

**PEARL RIVER COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM (RGT)  
STUDENT HANDBOOK**



**PEARL RIVER COMMUNITY COLLEGE**

**5448 US HWY 49 SOUTH**

**HATTIESBURG, MS 39401**

**STUDENT HANDBOOK**

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# RADIOGRAPHER Student Handbook

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## DISCLAIMER

This student handbook intends to reflect current PRCC policies and guidelines of the Radiology Technology Program, students should be aware that additions and/or changes to such policies and guidelines may have been implemented after the publication of this material.

Instructors reserve the right to modify course content and evaluation procedures, as they deem necessary. Likewise, they reserve the right to alter, amend, or otherwise modify program policies or guidelines. The student will be given a copy of the revised policy /guideline after adequate notification of the change.

## **Pearl River Community College- Radiology Specific Student Handbook:**

## Foreword

The Pearl River Community College Department of Radiologic Technology educate students to become a Registered Technologist in Radiography. Radiologic Technologist expose and record images of human anatomy for diagnosis and interpretation by the Radiologist or attending physician. Registered technologists may be employed in hospitals, medical clinics, imaging centers, and physicians' offices. Specialty areas that are available for registered technologists are CT, MRI, special procedures, mammography, ultrasound, nuclear medicine, radiation therapy, surgery radiography, administration, and education.

The Radiologic Technology program is affiliated with Forrest Health System, George Regional Health Systems in Lucedale, Hattiesburg Clinic Main and Hattiesburg Clinic Orthopedics, Marion General Hospital in Columbia, Memorial Health Systems in Gulfport and Stone County, Merit Health Wesley in Hattiesburg, and Highland Community Hospital in Picayune. Each center serves as clinical practice center where students are provided the opportunity to gain experience and develop skills necessary to qualify for the American Registry of Radiologic Technologist Examination.

This is a two-year Associate of Applied Science degree program which begins in summer semester of each year. The first semester of the program consists of classroom studies. Upon completion of this session, the clinical phase will begin with rotation through each assigned area. Due to the diversity in patient condition and work load, there are clinical assignments on weekend and evening shifts as deemed necessary by program officials. Shifts will include 7 a.m.-3 p.m., 8a.m.-4p.m., 9 a.m. - 5p.m., 10a.m.-6 p.m., 2 p.m. - 10 p.m. 3p.m.-11 p.m., and a minimum weekend assignment from 7a.m. - 4 p.m. to take advantage of patient availability at these times. Clinical Rotations will be assigned by the Clinical Coordinator and not given at the students' discretion. During the second year of training, students will rotate through the specialty areas to allow insight into their options after graduation.

This handbook and has been modified to be directed towards the PRCC Radiology Students Forrest County Campus and is prepared in order to give each radiology student another source of information about this college and its activities. Any worthy institution will, in the course of years, come to stand for practices, customs and ideals, which give it a spirit and character of its own. This handbook represents an effort on the part of the Office of Student Affairs to relate facts and policies concerning Pearl River Community College. Through the use of this book, each radiology student should develop an understanding and appreciation of their college and the ideals for which it stands. It is not assumed that these policies are complete, nor will they serve indefinitely. They are amended as changes in local conditions and practices may indicate. PRCC reserves the right to change all policies, rules, or procedures stated herein.

PRCC offers equal education opportunities to all persons without regard to sex, race, religion, color, national origin, handicap, age or marital status. (JRCERT Standard 1.12)

1. Pearl River Community College Policy and Procedure Manual <https://prcc.edu/faculty/policy-procedure-manual/>
2. Pearl River Community College Student Handbook – Cat Country Guide <https://prcc.edu/river-life/cat-country-guide/>
3. Pearl River Community College Catalogue <https://prcc.edu/academics/student-catalog/>
4. Radiologic Technology Program (RGT) Link: <https://prcc.edu/academics/health-sciences-nursing/radiologic-technology/>

## Welcome from the Faculty

We would like to thank the student for choosing our Profession, College, and Program as a career path. As the program instructors, we are dedicated to being an advocate for the student and we understand that this field of study is new to the student. We want the student to know that we will work with the student to understand all the concepts necessary to help the student become a knowledgeable and proficient Radiologic Technologist. We as program faculty along with the Clinical Instructor/Preceptors are by the student's side to assist in the student's growth in this profession but will also hold the student accountable for the student's professional qualities. These qualities are attributes that include but are not limited to: integrity, dependability, cooperation, respect for others, and good communication skill. We would like to request that the student abide by The Golden Rule. "Treat others in the way the student would like to be treated" The student must treat classmates, coworkers, instructors, and patients with the utmost respect.

It is essential that all Radiography students have a thorough understanding of the curriculum, policies, and procedures for successful completion of the required competencies. This handbook has been prepared to assist the student become familiar with the policies and procedures of our program. During the next two years, the student is taught many different concepts. It is important for the student to understand information that we feel is necessary to be successful in our profession. The student will learn and apply many radiology concepts in the laboratory and clinical settings. Over the course of the program, the student will find that the student will develop critical thinking skills, compassion, and knowledge relating to the field of Radiologic Technology.

Webster describes profession as a "chosen, paid occupation requiring prolonged training and formal qualification." Professionals, therefore can be defined as individuals expected to display competent and skillful behaviors in alignment with their profession. Being professional then is the act of behaving in a manner defined and expected by the chosen profession. Our message to the students is that we are one of the most trusted professions in the world, and have so much to give. Show the world how wonderful we are by always putting the students' best foot forward not only for the student, but for all of us in this wonderful profession!

The student's clinical education and hands-on training are more valuable to the student than the student can imagine. Department managers and clinical staff are observing each student's clinical performance, tardiness, absences, and the student's ability to work as part of a team while the student is completing the clinical rotations. These members of the clinical education team also contact program faculty regarding the student's clinical performance/abilities and work ethics. We would like to encourage the student to think of the student's clinical education as an interview for future employment in this profession.

Again, thank you for this opportunity to train you in this gratifying profession. We are dedicated to each of our students, and the students learning.

If we can be of assistance, please feel free to contact us at any time.

**Hope Husband, M.Ed. R.T. (R) (ARRT)**

Program Director 601-554-5510

Email: [hhusband@prcc.edu](mailto:hhusband@prcc.edu)

**Jessica Lumpkin, B.S.R.T. (R) (ARRT)**

Clinical Coordinator 601-554-5484

Email: [jlumpkin@prcc.edu](mailto:jlumpkin@prcc.edu)

**Jessica D. Fudge, MSRS, R.T. (R)(CT)(ARRT)**

Radiology Instructor/Faculty: 601-403-1830

Email: [jfudge@prcc.edu](mailto:jfudge@prcc.edu)

**Andrew Hutchins, B.S.R.T. (R) (ARRT)**

Clinical Coordinator PM: 601-554-4691

Email: [ahutchins@prcc.edu](mailto:ahutchins@prcc.edu)

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## **PRE- PROGRAM ACCEPTANCE -Program Admission Requirements (Radiology)**

Education Requirements: A high school diploma is required although the passing of the High School Equivalency Test (GED) are accepted. Experience has shown that English, mathematics, science, and biology courses are helpful in preparation for a career in Medical Radiography.

Special Entrance Examinations: Individuals making application for acceptance must present satisfactory scores on the American College Test (ACT): 18 composite minimum if taken after October 1, 1989 and 15 composite minimum if taken prior to October 1, 1989.

Application Forms: Individuals requesting consideration for entrance must accurately complete and forward their application to the school office. The application deadline is February 1st, each year.

Physical Health: Candidates must be in good health and are required to provide immunization records (MMR shot documentation is mandatory).

Moral Character: The applicant must be of good moral character and capable of accepting the responsibilities associated with becoming a professional radiographer.

Age: Candidate must be 18 years of age by December 31 of the school year in which he/she is applying.

Interview: Candidates requesting consideration must attend an information session provided by the program director.

Site Visitation: Following an information session provided by the radiology faculty and prior to interviews, each candidate is required to observe, within the Department of Radiology, typical diagnostic procedures. This requirement is of utmost importance to allow each candidate the opportunity to observe the roles and performance of certified technologists and current students. This observation/tour WILL BE SCHEDULED FOR APPLICANT BY THE PROGRAM FACULTY.

Drug Screening: All students are required to have a pre- start drug screening and must agree by signature for random drug screenings.

Covid Vaccination: All students are required to have a documentation of Covid-Vaccination compliance card or Exemption on file to be allowed to enter the clinical facilities.

### ***When to Make Application:***

The course of instruction begins first summer term around June 1st. The completed application packet for entrance should be completed online and/or presented to the Program Director on or prior to **February 1st** of the year they wish to apply.

*If the prospect feels his/her disability will not affect his/her progress or jeopardize patient care, he/she may continue the application procedure with the normal process of interviewing with the Selection Committee.*

<https://prcc.edu/current-wildcats/disability-services/>

## Application and Admission Standards

Deadline for completion of entire application procedure is **February 1**

\*\*\*\***Completed Application Packet** will be completed online.. This criteria listed below will be updated accordingly in the Fall each year.

1. PRCC Radiology Application Form Online. <b>DEADLINE FOR APPLICATION IS FEB. 1</b>
2. PRCC General Admission Form Online.
3. Online application requires student to upload a copy of the High School Transcript or GED score form. Official High School transcript sealed in envelope and taken to PRCC Registrar office personnel must open this original documentation or it may be sent via e-script. If applicant has GED (Diploma Equivalence), then a GED Test Result Form with scores must be included. HS GPA is part of the selection process and vital to acceptance.
4. American College Test (ACT) Scores- <b>18 Minimum</b> composite score documentation must be provided by applicant. It is applicant's responsibility to complete the PRCC form to have a copy ACT score recorded in the college system.
5. ALL College transcripts must be received PRCC admissions office by e-script method. It is applicant's responsibility to make sure that have uploaded each transcript for Radiology Department in the application process.
6. Handwritten autobiography (1-3 pages)
7. Resume must be uploaded with the online application.
8. Reference forms are REQUIRED (3-5): Included forms must be sealed with signatures across the back of the envelope. Letters of recommendation may be turned in with application packet or mailed in with signature over seal.
9. Applicant must attend a <u>Radiology Information Session</u> Information Sessions are scheduled for the first Thursday of each month beginning in October of current application year in Room 251 of the Allied Health Building on the Forrest County Campus. <b><u>Please see schedule for exact dates on website.</u></b> (No appointment is needed for information session.) <b><u>Dates of Information Session provided by Program each year and posted.</u></b>
10. In order to be considered for admission to the PRCC Radiologic Technology Program, the applicant must complete the online application process and appropriately answer the Criminal History questions. The Confidentiality form for clinical tour and drug screening form must be signed digitally on the online application or documents must be returned in packet by February 1 deadline.
11. Completed Application should be completed ONLINE and any additional information is requested to be personally delivered to the Radiology Faculty and applicant will be issued a form for verification of completion.

After faculty have viewed your file for completion and have verified that you have successfully fulfilled all the program requirements, then an observation of clinical areas will be scheduled. These observation hours will be scheduled after applicant has been contacted for interviews. Correspondence with the applicant will be through e-mail. Please verify that your email address is correct on application. The completion of the above items will allow the prospective student to be considered for an interview with the selection committee. The selection Committee's objective is to select the applicants who they feel have the potential to succeed in the program. Class size will be limited in size due to accreditation approval and the demand for Radiologic Technologist by our communities of interest.

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate based on race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance, accommodations or alternate format, you should contact the Office of Disability Services at ADA@prcc.edu or 601-403-1215. <https://prcc.edu/current-wildcats/disability-services/>

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## **Selection of Students**

Program faculty will review prospective student files who have completed the application procedure. Appointments made for interview selection are made upon discretion of the PRCC Faculty. The purpose of the Selection Committee is to review prospective students' academic history and personal aptitude, and choose the applicants they feel have the best potential for completion of the Radiography Program. Program faculty evaluate each applicant packet individually to verify completion of the application process and to validate the accuracy of our application information. Applicants that do not meet all the minimum requirements do not qualify for the interview process. The interview committee evaluate all complete applicants in a two-day period in March/April.

The selection committee typically meet; have a business session the first morning to cover several business topics, program outcomes, and other crucial program data. Each committee member is assigned 1-2 specific questions each that are required to be asked of each applicant during the interview process. Each applicant is asked the exact same questions and the panel utilizes a Likert scale that has a defining rubric to facilitate consistency and fairness across the panel. The applicant interviews range in number from 50-60 applicants each year. The interview with the Selection Committee is based on solid Likert scale with defined rubric and standardized questions to assure equality in the interview process. The interview process is the final step in the process to select the upcoming radiology students and alternates.

During the selection process prospects are scored according to their academic standing as well as their presentation at the interview. 60% will academic related and the other 40% will be interview related.

The academic component for the selection is based off the following criteria: (60% of Acceptance Process)

1. ACT Score
2. High School GPA/ GED Score
3. Overall College GPA
4. 12-hour Semester GPA
5. Academic Core Courses GPA required for the program. Our Program requires English Comp, Oral Communication, Psychology/Sociology, Fine Arts Course, College Algebra, Anatomy and Physiology I and II with labs.

The interview component for the selection is based off of the following criteria: (40% of Acceptance Process)

1. Applicant- Demeanor/ Characteristics (Great Attitude for Profession Desired)
2. Appearance and Self-Confidence (Business Interview Attire Desired)
3. Maturity and Responsibility (Mature, clear outlook, Bachelor Degree, Higher Educ., Valedictorian, Dual Enrolled if in H.S. with at least 3 or more college courses taken.)
4. References Provided (5 or more that are very positive/strong)
5. Observation Hours Initiative and Motivation (Great Observation, Applicant was Early, very attentive, showed initiative)

The applicant's academic scores are totaled up for an academic value on each student. The interview scores are also totaled up and added together to generate an overall academic plus interview score. The applicant's scores are then tallied and sorted in descending order. The Program accepts the top interview plus academic scores as the accepted students and the following students are accepted as alternates in correlating order of rank.

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## **Acceptance**

There is a limit of student enrollment based upon the recommendations of the Joint Review Committee on Education in Radiologic Technology. Each applicant must present themselves to a Board of Selection which is comprised of physicians in Radiology, school officials, certified radiographers, Pearl River Community College representatives, and representatives from each affiliate hospital. Preference is given to applicants with superior educational background.

AFTER ACCEPTANCE: The following items will need to be completed prior to the beginning of class.

1. Immunization- complete for college admission (Form 121)
2. Covid Vaccination compliance verification or medical/religious exemption forms must be approved and issued by the PRCC Covid vaccination team. This is completed as part of the interview process.
3. Clear Drug Screening
4. FBI Background Clearance performed at PRCC
5. Insurance card verification (health Insurance)
6. Automobile Insurance verification (annually)
7. Tetanus shot current (within past 10 years)
8. Hepatitis B series begun (First of series of 3 must be documented)
9. T B test with documentation.
10. MSRT Student Membership Required
11. ASRT Student Membership Required

## **PROGRAM:**

### **Program Mission Statement (Radiology)**

The Mission of the Radiologic Technology program at Pearl River Community College is to provide a quality educational experience in the radiological science profession and to help the student succeed both academically and clinically as an entry level radiographer.

### **Program Goals (Radiology)**

**PROGRAM GOALS: Our Program promotes its mission by:**

1. **The program will graduate students that are clinically competent.**
2. **The program will graduate students that demonstrate critical thinking skills.**
3. **The program will graduate students that demonstrate effective communication.**

Our mission includes preparation in the affective, cognitive, and psychomotor domains and our goal is to produced clinically competent technologist that model professionalism constantly and consistently. We strive to assist our students to develop problem solving skills that will allow them to communicate effectively and successfully with the patient and that will allow them to meet the needs and demands of our profession in our surrounding community.

## **Radiologic Technology Program (RGT) Information/Description**

### **Brief Description of Program:**

The Pearl River Community College Department of Radiologic Technology is affiliated with Forrest Health Systems, Merit Health- Wesley Medical Center, Hattiesburg Clinic Main / Orthopedics, Memorial Health Systems (Gulfport/ Stone County) Marion General Hospital (Columbia), Highland Community Hospital in (Picayune), and George Regional Health Systems (Lucedale). Each center serves as a clinical practice center where students are provided the opportunity to gain experience and develop skills necessary to qualify for the American Registry of Radiologic Technologist Examination.

The Pearl River Community College Department of Radiologic Technology is anticipating offering two diverse pathways for students to earn an Associate of Applied Science degree. Both pathways offer a two-year Associate of Applied Science degree program and both begin in the summer semester of each year. The first semester consists of classroom studies and upon completion of this session, the clinical phase will begin with rotation through each assigned area.

1. **Traditional Route-** The traditional path is a six-semester program beginning every summer. Due to the diversity of inpatient conditions and workload, there are clinical assignments on weekend and evening shifts as deemed necessary by program officials. Shifts will include 7 a.m.-3 p.m., 8 a.m.-4 p.m., 9 a.m. - 5 p.m., 10 a.m.-6 p.m., 2 p.m. - 10 p.m. 3p.m.-11 p.m., and a minimum weekend assignment from 7 a.m. - 4 p.m. to take advantage of patient availability at these times. During the second year of training, students have the opportunity to rotate through the specialty areas to allow insight into their options after graduation.
2. **Alternate Route- (PM/Evening Track)** The alternate path is a six-semester program which offers a night and weekend alternative for students who may have daytime commitments. This program is anticipated to begin on May 28, 2024 and will follow the same primary layout as the traditional route with minor modifications to better accommodate the pm/weekend hours. Deadline for the PM/Weekend Alternative Radiology Program is anticipated for April 23, 2024 for the first year and then will follow the February 1 deadline for applications each year after.

These diversities in the clinical education settings allow the student to perform most types of radiologic procedures under the direct/indirect supervision of the Clinical Instructor/Preceptors and other qualified Radiologic Technologists. Students are assigned equally to the sites listed above. The cost and means of travel for the student to and from the clinical site is the responsibility of the student. Students may not choose where they would like to go to clinic. All clinical site assignments are completed by the clinical coordinator and approved by the program director. Radiographers perform imaging examinations and accompanying responsibilities at the request of physicians and/or qualified practitioners qualified to prescribe and/or perform radiologic procedures. They utilize equipment emitting ionizing radiation to produce radiographic images of the internal structures of human anatomy. These radiographic images are utilized by the physician for diagnostic and therapeutic purposes. The radiographer is responsible for all functions in the Radiology Department to insure consistent radiographic images and provide for personal and patient safety from ionizing radiation. In addition to producing diagnostic images and primary patient care, other responsibilities may include administrative and educational functions.

**The evening/weekend track is contingent on JRCERT approval prior to anticipated start date and is subject to a start date provided by the JRCERT.**

The Alternative (evening and weekend radiography track) \*\*\*\*\*

- Summer of each year
- Deadline for applications: February 1 of year applying

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- Anticipated cohort size is 8-10 students.
- Anticipated onsite class days and times- Mon-Thurs. 5:00-10:00 PM. (This will vary with semester and course load/labs). Clinical assignments will be mainly scheduled on Friday, Saturday, and Sundays throughout the program.
- Curriculum layout will be provided and will be altered to provide the best education for the alternative route students.
- Admission requirements and fees are the same as the day route program requirements and fees. Note: Alternative route radiography program is contingent on JRCERT approval.
- The radiography program provides published information that list any additional cost that may be associated with the alternative learning option to all prospective students. This list can be easily accessed on the PRCC webpage
- Students will have the same access to all library resources, testing center, faculty, and clinical sites. Students will also have access to learning resources such as Canvas, Rad Review Easy, and Corectec to support our high standards of achievement and allow the students to effectively master and reach the program goals and student learning outcomes.
- The program officials provide sufficient oversight of the evening and weekend track and are available to all students during their clinical assignments. The Program Director will oversee and monitor the progression of the alternate route students and the program's Clinical Coordinator will oversee and maintain the clinical components to assure equality in both the day and alternative route. The PD and CC will communicate daily with the faculty instructing the classroom and laboratory assignments. The alternative didactic faculty will be on present and on-campus for mentoring and program preparation during the hours of 1 pm-9 pm or 2-10 pm, Monday-Thursday. The clinical affiliates are staffed with Registered Technologist 24 hours a day, 7 days a week to maintain the appropriate and required 1:1 technologist to student ratio.
- The alternative route is built to mirror the day radiography curriculum and each semester the students will be learning the same student learning objectives to maintain the consistency of the program goals congruently within the two curricular route options. Each semester will build from knowledge, theories, and procedures that instructionally taught and tested in the classroom and laboratory setting.
- Students on the evening and weekend track are provided with sufficient access to the same variety of procedures for competency achievement as the day route students. Alternative route students are provided clinical assignments in emergency departments to achieve trauma and orthopedic competency examinations, diagnostic departments for routine and fluoroscopic procedures, mobile rotations, and surgical suites for c-arm and fluoroscopy competencies. All clinical experiences will be designed to assure students achieve high levels of radiological competencies. The program faculty will closely monitor the progression of the clinical competencies and ensure the students are prepared.
- Each enrolled student in the Radiography Program- Day and Evening route will be assigned an advisor and will be advised semesterly by the Program Director to ensure students are correctly assigned to classes and clinical rotations. The PD completes a semesterly evaluation on each student to assure registration and required courses are discussed and understood. The students are required to complete an advisement form and makes notes upon completion of this process to assure proper advisement and course registration has occurred. The Clinical Coordinator completes an evaluation on each student during the mid-term week to provide the student with crucial feedback on expectations for the remainder of the semester.
- The radiologic program will combine all cohorts for the purpose of evaluating student learning outcomes. The Faculty, the Program Director, and the Administration review all student learning outcome charts annually to evaluate student progression and identify areas of improvement. The Program Director will annually evaluate all faculty on their teaching ability and class progression. The program will also have a program evaluation every three years conducted by the college administration with the assistance of the Program Director.

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Graduates of this 2-year program are eligible to make application to the American Registry of Radiologic Technology to become a Registered Technologist Radiographer. Industry standards are based on the *ARRT Content Specifications for the Examination in Radiography*. More information for ARRT can be found at <https://www.arrt.org/content-specifications>

### Program General Education Core Courses

To receive the Associate of Applied Science Degree, the student must complete all the required coursework found in the Career Certificate option, Technical Certificate option and a minimum of 18 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or prior to acceptance. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The Southern Association of Colleges and Schools (SACS) Commission on Colleges Standard 2.7.3 from the Principles of Accreditation: Foundations for Quality Enhancement <sup>1</sup> describes the general education core.

