, a bachelor's degree is required for entry-level management positions at the departmental level within health care organizations or faculty positions in associate degree programs. Imaging Science department managers are often responsible for multi-million dollar facilities and equipment and a significant number of employees. Imaging Science educators are responsible for administering educational programs, developing operational budgets, instruction, and maintaining program integrity and accreditation. To make effective decisions, leaders in imaging need to be open to different opinions, analyze contradictory information, understand finance and information systems, and interpret data. Motivating others to implement their decisions requires strong leadership abilities. Tact, diplomacy, flexibility, and communication skills are also essential. The degree programs facilitate matriculation of diploma or associate degree imaging professionals to the bachelor's level.

Mission

The mission of the Bachelor of Science in Health Science with Concentrations in the Imaging Sciences is to prepare students to qualify for advanced positions within a health care team dedicated to the conservation of life and the maintenance of health, which includes prevention and treatment of disease by:

1. Providing a quality education, both clinical and didactic, in the health sciences to prepare health professionals for advanced positions or leadership roles in accordance with professional and accreditation guidelines;
2. Broadening a student's knowledge, cognitive skills, and generalize theoretically learning through liberal arts and science studies;
3. Promoting the health professions by addressing the significance of specific roles and associated professional issues;
4. Providing competent health practitioners with educational experience beyond an associate degree level with in-depth concentrated learning experiences;
5. Expanding and enhancing job mobility and promotion for health professionals; and
6. Providing the health care community with a professional competent and appropriate workforce.

Admission Requirements

Applicants interested in any concentration area of the Bachelor of Science in Health Science program with concentration in Imaging Sciences areas are required to visit the college and meet individually with an admissions representative and program faculty to ascertain if their goals can be met by the college. Prospective students declaring one of these program options as their major must be generally admitted to South College and meet the following requirements in order to be considered for full admission to the program:

1. Have an earned college GPA of 2.5 or better on a 4.0 scale (developmental studies grades/quality points excluded);
2. Meet all admission requirements indicated for the rotation associated with chosen track and

obtain admission.

For applicants who have previously completed an associate degree and are currently licensed in the field of study, the following must be provided:

1. Official transcript(s) from an accredited collegiate institution providing evidence of completion of an associate degree or above.
2. Proof of a current unencumbered license as a Radiologic Technologist or Diagnostic Medical Sonographer.

Program Goals and Student Learning Outcomes

Program Goal 1

The program will provide a quality education, both clinical and didactic, in the health sciences to prepare health professionals for advanced positions or leadership roles in accordance with professional and accreditation guidelines.

Learning Outcomes

The students will demonstrate clinical competence in their selected modality.

Program Goal 2

The program will graduate students who are equipped with communication skills essential for advanced and leadership roles.

Learning Outcomes

Students will present an oral presentation in an appropriate and professional manner.

Students will demonstrate proper written communication skills.

Program Goal 3

The program will introduce students to research development utilizing research activities and fundamental processes.

Learning Outcomes

Students will demonstrate various research techniques, resources, sampling, and statistical procedures.

Students will acquire the skills to prepare a manuscript.

Program Goal 4

The program will meet the needs of the community by monitoring program effectiveness.

Operational Outcomes

The program will provide students with opportunities to obtain clinical exam competencies necessary to sit for post-primary certifications and become entry-level technologists in the modality selected by the student.

RADIOGRAPHY PROGRAM POLICIES & PROCEDURES

Code of Ethics

The Code of Ethics serves as a guide for Imaging Science students to evaluate their professional conduct as it relates to patients, colleagues, and other allied health professionals. This Code of Ethics is adopted from imaging professional organizations such as the ARRT, ARDMS, SDMS, and the NMTCB.

Principle 1

Imaging Sciences students shall conduct themselves in a professional manner, respond to patient needs, and support colleagues and associates in providing quality care.

Principle 2

Imaging Sciences students shall act to advance the principle objectives of the profession by providing services to humanity with full respect for the dignity of mankind with compassion and the intent to provide the highest quality of patient care.

Principle 3

Imaging Sciences students shall deliver patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, age, color, national or ethnic origin, disability, religion, or socioeconomic status.

Principle 4

Imaging Sciences students shall practice technology founded upon theoretical knowledge and concepts, utilize equipment and accessories consistent with the design purposes, and employ procedures and techniques appropriately.

Principle 5

Imaging Sciences students shall assess situations, exercise care, discretion and judgment, and assume responsibility for professional decisions.

Principle 6

Imaging Sciences students shall act as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient and recognize that interpretation and diagnosis are outside the scope of practice for the profession.

Principle 7

Imaging Sciences students shall utilize equipment and accessories, employ techniques and procedures, perform services in accordance with an accepted standard of practice, and demonstrate expertise in limiting the radiation exposure to the patient, self, and other members of the health care team. Nuclear Medicine students will comply with the laws, regulations, and policies governing the practice of nuclear medicine.

Principle 8

Imaging Sciences students shall practice ethical conduct appropriate to the profession and protect the patient's right to quality care and will not engage in fraud, deception, or criminal activities.

Principle 9

Imaging Sciences students shall respect confidences entrusted in the course of professional practice, respect the patient's right to privacy, and reveal confidential information only as required by law or to protect the welfare of the individual or the community.

Principle 10
Imaging Sciences students shall continually strive to improve knowledge and skills by participating in educational and professional activities, share knowledge with colleagues, investigate new and innovative aspects of professional practice, and be an advocate for their profession.