### Academic Core Courses Required

<b>BASIC CORE ACADEMICS REQUIRED</b>				
<b>Course Code</b>	<b>RADIOLOGIC TECHNOLOGY PROGRAM Course Name</b>			<b>HR</b>
*BIO 1514	Anatomy and Physiology I/Anatomy and Physiology Lab I		Faculty	4
*BIO 1524	Anatomy and Physiology II/Anatomy and Physiology II lab		Faculty	4
*MAT 1313	College Algebra		Faculty	3
*ENG 1113	Written Communications		Faculty	3
*PSY/SOC	Social/Behavioral Science Elective		Faculty	3
*ART/MUS	Humanities or Fine Arts Elective		Faculty	3
*SPT 1113	Oral Communication		Faculty	3
	<b>TOTAL CORE ACADEMIC CREDITS REQUIRED</b>		<b>ACADEMICS</b>	<b>23</b>
	<b>TOTAL PROGRAM COURSES REQUIRED</b>		<b>PROGRAM</b>	<b>68</b>
	<b>TOTAL ACADEMICS PLUS CORE REQUIRED</b>		<b>TOTAL CREDITS</b>	<b>91</b>

## Curriculum Outline Program Courses

<b>SUMMER RADIOLOGIC TECHNOLOGY PROGRAM OUTLINE</b>				
<b>FRESHMAN YEAR</b>	<b>Course Code</b>	<b>RADIOLOGIC TECHNOLOGY PROGRAM Course Name</b>		<b>HR</b>
<b>SUMMER I: JUNE</b>	RGT 1213	Fundamentals of Radiography(hybrid)	<b>Fudge</b>	3
<b>SUMMER II : JULY</b>	RGT 1223	Patient Care in Radiography	<b>Lumpkin/ Husband</b>	3
		<b>TOTAL SUMMER CREDITS</b>		<b>6</b>
<b>FALL:</b>	RGT 1312	Principles of Radiation Protection	<b>Fudge</b>	2
	RGT 1114	Clinical Education I	<b>Lumpkin</b>	4
	RGT 1323	Principles of Exposure and Imaging	<b>Fudge</b>	3
	RGT 1513	Radiographic Procedures I	<b>Lumpkin</b>	3
		<b>TOTAL FALL CREDITS</b>		<b>12</b>
<b>SPRING :</b>	RGT 1124	Clinical Education II	<b>Lumpkin</b>	4
	RGT 1333	Digital Image Acquisition and Display	<b>Fudge</b>	3
	RGT 1523	Radiographic Procedures II	<b>Lumpkin</b>	3
	RGT 1613	Physics of Imaging Equipment	<b>Fudge</b>	3
		<b>TOTAL SPRING CREDITS</b>		<b>13</b>
<b>SOPHOMORE YEAR</b>				
<b>SUMMER : (10 week Term)</b>	RGT 1138	Clinical Education III	<b>Lumpkin</b>	<b>8</b>
		<b>TOTAL SUMMER CREDITS</b>		<b>8</b>
<b>FALL SEMESTER :</b>	RGT 2131	Ethical and Legal Responsibilities	<b>Fudge</b>	1
	RGT 2912	Radiation Biology	<b>Fudge</b>	2
	RGT 2147	Clinical Education IV	<b>Lumpkin</b>	7
	RGT 2533	Radiographic Procedures III	<b>Lumpkin</b>	3
		<b>TOTAL FALL CREDITS</b>		<b>13</b>
<b>SPRING SEMESTER :</b>	RGT 2157	Clinical Education V	<b>Lumpkin</b>	7
	RGT 2543	Radiographic Procedures IV	<b>Lumpkin</b>	3
	RGT 2922	Radiographic Pathology	<b>Fudge</b>	2
	RGT 2934	Certification Fundamentals	<b>Husband</b>	4
		<b>TOTAL SPRING CREDITS</b>		<b>16</b>
		<b>TOTAL CREDITS FOR PROGRAM COURSES REQUIRED</b>		<b>68</b>

## Course/Clinical Obligations- Description of Class/Clinical Courses

Pearl River Community College Radiologic Technology students may be required to continue clinical in-order to accumulate the appropriate number of clinical hours for semester credit and maybe utilized for clinical practice. Clinical components will meet at the scheduled time unless a vacation period is scheduled or extenuating circumstances arise. Program has the right to schedule courses and clinical assignments as deemed necessary to meet the requirements for graduation. Students accepting a position in the Rad. Tech program are not granted the ability to select and create his/her own class and clinical schedule. Students are assigned to clinical facilities and times based on the discretion of the program officials.

**Clinical Document Requirements:** The following items will need to be completed prior to the beginning of clinical assignments. The program may add or take away from these requirements as needed for each clinical affiliate.

1. Immunization- complete for college admission (Form 121)
2. Covid Vaccination compliance verification or medical/religious exemption forms must be approved and issued by the PRCC Covid vaccination team. This is completed as part of the interview process.
3. Cleared Drug Screening
4. Cleared FBI Background Clearance performed at PRCC
5. Insurance card verification (health Insurance)
6. Automobile Insurance verification (annually)
7. Tetanus shot current (within past 10 years)
8. Hepatitis B series begun (First of series of 3 must be documented)
9. TB test with documentation.
10. Observation hours assigned to complete
11. Program Orientation Session
12. Facility Clinical Orientation Process and Documentation
13. CPR Certification Required
14. MSRT Student Membership Required
15. ASRT Student Membership Required

**Freshman** students will typically meet Clinical Assignments between the hours of 7 a.m.-3 p.m., 8a.m.-4p.m., 9 a.m. - 5p.m., 10a.m.-6 p.m., 2 p.m. - 10 p.m. 3p.m.-11 p.m., and a minimum weekend assignment from 7a.m. - 3 p.m. two days per week. Weekend shifts are implemented at the beginning of Clinical I-II. Didactic studies will occur on two days a week.

**Sophomore** students will typically meet Clinical Assignments between the hours of 7 a.m.-3 p.m., 8a.m.-4p.m., 9 a.m. - 5p.m., 10a.m.-6 p.m., 2 p.m. - 10 p.m. 3p.m.-11 p.m., and a minimum weekend assignment from 7a.m. - 3 p.m. three days a week. Weekend shifts are implemented at the beginning of Clinical I-II. Didactic classes will occur on two days a week.

The time for freshman and sophomore classes may fluctuate due to the time frame in which their classes are offered at Pearl River Community College. Classroom instruction and clinical experience are **scheduled for a 40-hour week and students will not be scheduled over 40 hours per week/ 10 hours per any scheduled day.** Students are required to attend full- time with no provisions for part-time students. Students attending this program are fully supervised by ARRT Registered Technologists for 24 months.

Classes are scheduled daily, Monday through Friday, for the entire 24-month program. During the 24 months, students will attend classes at Pearl River Community College. The normal school day begins at 7:00 a.m. when each student reports to his assigned hospital on an equal rotational basis to receive clinical instruction and experience. Cumulatively, classroom and clinical experience time will amount to eight hours a day and no more than 10 hours a day will be scheduled. To broaden the student's experience and awareness of a variety of diagnostic procedures and clinical experience, clinical time is scheduled in the evenings, nights, and weekends on an equal rotational basis.

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## Student Learning Outcomes based on Program Goals:

- Goal 1:**           **The program will graduate students that are clinically competent.**  
- *Program Student Learning Outcomes for GOAL 1:*
- A. Students will position properly and be successful on final terminal competency examination for the clinical component.
  - B. Students will select proper technical values (Rex values) for procedure of interest.
  - C. Students will use appropriate radiation protection methods while in the clinical setting.
- Goal 2:**           **The program will graduate students that demonstrate critical thinking skills. -**  
*Program Student Learning Outcomes for GOAL 2:*
- A. Students will successfully analyze and solve clinical setting problems and scenarios.
  - B. Students will successfully perform and complete mobile/portable ORTHO examinations.
  - C. Students will successfully perform and complete competencies on trauma cases.
  - D. Students will successfully complete a critical thinking assignment dealing with human diversity.
- Goal 3:**           **The program will graduate students that demonstrate effective communication.**  
- *Program Student Learning Outcomes for GOAL 3:*
- A. Students will effectively communicate verbally by patient interaction.
  - B. Students will effectively communicate in written form.
  - C. Students will effectively communicate in presentation form.

## **Program History:**

# **Radiologic Technology Education in Hattiesburg-**

The Hattiesburg Radiologic Technology Program (RGT) was established in 1964 through Hattiesburg Radiology Group. Pearl River Community College acquired the program in 1999 and has demonstrated, through philosophy and progressive attitude, a desire to educate and promote ideals of excellence, which are essential to the diagnostic and healing arts.

In the early 1950's Dan Reikes M.D. came to Hattiesburg, Mississippi and brought with him the Medical Practice of Radiology. In the early years, while establishing his practice, Dr. Reikes subsidized his income as a photographer. The practice was begun at Methodist Hospital on Bay Street and was introduced to FGH when it opened in 1952.

In the earlier years, Dr. Reikes established a circuit over which he rode carrying Radiology to several smaller rural Hospitals within our surrounding areas. The business began to grow and a need was seen for another Radiologist. Dr. Carl Hale became a partner in Hattiesburg Radiology Group in the 1950's. As the practice grew it became evident the need for technologist to assist the doctors in their practice. In the 60' Dr. D.G. Kobs became a partner. Local people with an interest in Radiologic Technology were brought into the practice to learn Radiologic Technology. To begin with this was a haphazard approach to the educational process. The doctors taught, as time would allow.

In 1965 the school achieved its initial accreditation from the then accreditation agencies. The first instructors were therefore the radiologists. Later Lewis Lott serves in the capacity of program director along with many other duties. Ben Davis who was followed by Don Wood in the early 70's followed Lewis. Don served in this capacity until his father passed away in the early part of 1980. Don resigned to return to California and David Armstrong was promoted to the position of Program director. David served in this capacity until the program was closed in the summer of 2000. During the Don Wood years the school was affiliated with Jones County Junior College. The Hattiesburg School was always a certificate-based program. In the late 70 our affiliation with JCJC was terminated and an affiliation was achieved with William Carey College. This affiliation was maintained until the final class was graduated in the summer of 2000. The benefit associated with the affiliation with William Carey College led to 31% of the R.T.'s graduating from William Carey College in the years from May 1980 to August 1999, being graduates of the Hattiesburg School of Radiologic Technology.

For 35 years or more Radiology Education in Hattiesburg was through the Hattiesburg School of Radiologic Technology the sole property of Hattiesburg Radiology Group. In the spring of 1998 with many changes in Medicine the Radiology personnel at FGH were transferred to PRCC. This began the process of transition. It was suggested and agreed that the school should be transitioned to PRCC here in Hattiesburg. This would take several Phases to get accomplished. The first Phase was to transfer sponsorship to PRCC, which took place in October of 1998. The second Phase was to begin the PRCC program, which began on August 1<sup>st</sup> 1999. The third Phase will occur on the evening of July 7<sup>th</sup> 2000 with the graduation of the final class of the Hattiesburg School of Radiologic Technology. David Armstrong was transitioned as the Program Director at PRCC from the move of the program in 1999. In July of 2000, Clinical Instructor at FGH, Hope Husband, moved into Clinical Coordinator position as the second instructor in the PRCC Radiology Program.

For approximately one year there were two Radiologic Technology programs in Hattiesburg. First being at FGH the second established at Pearl River Community College. The graduating class of HSRT class of 2000 has ended an era of radiology in Hattiesburg and the 2001 graduating class of PRCC has begun a new era at the associate degree level. Currently, a two-year course is offered leading to an Associate Degree in Radiologic Technology, and qualifying the graduate to make application for examination by the American Registry of Radiologic Technology. The American Registry of Radiologic Technology is an agency

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recognized by the U. S. Department of Education to certify competency of a graduate to dispense ionizing radiation under the supervision of a licensed physician for diagnostic purposes.

David Armstrong retired from the Program director's position in Spring of 2016 after 36 years of dedication to training and educating many technologists in the region. Hope Husband was promoted to Department Chair and Program director in summer of 2016. Kristie Windham was hired as Clinical Coordinator and Instructor in July of 2016-June of 2023. During the summer of 2021, due to the demand of healthcare workers from the Covid Pandemic, the Radiologic Technology Program expanded the number of students that were admitted to the program. This increase in students lead to the addition of a third didactic instructor, Jessica Fudge. Jessica Lumpkin was hired as Clinical Coordinator and Instructor in July of 2023.

Summer of 2024, Pearl River Community College started the first "Alternative Route" Evening/Weekend track program to focus on the non-traditional student. Andrew Hutchins was hired as the Evening Instructor/ Clinical Coordinator Assistant in May of 2023.

## **Program Faculty:**

### **Program Director**

**Hope Husband, M.Ed.R.T. (R) ARRT**

Office 250 – Allied Health Building

Office: (601) 554-5510

Email: [hhusband@prcc.edu](mailto:hhusband@prcc.edu)

### **Clinical Coordinator**

**Jessica Lumpkin, B.S.R.T. (R) ARRT**

Office 248 – Allied Health Building

Office: (601) 554-5484

Email: [jlumpkin@prcc.edu](mailto:jlumpkin@prcc.edu)

### **PM Clinical Coordinator**

**Andrew Hutchins, B.S.R.T. (R) ARRT**

Office 248 – Allied Health Building

Office: (601) 554-4691

Email: [ahutchins@prcc.edu](mailto:ahutchins@prcc.edu)

### **Radiology Instructor**

**Jessica D. Fudge, MSRS, RT (R)(CT)(ARRT)**

Office 249 – Allied Health Building

Office: (601) 403-1830

Email: [jfudge@prcc.edu](mailto:jfudge@prcc.edu)

**President for PRCC- DR. ADAM BREERWOOD**

**Executive Vice-President Provost- DR. MARTHA LOU SMITH**

**Vice-President for FCC- DR. JANA CAUSEY**

**Dean of Career and Technical Education FCC - DR. JAMES COLLUM, PH. D**

**Medical Advisor for Radiologic Technology Program (RGT)- DR. MARK MOLPUS, M.D.**

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**Medical Advisor: DR. MARK MOLPUS, M.D.**

**MEDICAL SCHOOL**-University of Mississippi Medical Center, Jackson, Mississippi M.D. Degree, 1988

**RESIDENCY**-University of Arkansas for Medical Sciences, Little Rock, Arkansas Specialty: Diagnostic, 1992

**FELLOWSHIP**-University of Arkansas for Medical Sciences, Little Rock, Arkansas Specialty: Neuroradiology, 1993  
**BOARD**

**CERTIFICATION**-American College of Radiology, 1981 Certificate of Additional Qualifications in Neuroradiology, 1995

**EMPLOYMENT** <https://comradiology.com/> Comprehensive Radiology Services (CRS)-

**Comprehensive Radiology Services  
5000 West 4<sup>th</sup> Street  
Hattiesburg, MS 39402  
601-264-2121**

Committed to quality imaging and patient care since its inception in Hattiesburg, Mississippi in 1952, and today, CRS provides on-site and teleradiology coverage at healthcare facilities in more than a dozen communities throughout the state. It is our mission to improve the lives of our patients in these communities by serving as an integral part of their healthcare team and providing excellent diagnostic and interventional imaging services. CRS physicians interpret all diagnostic modalities including radiography, CT, MRI, ultrasound, nuclear medicine, and mammography, and also perform interventional radiology procedures and biopsies at any facilities covered on-site. With our combination of additional fellowship education, clinical experience, and commitment to ongoing training, CRS provides access to high quality radiology services to each community that we serve. Our specialized radiology services including the following:

- **Interventional Radiology**
- **Musculoskeletal**
- **Neuroradiology**
- **Mammography**
- **Body Imaging, MRI and CT**

**Pearl River Community College- Medical Advisor** provides a bridge between Radiologic Technology Program and the clinical training in the hospital and clinic setting. He provides authoritative opinions and answers medically and scientifically based questions that are relevant to training the students and meeting the Mission and Goals of the Radiologic Technology Program at Pearl River Community College. Dr. Molpus role as the medical advisor is to collaborate with the program to provide a quality educational experience in the radiological science profession and to help the students succeed both academically and clinically as entry level radiographers. Dr. Molpus provides input concerning student progress and changes in the field through collaborations with the managers, supervisors, clinical instructors on upcoming demands from the community of interest and offers improvement suggestions that the programs should strive to achieve. The Medical Advisor does not incorporate any classroom instruction at this time and serves as a source for program improvement and support when needed.

**1. Medical Advisor discussed strengths of the students.**

“I have found that our PRCC students are very well prepared to work in a busy hospital or clinic setting. They get hands on experience early with well-trained technologists who prepare them for the demands of a busy practice. From the first day of graduation, I feel that our students are ready to hit the ground running, with very practical, efficient skills. I would be happy to recommend them to peers of mine in any practice.”

**2. Medical Advisor discussed- Weaknesses of graduates.**

“I know of no weaknesses in our program. From what I have seen, the graduates are prepared for their boards, and prepared to begin work. Both academic and work experience are well addressed in the program.”

**3. Concerns.**

“Like everyone, the Covid-19 crisis has been a challenge for academic centers including medical based training. Our staff has worked very hard to be sure that the students who have been impacted by the pandemic are as well-trained and as prepared as other classes before. I have confidence that our instructors have been up to the task of preparing our students during this unprecedented event.”

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# PRCC Radiology Program Clinical Facilities and Clinical Instructors:

## PRCC Radiology Program Clinical Facilities and Clinical Instructors:

### Clinical Settings Summary Report

Pearl River Community College, Hattiesburg, MS (Program #0469)



Setting Name/Address	Setting Number	Setting Status	Capacity	Preceptor(s)
Forrest General Hospital 6051 Highway 49 Hattiesburg, MS 39401	01785	Approved	10	Courtney R. Powell, B.S., R.T. (R) Elizabeth Danielle Harvey, R.T. (R) Jo Lynne Bell, B.S.R.S., R.T.(R)
George Regional Health System 859 Winter Street Lucaledale, MS 39452	09851	Approved	2	Christy A. Pope, B.S.R.S., R.T. (R) Emilie Lynne Howell, R.T.(R)
Hattiesburg Clinic 415 South 26th Avenue Hattiesburg, MS 39401	01824	Approved	4	Alexis Hale Smith, R.T.(R) Tera Tisdale, B.S., R.T.(R)
Hattiesburg Clinic Orthopedics & Sports Medicine Tatum Park 103 Medical Park Hattiesburg, MS 39402	09424	Approved	2	Amanda H. Tagert, R.T.(R) Hannah Key, R.T. R (ARRT) (CT)
Highland Community Hospital 130 Highland Parkway Picayune, MS 39466	00911	Approved	2	Ashley Marie Graeter, R.T.(R)
Marion General Hospital 1560 Sumrall Road Columbia, MS 39429-2654	02025	Approved	2	Ashley B. Holmes, R.T.(R) Miranda L. Stringer, RT (R)

Date: 9/14/2024

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### Clinical Settings Summary Report

Pearl River Community College, Hattiesburg, MS (Program #0469)



Memorial Health Systems, Gulfport 4500 13th Street Gulfport, MS 39502-1810	00424	Approved	3	Ashlynn Diane Veal, R.T.(R) Kara M. Hansen, R.T.(R) Lauren Dumal, B.S., BSRT R (ARRT)
Memorial Health Systems, Stone County 1434 Central Avenue E, Wiggins, MS 39577	09854	Approved	2	Katherine Denise Varhol, B.S., R.T.(R)(CT)
Merit Health Wesley 5000 West Hardy Street Hattiesburg, MS 39402	02577	Approved	5	Jolie Kayleen Denham, R.T.(R) Katelynn M. McKenzie, R.T.(R)
Ochsner East Slidell Memorial-SMH East/Main 100 Medical Center Drive Slidell, LA 70461		Submitted		Molly McBride, R.T.(R)(CT) (ARRT) Shane Fradella, RT (R)
Orthopedic Institute 27 Southern Pointe Parkway Hattiesburg, MS 39401	12268	Approved	3	Robbie W Blackwell, RT (R)
St. Tammany Parish Health System 1202 South Tyler Street Covington, LA 70433-2330		Submitted		Samaria Warner, RT (R)(CT) (MR), (ARRT)

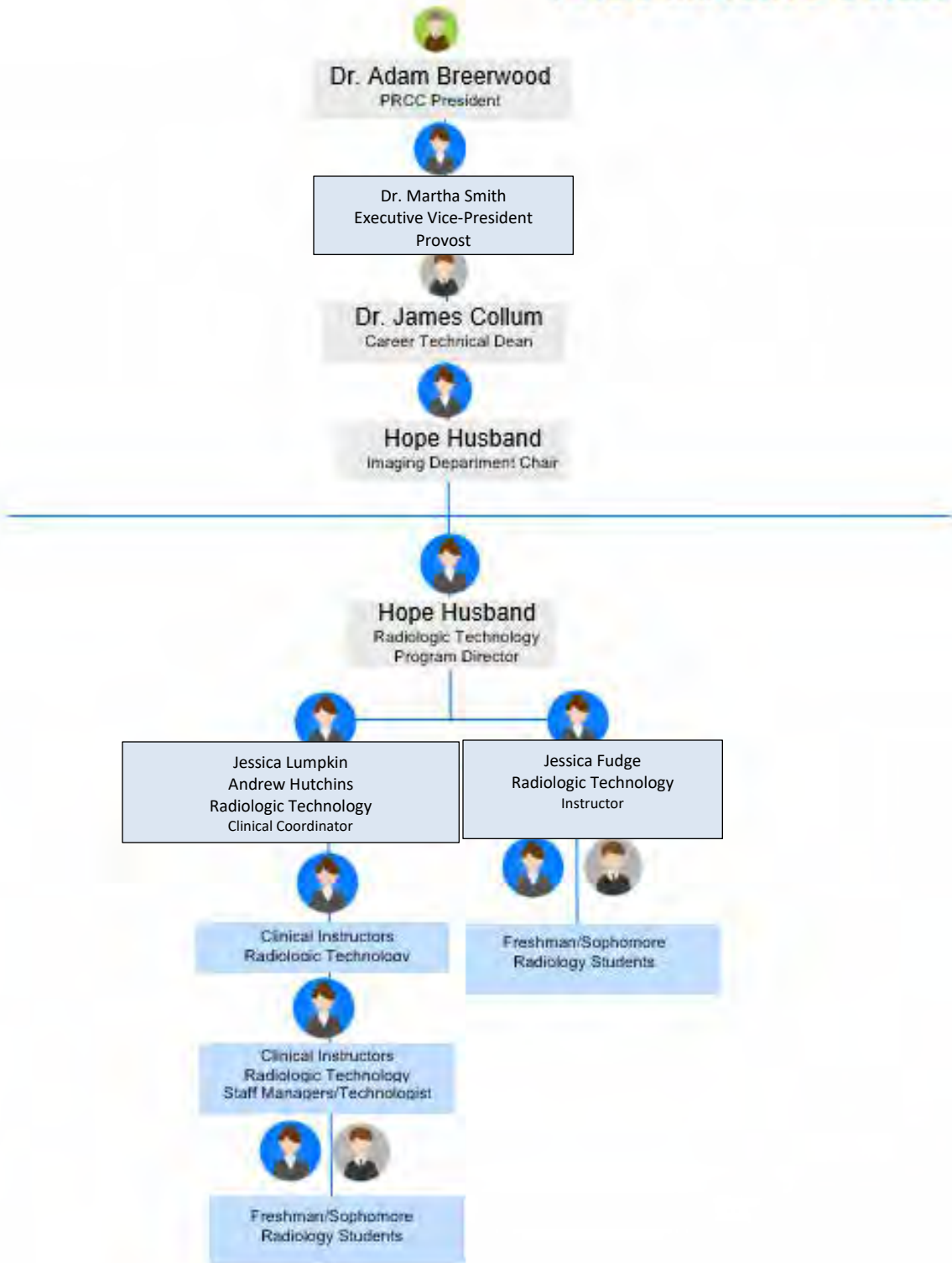
Date: 9/14/2024

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# PRCC IMAGING SCIENCE ORGANIZATION CHART:

## ORGANIZATION CHART PRCC IMAGING SCIENCE



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**SELECTION/ ADVISORY /CRAFT COMMITTEE:**

Dr. Mark Molpus	M.D. Radiologist	<b>Program Medical Advisor</b> Comprehensive Radiology Services
Hope Husband	M. Ed. R.T. (R)	<b>Program Director</b> PRCC Faculty
Jessica Lumpkin	B.S. R.T. (R)	<b>Clinical Coordinator</b> PRCC Faculty
Andrew Hutchins	B.S. R.T. (R)	<b>PM Clinical Coordinator</b> PRCC Faculty
Jessica Fudge	MSRS, RT (R)(CT)	<b>PRCC Faculty/Instructor</b>
Courtney Powell JoLynn Bell	B.S. R.T.(R)	<b>Clinical Instructor/Preceptor</b> Forrest General Hospital, Hattiesburg
Christy Pope Emilie Howell	R.T. (R)	<b>Clinical Instructor/Preceptor</b> George Regional Health, Lucedale
Tara Tisdale Alexis Hale Smith	R.T. (R)	<b>Radiologic Technologist</b> Hattiesburg Clinic, Hattiesburg
Amanda Tagert Hannah Key	R.T. (R)	<b>Clinical Instructor/Preceptor</b> Hattiesburg Clinic Orthopedics, Hattiesburg
Ashley Graeter	R.T. (R)	<b>Clinical Instructor/Preceptor</b> Highland Community Hospital, Picayune
Ashley Holmes Miranda Stringer	R.T. (R)	<b>Clinical Instructor/Preceptor</b> Marion General Hospital, Columbia
Lauren Dumal Kara Hansen Krystal Kuhagen	R.T. (R)	<b>Clinical Instructor/Preceptor</b> Memorial Health, Gulfport
Denise Varhol	R.T. (R)	<b>Clinical Instructor/Preceptor</b> Memorial Health, Wiggins
Jolie Denham Katelyn McKenzie	R.T. (R)	<b>Clinical Instructor/Preceptor</b> Merit Health Wesley, Hattiesburg
Robbie Blackwell	R.T. (R)	<b>Clinical Instructor/Preceptor</b> Forrest Health Systems, Orthopedic Institute
Rosalynn Vaughn	PRCC	Advisor and Counselor PRCC Guidance Counselor

## Clinical Affiliates:

- Forrest General Hospital  
6051 Highway 49  
Hattiesburg, MS 39402
- George Regional Health System  
859 Winter Street  
Lucedale, MS 39452
- Hattiesburg Clinic  
415 South 28th Avenue  
Hattiesburg, MS 39401
- Hattiesburg Clinic Orthopedics and Sports Medicine  
Tatum Park  
103 Medical Park  
Hattiesburg, MS 39402
- Highland Community Hospital  
801 Goodyear Blvd  
Picayune, MS 39466
- Marion General Hospital  
1560 Sumrall Road  
Columbia, MS 39429-2654
- Memorial Health System, Gulfport  
4500 13th Street  
Gulfport, MS 39502-1810
- Memorial Health System, Stone County  
1434 Central Avenue E.  
Wiggins, MS 39577
- Merit Health Wesley  
5000 West Hardy Street  
Hattiesburg, MS 39402
- Orthopedic Institute  
27 Southern Pointe Parkway  
Hattiesburg, MS 39401
- Pending- Ochsner East Slidell Memorial-SMH  
East/Main  
100 Medical Center Drive  
Slidell, LA 70461
- Pending- St. Tammany Parish Health System  
1202 South Tyler Street  
Covington, LA 70433

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## Program Student Health and Required Documents Policy

All Radiologic Technology students are required completed health form immunizations following program admission. The purpose of this health policy is to protect students and the patients they contact.