Professionalism
Because various health care agencies are affiliated with the RADIOGRAPHY PROGRAM, students can participate in the clinical environment. While off campus during clinical assignments, students represent the program, the college, and profession to the public and health care communities. Students are expected to demonstrate professional behavior meaning that each student is individually responsible for his/her own actions and must abide by the standards, procedures, policies, rules, and regulations as outlined by the clinical agencies.

Students must recognize that clinical assignments are a requirement of the academic program and provide practical experience opportunities enabling the student to gain competency. During clinical experiences, students are welcomed and expected to exhibit an attitude of maturity and responsibility. Punctuality, initiative, and enthusiasm in the accomplishment of program objectives are expected.

Students must exhibit high standards of behavior continuously. All individuals possess certain unique attributes, which can be a positive feature in interactions. However, if personal characteristics become distracting or viewed as undesirable by patients, staff, or faculty, it is expected that such behavior be appropriately modified. The following guidelines assist the student in the development of professional relationships in the academic and clinical environments:

1. The student is to act in a manner indicative of someone eager to learn and avoid non-patient connected distractions.
2. Intelligent questioning of staff/instructor is proper and welcomed. Questions should be constructive and geared to learning outcomes.
3. Student relationships with affiliate staff and instructors should be appropriate at all times.
4. Students are to refrain from gossiping, needless complaining, smoking, (except in designated areas), loud talking, boisterous laughing, gum chewing, or other distracting activities that are inappropriate in the clinical/college setting. Personal conversations should not be conducted in the presence of patients.
5. Complaints and/or grievances should be discussed with the Clinical Instructor, the Clinical Coordinator, didactic Instructor, and/or Program Director. Hostile attitudes will not resolve conflicts and it is recommended that energy and intelligence be used to promote improvements.
6. Horseplay is always out of place in the clinical environment. Students are expected to reflect the seriousness of their involvement by dignified and faithful performance of their duties.

7. All students should be aware of unauthorized persons loitering in or around the health care facility and report such to the appropriate authority immediately.
8. A student's private and professional life is expected to be of the highest moral standards.
9. Students are not to burden patients or employees with their own personal problems.

10. Radiography students must demonstrate honesty. Any intent of a student to misrepresent facts will be cause for immediate program dismissal. Misrepresentation of facts, verbal or written, can include but are not necessarily limited to, the following situations:
    - Bribery in any form.
    - Deliberate withholding of information about a patient, patient care, or self to appropriate authorities.
    - Falsification of information about a patient, patient care, or self to appropriate authorities.
    - Document forgery or falsification (any form).
    - Plagiarism, cheating, or other forms of academic dishonesty. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the course instructor.
11. Telephone Courtesy:
    Appropriate telephone etiquette can enhance client/facility relationships and includes:
    • Answer phone promptly with a smile
    • Identify self by name/department
    • Give accurate and careful answers
    • Be proactive, assure appropriate assistance is given
    • Read back messages for clarity
    • Always say “please” and “thank you”
    • Use a helpful and pleasant tone of voice at all times
    • Put call on hold when necessary
    • Hang up gently
12. Mobile/Electronic Device Usage in The Clinic Setting:
    Students are **NOT** permitted to use mobile / electronic devices (cell phones, iPad, laptops, smart watches, game systems, etc.) while at their designated clinical site. The student should NEVER use a visible mobile/electronic device while in clinic. The only exception is to Clock In/Out on Trajecsys if the student does not have access to a computer. Students are encouraged to leave devices in their car. If students choose to bring a device into clinic, it must be turned off and stored in the site-specific designated area for personal belongings. Students should not have devices in their pocket or on their person. Students may use mobile devices at lunch ONLY and must do so outside of the clinic facility. Students may NOT use mobile or electronic devices to study, even if given permission to do so by their clinical instructor. Failure to comply with the policy will result in immediate termination from the program. Any extenuating circumstances must be addressed with the Clinical Coordinator or Program Director and Clinical Instructor prior to clinic.

Failure to abide by the above protocol for professionalism will result in appropriate disciplinary action not limited to grade deduction in the Professionalism category of the student’s clinical evaluation.

Theft

Employee and student cooperation are imperative to minimize theft. Students should ensure that supplies and equipment are stored in approved areas and maximum-security measures are observed. Excessive amounts of money or valuables at the health care facility or college are not recommended. Health care facilities and South College are not responsible for the loss or theft of personal items. Clinical/college

property may not be removed from the premises except by written authorization from the appropriate person. Theft by students is cause for immediate dismissal from the program.

Tips and Gifts

Acceptance of money by students from a patient or other business associates of the health care facility is not permitted. Anyone wishing to make a donation or gift to the hospital should be referred to a supervisor or to administration. Solicitation of personal gifts or donations by students is prohibited.

Weapons

Firearms, knives, or other weapons are forbidden at the health care facility or on college premises. Violation of this policy or engagement in violence of any type at the health care facility or college campus is cause for immediate program dismissal.

Confidentiality

All information concerning patients, or the health care facility's business must be kept in strict confidence and not discussed with non-concerned parties. Confidential information should never be discussed with individuals outside the health care facility. All students are required to abide by the provisions and regulations as contained in the 1996 Health Insurance Portability and Accountability Act (HIPAA) regarding health information.

Log Sheets

Log sheets must be documented appropriately so as to not identify patients. Log sheets may ONLY contain the first five letters of the patient's last name. For example, a patient's last name may be Crawford. The students would write Crawf on their log sheet. Any log sheets with Medical Record Number's (MRN's) or specific patient identifiers will result in an automatic zero and disciplinary action.

Impaired Functioning

South College must maintain a safe academic environment for students and provide effective, safe patient care while students participate in the clinical setting. The presence or use of substances, lawful or otherwise, which interferes with student judgment or motor coordination, poses an unacceptable risk for patients, colleagues, the institution, and the health care agency. Therefore, the unlawful use, manufacture, possession, distribution, or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or "over the counter" drugs or being under the influence of such substances while engaged in any educational experience poses an unacceptable risk and is strictly prohibited.

For the purpose of this policy, "being under the influence" is defined as meaning that the student's judgment or motor coordination is impaired due to the presence or use of any of the substances mentioned previously. A determination of "influence" can be established by a professional opinion, a scientifically valid test, and, in some cases by a layperson's opinion. If a student appears to be under the influence of alcohol or drugs, or is functioning in any impaired manner, the faculty or agency personnel are responsible for dismissing the student from education experiences that day and may require the student to submit to blood screening tests.

Student consents to submit to such tests are required as a condition of program acceptance. Student refusal to submit to such test will result in program dismissal. The student will assume testing cost. Students may be required to provide evidence of routine or random laboratory testing.

Policy violation can result in disciplinary action including program dismissal for a first offense. A specific plan will be developed on an individual basis. Students may be required to provide evidence of routine or random laboratory testing and counseling.

Injury/Incidents

The Department of Imaging Sciences attempts to maintain a safe environment for enrolled students. Should an injury occur while a student is performing assigned clinical responsibilities, the Clinical Instructor/Clinical Coordinator, and if appropriate, clinical personnel, must be notified immediately. Students are financially responsible for any medical treatment required.

Program faculty and the Clinical Instructor/Supervisor must be immediately contacted if any student is responsible for or involved in any unusual incident in the clinical area. Examples may include, but are not limited to incidents or injuries involving:

- Self, patient, staff, or visitor.
- Formal complaints lodged against a student.
- Major equipment damage attributed to student misuse.
- Misadministration of procedures to correct patient.
- Any activities that may, or do, result in adverse consequences to patients or personnel.

The student and Clinical Instructor must submit a completed incident report to the Program Director within 24 hours. The clinical facility incident protocol procedures must be strictly followed, and the necessary reports completed.

Students who are excused from clinical assignments due to any injury or illness may have to meet additional requirements before re-entry to the clinic will be permitted.

Students may not be permitted to attend clinic if any injury or illness poses a risk to patients, personnel, or self. This includes but is not limited to:

- Extremity restrictions due to casts, crutches, walking boots, canes, walkers, etc.
- Spinal injuries.
- Infectious diseases.

Clinical time missed must be made-up at the discretion of the clinical site personnel and/or program officials.

South College does not provide health services. However, the institution does have an agreement with Cherokee Health Systems that allows South College students to see health care services from a CHS facility. The facility will verify current enrollment at South College in order to proceed with services. Detailed information is provided to students during the orientation session to South College is and available in the Department of Student Services.

Standard Precautions

Body substances precautions developed by the Center for Disease Control are followed in all clinical areas and campus laboratories. Body substances include oral secretions, blood, urine, feces, wound, and/or other drainage. Blood and body substances are considered infectious in all cases.

Precautions are as follows:

Hand Washing Using a Biocidal Agent:

- Prior to all invasive procedures.
- Following contamination with blood or body fluids.
- Immediately after gloves are removed.

Use of Personal Protective Equipment

- Gloves (non-sterile) are required to avoid direct contact with body substances, mucous membranes, or non-intact skin.
- Plastic gowns are required when clothing is likely to be soiled by a body substance.
- Masks and protective eyewear (glasses) are required when body substance splashes or splattering is likely.

Student Infectious Disease Exposure

If a student has a percutaneous (needle stick or cut) or mucous membrane (splash to eye, nasal mucous, or mouth) exposure to blood/body fluids or has a cutaneous exposure to blood/body fluids where the student's skin is chapped, abraded, or otherwise non-intact, the following protocol is to be followed.

1. The student must immediately report the exposure to the Clinical Instructor at the health care facility and to the Clinical Coordinator.
2. Complete a health care agency incident report as soon as possible (within 24 hours of the occurrence).
3. Protocol
   A. According to health care facility guidelines, the Clinical Instructor will notify appropriate personnel to identify the relative patient risk of possible infection.
   B. The student will receive notification (written) of patient's infectious history according to agency guidelines (to present to the treating physician).
   C. Treatment Options:
      - The emergency department at the clinical facility at a cost to the student.

      OR

      - Treatment from an independent physician and/or facility of the student's choice at a cost to the student.

NOTE: Student refusal of treatment must be documented by the Clinical Instructor and noted in the departmental report.

4. The student must immediately report the exposure to the Clinical Instructor/Coordinator at the health care facility and to the program faculty.
5. Complete a health care agency incident report as soon as possible (within 24 hours of the occurrence).
6. Protocol

   D. According to health care facility guidelines, the Clinical Instructor/Coordinator will notify appropriate personnel to identify the relative patient risk of possible HIV or HBV infection.
   E. The student will receive notification (written) of patient's infectious history according to agency guidelines (to present to the treating physician).

F. Treatment Options:
- The emergency department at the clinical facility at a cost to the student.

OR

- Treatment from an independent physician and/or facility of the student's choice at a cost to the student.

NOTE: Student refusal of treatment must be documented by the clinical instructor and noted in the departmental report.