1.	<b>FORM 121 (IMMUNIZATION):</b> This is your immunization form and can be obtained at most health departments and has all of your childhood immunizations listed. It must be stamped and signed complete for college by the facility that issues it.
2.	<b>Hepatitis B Vaccination</b> (Series of 3 required):  These may be obtained at <b>health department and will take 6 months to complete series.</b> Please list dates in column to the right. Each shot needs a proof of vaccination to be turned in. If student chooses not to have vaccination, they must sign a waiver to release PRCC from.
3.	<b>Covid Vaccination compliance verification or medical/religious exemption forms must be approved and issued by the PRCC Covid vaccination team. Email will be provided upon acceptance to the program.</b>
4.	<b>Clear Drug Screening</b>
5.	<b>Tetanus Vaccination</b> within 10 years health <b>department.</b> Verification required. May be on Form 121
6.	<b>Health Insurance:</b> Each student is required to be covered under a private health insurance policy. Each student will have liability policy through PRCC for malpractice but are required to provide proof of health insurance. <b>Please make a copy of your personal insurance card for our files.</b>
7.	Go to <a href="http://www.msrt.biz">www.msrt.biz</a> and Select the JOIN US tab. <b>Mississippi Society of Radiologic Technologist as a student technologist.</b> <a href="http://msrt.biz/page-1084605">http://msrt.biz/page-1084605</a>  Cost will be approximately \$10.00. Once created go to account information and Print MSRT info with your student member number listed.
8.	Go to <a href="https://www.asrt.org">www.asrt.org</a> and Select the JOIN US tab. <b>American Society of Radiologic Technologist as a student technologist.</b> <a href="https://www.asrt.org/membership/membership-categories/student-member">https://www.asrt.org/membership/membership-categories/student-member</a> Cost will be approximately \$35.00. Once created go to account information and Print ASRT info with your student member number listed.
9.	<b>Clinical Observation prior to Summer Start</b>  <b>Required Clinical Observation 4 hours #1</b>  <b>Required Clinical Observation 4 hours #2</b>
10.	<b>Criminal Background</b> Approved: WILL BE COMPLETED as a group once accepted.

Any condition that is deemed by the faculty to jeopardize the quality of patient care or the safety of patients are discussed with the student and appropriate action are taken. Student WILL NOT be allowed to attend clinical without completed health requirements.

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## The Ten Commandments of Good Patient / Public Relations

1. **THE PATIENT:** is the most important person in any Medical Practice.
2. **THE PATIENT:** is not dependent on us...we are dependent on him.
3. **THE PATIENT:** is not an interruption of our work...he is the purpose of it.
4. **THE PATIENT:** does us a favor when he calls...we are not doing him a favor by serving him.
5. **THE PATIENT:** is a part of our practice...not an outsider.
6. **THE PATIENT:** is not a cold statistic...he is a flesh-and-blood human being with feelings and emotions like our own.
7. **THE PATIENT:** is not someone to argue or match wits with.
8. **THE PATIENT:** is a person who brings us his wants...it is our job to fill those wants.
9. **THE PATIENT:** is deserving of the most courteous and attentive treatment we can give him.
10. **THE PATIENT:** is the life-blood of every Medical Practice.

### Program Self Evaluation

The Pearl River Community College, Radiologic Technology Program (RGT) commits itself to excellence in radiography technology education. The program personnel realize that self-evaluation is an integral part of the growth of the profession. The program personnel will meet once a year prior to the beginning of the new class to evaluate the program and make needed changes. These changes will consider feedback from the previous year's graduates and data from employers of that class. Terminal course questionnaires will also be considered during this evaluation.

### Teaching/Learning Process

Teaching is imparting knowledge to facilitate the achievement of academic goals of the learner. Teaching methods address the individualized need of a diverse student population.

Learning, a process that is continuous throughout life, requires readiness of the learner to set and achieve goals. The intent of this process is to acquire knowledge, skills and behavioral changes through study, experience, instruction and interactions with a teacher.

Major goals of this assessment plan require the development of a teaching/learning process which includes but is not limited to:

- \* Self-awareness
- \* Self-direction
- \* Critical thinking
- \* Accountability.

These goals are achieved through pedagogical methodologies that facilitate exchange of ideas, address individual learning styles, and encourage mutual trust and respect.

Radiography Education is a cooperative process involving teachers and learners actively pursuing and sharing knowledge. The faculty believes that radiography education is best achieved in an organized setting that encourages self-directed acquisition of knowledge progressing from simple to complex. Instruction is accomplished by methods of perception, example, and recounting experience. State-of-the-art instructional strategies and technologies incorporated into the program enhance a quality radiography education. By structuring a collegiate curriculum, the faculty confirms their beliefs that excellence in

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radiography is best developed in an atmosphere of higher education. The faculty also believes that concurrent education in the arts and humanities, as well as in the basic sciences, represents an essential element in providing the radiography student with an integrated body of knowledge, for professional development and growth.

Critical thinking skills are used daily to develop and mature the skills required of a professional radiographer. Critical thinking skills are challenged by didactic problem solving of radiographic procedures and technical manipulation in the laboratory setting. Our objective is to produce competent radiographers who through critical thinking and clinical competency can meet their personal objectives of professional development and growth to meet their professional goals.

## **Growth of Individual-Self Awareness**

The faculty believes that everyone is a unique being possessing worth and dignity, which is constantly interacting with the internal and external environment to meet human needs. These needs must be fulfilled to maintain individual homeostasis.

Adaptation, as associated with homeostasis, is the mechanism used by the individual to compensate for unmet or partially met needs. The fulfillment of safety, energy and sensory needs is required to help meet the individual's needs. Security and esteem are important to the well-being of each person.

## **Purpose and Objective**

It is the ultimate objective of the program to graduate competent radiographers who possess the technical and patient care skills, which exemplify and fulfill the goals and responsibilities of their profession. The Pearl River Community College, Radiologic Technology Program (RGT) is recognized as an educational institution which embraces the essentials and guidelines established by the American Medical Association, the American Society of Radiologic Technologists, the American College of Radiology, and the Joint Review Committee of Education in Radiologic Technology.

## **Technical Skills Assessment**

- Students are assessed using the *American Registry of Radiologic Technologists (ARRT) Examination*. The cost to each program for accreditation is as reasonable as possible to encourage program participation.
- Colleges should report the following for students who complete the program with an Associate of Applied Science Degrees for technical skills attainment:
- The *American Registry of Radiologic Technologists (ARRT) Examination* are used to assess students upon completion of this program. The cost for the ARRT exam is \$200.00. (price subject to change)

# Program Annual Report Data-2023 PRCC Radiologic Technology Program (RGT)

**Institution Name: Pearl River Community College**

**Program Type: Radiologic Technology Program**

**Degree Type: Associate of Applied Science (AAS)**

## Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. [Click here](#) to go directly to the JRCERT webpage.

**Credentialing Examination:** The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	number passed on 1 <sup>st</sup> attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2023	<b>13 of 17 - 76%</b>
Year 2 - 2022	<b>15 of 18 - 83%</b>
Year 3 - 2021	<b>15 of 16 - 94%</b>
Year 4 - 2020	<b>11 of 13 - 85%</b>
Year 5 - 2019	<b>14 of 14 - 100%</b>
<b>Program 5-Year Average</b>	<b>68 of 78 - 87.2%</b>

**Job Placement:** The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 - 2023	<b>17 of 17 - 100%</b>
Year 2 - 2022	<b>18 of 18 - 100%</b>
Year 3 - 2021	<b>16 of 16 - 100%</b>
Year 4 - 2020	<b>13 of 13 - 100%</b>
Year 5 - 2019	<b>14 of 14 - 100%</b>
<b>Program 5-Year Average</b>	<b>78 of 78 - 100.0%</b>

**Program Completion:** The number of students who complete the program within the stated program length. The annual benchmark established by the program is 75%.

Program Completion Rate	number graduated divided by number started the program
Year	Results
Year 1 - 2023	<b>17 of 20</b>
<b>Annual Completion Rate</b>	<b>85.0%</b>

**PEARL RIVER COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
Program Effectiveness Data  
2023**

**PASS RATE:** *Credentialing Examination Pass Rate* - for radiography is defined as the number of student graduates who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) examination or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation.

- Calculating/reporting five-year average credentialing examination pass rate:
- Credentialing Examination Pass Rate = total number of graduates who pass the credentialing exam on first attempt for examinations taken within six months of graduation (twelve months for medical dosimetry) ÷ total number taking the exam within six months of graduation (twelve months for medical dosimetry) during the 2019-2023 reporting period.

**2019-2023 ARRT PASS RATE ON FIRST ATTEMPT (Benchmark 75%)**

YEAR Graduated	# Taking Exam	# Passing on 1 <sup>st</sup> Attempt	% Passing	# Did not pass on-1 <sup>st</sup> attempt:
2023	17	13	76%	4
2022	18	15	83%	3
2021	16	15	94%	1
2020	13	11	85%	2
2019	14	14	100%	0
5-year Average	78	68	87%	10

- 2019-2023 Five year Average = 87% 68-78- (down 3 %) **PASSING ARRT ON FIRST ATTEMPT**

-2018-2022 Five-year Average = 90% 65/72- (down 4%)

-2017-2021 Five-year Average = 94% 62/66-

**JOB PLACEMENT RATE: (Benchmark 75%)** - *Job Placement Rate (JPR)* - is defined as the number of graduates employed in radiography within twelve months of graduation compared to the number of graduates actively seeking employment in the radiologic sciences.

- Graduates should be counted as employed only if employed in the specific field from which they have graduated (employment in CT would be considered part of the Radiography field).
- Full- time, part-time, PRN, etc. are all considered as "Employed."
- Calculating/reporting five-year average job placement rate: Job Placement Rate = the total number of graduates employed in radiography within twelve months of graduation ÷ the number of graduates who actively sought employment in the radiologic sciences (for the 2019-2023 reporting period).

**•2019-2023 # OF GRADUATES SEEKING AND FOUND EMPLOYMENT WITHIN TWELVE MONTHS OF GRADUATION**

YEAR Graduated	JOB PLACEMENT RATE	NUMBER OF STUDENTS Enrolled vs. Graduated 5 year average benchmark at 75%
2023	100%	<ul style="list-style-type: none"> <li>• 17 graduated, completed graduate surveys or corresponded by phone</li> <li>• 17 of 17 graduates were employed within 12 months of graduation</li> </ul>
2022	100%	<ul style="list-style-type: none"> <li>• 18 graduated, completed graduate surveys or corresponded by phone</li> <li>• 18 of 18 graduates were employed within 12 months of graduation</li> </ul>
2021	100%	<ul style="list-style-type: none"> <li>• 16 graduated, completed graduate surveys or corresponded by phone</li> <li>• 16 of 16 graduates were employed within 12 months of graduation</li> </ul>
2020	100%	<ul style="list-style-type: none"> <li>• 13 graduated, completed graduate surveys or corresponded by phone</li> <li>• 13 of 13 graduates were employed within 12 months of graduation</li> </ul>
2019	100%	<ul style="list-style-type: none"> <li>• 14 graduated, 13 completed graduate survey or corresponded by phone</li> <li>• 14 of 14 graduates were employed within 12 months of graduation</li> </ul>
5-year Average	100%	<b>78 out of 78 graduates seeking employment were employed within 12 months of graduation.</b>

# OF GRADUATES THAT FOUND EMPLOYMENT WITHIN TWELVE MONTHS OF GRADUATION

**PEARL RIVER COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
Program Effectiveness Data  
2023**

• **PROGRAM COMPLETION RATE: (Benchmark 75%)**

*Annual Program Completion Rate (PCR)* - is defined as the number of students who complete the program within the stated program length compared with the number of students who initially started with the cohort. Programs are free to determine the entry point (e.g., required orientation date, final drop/add date, final date to drop with 100% tuition refund, official class roster date, etc.) used to calculate the number of students that began the program.

- When calculating the total number of students enrolled in the program (denominator) programs need not consider students who attrite due to nonacademic reasons such as:
  - Financial, medical/mental health, or family reasons
  - Military deployment - Change in major/course of study
  - Other reasons an institution may classify as a nonacademic withdrawal
- Calculating/reporting program annual completion rate: Annual Program Completion Rate = total number of students who complete the program within the program length ÷ total number of students who initially began the program with their designated cohort(s), noting the exceptions above.

YEAR- Graduated	COMPLETION RATE	NUMBER OF STUDENTS Enrolled vs. Graduated <b>5 year average benchmark at 75%</b>
<b>2023</b>	<b>85%</b>	24 enrolled originally, 17 graduated from original in May 2023 (-7) <ul style="list-style-type: none"> <li>• 2 students voluntarily withdrew and sought careers outside medical profession.(JRCERT exempt)</li> <li>• 1 student withdrew for family and financial reasons. (JRCERT exempt)</li> <li>• 1 student chose to transfer to another radiography program. (JRCERT exempt)</li> <li>• 3 students were unsuccessful in the freshman clinical component coursework and could not advance.</li> </ul> <b>7 total withdrawn- 4 JRCERT exemptions- 3 count as retention</b>
<b>2022</b>	<b>106%</b>	17 enrolled originally, 1 transferred from another college, 18 graduated total <ul style="list-style-type: none"> <li>• ALL STUDENTS PLUS ONE GRADUATED</li> <li>• 2020-2022: Last year to accept and graduate 17 students. 2021-2023: the program increased the accepted # to 24.</li> </ul>
<b>2021</b>	<b>94%</b>	17 enrolled originally, 16 graduated from original <ul style="list-style-type: none"> <li>• 1 student voluntarily withdrew and sought careers outside medical profession.</li> </ul>
<b>2020</b>	<b>76.5%</b>	17 enrolled originally, 12 graduated from original, 1 transferred into program second year, <ul style="list-style-type: none"> <li>• 3 of the students voluntarily withdrew and sought careers outside medical profession.</li> <li>• 2 students were unsuccessful in program coursework.</li> </ul>
<b>2019</b>	<b>82%</b>	17 enrolled, 14 graduated <ul style="list-style-type: none"> <li>• 2 of the students voluntarily withdrew and sought careers outside medical profession.</li> <li>• 1 of the students was dismissed due to school policy violation.</li> </ul>

5-year  
Average

84%

**Total enrolled - 92 enrolled, 77 graduated- 5 year Benchmark met=**

**2023 PCR**

**85%**

**PCR (85% = 17 total number of students who complete the program within the program length (17 graduates) ÷ (20 total: 4 exemptions ) total number of students who initially began the program with their designated cohort(s), noting the exceptions above.**

2019-2023 and results analyzed in 2023 with 5 year average of 84%. 2023 PCR is 85%.

**PCR for 2023- 85 % began – with 24 students and 17 (4 JRCERT exempt)**

## Professional Organizations

Several professional organizations have been established for individuals practicing in the field of Radiologic Technology. Membership in these organizations is voluntary; however, students are encouraged to join and become actively involved.

### **American Society of Radiologic Technologists ([ASRT](http://www.asrt.org))**

15000 Central Avenue SE

Albuquerque, NM 87123-3917

Phone: 1.800.444.2778 Fax: 1.505.298.5063

[ASRT Student Membership \\$35 per year or \\$50 for 2 years www.asrt.org](http://www.asrt.org)

The ASRT is the profession's national organization and membership is open to any interested student Radiologic Technologist. Members receive its bimonthly journal, [Radiologic Technology](#), and a quarterly newsletter, the "[ASRT Scanner](#)". An ASRT national meeting is held annually at a location within the United States.

### **Mississippi Society of Radiologic Technologists, Student Membership \$12 per year**

[www.msrt.biz](http://www.msrt.biz)

More information regarding professional documents governing the radiologic technology profession can be found on the above websites including the American Registry of Radiologic Technologists (ARRT) website:

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

- [Radiography Practice Standards](#)
- [ASRT Code of Ethics](#)
- [ARRT Standards of Ethics](#)

### **Code of Ethics: American Registry of Radiologic Technologists:**

1. The radiologic technologist conducts him/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status. (JRCERT Standard 1.12)
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed, and employs procedure and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

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

### **PRCC Student Association (Radiologic Technology)**

The purpose of the Radiologic Technology Student Association is to represent students in school matters. Officers of the association are the student government representatives. Other functions of the association are attending professional meetings and community service activities.

### **Program Description of Curriculum**

The Radiologic Technology curriculum follows recommendations and standards established by the Pearl River Radiologic Technology Program (RGT), American Registry of Radiologic Technologists and the Joint Review Committee on the Education for Radiologic Technologists. The curriculum provides the student with the opportunity to gain the knowledge and skills, which are needed by Radiologic Technologists.

The course of study is six (6) semesters (24 months) in length and provides both classroom and supervised clinical experience. Upon successful completion of the curriculum, Pearl River Community College awards the student a diploma. Upon graduation, the graduate Radiologic Technologist are eligible to take the national certifying examination given by the American Registry of Radiologic Technologists. A course syllabus with descriptions and specific objectives for each study course is given to each Radiography student at the beginning of each quarter.

The information and guidelines contained in this manual are written specifically for students in the Radiologic Technology Program. They are based on recommendations of the Mississippi Framework Curricula, American Society of Radiologic Technologists, American Registry of Radiologic Technologists, and the Joint Review Committee on Education in Radiologic Technology. Our profession is ever changing toward the enhancement of education and will adjust our policies accordingly. This ensures fulfillment of the program's objectives and assures the student of quality and modern educational experience

### **College Student Affairs Online Link**

The below links will connect the student with the appropriate board and college policies regarding student affairs.

<https://prcc.edu/faculty/policy-procedure-manual/student-affairs/>

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- [Academic Guidelines for College Housing](#)
- [Active Military Status for Students](#)
- [Athletic Drug Testing](#)
- [Campus Curfew](#)
- [Crisis Intervention](#)

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- [Dress Code](#)
- [Electronic Devices](#)
- [Financial Aid](#)
- [Firearms and Deadly Weapons](#)
- [Grievance](#)
- [Guest Speakers](#)
- [Guests of Students](#)
- [Guidance Services](#)
- [Honor Rolls](#)
- [Personal Distress](#)
- [Residence Halls](#)
- [Satisfactory Progress](#)
- [Search and Interrogation of Students](#)
- [Social Activities](#)
- [Student Activities Funds](#)
- [Student Computer Security](#)
- [Student Conduct](#)
- [Student Contests, Conventions and Campus Activities](#)
- [Student Involvement in Decision-Making](#)
- [Student Publications](#)
- [Student Records](#)
- [Student Rights and Responsibilities](#)
- [Students with Disabilities](#)
- [Students' Due Process](#)
- [Students' Payments and Refunds](#)
- [Students' Records Family Educational Rights and Privacy Act of 1974](#)
- [Substance Abuse Policy](#)
- [Substance Testing for Students in Selected Programs](#)
- [Tobacco on Campus](#)
- [Transportation for Student Activities](#)
- [Violence Prevention](#)
- [Wellness Center](#)

### **College Due process policy:**

<https://prcc.edu/faculty/policy-procedure-manual/student-affairs/students-due-process/>

Pearl River Community College affords due process to all students in accordance with the law. Students will have their rights and actions affection their rights protected. Any actions affecting their rights and responsibilities are subject to due process in accordance with the law. Procedure for student disciplinary hearings are published in institutional documents including the student handbook.

## **College FERPA- Security of Student Records**

### **Family Educational Rights and Privacy Act – (FERPA)**

#### **Student Records:**

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, applies only to “education records” of students enrolled or formerly enrolled in PEARL RIVER COMMUNITY COLLEGE. Education records include any record (in whatever format or medium) directly related to the student and maintained by the College. In accordance with FERPA provisions and PRCC policy, no employee of the college shall release any information about the student without the prior written consent of the student, except that employees may release records when required to do so under federal, state, and/or local law or as otherwise authorized under these policies and procedures.

The complete PRCC policy regarding FERPA is available in the *Pearl River Community College Catalog and Student* by the following link: <https://prcc.edu/faculty/policy-procedure-manual/student-affairs/students-records-family-educational-rights-and-privacy-act-of-1974/>

## College Contact Information

<https://prcc.edu/about/student-consumer-information-guide/>

### Phone Numbers at the Poplarville Campus:

Admissions	601-403-1214
Business Office	601-403-1206
Office of Student Success	601-403-1250
Director of Career Technical Education	601-403-1102
Disability Support	601-403-1060
Financial Aid	601-403-1029
Textbook Store	601-403-1368
Vice President for Poplarville Campus and Hancock Center	601-403-1217
Vice President for General Education and Technology	601-403-1209
Vice President for Community and Economic Development	601-403-1260

### Phone Numbers at the Forrest County Campus:

Admissions	601-554-5519
Business Office	601-403-1206
Center for Counseling, Placement	601-554-5500
Disability Support	601-403-1060
Financial Aid	601-403-1029
Textbook Store	601-554-5501
Vice President for Forrest County Operations	601-554-5506
Vice President for Community and Economic Development	601-403-1260

## College Libraries

### Forrest County Campus: LIBRARY

#### *Fall and Spring Hours*

Monday – Thursday	7:00 am – 9:00 pm	
Friday -	7:00 am – 3:00 pm	<b>Summer Hours</b>
Monday-Wednesday	7:30 am – 6:30 pm	Thursday- 7:30 am – 5:00 pm
<b>Library Phone:</b>	601-554-5522	
<b>Learning Lab Phone:</b>	601-554-5475	

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Pearl River Community College maintains a library with numerous resources for Radiology Technology students. The library is intended to encourage students to do additional research and other independent studies. Resources found in the library include:

1. Books
2. NCRP Reports
3. Periodicals
4. Audio-visuals

Some resources of information are maintained in the Program Director's office. Resources found in Program Director's office include:

1. Text books
2. Program essentials
3. Professional scopes of practice
4. Professional tasks lists
5. State standards

Other resources that may be found are other professional/program information. The items of information are available to student upon request to Program Director.