Students with Infectious Diseases

Students should be advised that some infectious diseases may cause immunosuppression and increase the student's susceptibility to infection acquired from patient-student interaction. Precautions should be taken when working with any patient/client who has a contagious disease.

Students who are immunocompromised should wear gloves when coming into direct contact with blood, mucosal surfaces, or exposed tissues of clients. Immunocompromised students with oxidative or weeping skin lesions will not be allowed direct patient care contact. Appropriate college and medical personnel shall make the determination of whether a student should be excluded from providing direct care on a case-by-case basis.

Exemptions of Students from Clinical Assignments to Infectious Patients/Clients

Incompetent Immunological Systems

Students diagnosed with immunological deficiencies are at an increased risk for developing opportunistic infections.

Infections

Any student with an infectious process could further comprise the already incompetent immunological patient/client.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the program faculty. Decisions about exemptions longer than one week will be made in consultation with the student's physician and appropriate hospital and college personnel.

Confirmed Pregnancy

The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk of those not pregnant. The risk of transmission of other pathogens such as cytomegalovirus from a HIV positive patient to pregnant health care workers is unknown but is thought to be low to nonexistent. Based on current information, the Department of Imaging Sciences believes it prudent to excuse pregnant students from caring for HIV positive clients until further data becomes available.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the program faculty. Decisions about exemptions longer than one week will be made in consultation with the student's physician and appropriate hospital and college personnel.

Health Requirements

Appropriate health documentation must be submitted to the Radiography Department prior to admission into any departmental program. All students must provide proof of ability to perform the skills needed to

practice in the imaging sciences effectively. Health care facilities must meet federal guidelines, and students must also meet these requirements in order to be allowed to gain clinical experience in these facilities. To meet these requirements, each student must supply proof of a negative TB test, hepatitis B vaccine, or waiver, physical exam certifying ability to function in the required capacity, proof of required immunizations (including MMR immunity), and CPR training. A criminal background check and drug screen are required for admission. If the background check reveals previous convictions, it is up to each clinical site to determine the eligibility of students to attend clinical at the site. Students who are denied clinical experiences due to past convictions may be unable to progress in the program which will result in failure to complete the required courses for the program. In any case where a drug screen is positive, and an authorized prescription is not produced to validate the presence of the drug in the individual's system, a student may be disqualified as a candidate for admission. Upon notification of the drug screen results, the student will have 5 working days to provide prescription validation. Students are responsible for the costs associated with any required testing.

Attendance - Didactic

Radiography students receive all breaks and holidays as published in the academic calendar. Students are expected to attend and participate in all curricula requirements. Class attendance is a contract between faculty and students. Failure to attend class regularly can affect students' grades. When absent, the student must notify the professor by 7:30 a.m. that day. It is the responsibility of the student to get all notes from other class members. Instructors will individually state their make-up test/work policies. Unless notified, examinations will be given the next class meeting in the event of an absence or inclement weather. Grade reductions for attendance are as follows:

The maximum number of hours missed shall not exceed course credit hours. Absentee hours that exceed the number of credit hours per course will result in a 1% grade reduction of the final grade per hour. (example: 4 credit hour class, student misses 6 hours of class time, results in 2% off final grade).

Attendance – Clinical Education:

Absences: If a student is going to be absent from a clinical area, he/she must:

- Notify the Clinical Instructor **and** the Clinical Coordinator prior to the scheduled time via email. **NO EXCEPTIONS**.
- Student must enter a time exception into Trajecsys on the day of their absence for documentation purposes.
- Students must make arrangements with their clinical instructor to make up any missed clinic time **within one week** of the absence occurrence. The Clinical Coordinator should be notified via email of the scheduled time in which the student intends to make up the missed time within one week of the absence occurrence. No student will be scheduled for, or make-up time missed during an observed holiday by the college.

Failure to follow any portion of the above procedure will result in a 30% grade reduction in the attendance category of the clinical course. (This grade reduction occurs as a result of failure to follow procedure and is in ADDITION to the grade reduction detailed below for tardy/absence occurrence.)

Tardiness: Clinical time missed due to tardiness must be made-up on the day of the occurrence if the clinical facility scheduling permits as determined by the Clinical Instructor.

Students are expected to be on time for all clinical assignments. The expectation is that the student must clock-in and be in the assigned area at the designated time. Therefore, students should arrive in a timely manner that permits them to put away personal items, clock in, and be in their assigned area by the designated start time. Students may only clock-in once they are inside the facility's radiology department, not prior to. Tardiness is defined as clocking in one minute or more past the designated start time. If the student leaves the clinic site prior to their scheduled time, they will be considered tardy. Tardiness results in a grade reduction.

In the event a student determines he/she will be tardy, he/she must notify the Clinical Instructor **AND** the Clinical Coordinator via email.

In the event a student must leave the clinical area prior to the scheduled time, the student should notify the Clinical Instructor **and** Clinical Coordinator as soon as possible via email.

Any manual entries that the Clinical Coordinator or student must make in Trajecsys (time corrections/exception due to forgetting to clock out, etc.) will result in a grade reduction in the Attendance category per incident.

Beginning with the second occurrence, each tardy or absence will result in a grade reduction in the attendance category. The grade reduction will be as follows:

1st Occurrence – no grade reduction
2nd Occurrence – 30% grade reduction in the attendance category
3rd Occurrence – 60% grade reduction in the attendance category
4th Occurrence – 100% grade reduction in the attendance category

After the fourth occurrence, the student will incur a 10% deduction to the student's final grade per additional occurrence.