### **College Counseling: Academic Guidance**

Academic guidance is provided any time that it is needed. Pearl River Community College staff and faculty do counsel and guidance. Students are encouraged to use the resources available from the PRCC faculty and staff. PRCC faculty does counseling concerning grades. Students are encouraged to ask for guidance and counseling whenever necessary. Further information regarding Guidance and Counseling can be found in the printed *PRCC Catalog and Handbook*.

### **Cost- Financial Aid and Scholarships**

- I. All Financial Funds may be applied for through the Financial Aid Office at Pearl River Community College.
- II. VETERANS ADMINISTRATION PROGRAMS: Pearl River Community College, Radiologic Technology Program (RGT) participates in programs of the Veterans Administration. Application for this program must be made with the students nearest Veterans Administration office.  
NOTE: No person in the United States shall be excluded from participating in any of the above programs on the grounds of race, color, sex, or national origin. (JRCERT Standard 1.12)
- III. THE HATTIESBURG RADIOLOGIC TECHNOLOGY PROGRAM (RGT): Funds to be placed in an account with the interest per year designated to assist radiography students. The recipient of these funds are determined based upon academic grades only. This scholarship should be applied for through the PRCC EDUCATIONAL FOUNDATION.
- IV. MISSISSIPPI SOCIETY OF RADIOLOGICAL TECHNOLOGIST: This fund was begun to assist through scholarship funds in the education of Radiologic Technology students and is totally funded from the MSRT. (When available)
- V. THE MISSISSIPPI RADIOLOGICAL SOCIETY SCHOLARSHIP: A scholarship given to a second-year student based on his/her financial need and academic rank, in the amount of approximately \$200.00-300.00. (When available)

### **College Financial Aid Information**

#### **Financial Assistance**

Pearl River Community College offers a wide variety of financial assistance programs, from federal, state, college, and private sources. These programs are designed to assist students in meeting the costs associated with attending college.

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The *Financial Aid* booklet includes information, application deadlines, and regulation about the different types of assistance available at PRCC. It is important the student understands the policies regarding the assistance that is awarded to them, and to be aware of the academic requirements for maintaining eligibility. Also, the student must realize that all financial aid must be submitted before the deadline or assistance may not be available to them at the time of registration, therefore, an added expense may be added to the student before registration can be confirmed. The financial aid staff is available to assist students who have any questions or who need additional information. The office is open between the hours of **8:00** a.m. to **4:00** p.m., Monday thru Friday. **(601) 403-1211**.

For information concerning,

Students may also go online and complete the student's free application for **Federal Student Aid (FAFSA)**. Sometimes this may be a quick and sure alternative to ensuring that all proper paperwork is complete. The address for FAFSA is: <https://studentaid.gov/h/apply-for-aid/fafsa>. Important **FAFSA/PIN** reminders: Before the student begin, the student will need a pin number to sign the students FAFSA electronically. The student can use this PIN number to sign in to FAFSA, review the students FA award, correct the student's information, and reapply for financial aid, among other various activities. The student may want to set up the student's PIN number then go on-line to complete the students Financial Aid application process. The students PIN number are e-mailed to the student within 1 – 5 days. **Please note:** the student may want to **print** important documents for the student's verification.

# FINANCIAL AID FAQ

## Nursing & Allied Health Students

### **WHEN SHOULD NEWLY ACCEPTED STUDENTS APPLY FOR FINANCIAL AID?**

Students should apply early as the financial aid process can take up to four weeks for completion during peak enrollment periods.

### **WHAT TYPES OF AID ARE AVAILABLE TO NURSING & ALLIED HEALTH STUDENTS?**

Students are encouraged to apply for federal, state and institutional funding. The Free Application for Federal Student Aid (FAFSA) is available October 1 prior to each new academic year. Students must apply directly with state agencies for state funding. The application process and requirements for institutional and select alternative funding resources can be found on the PRCC website at <http://www.prcc.edu/finaid>.

### **WHAT HAPPENS IF FINANCIAL AID IS NOT AWARDED BY THE FIRST DAY OF CLASS?**

Nursing or allied health students who experience challenges with delayed awards should check with the Office of Financial Aid or Business Services for assistance with a waiver. Students are evaluated on a case-by-case basis, as waivers are not guaranteed.

### **WHAT IS SATISFACTORY ACADEMIC PROGRESS (SAP)?**

Federal financial aid recipients are required to make progress towards a certificate or degree. Progress is reviewed upon admittance to PRCC and each subsequent term.

#### **All students are expected to:**

- Earn the minimum required grade point average
- Complete 67% of all classes attempted (includes F's, W's & incompletes)
- Graduate in a timely manner

### **HOW DOES SAP IMPACT FEDERAL FINANCIAL AID ELIGIBILITY?**

Federal regulations allow a maximum time frame of 150% of the number of credits needed to complete a degree or certificate program in which a student is allowed to receive federal student aid. **The maximum time frame does not begin each time a student changes majors or schools.**

A student's entire academic record at PRCC, as well as accepted transfer courses from all previously attended accredited institutions, will be evaluated to determine satisfactory academic progress. This time frame applies to all students, even to those students who may not have previously received federal aid for prior years of study at PRCC or at another institution.

**A student who attempts 150% of their coursework for their current degree or certificate program and who has not yet completed that program is suspended from federal aid eligibility.**

Please review the entire progress requirement policy on the PRCC Office of Financial Aid webpage:  
<http://prcc.edu/financial-aid/satisfactory-progress>

The Office of Financial Aid staff is available to answer any questions or concerns regarding the process to apply for federal financial aid and eligibility. Please direct inquiries to the contact information below:

Office of Financial Aid  
Pearl River Community College  
601-403-1000  
[finaid@prcc.edu](mailto:finaid@prcc.edu)

## **WIOA (Workforce Investment Opportunity Act) Scholarships and GUIDELINES**

W.I.O.A.(Workforce Investment Opportunity Act) is applicable for vocation/technical programs which are completed in two years or less. W.I.A. will not fund academic only.

1. Local WIN Job Center determines eligibility. Student needs to contact WIN office to apply.
2. Once student is approved, he/she is required to attend mandatory orientation to be enrolled. Details of the requirements for participating in W.I.A. will be discussed at length.
3. Student must follow course requirements as set forth in PRCC catalog, completing the required hours each semester. Students are funded only for those semesters. W.I.O.A. will not pay for courses "out of season" just for student's convenience.
4. Only the following items are eligible for reimbursement: tuition, books, fees, and exiting exams. This is always subject to available funds.
5. Student must maintain a G.P.A. of 2.0.
6. Student is required to maintain full-time status.
7. Student is required to contact WIN Representative monthly and to provide a copy of grades.
8. On-line or night courses will only be allowed with written approval of student's advisor and WIN Representative. Priority is day time classes.
9. Student will be dropped from W.I.O.A. in the following incidents: 1.) failure to maintain 2.0; 2.) failure to meet academic program requirements; 3.) being placed on probation for any reason; 4.) program director drops from the program; 5.) refusal to abide by W.I.A. guidelines. This is not entitlement money.
10. Student must identify self as W.I.O.A recipient at registration to receive proper charge slips for bookstore.

Exiting exam reimbursement will be handled on a program by program basis. The student must prepay for the exam and then turn in receipt for reimbursement.

### Allowable WIA charges:

Tuition  
Fees  
Books  
Exiting Exam

### Non-Allowable Charges:

Uniforms      Convention Fees  
Shots          Supplies  
Insurance  
Anything not on the list to the left

For information concerning **WIOA (Workforce Investment Opportunity Act) scholarships**, please contact Deloris Butler at **601-584-1976** or [ebutler@prcc.edu](mailto:ebutler@prcc.edu).

### **College and Program Fees:**

- I. The Pearl River Community College, Radiologic Technology Program (RGT) student is eligible for Veterans Administration. If they qualify, students may obtain educational funds through the Guaranteed Student Loan Program. These financial aids must be applied for through the Pearl River Community College Office of Financial Aid.
- II. On registration day, the student is responsible for paying the book fees and the first part of tuition to the Pearl River Community College, Radiologic Technology Program (RGT). The remainder of the tuition payments must be paid in full by the end of the semester.
- III. Uniforms may be purchased from any uniform shop. We do carry scrubs in the PRCC Bookstore. The student is notified as to the style and code of dress.

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NOTE: Pearl River Community College can change tuition and/or lab fees at any time. These changes are reflected by the Accounts and Billing of Pearl River Community College.

**Fees** may be paid in one of the following methods:

1. Payment in full on registration day
2. Payment may be broken down according to payment plan by PRCC.
3. All payments must be received by the end of the semester to receive grades.

**Tuition and Fees :**

<https://prcc.edu/future-wildcats/admissions/tuition-and-fees/>

**Program Radiology Course Fees (Additional)-**

Allied Health (Dental Assistant, Surgical Tech, Physical Therapy, Occupational Therapy, Radiological Tech, Respiratory Care, Medical Lab Tech, Dental Hygiene, Practical Nursing)

The Allied Health Program Fee includes fingerprinting, background check and drug screen expenses.



# PEARL RIVER COMMUNITY COLLEGE

Allied Health (Dental Assistant, Surgical Tech, Physical Therapy, Occupational Therapy, Radiological Tech, Respiratory Care, Medical Lab Tech, Dental Hygiene ,Practical Nursing)

## The Allied Health Program Fee includes fingerprinting, background check and drug screen expenses.

Semester	CRN	Sub	Course	Section	Term	Description	Fee	Code	Description2
<b>SUMMER</b>	32591, 33575	RGT	1213	F01, FN1	Sum 1yr	Fundamentals of Radiography	0		Criminal Background
	32591, 33575	RGT	1213	F01, FN1	Sum 1yr	Fundamentals of Radiography	0		Drug/TB Testing
	32591, 33575	<b>RGT</b>	<b>1213</b>	<b>F01, FN1</b>	<b>Sum 1yr</b>	<b>Fundamentals of Radiography</b>	<b>\$20</b>	<b>PMKR</b>	<b>Radiology Marker</b>
	33591	RGT	1138	F01	Sum 2yr	CLINICAL ED III	0		Drug/TB Testing
<b>FALL</b>	15657, PM CRN	<b>RGT</b>	<b>1312</b>	<b>F01, FN1</b>	Fall 01	Prin of Radiation Protection	\$89.00	RDOS	PRCC Rad Dosimeter
	15657, PM CRN	<b>RGT</b>	<b>1312</b>	<b>F01, FN1</b>	01	Prin of Radiation Protection	\$94.00	RR	Rad Review Easy
	17997, PM CRN	RGT	2533	F01	01	Radiographic Procedures III	\$89.00	RDOS	PRCC Rad Dosimeter
	17997, PM CRN	RGT	2533	F01	01	Radiographic Procedures III	\$94.00	RR	Rad Review Easy
<b>SPRING</b>									
<b>*NEW</b>	21074, , PM CRN	RGT	1523	F01, FN!	02	Radiographic Procedures II- Freshman	\$180.00	KETT	Kettering Seminar
	27723	RGT	2934	F01	02	Certification Fundamentals- Sophomore	\$180.00	KETT	Kettering Seminar
<b>*NEW</b>	27733	<b>RGT</b>	<b>2934</b>	<b>F01</b>	02	Certification Fundamentals- Sophomore	\$220.00	ARRT	ARRT Registry Exam- Required

## Program Estimated Cost for entire program-

This price list is ONLY an estimate and cost will change at any time with the college adjustments and program activities and requirements.

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# PEARL RIVER COMMUNITY COL RADIOLOGY ESTIMATED PROGF

## FRESHMAN YEAR

### SUMMER:

#### TUITION, FEES:

ALLIED HEALTH PROGRAM FEE

---Drug Panel (10) or similar scree

---CRIMINAL BACKGROUND CH

DIGITAL COURSE MATERIALS/H

REGISTRATION/TECHNOLOGY I

PARKING DECAL:

TB SKIN TEST \$. (Health Dept) Inc

HEPATITIS B SERIES ( Health De

TETANUS VACCINATION (simple,

SCRUBS, LABCOAT, SHOES, PA

COURSE CHARGE FOR RGT 1213 FUNDAMEN

RADIOGRAPHIC MARKERS (AN

BOOK FEE: FUNDAMENTALS AND PATIENT C

BOOK FEE: MERRILL'S BOOK PACKAGE

\*\*\* PRIVATE HEALTH INSURANC

SOPHOMORE YEAR :

SUMMER:

TUITION, FEES:

ALLIED HEALTH PROGRAM FEE

---Drug Panel (10) or similar screen

---CRIMINAL BACKGROUND CH

REGISTRATION/TECHNOLOGY F

PARKING DECAL:

TB SKIN TEST (Health Dept) Includ

SCRUBS, LABCOAT, SHOES, PAT

RADIOGRAPHIC MARKERS (ANN

\*\*\* PRIVATE HEALTH INSURANCE

FALL:

TUITION, FEES:

ALLIED HEALTH FEE:

REGISTRATION/TECHNOLOGY F

COURSE CHARGE FOR RGT 2532 RAD PROC

RAD REVIEW ONLINE(ANNUALLY

DOSIMETER BADGES \$70. (ANNU

BOOK FEE: OUT OF POCKET (Use book previo

\*\*\*

Sophomore Conference

## **Program Honor Code Statement/Policy: Classroom, Laboratory, and Clinical**

Pearl River Radiology students achieve all academic coursework with integrity. They conduct themselves in a professional, respectful and honorable manner, and are sincere in all areas of their professional education to encourage and create an atmosphere of pride and faith. The foundation of the honor code is self-control and gratification, which requires collaboration and provision from each person in working as a professional team.

### **Honor Code: Group Work**

1. Students are responsible for any work submitted in their names for the fulfillment of a course, program, or assignment.
2. Students should ask their instructors before collaborating on any assignment with a classmate.
3. Students should ask their instructors if a tutor or other individual may help the student with any assignment.
4. All group members are responsible for the data and the content of labs, reports, assignments and projects.
5. The guidelines for appropriate collaboration and task division pertaining to group work vary among classes and instructors. It is therefore the student's responsibility to obtain a clear understanding of appropriate collaboration from the instructor.

### **Honor Code: Tips for Success**

1. Students should read the course syllabus, and follow all policies, guidelines, or instructions outlined therein.
2. Students should make sure that they are aware of any guidelines or restrictions on specific class assignments or examinations. Students should get any instructions from the instructor if they miss a class.
3. Students should ask their instructors before collaborating on any assignment with a classmate.
4. Students should ask their instructors if a tutor or other individual may help with any assignment.
5. When unsure whether to cite a phrase or fact, students should cite.
6. Students should ask their instructors or consult a citation manual to learn how to cite online sources.
7. If an instructor tells students not to use outside sources, students should not (nor should they take the instruction as an excuse not to cite sources if they are used).
8. Students should ask their instructors before sharing lab reports, results, or other data with classmates or a lab partner.
9. Students should ask their instructors before reviewing tests administered for the same course in a previous semester.
10. Students should not turn in an assignment from a previous course without the permission of both instructors involved.
11. Students should not assume that whatever they are doing is okay. If they cannot say with complete certainty that any conduct is permissible, they need to consult the course instructor.
12. If permitted by the instructor, students should check over group members' work before it is submitted; this includes labs, data, and other reports.
13. Students should keep copies of original data used for group projects and assignments.
14. When in doubt, ask the instructor.

### **Honor Code: Violations**

**Violations of the Honor Code such as cheating, falsifying, plagiarism will not be tolerated and the student will receive a zero grade and may be dismissed from the program at the instructor discretion. Any student acting individually or in concert with others, who violates any part of code of ethics, shall be subject to disciplinary procedures with possible termination from the program.**

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**Possible violations include but are not limited to the following:**

1. Giving and/or receiving unauthorized aid on an assignment, report, paper, exercise, problem, test or examination, tape, Radiographic Image, or computer program submitted by the student to meet course requirements. Such aid includes the use of unauthorized aids which may include crib sheets, answer keys, discarded computer programs, the aid of another person on a take-home exam, etc.; copying from another student's work; unauthorized use of books, notes, or other outside materials during "closed book" exams; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or any other similar action that is contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work or ideas of another without properly indicating that source. A full discussion of plagiarism and proper citation is provided in the section below.
3. Failure to report a known or suspected violation of the Code.
4. Any action designed to deceive a member of the faculty, a staff member, or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized.
5. Any falsification of class records or other materials submitted to demonstrate compliance with course requirements or to obtain class credit, including falsifying records of class attendance, attendance at required events or events for which credit is given, or attendance or hours spent at internships or other work service.
6. Submission of work prepared for another course without specific prior authorization of the instructors in both courses.
7. Use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents and submitted as the student's own work.
8. Falsification of results of study and research.
9. Altering a previously graded examination or test for a regrade.

Note: Examinations and the questions therein, as well as lectures, teaching notes, scholarly writings, course handouts, assignments, and other course materials are the property of the individual faculty member. Copying or distributing any such materials without the permission of the copyright owner may constitute an infringement violation, and may result in a referral to the office of Student Accountability, Community Standards, and Academic Integrity for corrective action.

**Program Abide Policy Statement for Students: (JRCERT Standard 4.8)**

Students must follow all guidelines set forth in the PRCC Radiologic Technology Program (RGT) Policy and Procedure Manual. After review and discussing the program's policy and procedure, each student signs a statement of understanding and it is placed in their student file.

**DISABILITY**

**Program ADA: Disability Act**

**Program Non-Discrimination Policy:**

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate based on race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance, accommodations or alternate format, you should contact the Office of Disability Services at ADA@prcc.edu or 601-403-1215.

## **Program Gender**

The program supports and complies with “Fair Practices in Education.” Therefore, all students can participate in the same clinical education experience regardless of gender.

## **Program Background check/Drug screening**

Students entering the Radiologic Technology program are required to obtain a background check and drug screening prior to being assigned to any clinical educational setting. All associated fees are the responsibility of the student. Drug screen may/are requested at unannounced time for students to immediately obtain. Pearl River Community College has a no tolerance policy concerning drug screening results. If the student's drug screening results demonstrate that the student registered positive for drug use, the student will not be placed in a clinical setting. This will prevent the student from further progress in the program. Inability to participate in a clinical assignment based on the background check or drug screening will result in a failing clinical grade if the student is in the middle of a semester session. The consequence of this failing grade is the inability of the student to continue in the Radiologic Technology program. Certain criminal activity, as evident by a background check or drug screening, will prevent the student from clinical participation. The student may reapply to the program according to the program's re-admission policies. Re-admission is not guaranteed.

## **Program Bachelor of Science Degree in Radiologic Technology**

William Carey University, in affiliation with the Pearl River Community College, Radiologic Technology Program (RGT), offers a Bachelor of Science degree with a major in Health-related professions. Following graduation from the Pearl River Community College, Radiologic Technology Program (RGT), a degree candidate may complete the Bachelor of Science degree requirements by attending William Carey College for approximately four semesters and two summer sessions.

## **Program: Bereavement/Funeral Policy**

In the event of a death in the family, the student must notify program faculty as soon as possible. Time off are granted as follows: The student may be granted days off for the death of an immediate family member

- Mother
- Father
- Foster Parent or Legal Guardian
- Sister
- Brother
- Husband
- Wife
- Children
- Grandparent

The student maybe granted one day off to attend the funeral of the following:

- Parents-in-law
- Son-in-law
- Daughter-in-law
- Aunt
- Uncle
- Niece
- Nephew

## **Program: Electronic Device Policy: Cell phones, smart watches, tablets...etc**

Students are not allowed to use any personal electronic device while at the clinical site. These devices must be turned off, not set to silence or vibrate, while on school time. This includes, but is not limited to: cellular phones, PDAs, Smart Phones, Blackberry devices, pagers, text or message devices, personal laptop computers, electronic notepads, digital music devices, etc. Cellular phones must be powered off while in the clinical setting. If the student is found to have such a device (i.e. ringing cell phone, sounds of music playing) the student is asked to leave the clinical site for the day. This missed time are made up according to the missed clinical time policy. A written warning is issued and the work ethics grade of the student is lowered for each incident.

PRCC policy strictly prohibits the use of any electronic device in the classroom, lab, or clinical environment. This includes, but is not limited to, the use of cell phones and smart watches. **Cell phones may be used during break times but only in the cafeteria of the facility.** FGH has a policy of smart watches (Updated policy and procedures are in Canvas, located in files

## **Program: Firearms Policy:**

**\*\*\*NO FIREARMS ARE ALLOWED ON SCHOOL CAMPUS OR SCHOOL FUNCTIONS.**

## **Program Fund-raising**

All fundraising activities must be approved by PRCC Radiology and Administration prior to the beginning of event. Fund raisers are conducted to assist the students in raising money to attend out-of-town professional development meetings/events. (MSRT, Student Seminar) In the event of out-of-town meetings, the money is divided among participating students prior to the event to help pay for registration, lodging and some meals. Students must commit to the event to collect money from the fund raisers. Attendance are taken at the time of their fund raisers to assure the students' commitment. Each student will have the right to opt out of fund-raising efforts. **Students who do not participate in fund raising will assume full financial obligation for attendance at education seminars and other class funded activities.**

Fund raising activities, with tentative dates and organizers, must be submitted to the program faculty for approval no less than one month prior to the event.

Fund Raisers may include:

1. Drawings
2. Garage Sales
3. Donations
4. Other; raffle money is awarded to the students on an individual basis (i.e. the student who sells \$75 worth of tickets receives \$75 for the event/meeting).

Money are collected by Pearl River Community College program faculty to be placed in the student fund account in the director's office or clinical coordinator's office.

## **Program Grades:**

Grading is in accordance with the Pearl River Community College policy.

The grading scale is:

A	90 - 100
B	80 - 89
C	70 - 79

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D 60 - 69  
F 0 - 59

Due to the unique nature of Radiologic Technology and the close contact and responsibilities of the Radiologic Technologist, a high level of academic and technical competency is required of all students in the program. All students must receive no less than a final grade of “C” in any academic or clinical course to be able to progress to the next sequence of radiography courses.

## **Progress Records**

The instructor will post mid-term grades to identify potential problem areas and to encourage improvements that may be beneficial for the student (s). The student is counseled on deficiencies and commended as the situation arises. Reports of counseling and commendation are maintained within the school office and are available at the request of the student.

## **Records Policy**

Student records are available for each student to see upon request. The students' records are kept confidential and will conform to the Federal Family Educational Rights and Privacy Act.

## **Academic Standards (MINIMUM)**

Students are required to achieve a grade of “C” in all courses assigned to the Radiologic Technology curriculum. If a final grade lower than a “C” is earned in any required course, the student is dismissed from the program. The student may re-apply to the program and enter when the sequence of courses needed is offered (This wait is usually one calendar year). Re-admission is based on space availability in the program clinical education settings. Re-entry into the program is limited to one-time. Students who drop or are dismissed from the curriculum are assisted through referral for counseling and guidance to redirect their program of study. A grade of “incomplete” are recorded if the student has not completed didactic course objectives by the last day of the quarter. The incomplete course work must be completed by the end of the following semester unless special arrangements have been approved in advance. If the work is not completed by this date, a grade of “F” are assigned and the student is dropped from the program.

Because of the progressive nature of the curriculum, the student must proceed through the courses listed. Core and elective courses must be taken prior to entering as a full-time Radiography student

## **Academic Testing Rules**

All students are expected to observe the following rules. Each student is required to sign a copy of the exam regulations to confirm that they are aware of these regulations and agree to abide by them.

All students are expected take the exam at the time Scheduled by the instructor. Exceptions may be granted due to time constraints or with written approval from the instructor.

1. Students must be on time. If the student arrives more than 15 minutes late, the student may not have adequate time to complete exam. Note: Instructor does not allow makeup examinations.
2. Students are recommended to complete exams 15 minutes prior to closing. Exams will not be reopened.
3. Predetermined time accommodations are strictly enforced. Students are informed of their end time when they begin the exam.
4. All personal items (book bags, purses, jackets, etc.) are secured away from the test taker.

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5. Cell phone use is strictly prohibited. Cell phones must be placed with the student's personal items. NO EXCEPTIONS.
6. All exams are closed book, closed note, unless otherwise specified. Any special exam instructions (including open book/note allowance, computer/internet needs, etc.) must be provided in writing by the instructor issuing the exam.
7. Food is not permitted during exams. Disability-related exceptions should be approved in advance.
8. Students are expected to use the restroom before the exam begins. Restroom breaks are limited unless there is a documented health condition.
9. Exam proctors may inspect the exam environment to ensure academic integrity.
10. If the student is observed cheating on an exam by the proctor, the student's exam are ended by submission and returned to the instructor with a detailed description of the event. Further action is determined by the instructor and will result in disciplinary actions and/or dismissal. This penalty is at the discretion of the instructor of the course.

All other rules apply as listed in the [Code of Student Conduct](#) and principles of academic honesty.

### **Failures/Termination Program**

Due to minimum proficiency guidelines provided by the American Registry of Radiologic Technologist, the RGT program of Pearl River Community College requires a minimum of "C" average in each course of the program to be advanced to the next semester. Graduates of the radiography program are required by the American Registry of Radiologic Technologist to achieve a 75% minimum competency score on the national board examination to become a Registered Radiographer in a hospital setting. The following is a list (may not be all-inclusive) of things that may cause dismissal.

1. Failure to obtain at least a "C" in a Radiologic Technology course.
2. Excessive absences as stated in the Radiologic Technology Program Manual or PRCC catalog.
3. Excessive tardies as stated in the Radiologic Technology Program Manual.
4. Participation in academic dishonesty as outlined in "Academic Information" in the current Pearl River catalog or violations of the "Standards of Conduct" and "Academic Integrity" in the Pearl River Student Handbook.
5. Falsifying records, time sheets, etc.
6. Stealing.
7. Engaging in illegal possession, sale, or distribution of drugs. ANY positive drug test.
8. Illegal possession of weapons.
9. Misrepresentation or falsification of the student or another student, as well as patient and/or agency records.
10. Unauthorized possession of examinations.
11. Plagiarism: Using others ideas or words without giving them credit.
12. Academic cheating or misconduct or using unauthorized notes or technical equipment.
13. Intoxication or drug usage in class or at the clinical site.
14. Any activity incompatible with professional behavior. This includes discrimination and any form of sexual harassment.
15. Placing patients in danger at the clinical site.
16. Expelled from a clinical site by the Clinical Instructor/Preceptor or radiology department administrator.
17. Activities determined to be dishonest, inconsistent with professional responsibility and accountability and/or may be detrimental to the protection, safety and welfare of patients

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and the public or in any situation when representing the Radiologic Technology Program of Pearl River Community College.

18. Failure to maintain performance levels stated in a probationary agreement.

Students who have been dismissed on the grounds of academic inadequacy (less than “C” final course average) may apply for re-admission the following year by following the standard application procedure. It is suggested that the student who leaves the program for academic insufficiency should take some college courses in the respective area before reapplying. Reapplying does not guarantee acceptance.

## **SPECIAL CONCERNS Concerning the Radiologic Technology Program (RGT)**

SPECIAL CONCERNS concerning the RGT program can be handled via two different mechanisms.

The policy and procedure for SPECIAL CONCERNS and grievances for PRCC employees is stated in the *PRCC Policy & Procedure Manual* and can be accessed on: <https://prcc.edu/faculty/policy-procedure-manual/student-affairs/grievance/>

The policy and procedure for SPECIAL CONCERNS and grievances for others than PRCC employees can be accessed on:

<https://prcc.edu/faculty/policy-procedure-manual/personnel/complaints-and-grievances-employees/> This policy and procedure is for all non-PRCC persons including, but not limited to, clinical education sites, employers of graduates, and the public. The *Policy & Procedure Manual* can be accessed from the PRCC Homepage by either performing a search or by clicking on the drop-down box on *Faculty Information* then clicking on *Policies & Procedures*. SPECIAL CONCERNS concerning the program can also be handled by another policy and procedure of the RGT program as seen below.

### Student SPECIAL CONCERNS

It is encouraged by the RGT faculty that student SPECIAL CONCERNS of any nature should be made to the faculty member involved or to the program chair for resolution. The meeting will be documented on the *Radiologic Technology Program (RGT) Consult/Advisement Form*, which allows the student to have written input on SPECIAL CONCERNS and then suggestions on a plan of corrective actions. If the student is not satisfied with the results of the meeting, they are encouraged to follow the *Student Grievance* policy and procedure. Any SPECIAL CONCERNS documented on the *Radiologic Technology Program (RGT) Consult/Advisement Form* are maintained in the RGT program office.

PRCC Due Process Policy: <https://prcc.edu/faculty/policy-procedure-manual/student-affairs/students-due-process/>

PRCC Policy & Procedure Manual Grievance: <https://prcc.edu/faculty/policy-procedure-manual/personnel/complaints-and-grievances-employees/>

JRCERT Reporting Process: <https://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation/>

The student not satisfied with the outcome of the SPECIAL CONCERN has the option of filing a formal SPECIAL CONCERN to the **Joint Review Committee on Education in Radiologic Technology (JRCERT)**.

Revised: 08/2022, 09/2023, 04/2024, 09/2024, 10/2024

## **JRCERT Process:**

Before submitting allegations, the individual must first attempt to resolve the SPECIAL CONCERN directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal SPECIAL CONCERN procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.6)

If the individual is unable to resolve the SPECIAL CONCERN with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Ph: (312) 704-5300  
Fax: (312) 704-5304  
e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible. Forms submitted without a signature or the required supporting material will not be considered. If a complainant fails to submit appropriate materials as requested, the SPECIAL CONCERN will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

[Allegations Reporting Form](#)

### Non-Student SPECIAL CONCERNS

SPECIAL CONCERNS received from non-student persons will be addressed by completing the *RGT Program COMPLAINT/SPECIAL CONCERN* form. SPECIAL CONCERNS received by clinical education faculty, students' parents or other family member, or the general public will be address by the RGT program faculty. If it is deemed necessary, administration will be involved. The SPECIAL CONCERN will be documented on the *RGT Program SPECIAL CONCERN* form and faculty will meet to evaluate justification of the SPECIAL CONCERN. IF the SPECIAL CONCERN is justified appropriate actions will be taken to resolve the problem. Documentation of the decision will be included on the *RGT Program SPECIAL CONCERN* form and the complainant will be notified in writing of the decision. Any SPECIAL CONCERNS documented on the *RGT Program SPECIAL CONCERN* form are maintained in the RGT program office

SPECIAL CONCERNS concerning the Program will be housed in the RGT Program office and filed under *Program SPECIAL CONCERNS*. These records will be held for three years. SPECIAL CONCERNS will be made available for review upon written request of interested parties, unless the SPECIAL CONCERN is of a personal nature and law would prohibit such SPECIAL CONCERN from being made public.

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## **Advanced placement students: (transfer students)**

The Pearl River Community College, Medical Radiologic Technology will consider applicants for advanced placement based on the following criteria:

1. The student desiring to transfer into the radiologic technology program must complete all college and program admission procedures and documents.
2. The student must have previously been enrolled in a JRCERT approved Radiologic Technology program.
3. The student must have left the previous radiologic technology program with a “student in good academic standing” status and a minimum of 2.0/4.0 G.P.A. to apply to Pearl River Community College’s radiologic technology program.
4. The possible transfer students will have to meet set criteria for admission. These criteria may include, but is not limited to, written and performance testing of previously enrolled radiologic courses, and/or re-enrolling in radiologic courses.
5. The program faculty will assess the transfer credits for compatibility with Pearl River Community College’s radiologic technology program courses.
6. The program director will devise a “Plan of Transfer” for the student based on the assessment of transfer credits and the individual needs of the student. The plan of transfer will outline the criteria for possible acceptance into the program.
7. Due to limited enrollment, student admissions for reinstatement or transfer purposes, follow these priorities:
  - a. First Priority: Qualified new applicants, students returning from sick or maternity leave who withdrew passing and have met set criteria.
  - b. Second Priority: Transfer students who have met set criteria and re-entering students who withdrew passing and have met set criteria.
  - c. Third Priority: Re-entering students who have met set criteria.
8. The candidate may be required to attend a Selection Committee meeting and be accepted as an Advanced Placement Student into the program on a space-available and priority basis.

## **Readmission Requirements:**

The student who is dropped from the Radiologic Technology program due to academic reasons, attendance, honor code violations, positive drug testing results or having received a grade less than “C” in any Radiologic Technology course are limited to a ONE-TIME re-entry into the program.

The student wishing to re-enter the program must understand that readmission is granted on a competitive and space available basis. Readmission is based on the program’s admission criteria, the accreditation agency, and clinical capacity. Readmission are considered only if there are positions available.

The student desiring to re-enroll in the Radiologic Technology program after a leave of absence must follow the following policies and procedures:

1. Take a written examination covering materials taught in previously taken coursework. The student MUST make a grade of 75% or better.
2. Take a skills test covering competencies in the procedures learned in previously taken coursework. The student MUST make an 85% or better on the skills test.
3. The returning student must repeat the last successfully completed clinical rotation. Days/hours of rotation will vary depending on re-entry level. This allows for the student to review before taking on the next level of responsibility.

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## Student Health Services Guidance/Consult

The PRCC faculty maintain an open-door policy for students who wish to talk about problems or are seeking information or guidance. Regularly scheduled sessions are met by all students. There are scheduled consult sessions on at least a quarterly basis for each student and more if they desire or if deemed necessary by the Program Director. The faculty of the Radiology Program are not trained counselors and may refer the student to the following for specific issues.

Pearl River Community College Health Services provides free educational information that discusses health risk issues that college students may encounter. Some of the issue's college students may face include but are not limited to:

1. Stress, anxiety, and depression that may lead to suicidal thoughts or threats,
2. Common colds, flu, sore throats, or other acute illnesses,
3. Substance abuse that may include alcohol, drugs, and tobacco,
4. Difficulty sleeping that can negatively impact your life,
5. Intimate partner violence, stalking, harassment,
6. Sexual health issues,
7. COVID-19 exposure or signs and symptoms.

### FCC Advisement/ Counseling help:

Rosalynn Vaughn – [rvaughn@prcc.edu](mailto:rvaughn@prcc.edu); 601.403.1813

Chelsie Lyles – [cyles@prcc.edu](mailto:cyles@prcc.edu); 601.403.1814

Michelle Stokes – [mwilson@prcc.edu](mailto:mwilson@prcc.edu); 601.554.5503

### Counseling Additional Facilities

- Pine Grove Behavioral Health & Addiction Services – Hattiesburg - 1-888-574-HOPE (4673).
- Pine Grove Outreach Center – Picayune - 601-799-0849
- Teen Challenge of MS – Poplarville - 601-795-8063
- Pearl River Family Clinic Behavioral Health – Poplarville – 601-403-8284
- Mississippi Department of Mental Health – 1-877-210-8513 – <http://www.dmh.ms.gov/>
- National Drug Helpline – 1-800-236-1651
- SAMHSA National Helpline – 1-800-662-4357 - <https://www.samhsa.gov/find-help/national-helpline>

### Program Graduation Requirements

Graduation from the Radiologic Technology program is dependent upon meeting the requirements established by Pearl River Community College, American Society of Radiologic Technologists, the Joint Review Committee on Education for Radiologic Technologists, and the American Registry of Radiologic Technologists. The course of study is six semesters (24 months) in length. The institution grants each Radiologic Technology graduate a diploma certifying satisfactory completion of program requirements. In the Radiologic Technology Program, the student must complete the Radiologic Technology Curriculum with a grade of **“C” or better**.

Several agencies have had input into the development of terminal competencies for the Radiologic Technology program. These agencies include the:

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- Mississippi Curriculum Framework
- American Registry of Radiologic Technologists
- American Society of Radiologic Technologists
- Joint Review Committee on Education in Radiologic Technology

### **Program Job Policy- Work/Student Related- Employment:**

The Pearl River Community College Radiologic Technology program officials allow each student to determine the amount of extra curriculum or work-related employment in the area hospitals or other facilities. Note: Students must meet with the Clinical Coordinator and Clinical Instructor/Director at the facility prior to orientation and scheduled work hours. Students must sign our program form stating that they know, understand, and will comply with the rules and regulations set forth by the PRCC Radiology Program to assure they do not violate our accreditation policies set forth. [Student Employment Form](#)

Work must be set outside of regularly scheduled program hours, employment is strictly between the employer and the student. However, the student must be aware that they are no longer under the auspices of PRCC. This means the student cannot fulfill any school-related requirements while being a paid staff member of that facility. In addition, they may not fulfill any clinical obligations either as an evaluator or in the instructional mode until certification by the ARRT. The students' continuation in the program may be risked if found performing clinical related activities during employment. The student must have the employing facility furnish the appropriate radiation-monitoring device. This is to eliminate any possible error in educationally related exposures.

Students must make all efforts to attend class and clinical assignments so to complete their academic obligation. The students' academic education should be the students' top priority and therefore arrange the students work schedules with the student's employers accordingly. Clinical schedules **WILL NOT** be adjusted to fit the students work schedule. **In addition, students that are unable to attend clinic must not report to work that evening. If the student is too sick to attend clinic, then the student is too sick to work.** This is not to prevent the student from seeking employment, but to inform the student that during the hours of employment they are not considered the student of the Radiography program at PEARL RIVER COMMUNITY COLLEGE.

### **Program- Personal Hygiene:**

The student should always maintain excellent personal hygiene. Perfumes, colognes, or aftershaves should be limited to a minimum while in the hospital setting due to the patient allergies. Deodorant—must be worn daily, preferably unscented

#### **Deodorant:**

Good deodorant/antiperspirant must be worn daily, preferably unscented.

#### **Hair/Makeup:**

Hair should be neat and pulled back during patient contact, if hair is longer than shoulder length. Thus, so as not to drag across patient during care. NO UNUSUAL

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HAIR COLORS OR STYLES ARE ALLOWED. (blue, green, orange, etc...hair color) (Mohawks and shaved designs are not permitted) Males: mustaches are permitted if neatly trimmed. Males: beards may be worn, if neatly trimmed. Females: all makeup should be worn in moderation

**Fragrance/Perfume:**

A light aftershave or cologne may be worn. Please refrain from using scented body creams or lotions while in the clinical setting. The aroma can be offensive to patients or healthcare workers

**Hands/Fingernails:**

Fingernails should be clean, of moderate length (1/4 inch) and neatly manicured. If polish is worn, it is to be natural in color or clear. NO ARTIFICIAL NAILS ARE ALLOWED ON CLINICAL SITES. FGH and their outlying areas have a policy (Updated policy and procedures are in Canvas, located in files)

**Program Suggestion Committee Student (Radiology)**

There are a separate utilization and suggestion committee for the First-Year students and for the Second-Year students.

1. The students will elect two representatives that will serve. These elected students will represent the committee and all students are on the actual committee.
2. The student utilization and suggestion committee will report to the Program Director and Clinical Coordinator.
3. This may be done in person or in writing at any time the students choose. It is permissible for the First-Year and Second-Year representatives to act jointly.
4. If a suggestion is not followed through with to the satisfaction of the committee, it is permissible to forward said suggestion to the Dean for consideration. His/her decision is final.

**Program Weather Notification:**

ALL Students should register for approved Pearl River Community College emergency communications and other important information via text message and email by registering for Lynx at <https://prcc.onelogin.com/portal>

# CLASSROOM AND LAB MANUAL

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## Classroom And Lab Management Policy

The PRCC Radiologic Technology program has lecture, computer and laboratory classrooms. The lab contains equipment that produces ionizing radiation. Students must be given proper instructions prior to operation of any equipment.

- ALL INSTRUCTORS and CLINICAL INSTRUCTOR/PRECEPTORS are always addressed by their formal name. Examples: Mrs. Husband, Mrs. Lumpkin, and Mrs. Fudge. All lab experience is done under direct supervision
- All radiation exposures are conducted only on phantoms or inanimate objects
- Lab doors must be closed during exposures
- Keep floors and walking areas clear
- Turn off machines after use
- Report all damaged equipment to Program Faculty
- Students are asked to act as patients for simulations of radiographic examinations; at no time will any ionizing radiation be dispensed.
- No horseplay during lab experiments/exercises
- Exert caution when using glass, needles, and other breakable or sharp items
- Do not use electrical equipment during thunderstorms
- Return all equipment to its proper storage place
- Students must wear Radiographic Image badges while conducting experiments in the energized lab
- It is everyone's responsibility to learn locations of all fire extinguishers, pull boxes, evacuation routes, and expected behavior
- No eating or drinking in labs may be allowed by instructor discretion but may be terminated upon abuse
- The student should be sure his/her work area is clean before leaving. If the student uses a pencil, please clean up the student's eraser waste. Eraser waste can damage the keyboard and other components of the computer system. Do not write on the mouse pads, desks, or computers.
- **Accessing inappropriate Internet sites is not allowed.** Any site, which contains adult oriented materials is considered inappropriate. Violation of this policy will subject the student to immediate dismissal from the class and the possibility of disciplinary action being taken by the Assistant-Vice President, Forrest County Operations.
- The computers and supplies in the labs are to be used for class related purposes only and students are not allowed to be on Facebook, Pinterest or other non-educational websites. Printing personal materials is a misuse of state property and a violation of school policy.
- Close all programs, bring the computer back to the desktop, and remove all disks before leaving the lab
- Resources are often limited so please use all materials and supplies conservatively. Due to the obsolescence of film processing, the radiography program no longer stores chemicals for processing on the facility. Material Safety Data Sheets (MSDS) were previously maintained on all chemicals.

\*\*\*\*\*STUDENT FORM OF UNDERSTANDING IS IN THE FORMS SECTION OF THIS MANUAL.

## Energized Lab Procedure for Use and Safe Operation

- 1) Turn the main power switch on located on the wall.
- 2) Turn on the unit's main power switch located on the control unit right side. Follow the warm up procedure as posted on the wall.
- 3) No one is allowed in the radiographic room during any exposures.
- 4) Only Radiographic phantoms and devices are to be exposed to radiation. Under no circumstances are students to radiate each other.
- 5) All students and faculty are to stand behind the control panel wall during exposures. The X-ray door must be closed before any exposures are made.
- 6) All lab books and Lab Sheets are to be brought into the lab.

### For All Laboratory Equipment:

Report any suspicious wires, smells, electrical malfunctions immediately.  
Do not attempt to fix any of the above listed equipment. Inform the faculty of any concerns.

### Lab Hours:

Scheduled Hours during Procedure courses.

Non-Scheduled Hours: Anytime lab is available BUT Radiology Faculty must be immediately available. The unit can be powered on but cannot be energized for exposures and are disabled if the proper faculty is not present.

## Lab Infection Control Protocol

- Remember to use gloves when disinfecting equipment.
- After each patient simulation, clean radiographic equipment with either Transeptec Cleaner or Isopropyl Alcohol.
- Spray table and wipe with cleaning solution.
- WASH THE STUDENTS HANDS WITH SOAP AND WATER!!!

## CLASSROOM Professional Behavior and Campus / Clinical Attire

Pearl River Community College Radiologic Technology students are always expected to exhibit professional behavior. Professional behavior includes attending and being prompt for classes, being respectful of classmates and their right to gain knowledge, respecting instructors and their right to teach, and avoiding distracting or disturbing behavior during class and lab sessions. The program maintains a work ethics evaluation for each course.

**Profession:** Webster describes profession as a “chosen, paid occupation requiring prolonged training and formal qualification.” Professionals, therefore can be defined as individuals expected to display competent and skillful behaviors in alignment with their profession. Being professional then is the act of behaving in a manner defined and expected by the chosen profession. My message to the student all is that we are one of the most trusted professions in the world, and have so much to give. Show the world how wonderful we are by always putting the students’ best foot forward not only for the student, but for all of us in this wonderful profession!  
Professionalism Score for semester are 5% of the student’s grade

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Attendance in class is mandatory as outlined in each syllabus. Should the student become ill, experience a death in the immediate family, etc that will prevent attendance, the student MUST:

- Phone the instructor or notify via canvas email to report the student's absence
- Make arrangements to obtain missed information. The student is solely responsible for any missed information, assignment or exam
- Any clinical work that is incomplete at the end of the week will result in the student being given a grade of "0" for any missed exam
- Clinical absences will result in the student performing make-up time at the clinical site's and faculty's discretion. Make-up time are completed at the end of the semester. weekend or during the break.
- Please refer to the student's course syllabus for further information regarding absences and make-up work.
- If/when a student submits a medical excuse in an effort to be allowed to make up assignments, the excuse is subject to verification. If an excuse is verified as fraudulent, the student will not be allowed to make up the assignments and will potentially be subject to further disciplinary action.

Appropriate dress is required for all Radiologic Technology program students while on campus for class and in clinical. Students are required to wear Burgundy scrubs for all on clinical assignments. As a Pearl River Community College Radiologic Technology Program student, the student represents the profession and the College and should act and dress accordingly during class and clinical hours.

## **RADIATION HEALTH/SAFETY:(JRCERT Standard Four)**

### **Radiation Safety Practices/ Student : (JRCERT Standard 4.1, 4.3, 4.8)**

Introduction in Radiation safety is an integral part of the instructional content of the program. The guidelines for Health and Safety for each clinical affiliate, as well as specific PRCC Radiologic Technology guidelines, must/are followed. Radiation safety and protection involves the practicing of many methods. This methodology is taught to the students, and reinforced in practice in the energized lab, from the onset of the student's education and instruction. These learned principles are carried over into the various clinical education settings through which the student rotates, instilling the necessity of using the **ALARA** concept throughout their career in Radiologic Technology

- The student as a radiation worker will apply proper radiation practices and policies consistent with clinical policies and the scope of practice in Radiography.
- Landauer dosimeters are always worn when performing exams in the lab.
- While performing simulated exams in the PRCC energized lab, no human (or other living thing) exposures are made.
- No one under the age of 18 are permitted to make any exposures within the lab.
- Students are behind the lead lined control area when making an exposure.
- Exposures are made on the positioning phantoms, cadavers, or other instructional equipment.
- Faculty and students will adhere to the cardinal principles of radiation protection as well as ALARA while utilizing the lab.
- Program faculty will supervise students during radiation exposures in the lab.