*The determination of Excused/Unexcused absences/tardy is per the discretion of the Clinical Instructor and the Clinical Coordinator.
* No delinquent clinical time can be carried over from one quarter to the next unless approved by the Program Director.
* Clinical experience is limited according to scheduled hours. No student can alter their clinical schedule unless approved by Clinical Instructor AND the Clinical Coordinator, or the Program Director**.**
* Any manual entries that the Clinical Coordinator or student must make in Trajecsys (time exceptions, corrections due to forgetting to clock in or clock out, etc.) will result in the same deductions as absence/tardiness. After the fourth occurrence, the student will incur a 10% deduction to the student's final grade per additional occurrence.

Clinical Time Tracking

The South College Imaging Sciences students are required to utilize the *Trajecsys* online tracking system. Students will receive initial training on the *Trajecsys* system prior to entry into the clinical setting. **Students are required to clock in and out at the clinical affiliate site utilizing the *Trajecsys* system. If a circumstance prevents a student from accessing the *Trajecsys* system as required, students must log a time exception with an explanation when the system becomes available.** Clocking in and/or out of the *Trajecsys* system using any device not authorized by the Clinical

Coordinator is considered falsification and misrepresentation of facts and is terms for immediate program dismissal. *Trajecsys* has the ability to capture GPS location when used in conjunction with smartphones. The GPS locator used by *Trajecsys* must be activated if the Clinical Coordinator authorizes use of smartphones for clock in and out functions.

Professional Day

One professional day is available to each student during the program of study to provide an opportunity for advancement within the professional field (orientation, interviews, etc.). A professional day request must be submitted with appropriate documentation one (1) week prior to the designated date to the Program Director and to the Clinical Coordinator. Each request will be reviewed and evaluated on an individual basis in lieu of professional merit.

Clinical Assignments

Radiography students are assigned to clinical agencies based on:

- Accreditation criteria.
- Agency resources.
- Geographical proximity.
- Conflict of interest.

The Radiography Department does not guarantee any student a specific clinical agency site. It reserves the right to alter clinical education assignments as needs dictate. Imaging Sciences students may experience a rotation to a different clinical site as needed. Some clinical sites are dispersed, and students may be required to travel to a dispersed site. At no time will students be scheduled for more than 10 hours per day.

Clinical Education Transfers

A student desiring a clinical agency transfer must submit a written request that includes the rationale and justification to the Department Chair/Program Director. In closed discussion, the faculty will recommend approval/non-approval. The student will receive written notification of the decision regarding the transfer request.

Student Employment

Under no circumstances shall student employment interfere with the clinical and/or the didactic educational component. Students requiring financial assistance should contact the financial aid office. Students are advised that didactic or clinical schedules are not altered to accommodate personal working schedules**. Under *NO CIRCUMSTANCES* can students receive any type of compensation (pay, etc.) during their clinical educational component**.

Meal/Breaks

Meal and break times are included in the scheduled clinical education practice and should be arranged with the Clinical Instructor based on departmental needs.

Lead Identification Markers

Radiography students must use personal (initialed) lead markers (as applicable) to properly identify radiographic anatomy. Radiographic markers are required on all competency examinations in the radiography concentration.

Energized Radiographic Laboratory

Under ***NO CIRCUMSTANCES*** shall students be allowed to operate ionizing equipment without the guidance of a faculty member, who are all qualified radiographers. Students must have completed preliminary radiation protection instruction prior to use. The purpose of the lab is to coordinate actual practice with didactic material. Labs may also be used for research purposes as long as theories are valid and of an educational nature.

Curriculum Policy

Didactic and clinical courses complement each other's educational objectives and are designed to afford knowledge to the student in a structured and timely fashion. Therefore, if a student in any program chooses to eliminate any part of a program's curriculum, that student will be terminated from the program immediately.

Upon approval of program faculty and college administration, the curriculum is subject to change as needs dictate.

Clinical Dress Code

Medical professions require personal grooming to be neat, professional, and conservative. Dress code expectations are indicated in the Clinical Manual for each Imaging Sciences Program.

Individual clinical agencies may have additional stipulations which must be adhered to by all students in their facility. All students must adhere to the college, program, and clinical affiliate dress codes.

Dress code compliance is essential. If non-compliance occurs, a reduction of 10% per infraction will occur in the appropriate section of the clinical grade. Some clinical agencies require an additional hospital identification badge. This must be worn in addition to the program identification badge.

Student Supervision

AT NO TIME SHALL A STUDENT BE USED AS A SUBSTITUTE FOR QUALIFIED TECHNOLOGISTS.

All students must be supervised during clinical assignments with a 1:1 ratio of technologist to student. The Clinical Instructor/Clinical Coordinator assumes overall responsibility for the supervision and evaluation for the Imaging Sciences students at each clinical agency.

A qualified registered radiologic technologist must review the requested examination to:

- Determine student capabilities to successfully complete the examination
- Determine if patient condition contraindicates student performance of the examination
- Ascertain student competency for procedure performance

If any of the above is questionable/negative, **the technologist must be present in the examination room.** A qualified registered technologist must check/approve all images prior to patient dismissal. Direct supervision regarding image critique is mandatory throughout the program.

Prior to competency validation, the student is under direct supervision of a registered technologist in the appropriate discipline during clinical participation. Validation of competency, and if circumstances warrant, a student may participate clinically with indirect supervision.

Under **NO** circumstances should student perform mobile or surgical procedures without **direct supervision**. A technologist **MUST ACCOMPANY** a student into the room during mobile and surgical procedures regardless of competency level. Students must wear appropriate lead apron/attire during mobile and surgical x-ray examinations.