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- **Students WILL NOT hold image receptors during any radiographic procedure (JRCERT Standard 4.3)**
- **Students WILL NOT hold patients during exposures when an immobilization method is the appropriate standard of care. (JRCERT Standard 4.3)**
- All doors must be closed in each radiographic room for all examinations.
- When assisting with fluoroscopic procedures, the student must wear a lead apron and should remain at least two feet away from the table during fluoroscopy. Other radiation protection devices, such as thyroid shields, leaded gloves and glasses, and portable lead shields that are available to be utilized whenever applicable.
- **When performing portable radiography, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made. If the student is not making the exposure, he/she must leave the room.**
- No student will perform a radiographic exposure on any patient that has not been ordered by a physician.
- Prior to the patient being radiographed, the student, under supervision of a Clinical Instructor/Preceptor or Registered Radiologic Technologist, should follow the steps for informed consent:
  - (a) Verify the identity of the patient using at least two identifiers (Name, Date of Birth, Social Security Number, etc.)
  - (b) Explain the procedure requested to the patient
  - (c) Obtain and document patient history
  - (d) Check for patient pregnancy (if applicable)

### **Precautions in the Clinical Area (Health) : [JRCERT 4.7]**

Due to patients who unknowingly may carry highly infectious/contagious pathogens (e.g. Hepatitis A or B, AIDS, TB, etc.), all students must adhere to the Infection Control Standards. These standards are for the protection of students, faculty and patients from the spread of infectious diseases.

1. Wear gloves always when working with patients.
2. Wear gloves when wiping blood/body fluids from equipment; use appropriate cleaning solutions.
3. Wash hands after each patient as well as after cleaning equipment.
4. Dispose of linens soiled with body fluids/blood in appropriate receptacles.
5. All sharps/needles should be placed in appropriate puncture-proof containers. **DO NOT recap needles.**
6. Any injuries in the clinical setting must be reported to the Clinical Instructor/Preceptor and program faculty. Incident reports are available and must be completed as soon as possible.

### **Communicable Disease Policy: [JRCERT 4.7]**

It is the right of all students to have access to clinical as well as didactic education, to fulfill the terminal competencies as required for graduation. However, there may be times when the student is exposed to, or is carrying a communicable disease, which may be hazardous to self, peers, patients, or others. Upon contracting an illness or communicable disease, the student must notify PRCC faculty before practicing in the clinical area or reporting to the classroom. Students *will not* be allowed to attend clinical or didactic assignments when experiencing temperatures of 99<sup>o</sup> F or above. Attendance in the classroom and/or clinical area will not be permitted until the student has

returned to normal health. Students may be administratively withdrawn from clinical courses based on their health status.

Depending on the severity of the illness, the student may be required to see a physician and provide a written consent from the physician before returning to the classroom or clinical area. Any student withholding information concerning their health status as it applies to communicable diseases, or either for the clinical physical (see student Health Policy) or while enrolled in the program, may be dismissed for unethical behavior.

**When the student is identified as being infected with any of the following communicable disease, the following steps are taken to ensure the health of the PRCC community and of the patients with whom the student would be in contact. This policy is also designated to protect the student who is infected. The list below is not necessarily all inclusive. Hepatitis B, leprosy, measles, mumps, rubella, meningitis, tuberculosis, typhoid, chicken pox, shingles, poliomyelitis, venereal disease.**

1. The student must notify the Program Director in writing of the disease contracted and his/her physician's name and phone number. The student will not attend classes or clinical.
2. The Program Director or Clinical Coordinator will contact the Dean for Academic Affairs.
3. The Dean will confer with appropriate public health officials and report to the Program Director.
4. The Clinical Coordinator will contact the student as to when the student may return to campus or clinical. The program will adhere to public health guidelines directed by the Dean for Academic Affairs
5. The student will supply the Clinical Coordinator documentation from a physician stating that he or she may return to campus and/or clinical.
6. Every effort are made to work with the student to keep that student current with his/her classes.

### **Injury/Illness Policy: [JRCERT 4.7]**

If the student becomes ill or suffers an injury while in a clinical rotation, he/she must notify the Clinical Instructor/Preceptor immediately. The Clinical Instructor/Preceptor is to notify program faculty in as timely a manner as possible. Students suffering an illness/injury while on a clinical rotation will follow the facility protocol for treatment in such instances. An incident/occurrence report MUST be completed. Students will assume the financial responsibility for all treatment rendered

### **Insurance (Student)**

#### **Health Insurance**

General health care and emergency medical treatment is the responsibility of the student. Emergency Room facilities are available twenty-four hours daily for emergencies.

#### **Liability Insurance (Medical)**

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All students enrolled in the Radiologic Technology program are required to have medical liability coverage. The insurance must be purchased through PEARL RIVER COMMUNITY COLLEGE. (This liability insurance does not cover the student for outside employment.) Payment are made prior to clinical rotation during the fiscal year July 1 through June 30. Students will not be allowed to register for classes nor are allowed in the clinical area until payment has been made and documented.

This insurance covers ONLY clinical incidents occurring during clinical practicum. Neither the college, nor the Clinical Education Setting covers the student under Workman's Compensation for classroom, laboratory, or clinical activities. Professional liability insurance is the responsibility of the student. The college will obtain such coverage and bill the student account for the coverage

## **Covid 19 Vaccine Policy and Information**

**All potential radiology students are required to provide documentation Covid-19 vaccination to comply with clinical facilities OR must apply for an exemption through PRCC and be granted a waiver prior to the interview process.**

Pearl River Community College encourages Radiology students to get vaccinated to ensure a safe and uninterrupted educational experience in PRCC Allied Health Programs. We also recognize in some medical situations. vaccination may not be the safest choice for some individuals. To obtain a form to apply for medical or religious exemption for sincere religious beliefs, please email from your PRCC email account the request to [rad@prcc.edu](mailto:rad@prcc.edu). These requests will be reviewed and students or faculty will be notified via PRCC email of the outcome within 3 business days of the submission date of the exemption request. Also, please use this email address if we can offer support or more information. Please note that you must email the email address provided about for additional forms.

If a student is granted a COVID-19 vaccine exemption. the student will be responsible for all expense incurred resulting from the exemption. This may include, but is not limited to. multiple COVID tests, personal protective equipment, and additional tuition expenses from incomplete clinical experiences. If a student is unable to complete the required clinical experiences. the student will be withdrawn from the program. Additionally, the guidelines change constantly concerning vaccination requirements. Pearl River Community College reserves the right to make changes to vaccination procedures as needed to maintain compliance with clinical and governing authorities.

**\*\*\*\* MAKE NOTE\*\*\*\*** Your vaccination card or the approved waiver must be on file prior to you completing clinical observation before the interview process. The Radiology program does not handle or approve any exemptions from Covid-19 vaccination.

## **Hepatitis B Vaccine Policy and Information**

All students enrolled in the Radiology Technology program are strongly encouraged to receive the Hepatitis B vaccination. The vaccine is at the student's expense. Students who cannot or do not want to be vaccinated must sign a declination statement. This documentation is kept in the student's file.

The Hepatitis B vaccination consists of three (3) separate doses of the vaccine, given at time zero, one month and six months. Optimal protection is not conferred until after the third dose. This is not confirmed until a Titer is drawn and recorded.

The following information is of vital importance to the student. Please read the information carefully. If the student has any questions, please contact the student's instructor. Health care workers who encounter blood and body fluids are at risk for acquiring Hepatitis B. This includes physicians, nurses, lab technicians, emergency medical technicians, and other (medical students) involved in health care occupations.

1. What is Hepatitis B?  
It is an inflammation of the liver caused by the Hepatitis B virus. A case of Hepatitis B can be asymptomatic, like a mild case of the flu, or may be more severe, requiring extended bed rest or hospitalization. The long-term consequences can include chronic active hepatitis, cirrhosis, and liver cancer.
2. What is the relative risk of health care workers contracting Hepatitis B?  
Health care workers are at 20 times greater risk of contracting the virus than is the public. Every year, in fact, approximately 18,000 health care professionals contract Hepatitis B. It is 100 times more contagious than AIDS.
3. Who, specifically, is at risk for contracting the Hepatitis B? Everyone who has contact with potentially-infected blood or body fluids is at risk; physicians, nurse, technicians-as well as maintenance personnel who handles needles and infectious waste. The Hepatitis B surface antigen is found in blood, saliva, urine, semen, vaginal secretions, and possibly other body fluids. Moreover, the virus can survive for days on environmental surfaces, and every contact with the virus can cause infection.
4. What are the consequences of Hepatitis B? Short-term consequences of Hepatitis B include an average of seven weeks lost from work, and the risk of permanent liver damage. Long-term consequences include chronic active hepatitis, and cirrhosis of the liver. Every year approximately 5,000 Americans, including 300 health care workers, die of Hepatitis or its complications.

While this disease is harmful and can be deadly, it can also be prevented. For most individuals, the Hepatitis B vaccine has proven to be highly effective. However, there are some individuals who are hypersensitive to yeast or any other component of the vaccine. Nevertheless, if the student cannot or do not wish to be vaccinated, the student may sign a waiver to release Pearl River Community College from any liability arising from failure to receive the vaccine.

## **Incident Reports (Patient)**

Should any patient care incident occur involving the student, the Clinical Instructor/Preceptor, assigned Radiologic Technologist, or program faculty must be notified immediately. The standard risk management (incident) report must be made and submitted to the Clinical Instructor/Preceptor or assigned Radiologic Technologist immediately. An incident report must be

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made and submitted to the program faculty for review. Reports must be made in accordance with the policies of the affiliating clinical site.

If the incident would normally lead to employee termination, it is possible that the clinical site would request that the student involved not return to that facility IF possible and ONLY IF deemed appropriate. Being barred from a clinical site for patient safety issues or poor work ethics or being barred from a second clinical site for ANY reason could result in dismissal from the program.

## **Latex Allergy Policy**

Most clinical sites as well as the College Radiography lab are not latex-free. Program Students who have a known latex sensitivity/allergy must notify the Program Director and/or Clinical Coordinator to develop a plan of action. Students sign a latex allergy form on date of program orientation.

## **Needle sticks Policy**

Any student who is stuck by a dirty needle at the clinical site must:

- Report incident to Clinical Instructor/Preceptors.
- Follow the hospital's procedures regarding needle sticks, including filing an incident report.
- A copy of the incident report should be forwarded to PRCC to be placed in the student's permanent record.
- For further guidelines, please refer to the PRCC BBP Procedure Plan

## **Monitoring Plan**

It is the policy of our program to have our students monitored while on clinical rotations through our clinical education centers. Radiation reports for our students are monitored through each center as all other reports of personnel for those institutions. If excessive dosage occurs the institution must follow their regulations as with any other similar case. Documentation of any discussion related to the student report being excessive must be forwarded to the program director immediately after the incident is settled.

Clinical affiliates will submit to the medical radiography program copies of monthly reports which include the students. These reports are maintained in the program director's office. All excessive dosages must be addressed by the program director with the student involved. Radiographic Image badges are posted in the department work areas in the same location of those of their employees with all social security numbers being removed. If the student cannot maintain exposures within acceptable limits the students place in the program may be in jeopardy.

Acceptable quarterly exposure should not exceed (.120 mSv) (120 mRem). Readings above this level will require a meeting with the program director with documentation of that meeting. Excessive doses received from clinical sites will also require a meeting with the program director and clinical coordinator to reiterate radiation safety requirements. Students are also required to have Radiographic Image badges available while making lab exposures in our energized labs here at the college.

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Direct and indirect supervision policies must always be adhered to while on clinical. The repeat of radiographic exposures policy are enforced in all circumstances. These policies enforced by the Clinical Instructor/Preceptors. All discrepancies to these policies are met with a letter grade drop for the offending student. Personal monitoring dosimeters are required in any incident where the student is involved or participating in any radiographic or fluoroscopic procedure. These monitoring devices are worn on the collar outside of the lead apron. All x-ray exposures are supervised by a registered technologist, either in the direct or indirect mode according to competence of the student.

## Dosimeters

All students are required to pay for their radiation monitoring devices. An annual course charge is billed to each student's account. Students are responsible for returning dosimeter badges and are charged for each lost or non-returned dosimeter badge. **Dosimeters must always be worn while the student is in the clinical area and when in the school laboratory. Student without dosimeters will not be allowed in the Clinical Education Setting.** Collar badges are to be worn on the collar outside the apron. Waist badges (female students only) are to be worn on the pocket under the apron.

Each student is responsible for exchanging his or her radiation Radiographic Image badges each quarter. Should the student lose his/her dosimeter, the Clinical Coordinator must be notified immediately. Tampering with another person's dosimeter will result in disciplinary action and possible dismissal from the program. The dosimeter procured through PRCC will NOT be worn during outside employment hours. Employers, by law, are to furnish a radiation-monitoring device to all employees working in ionizing radiation areas.

## Exposure Reports

The Program Director/Clinical Coordinator receives monthly radiation reports on Radiographic Image badges. The Faculty reviews these reports monthly/quarterly and advises students whose value exceeds (1.20 mSv) (120 mRem). If a reading higher than normally anticipated is noted, the student is counseled by the Program Director/Clinical Coordinator to determine the reason. Recommendations for behavioral changes are made as appropriate. Reports are available online and any printed copies are filed in the Program Director/Clinical Coordinator's office.

[http://msdh.ms.gov/msdhsite/\\_static/resources/1028.pdf](http://msdh.ms.gov/msdhsite/_static/resources/1028.pdf)

The radiation exposure report *will not* exceed the following Maximum Permissible Dose levels:

- 100 mrem or (1mSv) whole body exposure annually
- 5 rem (50 mSv) skin or extremities annually
- 1500 mrem or 15 mSv less of eyes

## Carelessness with regard to radiation safety IS NOT tolerated.

Reports are kept on file in the Program Director or Clinical Coordinator's office. Carelessness regarding radiation safety is NOT tolerated.

- Student Radiation Safety Practices can be located at:  
[HTTP://MSDH.MS.GOV/MSDHSITE/\\_STATIC/RESOURCES/4620.PDF](http://MSDH.MS.GOV/MSDHSITE/_STATIC/RESOURCES/4620.PDF)
- Radiation safety and protection involves the practicing of many methods. This methodology is taught to the students, and reinforced in practice in the energized lab, from the onset of the student's education and instruction. These learned principles are carried over into the

various clinical education settings through which the student rotates, instilling the necessity of using the ALARA concept throughout their career in Radiologic Technology.

1. The student as a radiation worker will apply proper radiation practices and policies consistent with clinical policies and the scope of practice in Radiography.
2. Landauer dosimeters are always worn when performing exams in the lab.
3. While performing simulated exams in the PRCC energized lab, no human (or other living thing) exposures are made.
4. No one under the age of 18 are permitted to make any exposures within the lab.
5. Students are behind the lead lined control area when making an exposure.
6. Exposures are made on the positioning phantoms, cadavers, or other instructional equipment.
7. Faculty and students will adhere to the cardinal principles of radiation protection as well as ALARA while utilizing the lab.
8. Program faculty will supervise students during radiation exposures in the lab.
9. **Students WILL ONLY hold patients for examinations AS A LAST RESORT.**
10. All doors must be closed in each radiographic room for all examinations.
11. When assisting with fluoroscopic procedures, the student must wear a lead apron and should remain at least two feet away from the table during fluoroscopy. Other radiation protection devices, such as thyroid shields, leaded gloves and glasses, and portable lead shields are available and should be utilized whenever applicable.
12. **When performing portable radiography, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made. If the student is not making the exposure, he/she must leave the room.**
13. No student will perform a radiographic exposure on any patient that has not been ordered by a physician.

## **MRI Procedure and Student Screening: (JRCERT Standard 4.1, 4.3, 4.8)**

During the program's orientation, all students are asked questions (i.e., using a screening form) regarding the presence of implants and are instructed of obstacles and dangers involving the MRI magnetic field. This screening form is necessary to ensure student awareness of the contraindications and to determine if the student can safely benefit clinical from our local MR Facilities. It is important that the student complete this student screening form accurately. (JRCERT Standard 4.1, 4.3, 4.8)

Individuals who have any kind of metal devices in their body (pacemaker, artificial heart valve, surgical clips, metal fragments, etc.) are potentially in a particularly high-risk group because such individuals are at risk for injury when working in a high magnetic field environment. Each will need to fill out a screening form to ensure that he or she fully understand these dangers prior to safely enter the MR system room for any type of clinical observation. If students have questions or concerns, please discuss them with the Program Director, Clinical Coordinator, Clinical Instructor/Preceptor, MRI technologist or radiologist prior to entering the MRI area.

**Warning: Certain implants, devices, or objects may be hazardous to the student or others in the MR environment. Do NOT enter the scan room if the student have questions or concerns regarding an implant, device, or object.**

- Before entering the MRI department, the students must inform the appropriate authorities about anything that might create a health risk or interfere with imaging. Items that may create a health hazard or other problem during an MRI exam include: Cardiac pacemaker or implantable defibrillator
- Catheter that has metallic components that may pose a risk of a burn injury
- A ferromagnetic metallic vascular clip placed to prevent bleeding from an intracranial aneurysm
- An implanted or external medication pump (such as that used to deliver insulin or a pain-relieving drug)
- A cochlear (inner ear) implant
- A neurostimulation system
- A catheter that has metallic components that may pose a risk of a burn injury

**Important note:** *Some items, including certain cardiac pacemakers, neurostimulation systems and medication pumps are acceptable for MRI. However, the MRI technologist and radiologist must know the exact type that students have to follow special procedures to ensure students safety.*

Items that need to be removed by students, patients and individuals before entering the MR system room include:

- Purse, wallet, money clip, credit cards, cards with magnetic strips
- Electronic devices such as beepers or cell phones
- Hearing aids
- Metal jewelry, watches
- Pens, paper clips, keys, coins
- Hair barrettes, hairpins
- Any article of clothing that has a metal zipper, buttons, snaps, hooks, underwire, or metallic threads
- Shoes, belt buckles, safety pins

Objects that may interfere with image quality if close to the area being scanned include:

- Metallic spinal rod
- Plates, pins, screws, or metal mesh used to repair a bone or joint

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- Joint replacement or prosthesis
- Metallic jewelry including those used for body piercing
- Some tattoos or tattooed eyeliner (these alter MR images, and there is a chance of skin irritation or swelling; black and blue pigments are the most troublesome)
- Makeup, nail polish or other cosmetic that contains metal
- Bullet, shrapnel, or other type of metallic fragment
- Metallic foreign body within or near the eye (such an object generally can be seen on an x-ray; metal workers are most likely to have this problem)
- Dental fillings (while usually unaffected by the magnetic field, these may distort images of the facial area or brain; the same is true for orthodontic braces and retainers)

### **IMPORTANT INSTRUCTIONS FOR CLINICAL OBSERVATION IN THE MR ENVIRONMENT:**

Remove all metallic objects before entering the MR environment, including hearing aids, beepers, cell phones, keys, hairpins, barrettes, watches, safety pins, paper clips, money clips, credit cards (or any card with a magnetic strip), coins, pens, pocket knives, nail clippers, steel-toed shoes/boots, tools, etc.. Loose metallic objects are prohibited, as are any other metal devices not specifically labeled and approved for use in the MR Facility.

\*\*\*\*\*It is required that students update the MRI safety form if any documentation is changed while the student is enrolled in the educational program.

## **Pregnancy Policy:**

### **Possible Health Risks to Women Who Are Exposed To Radiation during Pregnancy**

As the student in Imaging Sciences, it is probable that the student will receive some exposure to ionizing radiation. Pearl River Community College is committed in the protection of the unborn child, and will take every reasonable step to ensure the safety of the mother and unborn child throughout the pregnancy. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may work safely throughout the term of the pregnancy. The purpose of this policy is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy.

### **Declared Pregnant Worker**

State and federal regulations were modified in 1994 to introduce the term “declared pregnant worker”. Under these regulations, each employee may voluntarily declare her pregnancy in writing to her supervisor. However, it is the employee’s option whether to declare the pregnancy. The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy. This regulation has been applied to student Radiologic Technologist as well. It is recommended that the unborn child does not receive more than 500 millirem during the term of the pregnancy, as determined by the Radiographic Image badge, which is worn at waist level under the apron. If the student has received 450 or greater millirem from the date of conception to the date that the pregnancy is declared the regulations permit the unborn child to receive a maximum of 50 millirem during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of pregnancy. In all cases, the college requires that radiation doses to the student as well as the unborn child shall be maintained, “As Low As Reasonably Achievable (ALARA)”.

### **NUCLEAR REGULATORY COMMISSION POSITION:**

NRC regulations and guidance are based on the conservative assumption that any amount of radiation, no matter how small, can have a harmful effect on an adult, child, or unborn child. This assumption is said to be conservative because there are no data showing ill effects from small doses; the National Academy of Sciences recently expressed “uncertainty as to whether a dose of 1 Rad would have any effect at all.” Although, it is known that the unborn child is more sensitive to radiation than adults, particularly during certain stage of development, the NRC has not established a special dose limit was specified for the unborn child. Such a limit could result in job discrimination for women of childbearing age and perhaps in the invasion of privacy (if pregnancy tests were required) if a separate regulatory dose limit were specified for the unborn child. Therefore, the NRC has taken the position that special protection of the unborn child should be voluntary and should be based on decisions made by workers and employers who are well informed about the risks involved. (Taken from Appendix B, Pregnant Worker’s Guide, Nuclear Regulatory Commission)

Any suspected or known pregnancy should be immediately reported to the Program Director; however, the program honors the student's right of self-disclosure and is totally voluntary. When the student declares her pregnancy, the student will meet with her advisor and/or program director to discuss radiation protection practices during the pregnancy. The student will have the following options during her enrollment in the Program:

**Option #1**

- a) The student has the option to withdraw from the presently enrolled radiologic technology course.
- b) Withdrawal from the radiography course are done in accordance with College policy.
- c) The student may re-enter the program in the next cyclic offering of the radiologic technology courses.
- d) The student should be aware that the availability of re-entry into the program is determined by class capacity.

**Option #2**

- a) The student has the option to complete the presently enrolled radiologic technology course.
- b) The student may withdraw from the program at the completion of the radiologic technology course.
- c) The student may re-enter the radiography program in the next cyclic offering of the radiologic technology courses.
- d) Availability of re-entry into the program are determined by class capacity.

**Option #3**

- a) The student may continue in the program and are required to wear a fetal specific Radiographic Image badge at waist level in addition to the standard waist and collar badges.
- b) The student is responsible for informing staff Radiologic Technologists of her pregnant condition during clinical assignment for appropriate and safe assignment of tasks.
- c) After delivery, the student is readmitted to classes based on a physician's recommendation.
- d) It is advisable that the student contact the program director, clinical coordinator and/or other course instructors to make arrangements in making up instructional hours missed due to delivery and convalescence. This should be done to ensure completion of the clinical competencies and radiologic technology course requirements.

All female students must sign a form indicating that they received a copy of the Pregnancy Policy and Possible Health Risks to Women Who Are Exposed to Radiation during Pregnancy. The student's decision must be submitted in writing to the Program Director using the Declared Pregnancy Form and at any time the student may withdraw her pregnancy declaration by submitting a written withdrawal of declaration to the program officials. All female students must sign a form indicating that they received a copy of the Pregnancy Policy and Possible Health Risks to Women Who Are Exposed to Radiation during Pregnancy.

Whenever a declared pregnant student is acquiring clinical education, she is required to wear a second radiation monitoring device (image badge) at the abdominal level, which enables program/hospital authorities to monitor exposure to the embryo and/or fetus. If a protective lead apron is worn, the secondary badge must be worn under the protective apron in order to determine the absorbed dose. The NCRP recommends that the MPD equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 Rem for the entire gestation period. It is possible to limit all occupational exposure to under 0.5 REM per year through proper instruction of all safety precautions. A declared pregnant student continuing in the program are required to complete all program requirements (didactic courses and clinical education missed) as a result of any absence. Student disability and duration of excused absence must be determined by a physician and require written verification. Students who choose to acknowledge pregnancy must make up any missed clinical time due to maternity prior to graduation from the program. Additional information regarding federal guidelines for prenatal radiation exposure may be found at <https://www.nrc.gov/site-help/search.html?site=AllSites&searchtext=pregnancy>.

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**CLINICAL MANUAL**  
**Pearl River Community College**  
**RADIOLOGIC TECHNOLOGY PROGRAM (RGT)**  
**Clinical Course Syllabus**

**Clinical Syllabus**

**RGT 1114 Clinical Education I**  
**RGT 1124 Clinical Education II**  
**RGT 1138 Clinical Education III**  
**RGT 2147 Clinical Education IV**  
**RGT 2157 Clinical Education V**

**Clinical Coordinator:**

**Jessica Lumpkin BS R.T. (R) (ARRT)**  
**Office 248 – Allied Health Building**  
**E-mail: [jlumpkin@prcc.edu](mailto:jlumpkin@prcc.edu)**

**Office: 601-554-5484**  
**Office Hours: MTWR**

**PM Clinical Coordinator**

**Andrew Hutchins, B.S.R.T. (R) ARRT**  
**Office 248 – Allied Health Building**  
**Email: [ahutchins@prcc.edu](mailto:ahutchins@prcc.edu)**

**Office: (601) 554-4691**  
**Office Hours: MTWR**

**Program Director:**

**Hope Husband M.Ed. R.T. (R) (ARRT)**  
**Office: 250 – Allied Health Building**  
**Email: [hhusband@prcc.edu](mailto:hhusband@prcc.edu)**

**Office: 601-554-5510**  
**Office Hours: MTWR**

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## **CLINICAL INSTRUCTOR/PRECEPTORS Phone #:**

1. **Courtney Powell— Office: 601-288-1623; Dept: 601-288-1638;**
2. **Emily Howell & Christy Pope— George Regional Health — Dept: 601-947-9123/601-947-9199**
3. **Tera Tisdale—Hattiesburg Clinic—Office: 601-261-3548; Dept: 601-268-5808**
4. **Amanda Tagert & Hannah Key—Hattiesburg Clinic: Orthopedics— Dept: 601-579-5491**
5. **Ashley Graeter—Highland—Office: 601-358-9515; Dept: 601-358-9506**
6. **Miranda Stringer—Marion General Hospital—Office: 601-740-2160**
7. **Lauren Dumal—Memorial- Gulfport—Office: 228-865-3549; Dept: 228-865-3479**
8. **Denise Varhol—Memorial- Stone Co.— Dept: 601-928-6763**
9. **Jolie Denham & Katelyn McKenzie—Merit Health Wesley—Work-area: 601-268-8175**
10. **Robbie Blackwell—Forrest Health OI- 601-288-9083**

## **CLINICAL COURSES BY SEMESTER:**

**RGT 1114/1124-Semester 2 & 3.** Clinical experience in area Hospitals are held for two (2) eight (8) hour periods each week on Tuesday and Thursday an occasional pm or weekend shift are incorporated to achieve separate objectives. Schedule are assigned prior to term.

**RGT 1138- Semester 4-** Clinical experience in area Hospitals may be scheduled for Five (5) eight (8) hour periods each week or four (4) ten (10) hour periods. Schedule is at the discretion of the instructor. An occasional pm or weekend shift may be incorporated to achieve separate objectives as the instructor indicates. Schedule are assigned prior to term.

**RGT 2147/2157-Semester 6 & 7-** Clinical experience in area Hospitals are held for two (3) eight (8) hour periods each week on Monday, Wednesday, and Friday and occasional pm or weekend shift are incorporated to achieve separate objectives. Schedule are assigned prior to term.

**The syllabus is the Clinical Manual portion of the PRCC Radiologic Technology Program (RGT) Student Handbook. Student will abide by all guidelines and regulations set forth in the PRCC Radiologic Technology Program (RGT) Student Handbook. The student will be notified when the guidelines and/or regulations change in the PRCC Radiologic Technology Program (RGT) Student Handbook.**

**Clinical Affiliates:**

- Forrest General Hospital  
6051 Highway 49  
Hattiesburg, MS 39402
- Memorial Health System,  
Gulfport  
4500 13th Street  
Gulfport, MS 39502-1810
- George Regional Health  
System  
859 Winter Street  
Lucedale, MS 39452
- Memorial Health System,  
Stone County  
1434 Central Avenue E.  
Wiggins, MS 39577
- Hattiesburg Clinic  
415 South 28th Avenue  
Hattiesburg, MS 39401
- Merit Health Wesley  
5000 West Hardy Street  
Hattiesburg, MS 39402
- Hattiesburg Clinic Orthopedics  
and Sports Medicine  
Tatum Park  
103 Medical Park  
Hattiesburg, MS 39402
- Orthopedic Institute  
27 Southern Pointe  
Parkway  
Hattiesburg, MS 39401
- Highland Community Hospital  
801 Goodyear Blvd  
Picayune, MS 39466
- Pending- Ochsner East  
Slidell Memorial-SMH  
East/Main  
100 Medical Center Drive  
Slidell, LA 70461
- Marion General Hospital  
1560 Sumrall Road  
Columbia, MS 39429-2654
- Pending- St. Tammany  
Parish Health System 1202  
South Tyler Street  
Covington, LA 70433

## Clinical Affiliate Contact Information

### PRCC Radiology Program Clinical Facilities and Clinical Instructors:

#### Clinical Settings Summary Report

Pearl River Community College, Hattiesburg, MS (Program #0469)



Setting Name/Address	Setting Number	Setting Status	Capacity	Preceptor(s)
Forrest General Hospital 6051 Highway 49 Hattiesburg, MS 39401	01785	Approved	10	Courtney R. Powell, B.S., R.T. (R) Elizabeth Danielle Harvey, R.T. (R) Jo Lynne Bell, B.S.R.S., R.T. (R)
George Regional Health System 859 Winter Street Lucedale, MS 39452	09851	Approved	2	Christy A. Pope, B.S.R.S., R.T. (R) Emilie Lynne Howell, R.T. (R)
Hattiesburg Clinic 415 South 28th Avenue Hattiesburg, MS 39401	01824	Approved	4	Alexis Hale Smith, R.T. (R) Tera Tisdale, B.S., R.T. (R)
Hattiesburg Clinic Orthopedics & Sports Medicine Tatum Park 103 Medical Park Hattiesburg, MS 39402	09424	Approved	2	Amanda H. Tagert, R.T. (R) Hannah Key, R.T. R (ARRT) (CT)
Highland Community Hospital 130 Highland Parkway Prcayune, MS 39466	00911	Approved	2	Ashley Marie Graeter, R.T. (R)
Marion General Hospital 1560 Sumrall Road Columbia, MS 39429-2654	02025	Approved	2	Ashley B. Holmes, R.T. (R) Miranda L. Stringer, RT (R)

Date: 9/14/2024

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#### Clinical Settings Summary Report

Pearl River Community College, Hattiesburg, MS (Program #0469)



Memorial Health Systems, Gulfport 4500 13th Street Gulfport, MS 39502-1810	00424	Approved	3	Ashlynn Diane Veal, R.T. (R) Kara M. Hansen, R.T. (R) Lauren Duml, B.S., BSRT R (ARRT)
Memorial Health Systems, Stone County 1434 Central Avenue E, Wiggins, MS 39577	09854	Approved	2	Katherine Denise Varhol, B.S., R.T. (R) (CT)
Merit Health Wesley 5000 West Hardy Street Hattiesburg, MS 39402	02577	Approved	5	Jolie Kayleen Denham, R.T. (R) Katelynn M. McKenzie, R.T. (R)
Ochsner East Slidell Memorial-SMH East/Main 100 Medical Center Drive Slidell, LA 70461		Submitted		Molly McBride, R.T. (R) (CT) (ARRT) Shane Fradella, RT (R)
Orthopedic Institute 27 Southern Pointe Parkway Hattiesburg, MS 39401	12268	Approved	3	Robbie W Blackwell, RT (R)
St. Tammany Parish Health System 1202 South Tyler Street Covington, LA 70433-2330		Submitted		Samania Warner, RT (R) (CT) (MR), (ARRT)

Date: 9/14/2024

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**Confidentiality and HIPAA:**

Confidentiality is the protection of the privacy of others in both written and oral forms.

**Patient Confidentiality:**

Patient Confidentiality is the protection of the patient's privacy in written and oral communication. The radiologic technology program requires that the student respect the patient's right to privacy by using professional judgement in revealing confidential information to other persons.

Students are expected to maintain patient confidentiality in all clinical settings by adhering to Healthcare Insurance Portability and Accountability Act (HIPAA). In the interest of privacy and confidentiality, discussion of patients should not be conducted in areas when others may overhear or with any lay person outside of the medical field. The patient's problems and conditions should be discussed only with those who need such information in order to improve the patient's care.

Students are not to research or get information on any patient's exam history, except for a medical reason, research paper, or doctor's order. Electronic records are not to be accessed on any patient, unless it is for a "need to know" basis. Disciplinary measures are taken if the student violates this policy.

**Student Confidentiality:**

Student Confidentiality is the protection of the student and or program applicant's privacy in written and oral communication. Students are not to talk to others about any confidential and/or personal information concerning another student and/or an applicant in the admissions process for the program. Students are to follow the golden rule and treat others with the respect that each person deserves. Students found violating patient, student, or applicant confidentiality are disciplined according to the Program Disciplinary Policy.

**Student Professionalism:**

The student is always expected to conduct themselves in a professional manner while in the clinical setting. The student is interacting with patients, families, physicians, and other health care professionals and must make every effort to represent the college, future profession, and a self in a positive light to those the student encounter. Remember, the patient needs radiology services and may be apprehensive or anxious about a procedure the student is performing. Always be sure to treat the patient in a courteous, kind and understanding manner without any hostility or impatience.

**Clinical Education:**

Clinical Education is divided into five (5) separate courses. Progression from one course to the next is based on completion of each course's requirements. A course syllabus is given at the beginning of each semester. This syllabus contains the course objectives. Students are responsible for obtaining necessary clinical grading forms at the beginning of each clinical education course. The syllabi contain requirements for course completion and all necessary documentation forms. Clinical Education courses are related to previous clinical and to previous didactic instruction. Competency Based Clinical Education is a progressive approach to the clinical development of the Radiography student. Students begin this process in DEMONSTRATION of positioning skills in RGT1513 and RGT 1523 laboratories.

**Clinical Assignments, Rotations, Affiliates, Setting**

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Radiography students will rotate through the clinical education setting on a semester basis. Clinical assignments are made during the first and second shift hours, Monday through Sunday. Clinical assignment schedules are given out at the beginning of each semester. This, in some cases, involves travel and the student must be prepared to meet these travel obligations and expenses.

Students may **not** choose which clinical education setting they wish to attend. The student is always required to adhere to his/her assigned schedule. **Students are required to make themselves aware of the assigned hours and adjust personal and work schedules to coincide with their clinical schedule.** No personal adjustments are made to clinical schedule, unless it is an extreme emergency. Changes in clinical schedules must be requested in writing to the Clinical Coordinator. Only program faculty can approve changes in the clinical schedule.

Student Uniform should always be complete and includes the following:

1. PRCC student photo ID badge
2. Facility issued ID badge
3. Scrubs of approved color with badge sewn on the left sleeve
4. Lab Coat approved with badge appropriately affixed to left sleeve
5. Pocket technique book
6. Dosimeter

The affiliate for clinical education for student training is an approved facility by its accrediting agencies operating under the direction of a Registered Technologist.

The affiliate is approved by the JRCERT, meeting the essentials for student training by providing:

1. A variety and volume of radiological procedures providing learning experiences
2. Qualified personnel in the department responsible for departmental activities

The clinical personnel agree to directives set forth by the sponsoring institution of the student program which include:

1. professional atmosphere
2. methodology for the evaluation process of students
3. periodic meetings for program orientation and updating
4. abide by student scheduling and assignments made by academic faculty
5. encourage in-service programs to keep in tune with recent procedures and trends in the field of radiology

Students shall abide by clinical policy during assignment to the facility providing that this is not in conflict with training program policies. Clinical personnel involved in supervising students in the facility are made aware of what the student is capable of performing in his/her level of readiness in performance skills.

Recognizing the fact and making allowances for slower periods in the Radiology Department/Center, staff must be aware that the student's function in that facility is to acquire approved performance skills through repetitive acts of performing radiological procedures

\*\*\*\*Students at **no time** can be utilized as a substitute for paid staff. Staff technologist are responsible for the department activities and responsibilities and students are on clinical assignment to learn the profession and career.

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Clinical time is vital to the students training in preparation for becoming a Radiologic Technologist. It is the most important area for applying what the student have learned in class and lab assignments. This is done under direct and indirect supervision of a Clinical Instructor/Preceptor who is a Registered Radiologic Technologist as well as Registered staff Radiologic Technologists at each clinical education setting. The facility Clinical Instructor/Preceptor/Radiology Manager is essential in visually and physically assuring that the programs policies are being complied to and followed by facility assigned students and the registered radiologic technologist. This includes mandating the following policies but is not inclusive to direct/indirect policies, repeat image policy, mobile radiography policy, radiation safety and student holding policies. [Ref: JRCERT 4.3]

Competency based education begins with didactic (classroom) instruction and ends with clinical competency-based evaluations. The student's role in the clinical setting is one of a learner and not of a staff Radiologic Technologist and total class and clinical time is limited to NO MORE than 40 hours per week and 10 hours per day. [Ref: JRCERT 1.4] The progression from didactic instruction to competency includes the following steps. Students are allowed to obtain Sign-off examinations from the directly supervising technologist prior to classroom test but is NOT allowed to achieve competency until material is mastered in the classroom and laboratory setting.

1. Didactic Classroom instruction
2. Satisfactory completion of classroom work
3. Lab demonstration
4. Lab practice and simulation
5. Produce the radiographic image in lab using phantom
6. Successful laboratory positioning evaluation
7. Observation in clinical area
8. Successful completion of Sign-Off requirements (only 1 student may obtain sign-off on a single procedure and considered the student in charge.)
9. Successful completion of competency examination (only 1 student may obtain competency on a single procedure and considered the student in charge.)

Students are furnished with documentation of Clinical Instructor/Preceptors that are supervising them in the Clinical Education Setting. This document verifies Clinical Instructor/Preceptors overseeing the Registered Radiologic Technologist that are allowed to evaluate radiographic procedures performed by the students. Any additions or deletions to this document will come from program faculty. Competency exams that are evaluated by staff technologist are verified and checked by the Clinical Instructor/Preceptor.

**NOTE:** Students should refer to each course syllabus for specific course requirements. Total scheduled class and scheduled clinical time is limited to NO MORE than 40 hours per week and 10 hours per day. [Ref: JRCERT 1.4]

#### **Clinical Attendance/Absence Clinical:**

**\*\*\*\* IMPORTANT\*\*\*\* STLUDEENTS ARE ALLOWED 2 -EIGHT HOUR CLINICAL ABSENSES PER CLINICAL SEMESTER. All absent days must be scheduled with the clinical coordinator and made up during the same semester.**

A good attendance record for the clinical portion of the program is important for several reasons. Due to the highly important nature of the in-hospital experience, students **must attend the equivalent of all scheduled clinical days.**

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Clinical rotations provide the experience and practice necessary in developing clinical skills and problem-solving ability. Potential employers are most concerned about the attendance records of applicants. The clinical facilities view clinical rotations as an opportunity to “audition” future employees. Students are expected to be present and on time for all clinical assignments. Any absences from clinical sites will affect the student’s clinical education and may affect their grade.

Pearl River’s Radiology students are meticulously being trained to work in a healthcare facility. When students become an employee of an Imaging Department, they are expected at work and on time each day. A well-staffed department desires and is required to hire technologist who provide the best healthcare to the patients. Inappropriate use of clinical time (i.e., extended breaks, extended lunch hours and not being in assigned areas, etc.) may count as an absence.

Under NO circumstances will the student be allowed to sign/clock in another student. This activity constitutes fraud and BOTH students are disciplined, with possible suspension or termination from the program.

In the case of illness or other emergency which will result in absence from a clinical shift, the **student must personally notify both the Clinical Instructor/Preceptor (site) by phone and the Clinical Coordinator by phone, text, or Canvas prior to the scheduled clinical shift.** The penalty for not notifying **both Clinical Instructor/Preceptor (site) by phone and the Clinical Coordinator by phone,** text, or canvas is an **11-point deduction** from the final clinical grade. (on weekends the students must notify weekend technologist **and** Clinical Coordinator).

\*\*\*IMPORTANT\*\*\* If both the Clinical Instructor/Preceptor (site) and the Clinical coordinator are not **notified at all** (i.e. only one is contacted), the student is suspended from clinical the next clinical day. This second clinical absence will result in an additional 11-point deduction from the final clinical grade. (Total: 22-point deduction from the final clinical grade.)

**More than 2 clinical absences within EACH semester can/may result in the student being dismissed from the course and the program.** The Clinical Coordinator has the authority to allow the student to continue in the program after the second absence due to extenuating circumstances. However, the Clinical Coordinator will require proper documentation to determine if the absence is due to extenuating circumstances. In the event of extenuating circumstances, the student may be provided the opportunity to “make-up” absences only during that semester.

\*\*\*\*\*NOTE\*\*\*\*\*It is the student’s responsibility to submit the appropriate form for an absences make-up time. Make-up absences will only be approved by the Clinical Instructor/Preceptor and Clinical Coordinator. If it is not approved, it will not count. The student who misses less than 4 hours of clinical, those hours may be made-up after a clinical shift. This must be approved by Clinical Instructor/Preceptor and Clinical Coordinator, before the student can make it up. If a student misses more than 4 hours of clinical, those clinical hours must be made-up at the missed facility.

Students must inform the Clinical Instructor/Supervisor and Clinical Coordinator when leaving during clinical hours.

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Time from all the clinical sites is calculated weekly by Jessica Lumpkin @ PRCC. Clinical Instructor/Preceptors do not have cumulative list of time from other facilities.

### **Clinical Competency Definitions:**

#### **PHASE: OBSERVATION Phase:**

The first step in obtaining clinical competency is by clinical **OBSERVATION** of procedures being performed by a technologist employed at one of the programs clinical affiliates. The student Radiologic Technologist observes and will gain skills from the staff Radiologic Technologist in performing the procedure. Once the student has successfully assisted a technologist then he or she will continue to the **PARTICIPATION/ SIGN-OFF** Phase of competency-based education.

#### **PHASE: PARTICIPATION/ SIGN-OFF Phase:**

In the **PARTICIPATION/ SIGN-OFF** Phase, the student may assume an active role. Student can perform the procedure with minimum assistance from the staff Radiologic Technologist. The student must use his/her markers for the examination and only one student can obtain a sign-off on the radiographic procedure in question. Following two successful participation sign-off evaluations, the student may be ready for a **COMPETENCY CHALLENGE evaluation**.

#### **PHASE: COMPETENCY CHALLENGE Phase:**

A successful competency evaluation indicates the demonstration of mastery of the procedure. Challenging competency must be accomplished under the direct- supervision of a Clinical Instructor/Preceptor or an approved Technologist. Limit of one student can obtain competency on the examination at a time. The evaluator will use the form listed under the specific exam module for the examination to determine if the student attains competency on procedure. The evaluator will use the form "Instructor Evaluation on Clinical Performance" to determine if the student attains competency on the anatomy. The technologist must sign competency book for the student's records.

A grade of 75% must be obtained for successful completion of any Radiologic examination. Evaluations required for all clinical education courses include psychomotor, cognitive and affective domain evaluations. Psychomotor evaluation is done during competency evaluation when the student performs the procedure with no assistance. Cognitive evaluation is done after the student has successfully passed the psychomotor evaluation. The evaluation tool utilized is the Radiographic Image critique evaluation. During the Radiographic Image critique evaluation, the student and a faculty member will evaluate the radiographic image and the student's knowledge of technical factors, positioning, anatomy, pathology and other related information. A grade less than 75% requires the grading process for that exam to begin again.

#### **Competency Rules:**

Rules of competency: students are required to be directly supervised until competency is obtained and always remain under indirect supervision.

1. Student must ask the technologist or instructor prior to beginning the procedure to earn competency. Informing the technologist after the fact is not allowed!!!

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2. The evaluating technologist must fill out this electronic form at the time the procedure is being performed and it must be submitted regardless of if the student passes the competency or not!!!
3. The technologist must sign student's competency book and Clinical Instructor/Preceptor will validate.
4. Zero repeats are allowed on chest, abdomens, extremities, neck soft tissue, and x-table cervical/lumbar spines, and surgical-lateral hip (Lorenz/Danielus-Miller) and portable examinations to become competent.
5. One repeat: is allowed with deductions on spine work, barium studies, contrasted studies, and head examinations to become competent. (points are still deducted for repeat)
6. Manual techniques: are required on all extremities, ribs, str./ped. Chest, flat and decubitus, facials and sinuses.
7. The student must score a minimum of **75** or higher to become competent. If the student has a repeat in any of the above areas, he or she will not pass competency due to repeat not grade.

*Clinical Grade- Final Examination Procedure*

- RGT 1114 Clinical Education I
  - RGT 1124 Clinical Education II (no Chest or KUB)
  - RGT 1138 Clinical Education III (no Chest or KUB)
  - RGT 2147 Clinical Education IV (no Chest or KUB)
  - RGT 2157 Clinical Education V (see Terminal Examination)
- The Clinical Instructor/Preceptor or an assigned Registered Radiologic Technologist will perform the final clinical exam.

The Radiologic Technology program has specific progression requirements. Cognitive (classroom or acquired knowledge) and psychomotor aspects (clinical or motor skills) of the curriculum are integrated. Students must master specific cognitive prerequisites prior to the initiation of each phase of clinical education (psychomotor aspect). Professional conduct (affective aspects) is another element of the curriculum that is evaluated for course progression. Progression requirements include:

1. Student completes didactic requirements
2. Student participates in laboratory practice
3. Student demonstrates mastery of lab requirements
4. Student observes procedures at clinical education setting
5. Student performs procedures with assistance from Registered Radiologic Technologist
6. Student master competency requirements
7. Student demonstrates continued competency
8. Student maintains a passing grade of "C" in all courses

(Note: unsuccessful completion of steps 2-7 requires remediation.)

Evaluation methods of the cognitive, psychomotor, and affective aspects of the Radiology Technology curriculum include written and oral tests, demonstrations, and observations of student performance during clinical education.

1. Provide basic patient care and comfort and anticipate patient needs.

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2. Provide appropriate patient education.
3. Practice radiation protection.
4. Understand basic x-ray production and interaction.
5. Operate medical imaging equipment and accessory devices.
6. Position the patient and medical imaging system to perform examinations and procedures.
7. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
8. Demonstrate knowledge of human structure, function and pathology.
9. Demonstrate knowledge and skills relating to quality assurance activities.
10. Evaluate the performance of medical imaging systems.
11. Evaluate medical images for technical quality.
12. Demonstrates knowledge and skills relating to medical image processing.
13. Understand the safe limits of equipment operation.
14. Recognize equipment malfunctions and report them to the proper authority.
15. Demonstrates knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.
16. Support the professions code of ethics and comply with the profession's scope of practice.
17. Competently perform a full range of radiologic procedures on children and adults in the following categories:

a. Head/neck	b. Abdominal gastro intestinal/genitourinary
c. Musculoskeletal	d. Chest and breast
e. Trauma	f. Bedside
g. Surgical	h. Extremities

#### **GRADUATE TERMINAL EXAMINATION:**

Each graduating student will perform the final Clinical Examination. The Competency can are obtained at the clinical site student is assigned on schedule. Students are NOT allowed to pick and choose the exam. At this point in the program, student should be prepared for any case scenario.