Students are **NOT** permitted to administer pharmaceuticals at any time. (i.e. imaging contrast, etc.) regardless of competency level.

Definitions

Direct Supervision- A qualified technologist accompanies the student into x-ray room during all aspects of the examination.

In-Direct Supervision- A qualified technologist must be within hearing distance and readily available to the student in the event the student or patient should need assistance.

Repeat Image Policy

Students are allowed to repeat an image **one time only in the presence of a registered technologist** in the imaging room. If the repeat is not satisfactory, the technologist must perform the additional images while the student observes. Recent graduates of an approved program that have not passed the national certification examination or an advanced student do not qualify to direct repeat procedures. Radiography students must record all repeat images in the Clinical Log in the Trajecsys system to be reviewed by program faculty. Repeat evaluation is included in the written clinical objective grade for Radiography students.

Clinical Competency Evaluation

The Clinical Instructor and Clinical Coordinator and/or Program Director evaluate clinical competency each quarter. These examinations are practical in nature and a permanent part of the student's competency record. Competency examinations are based on clinical guidelines and requirements to be completed in a said period. Refer to the appropriate Clinical Competency Manual for objectives.

A passing grade must be achieved on each competency before continuing to the next level. A failed competency examination can be re-attempted at a later date until a passing grade is achieved and all competency examination attempts will be averaged for a final score. A student may be tested on previous competencies at the instructor's discretion. A student may be required to repeat competencies at the Program Director and/or Clinical Coordinator's discretion.

For radiography students, all clinical competencies MUST be completed by a technologist who has been registered by ARRT for AT LEAST six months.

Radiation Protective Policy

All students participating in the clinical area are required to wear a radiation dosimeter(s). The DOSIMETER(s) **MUST BE WORN AT ALL TIMES IN THE CLINICAL EDUCATION COMPONENT AND DURING LABORATORY PRACTICE.**

Dosimetry reports are reviewed by the Radiation Safety Officer on a monthly basis.

Dosimetry Standards

A personal radiation monitoring device (dosimeter) is to be worn at collar level on the outside surface of the uniform. When a lead apron is worn, the dosimeter must be worn, facing out, on the front outer surface of the apron at collar level. Students should not receive more than 1 rem (0.01Sv) of radiation exposure within a 12-month period. If, at any time during a monitoring period, a student receives more than 0.1 rems (100mRem, 1 mSv) a conference will be conducted between the student and the Radiation Safety Officer. The student will be counselled on the safe practices of working with radiation, reminded of ALARA principles, and a High Dose Conference form shall be signed by the student, RSO, and Program Director (if not RSO).

No more than 50 mrem of exposure may be received by a student during pregnancy. If 30 mrem is exceeded during the first six months, the student will be counseled. The equivalent dose limit in a month to the embryo-fetus cannot exceed 5 mrem.

Dosimetry reports are reviewed by the Radiation Safety Officer on a quarterly basis.

Magnetic Resonance Imaging (MRI) Safety

Imaging Sciences students have potential access to the MRI environment. As such, students must be appropriately screened for magnetic wave or radiofrequency hazards. Students are provided with MRI Hazards/Risks and Safety Practices information and required to complete a South College MRI Screening Questionnaire **prior to entering the clinical setting**. Any student who answers "YES" to any question on the South College MRI Screening Questionnaire will not be permitted to enter the MRI environment. Students may be required to undergo additional safety education/training and screening procedures per clinical affiliate policies and procedures. Students are mandated to notify the program should their status change.

Pregnancy Policy

To comply with radiation protection monitoring practices for students with the Nuclear Regulatory Commission and state laws, the student upon pregnancy verification may voluntarily declare such with the Department Chair/Program Director and the college's Radiation Safety Officer as soon as possible. However, **declaration is voluntary**.

Upon declaration, the Department Chair/Program Director and or the college's radiation safety officer will counsel the student on PRENATAL RADIATION EXPOSURE. All parties will sign appropriate documentation and the student will receive a copy of NRC form 8.13. After counseling, the student has three options:

Option 1

The student may elect to withdraw from the academic program of study and return within a one-year period.

Option 2
The student may elect to continue in the academic program fulfilling all program requirements as contained within the curriculum and adhere to all radiation protection guidelines and recommendations as follows:

- Wear an additional dosimeter to monitor fetal exposure.
- Adhere to all ALARA provisions and acknowledge the risks to the embryo/fetus.
- Sign a *RELEASE TO WORK IN HIGH EXPOSURE AREAS.* Copies of this form will be placed in the student's program and clinical files.

No more than 500 mrem of exposure may be received by a student during the pregnancy. If 30 mrem is exceeded during the first six months, the student will be counseled. The equivalent dose limit in a month to the embryo-fetus cannot exceed 50 mrem.

Option 3
The student may withdraw the declaration of pregnancy **in writing** at any time. Retraction of the declaration will require the student to abide by the general guidelines for radiation workers.

By accepting program admission into the Department of Imaging Sciences, the student confirms understanding that ionizing radiation may be harmful to an unborn child. Furthermore, fetal radiosensitivity is greatest during the first trimester (3 months) at which time the expectant mother can potentially receive a substantial exposure before she is aware of her condition. Accepting this risk, the student will not hold the college or clinical agency responsible for possible genetic damage or any situation or condition that may be connected to low-level exposure to radiation.

Grade Scale
Due to the close patient contact and a medical imaging technologist's responsibility, mastery of academic material and technical competency is required. Students must maintain a grade of "C" or better in each course upon program admission as required by the curriculum. If a student receives a grade of "D" or "F" in any course required in the associate degree curriculum, the student will be terminated from the program. If academic problems arise during any quarter, it is the student's responsibility to seek academic counseling from the course instructor, the Department Chair/Program Director, and/or the Dean of Academic Support and Student Services. Along with maintaining a grade of "C" or better in each course, all classroom work, homework, projects, quizzes, tests, and any other assigned material must be submitted, regardless of grade, in order to pass the course.

Academic Grade Scale

93-100	A	Excellent
86-92	B	Above Average
75-85	C	Average
Below 85		Failure

Clinical Grade Scale

96-100	A	Excellent
90-95	B	Above Average
85-89	C	Average
Below 85		Failure

Exit Interviews
An exit interview with the Department Chair/Program Director is required for all students terminating any Imaging Science program without completion. This interview is conducted at the time of dismissal or withdrawal from any required course within an imaging sciences program.

Program Readmission

For students desiring readmission to the first quarter of an Imaging Sciences program, they must first meet with the Department Chair/Program Director, reapply, and be evaluated with new program applicants. Radiography readmission consideration to second or any subsequent quarters requires the student to meet with the Department Chair/Program Director and submit a formal Letter of Intent to the Program Director one quarter prior to the desired readmission date.

Nuclear Medicine applicants desiring readmission to the first or second quarters must meet with the Department Chair/Program Director and reapply. Students will be ranked with new applicants. Program readmission consideration to the third or fourth quarters requires the student to meet with the Program Director and submit a formal Letter of Intent one quarter prior to the desired readmission date.

Individuals applying for readmission may be required to repeat clinical competencies and individuals applying for readmission after a period of two academic years must satisfactorily challenge completed courses via department challenge examinations or repeat appropriate departmental specific related courses. Readmission applicants and program transfers applying to subsequent quarters are considered on a space available basis determined by the instructor/student ratio as recommended by the readmission committee. Students withdrawing for justifiable reasons as determined by the readmission committee and leaving in good academic standing will have priority over readmission of students who withdrew failing.

Voluntary Withdrawal

Students will be considered for readmission to an Imaging Sciences program only once on a space available basis.

Students withdrawing from the program due to pregnancy may reapply for program readmission as delineated by the pregnancy policy on page 31.

Grievance Procedures

Several avenues exist within the framework of the college by which students may express grievances. The grievance procedure is outlined in the catalog under Student Services/Complaint and Grievance Processes.

Appeals Process

Formal Complaint Appeal: Every attempt will be made to resolve complaints with the respective leaders of the responsible organizational units (e.g., admissions, financial aid, academics, etc.). However, in instances where this is not possible and the Formal Complaint cannot be satisfactorily resolved through the normal procedures, the grievant may appeal in writing within three business days to the respective Campus President (for online students it must go to the Dean of Academics). Appeal of the Formal Complaint will be responded to within 10 business days of submission.

Following communication of the decision of the Campus President, a final appeal may be made to the Chief Academic Officer within three business days of receiving the decision. The Chief Academic Officer's decision is final so far as institutional formal complaints are concerned. This process applies to all types of formal complaints, including those from members of the public.

ADA (Section 504) Grievance - A student, employee, or member of the public who believes s/he has been subjected to discrimination due to a disability should file a grievance with the respective campus's Dean of Academic and Student Services or Dean of Academics (online) or for employees, the Vice President of Talent Management & HR. This process, as well as the appeals process, is more fully outlined in the **Student Services/Disability Services section** of the Catalog.

Title IX (sexual harassment, discrimination, or abuse) Grievance - A student, employee, or member of the public who believes s/he has been subjected to discrimination due to sex should notify the respective campus's Title IX Coordinator or Deputy Coordinator. This process, as well as the appeals process, is more fully outlined in the **Student Services/Sexual Misconduct (Title IX) Policy** section of the Catalog.

Student grievances regarding final course grades will be handled in the manner described in the **Academic Information/Challenging of Grades** section of the catalog.

Satisfactory Academic Progress (SAP) Appeal: South College is required to hold its students to the standards of SAP. Students who do not comply with these standards will be suspended/dismissed. The explanation of SAP and the process for appealing suspension/dismissal due to SAP are outlined in the **Academic Information/SAP section** of the Catalog.

Assignment Grade Dispute: The dispute of an assignment grade is handled between the student and instructor. If needed, the instructor's direct supervisor may be involved. Campus or college level personnel are not involved in individual assignment grade disputes. In addition, a student may not dispute the specific point reduction as found in the syllabus or program handbook for an assignment that was submitted past the deadline.

Course Grade Appeal: The determination of a final course grade is at the heart of the faculty member's responsibility and involves academic expertise, experience, and judgment.

Consideration of a grade appeal is limited to an evaluation of whether the final grade awarded was determined in accordance with the policies/standards/objectives/rubrics outlined in the course syllabus. A course instructor's failure to follow the policies/standards/objectives/rubrics outlined in the course syllabus-for example, a grade calculation error-would constitute a valid reason to appeal a grade.

Process for Appealing a Grade:
STEP 1 - Discuss the matter with the course instructor.
STEP 2 - If the matter remains unresolved, the student may request an additional meeting following the academic chain of command (e.g., department chair, program director, or associate dean and then dean - if applicable). The academic leader may request the instructor to be present during the meeting.
STEP 3 - If the matter still cannot be resolved, the student may challenge the final grade by submitting a Course Grade Appeal Form within three business days after grades are posted to the respective campus Dean of Academic and Student Services or Dean of Academics (Online). The Dean may act upon the appeal or choose to refer the appeal to the Appeals Committee. The Course Grade Appeal Form is found in the Student Portal under the Student Services tab.
STEP 4 - If necessary, following decision of the Dean or Appeals Committee, a final appeal may be made to the Chief Academic Officer (CAO). The CAO will base his or her decision on the same information presented to the Dean of Academic and Student Services or Dean of Academics (online) or

the Appeals Committee. The CAO will not entertain new evidence, claims, positions, or arguments from any party. The CAO's decision is final so far as grade appeals are concerned.

Tennessee/Online Students – Should there be a grievance that cannot be satisfactorily resolved at the institutional level, a student may contact the Tennessee Higher Education Commission, 312 Rosa Parks Ave, 9th Floor, Nashville, TN 37243- 3605, (615) 741-3605. website: https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html

North Carolina Students – Should there be a grievance that cannot be satisfactorily resolved at the institutional level, a student may contact the University of North Carolina General Administration c/o Student Complaints, 910 Raleigh Road, Chapel Hill, NC 27515-2688,(919) 962-4550, email:studentcomplaint@northcarolina.edu.
website: https://www.northcarolina.edu/wp-content/uploads/reports-and-documents/academic-affairs/student_complaint_policy.pdf

Georgia Students – Should there be a grievance that cannot be satisfactorily resolved at the institution level, a student may contact the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305, Office: (770) 414-3300, website: https://gnpec.georgia.gov/student-resources. website: https://gnpec.georgia.gov/gnpec-student-complaint- rules.

Indiana - Should there be a grievance that cannot be satisfactorily resolved at the institution level, a student member of the public must contact the Indiana Commission for Higher Education using the provide complaint form. Procedures for filing a complaint can be found at https://www.in.gov/che/student-complaints/

Florida - Should there be a grievance that cannot be satisfactorily resolved at the institution level, a student member of the public may contact the Commission for Independent Education, Florida Department of Education at 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684, website: https://www.fldoe.org/sara/complaint-process.stml.

Pennsylvania - Should there be a grievance that cannot be satisfactorily resolved at the institution level, a student member of the public may contact the Pennsylvania Department of Education-Postsecondary and Adult Education division at 607 South Drive, 3rd Floor, Harrisburg, PA 17120, or by phone at (717) 783-6786, website: https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/Students-Complaints.aspx

JRCERT Non-Compliance Policy

The South College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program is operated within the guidelines for, and in compliance with, the JRCERT *STANDARDS* (www.jrcert.org). Any alleged violation of JRCERT *STANDARDS* or policies should be reported to the Department Chair/Program Director. The Department Chair/Program Director will respond to the complaint within ten (10) working days. If the Department Chair/Program Director's findings/resolutions are not satisfactory, the individual should follow the grievance procedures outlined in the South College Catalog. If the findings/resolutions are

not satisfied at the institutional level, the individual should contact the JRCERT (under students/reporting allegations) at:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Telephone: (312) 704-5300; Fax: (312) 704-5304
Website: www.jrcert.org
Email: mail@jrcert.org

Clinical Education Evaluation Appeal Policy

A system of due process is available to all students enrolled at South College. For the appeal of final course grades, academic dishonesty, readmission to academic programs, academic status, and academic requirements refer to the South College Student Catalog.

The Imaging Science programs have established a system of due process to appeal an unfavorable evaluation received from clinical personnel. If a student reviews a clinical evaluation and disagrees, the following protocol shall be followed:

1. The student must meet with the clinical instructor and review the completed evaluation.
2. If the clinical instructor deems the evaluation valid and the student is in disagreement, the student may request a meeting with the Clinical Coordinator within five (5) days. The Clinical Coordinator has the authority to review the evaluation and reflect any warranted revisions if he/she verifies the evaluation was completed arbitrarily, capriciously, or prejudicially. The Clinical Coordinator's decision will be communicated to the student within five (5) business days.
3. If the student is not satisfied with the decision of the Clinical Coordinator, he/she may request a meeting with the Department Chair/Program Director within five (5) days of the Clinical Coordinator's decision. The Department Chair/Program Director's decision is final.

Program Termination

Students accepted into the Radiography Program are expected to demonstrate professional behavior and demeanor. Professional behavior encompasses a broad range of expectations, including trustworthiness and keeping the welfare of the individual receiving care a priority at all times. To this end, any instance of student intent to misrepresent facts or act unprofessionally will be cause for immediate program dismissal.

Misrepresentation of facts, verbal or written, include but are not limited to the following situations:

- Bribery
- Deliberate withholding of information about a patient, patient care, and/or self
- Plagiarism
- Presenting another student's work as one's own
- Cheating in any form
- Forgery or falsification in any form
- Sleeping while clocked-in during clinical training

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the course instructor. Students are expected to respect and follow the South College Academic Irregularity Policy.

Grounds for immediate termination from the Radiography program include:

- Receiving a grade of "D" or "F" in any major course listed in the curriculum.
- Insubordination.
- The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
- Failure to accomplish didactic and/or clinical assignments.
- Unprofessional, unsafe, and/or unethical conduct.
- Academic dishonesty in related or professional courses.
- Participant clinical agencies retain the right to reject any student whose behavior may be hazardous to the agency.

Any student wishing to reapply to any program must meet with the Program Director and follow the Program Readmission policy outlined in the Radiography Department Policy Manual.

ORGANIZATIONAL CHART