The Clinical Instructor/Preceptor or an assigned Registered Radiologic Technologist Will:

1. Evaluate the scheduled examinations for the clinical site the day of scheduled exam.
2. Select random exams for the student.
3. NOT tell the student the exact examination they are completing prior to.

The final examinations that are evaluated on are as follows:

1. Head-work
2. Spine-Work
3. Ribs
4. Gastro-Intestinal studies (all fluoro must include overheads).
  - UGI
  - BE
  - Esophagus
5. Myelogram

\*\*\*\*\*No CHEST Examinations \*\*\*\*\*NO ABD \*\*\*\*\*NO EXTREMITIES

**CALCULATIONS:** CLINICAL CANVAS GRADE GRADES IN CANVAS WILL BE CALCULATED BY THE FOLLOWING:

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## **Grading:**

MINOR GRADES	15%
Clinical Instructor	10%
Professionalism	5%
Major Grades	50%
Weekly Student Self-	10%
Technologist Evaluations	10%
Competency Average (Comps & daily on clinical)	25%
Practicums	5%
FINAL	35%
Final Exam Competency	10%
Total number of Radiology	25%

### **Grading Scale:**

90-100% = A  
80-90% = B  
70-79% = C  
60-69% = D

### **Minor Grades- TOTAL 15%**

- **Professionalism 5% (RGT):**

This is 5% of the student's clinical grade for the course, each student is assigned with 100 points, and deductions are determined and clinical Canvas course and course syllabus.

- **Performance Evaluations 10% (RGT Clinical Instructor Evaluation):**

**Clinical Performance Evaluations (Instructor Evaluation)** from the instructor are used to assess the student's values and attitudes toward work and patient care. Performance evaluations are based upon specific levels and professional competency and provide an opportunity for guidance and assistance when student improvement is deemed necessary. Clinical Performance Evaluations are completed by the Clinical Instructor working with the students. The Clinical Coordinator reviews all evaluations. A grade that is questioned by the student should be discussed with the instructor. Any questions not resolved should be directed to the Clinical Coordinator and or Program Director. This is used to help students identify weak and strong areas and improve their function as a Radiologic Technologist.

### **MAJOR Grades- TOTAL 50%**

- ***Weekly Student Self-Evaluation 10%: (Student Evaluation)***

Students are required to complete a weekly self-evaluation in canvas on a weekly basis to evaluate self-improvement and to recognize potential weakness. The Clinical Instructor/Preceptor/ coordinator will/may deduct points for any unacceptable student behavior, such as tardiness, lack of professionalism at his or her discretion. A deduction of 20 points per week will be taken off each student's grade per week for the student not obtaining a competency in Clinical I-IV. Point deduction may be dependent on area assigned for the week.

-Daily Attendance Form (Canvas)- May affect weekly self-evaluation.

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Daily Attendance forms must be submitted daily in Canvas to verify clinical attendance and exact time of clinical duration for shift. This must be completed as soon as student begins the clinical shift and submitted immediately before leaving. Forms are only allowed to be submitted for individual student and cannot be submitted by anyone other than individual student.

- ***Performance Evaluations 10% (Technologist Evaluation):***

**Clinical Performance Evaluations (Technologist Evaluation)** from the technologist are used to assess the student's values and attitudes toward work and patient care. Performance evaluations are based upon specific levels and professional competency and provide an opportunity for guidance and assistance when student improvement is deemed necessary. Clinical Performance Evaluations are completed by the Clinical Instructor/Preceptors and Staff Radiologic Technologist working with the students. The Clinical Coordinator reviews all evaluations. Clinical personnel and students are encouraged to complete the online testing form together to clarify any areas of concern. A grade that is questioned by the student should be discussed with the instructor. Any questions not resolved should be directed to the Clinical Coordinator and or Program Director. This is used to help students identify weak and strong areas and improve their function as a Radiologic Technologist.

- ***COMPETENCY AVERAGE/COMPS/RECHECK/CRITIQUES: 25%***

**Competency average on each exam performed by the student for the semester is averaged together. Final Evaluations, Random Competency, Recheck Evaluations (Technologist Evaluation) At** any time during the semester if a student has mastered all of set competencies, the Clinical Instructor/Preceptor uses the Daily/Recheck Form created in Clinical I Canvas Course as a recheck of students' knowledge of procedures performed and the grade will be utilized as part of the competency grade for the semester. The student is responsible for obtaining a minimum of 2 daily/recheck competencies each semester after all routine competencies are achieved or if student has not gained any new competencies for the semester due to examinations not available. The rechecks must be procedures the student demonstrated competency in during any preceding semester. Continued competencies consist of performing the examination again without assistance and having the completed procedure (Radiograph) evaluated by the Clinical Instructor/Preceptor or program faculty. Random recheck competencies may be used to recheck students' knowledge. These are performed with the Clinical Instructor/Preceptors at the clinical education site.

### **Radiographic Image Critique Evaluation**

The clinical semester evaluation requires that the student evaluate the Resultant Radiographic Image of a minimum of 5 film critiques a semester. The specific areas to be addressed are listed below.

Completion of a Radiographic Image critique evaluation, the evaluator has the option to require the student to present that information in either of the following formats:

1. Orally, in one-on-one scenarios with the evaluator.
2. Orally, as a presentation to the evaluator and other student Radiologic Technologists at the clinical site.

### **Rationale for Radiographic Image critique**

Radiographic Image critique evaluations are to provide the opportunity for review and reinforcement of theoretical concepts with evaluation of the same.

**Objectives of the Radiographic Image critique:**

1. To provide the opportunity for the student/instructor to correlate didactic and clinical education.
2. To review radiographic procedures with specific emphasis on:
  - a) principles of radiographic exposure with central ray placement
  - b) radiographic procedures/routines that were completed for examination
  - c) methods of patient care in the respective rotation
  - d) equipment manipulation that was utilized during examination
  - e) human structure and function relevant to the examination
  - f) pathology that may be present requiring the examination
3. To provide information for use on educational decisions, revisions of curriculum or class content and student remediation.
4. To conform to the quality assurance guidelines of the JRCERT on education in Radiologic Technology.
- 5.

**Image critique Requirements:**

1. Five Radiographic Image critique evaluation are required each semester in Clinical I-V for competencies passed during the semester. In final semesters where a student may have limited competencies, a daily routine examination may be used for Radiographic Image critique. The evaluation must be completed within the dates set forth by the program and is solely the responsibility of the student to complete and submit within the time allotted.
2. Radiographic Image critique evaluation requires the scheduling of Radiographic Image critique with the supervising technologist or Clinical Instructor/Preceptors at the clinical facility to allow the viewing of proper documented image information.
3. Radiographic Image Critique form must be completed in Canvas by the proper student as documentation of evaluation. Radiographic images must be used during Radiographic Image evaluation. The student must have the graded competency previously submitted in Canvas.
4. Students' own initialed markers must be on the radiographic image being used for Competency and Radiographic Image critique evaluation.

**Image critique Grading:**

1. Grades on Radiographic Image critique evaluation must be completed to be considered successful. (5 per semester are required and will be counted as 5 competency grades)
2. If the student fails the Radiographic Image critique evaluation, the corresponding competency will also be failed. The student must return to the lab for remediation positioning, exposures, and Radiographic Image critique. This will require the student to start over with process on sign-offs and competency for procedure.

**Radiographic Image Critique Evaluation Guidelines**

1. Name of exam
2. Clinical site/room

3. Patient current and previous history-previous conditions that might affect the final radiographic image.
4. Routine views, Radiographic Image size, name/method of projections/positions, rotation of part, angulation of tube, type of Radiographic Image.
5. Describe anatomy-bony structures, topographic anatomy (landmarks), normal variances, physiological functions of part examined, and any pathology demonstrated.
6. Technical factors
7. Density, Contrast, Visibility of detail
8. Pathology observed

**NOTE:** It is recommended that the above information be prepared before the critique session and may be used during the evaluation process.

- ***Daily Practicums (Canvas): 5%***

Daily Practicums are to be documented by each student daily for every procedure and exposure completed under direct and indirect supervision and signed by assuring technologist. Students are required to document each repeat image and have form signed by the technologist directly supervising. This signature is to serve as assurance that the repeat was completed under the direct supervision to provide appropriate radiation safety standards for the patient. The students are to acknowledge on each form that they understand and have followed the repeat policy under direct supervision, sign and date document. This form is uploaded to canvas, graded, and validated by the clinical coordinator.

Daily Practicum forms must be submitted daily in Canvas to verify clinical attendance and are used to assist the learn the following:

1. Which views are in each procedure
2. Appropriate mAs and kVp for each individual image
3. Correct photocells selection
4. Acceptable/not acceptable image
5. Documentation log for uploading sign offs and competencies in Canvas

**Final Exam Grades- 35%- (COMBINATION)**

- **Final Competency Exam 10%**, and continued competency is done after mastery of a procedure has been demonstrated.
- **Total # of Competencies for the Semester 25%**  
**The total number of competencies changes each semester and are set forth in the Clinical Objectives for each individual semester.**

***Unfavorable Weekly or Technologist Evaluation***

If the student is unhappy with a clinical evaluation of any kind, the following steps are to be taken for a timely resolution:

1. The student must discuss the evaluation with the Clinical Instructor/Preceptor of the assigned facility. The Clinical Instructor will follow up and may meet with technologist and/or student about concerns.
2. If the student is still not satisfied with the evaluation, the student will discuss the matter with the program faculty.
3. If a satisfactory agreement has not been accomplished, the student should complete the student SPECIAL CONCERN form and submit to program faculty

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for documentation. This may lead to the arrangement of a meeting with the student, Clinical Instructor/Preceptor, and program faculty.

4. If a change is to be made, another evaluation will be completed or performed and recorded. If the student is still not satisfied with the evaluation, they should follow the colleges' due process policy that can be found on the college website or following the link provided. <https://prcc.edu/faculty/policy-procedure-manual/student-affairs/students-due-process/>

Pearl River Community College affords due process to all students in accordance with the law. Students will have their rights and actions affection their rights protected. Any actions affecting their rights and responsibilities are subject to due process in accordance with the law. Procedure for student disciplinary hearings are published in institutional documents including the student handbook.

### **Clinical Canvas: Student Availability**

Students will use the Canvas Electronic System for documentation of their clinical experience. Please note that the final grade column in Canvas is a ***working grade and may not depict accurate score until the end of the semester***. The final grade percentage may change throughout the semester as grades are added and columns muted. Final grades are posted in River Guide the Monday following Finals week. Students with questions or concerns are recommended to contact Mrs. Windham with issues, clarification needs, or grade discussion. Students are required to maintain certain clinical education records. This requirement is considered an integral part of the students learning process. The records include, but are not limited to:

- Course syllabus
- Course competency requirements
- Completed participation and competencies (PRACTICUM)
- Time and attendance records
- Radiation records
- Repeat analysis taken from (PRACTICUM)

Students must begin CANVAS daily documentation log immediately and check in with the designated hospital contact (department director, shift supervisor or technologist) upon arrival to the facility and should always remain in their assigned areas. It is important to notify Clinical Instructor/Preceptor before leaving assigned area and upon return. The student **must ensure their written or computer documentation is complete before leaving the facility for the day. Students are not permitted to leave the hospital for breaks or lunch.**

### **Online Clinical Student Forms (Complete Online in Clinical Course)**

The student will complete in canvas in the allotted time (times are set in canvas with the allotted point deduction)

1. Attendance--a daily time log. (Daily time quiz.)
2. Absent form—to be filled out the day of absence
3. Absent time make up—to be filled out the day of make-up
4. Sign offs—the day of

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5. Competencies—the day of--**Clinical Instructor/Preceptors/Registered Radiologic Technologist** will enter competencies for clinical procedures performed by the student. These are recorded for each qualifying procedure the student successfully/unsuccessfully performs. This may include regular competencies, daily competencies, recheck competencies.
6. Technologist Evaluations—the week of--**entered by the Registered Radiologic Technologist**
7. Weekly's –the week of--the Clinical Instructor/Preceptor and/or Clinical Instructor/Preceptor will deduct points for any unacceptable student behavior, such as tardiness, lack of professionalism or customer service orientation.
8. Practicums—the week of and must submit one practicum per day assigned.
9. Possible Upload time sheets from appropriate clinical sites—the week of
10. Radiographic Image Evaluation/ Critique Form—( 5 per semester)

## **Clinical Competency Over-view**

### **Lab Exam, Clinical Sign-Off (2), Competency, Recheck, Final Competency**

The Pearl River Community College, Radiologic Technology Program (RGT) requires its students to be competent Radiologic Technologists upon completion of the program. Competency is attained as follows:

1. Beginning in the fall semester the first year, the freshman student is presented with the Anatomy and Positioning Media in the correspond Radiographic Procedures Course.
2. The student is secondly presented with the proper positioning of this unit of anatomy and lab tested the same week.
3. The written/classroom examination on this Anatomy and Positioning unit are administered on class date following the completion of the material.
4. 1-3 above are all attempted to be accomplished in a one-week interval for most units. Extremely long or units with very tedious anatomy are spread over a two-week interval. The students will be colored "RED" on the competency chart once material is being taught on each different radiographic exam.
5. Following material taught in the class, the students can radiograph patients for that anatomy under the direct supervision of a Registered Technologist.
6. The student must obtain two Sign-Off Verification Exams from Validating Technologist within their Clinical Competency Modules of the Canvas Clinical I Course (RGT 1115) by a Registered Technologist before they may challenge competency. Limit of one student can obtain sign-off on the examination at a time. Challenging competency must be accomplished by graduation of the sophomore year.
7. Challenging competency must be accomplished under the supervision of a Clinical Instructor/Preceptor or an approved Technologist. Limit of one student can obtain competency on the examination at a time.
8. The evaluator will use the form listed under the specific exam module for the examination to determine if the student attains competency on procedure. The evaluator will use the form "Instructor Evaluation on Clinical Performance" to determine if the student attains competency on the anatomy. The technologist must sign competency book for the student's records.

- If a competency failure results, the student must complete 2 forms in the repeat competency module in Canvas.
  1. Counseling Form- #1 Comp Failed
  2. Repeat Procedure Review #1

\*\*\*\*Following the completion of the above listed forms, the student must repeat the entire procedure, Steps 6, 7, & 8 above. Note: Clinical Coordinator should be contacted immediately to request the reopening of the sign-off and competency attempts. Once student completes the competency attempt for the second time and is successful with a 75% score, **the latter grade** will be kept from the as the competency grade in canvas

9. Each radiographic procedure is taught following these steps with completion of the Radiographic Procedures course in April or May of the first year of the program.
10. A final Competency procedure on each student is completed to challenge the student at the end of each semester of Clinical each semester. The Terminal Competency will count as 25-35 % of Clinical Average for the final semester. Failure of terminal competency may jeopardize the student's Graduation opportunity.
11. Student must be competent on all required procedures prior to Graduation. All grading procedures can/are graded by the Clinical Instructor/Preceptors at the appropriate clinical site to assure grading rubric is used appropriately. Upon completion of the Competency form, it is submitted to the Clinical Instructor/Preceptor at that facility and the Clinical Instructor/Preceptor will verify that student successfully passed the competency with no less than a 75% the exam is validated for competency in the Course.

**The student is required to complete the procedure unassisted while the Radiologic Technologist observes the student's skills.** Successful completion of these evaluations indicates that the student has mastered the procedure. The student must achieve a 75% or better to obtain the competency exam.

The student is responsible for maintaining a record of specific procedure evaluations and competency tests that have been mastered and to ensure that Canvas information is correct and up to date. The student is responsible for completing all designated competency exams prior to graduation. Special arrangements may be made for procedures not frequently observed by the final few weeks of the entire program. Non-satisfaction of competency evaluations may result in student suspension and/or dismissal from the program.

### **Clinical Competency Re-evaluate Clinical:**

At any point after competency, the instructors can re-evaluate the student on proven examinations. If student proves to be NOT COMPETENT, the GREEN/COMPETENCY are removed from their record and they must begin over with the first sign-off. (Refer to Policy and Procedure Manual)

Students are held accountable for being able to perform an exam for which that student has already demonstrated competency. Rechecks, Continued Competencies, Random

Competencies, must be performed independently in a reasonably, accurate manner or the exam may be overturned.

- If the student does not successfully complete recheck the competency will be considered “Overturned” and will result in the student completing the Counseling Form- #1 for Comp Failed and Repeat Procedure Review #1 on Canvas. Then student must perform and achieve two sign-offs and attempt the competency again. Program faculty should grade the examination.

These procedures are strictly adhered to and program faculty will evaluate competency progress. Also, competencies previously granted in preceding academic terms are rechecked and, if maintenance of skill level is not adequate, the competency are withdrawn.

Failure of any competency or recheck (continues competency) evaluation will result in the student returning to the classroom for remediation in that specific examination, then to the lab for practice, then to the clinical education setting for participation. The student may then be evaluated for competency on that exam. The student will receive a successful or unsuccessful grade. Failure to demonstrate competency after three (3) attempts of the same competency procedure will result in the student being referred to counseling for continuation in the Radiography program.

### *Clinical Competency Unsuccessful Attempts*

If a competency failure results, the student must complete 2 forms in the repeat competency module in Canvas.

1. Counseling Form- #1 Comp Failed
2. Repeat Procedure Review #1

\*\*\*\*Following the completion of the above listed forms, the student must repeat the entire procedure, Steps 6, 7, & 8 above. Note: Clinical Coordinator should be contacted immediately to request the reopening of the sign-off and competency attempts.

Once student completes the competency attempt for the second time and is successful by the required competency guidelines, **the** latter grade for the second attempt will be kept for a grade in canvas.

Examination presented for competency evaluation will not be considered as a passed attempt if:

- 1. The student does not inform the Clinical Instructor/Preceptor of the competency attempt and provide the proper competency form *prior* to the radiographic exam.**
- 2. The Radiologic Technologist s assist the student during the exam**
- 3. The student fails to follow radiation safety and other safety policies**
- 4. The student fails to use his or her markers**
- 5. Any projection requiring repeats (poor positioning or technical factor skills) on listed exams**
- 6. The procedure was evaluated by unauthorized or non-registered Radiologic Technologist**

Procrastination may cause the student to not have all the required competencies. Failure to complete these competencies may require probation, suspension, or dismissal from the program. The student is encouraged to plan quarterly activities. The criteria used by Pearl River Community College have been approved by the ARRT, ASRT and JRCERT.

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The student is expected to perform the required observations, participation, and competencies on a variety of patients. This includes adult, pediatric, and geriatric. Students are expected to meet all requirements for each semester prior to the end of the final semester.

Clinical Instructor/Preceptors are preferred to evaluate the student during competency attempt. If a Clinical Instructor/Preceptor is unavailable, the registered staff Radiologic Technologist may be requested to evaluate prior to the student beginning the competency attempt for the psychomotor portion of the competency. Program faculty has the option to re-grade the student's image evaluation, continued competency or Radiographic Image critique to assure equality in student grading.

Students must complete all clinical work by the last clinical day. Students are required to turn in all clinical work at that time. A grade of zero are assessed to any exam missing from the required paper work or computer submission. Additional time allotted must be pre-approved by the Clinical Coordinator and the Clinical Instructor/Preceptor at the facility scheduled. If the student's markers appear on the radiograph, the student is responsible for the examination. Do not remove or hide unacceptable the radiographic image. This constitutes a dishonest act. If the student is discovered asking for a grade following the procedure, that student is subject to a comprehensive evaluation for all graded exams.

### ***Clinical Disagreements***

Disagreements between other sections of the hospital and the Imaging Department are not to be handled by radiology personnel. Students are NOT allowed to argue with employees, students, etc. about technical or administrative matters or departmental policy. Politely inform him of such matters as appropriate and ask for cooperation as needed. Further discrepancies should be taken to the Radiology Clinical Instructor and make a note of the incident in the Clinical Education Daily Time attendance form.

### ***Clinical HR/WK Clinical Education Courses include:***

<i>HR/WK RGT 1114</i>	<i>Clinical Radiography I</i>	<i>16 hours per week*</i>
<i>HR/WK RGT 1124</i>	<i>Clinical Radiography II</i>	<i>16 hours per week*</i>
<i>HR/WK RGT 11380</i>	<i>Clinical Radiography III</i>	<i>40 hours per week*</i>
<i>HR/WK RGT 2147</i>	<i>Clinical Radiography IV</i>	<i>24 hours per week*</i>
<i>HR/WK RGT 2157</i>	<i>Clinical Radiography V</i>	<i>24 hours per week*</i>

### ***Clinical Patient Interaction:***

Prior to treating a patient, the student will introduce themselves by name and identify themselves as a PRCC Radiology Student. They will continue to do so prior to each examination session throughout the day. It is acceptable for student request permission of the patient to have their technologist performed by the student. Prior to the patient being radiographed, the student, under supervision of a Clinical Instructor/Preceptor or Registered Radiologic Technologist, should follow the steps for informed consent:

1. Verify the identity of the patient using at least two identifiers (Name, Date of Birth)
2. Explain the procedure requested to the patient
3. Obtain and document patient history
4. Check for patient pregnancy (if applicable)
5. The student is ***not to sign his/her name*** as a witness to a patient's signing of a will, power of attorney, advanced directive, or consent for medical treatment.

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### ***Clinical Obligations/Responsibilities-Student:***

1. Adheres to and maintains high ethical standards in relation to students, faculty, and staff. Helping provides equitable learning opportunities for everyone. This is inclusive of following the Radiology Honor Code policy in every aspect to uphold integrity of the program and students.
2. Provides timely, appropriate, and educationally valid clinical experiences.
3. Limits and monitors required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week. Assures that any additional clinical time is solely on a voluntarily basis.
4. Assures the security and confidentiality of patient records, college instructional materials, and other appropriate program materials.
5. Seek appropriate treatment if you have signs and symptoms of a communicable disease, or become ill on duty of class or clinical assignments.
6. Submit medical clearance to instructor prior to returning to class/clinical and meets the Guidelines for Communicable Diseases.
7. Submit to instructor material concerning recovery and results of any tests, etc., and notify of the follow-up and notify PRCC faculty, immediately if student has injury or exposure.
8. Submit and upload Notes or documentation from physicians to assure they are forwarded to the Department @ PRCC.
9. Notify the Clinical Instructor/Preceptor/faculty at PRCC of any Work Releases or restrictions
10. Abide by and **assure** PRCC direct and indirectly policy is being strictly enforced at the clinical facility by the technologist, other students and instructors.
11. Abide by and **assure** PRCC direct supervision policy is being strictly enforced at the clinical facility by the technologist, instructors, and students in regards to mobile radiography, surgery procedures, and repeat radiograph policy.
12. Abide by and **assure** that you as student are indirectly supervised while performing clinically in the radiographic department.
13. Abide by and **assure** PRCC direct and indirectly policy is being strictly enforced at the clinical facility by the technologist, instructors, and students.
14. Abide by and **assure** students are NOT holding cassettes for exposures and are NOT holding patients unless it is a last resort.
15. It is the Responsibility of each student to report any violations of policies to faculty at PRCC so faculty can quickly resolve any issues or violations.
16. Study and utilize curriculum to participate in individual, small groups, or remedial instruction to meet the needs of each student while in the clinical setting.
17. Ask technologist and instructors about pathology that may be presents for learning and instructional materials resulting in the promotion of a learning atmosphere for students involved.
18. Actively engage in the radiology student learning process.
19. Evaluates each self- progress on a daily and weekly basis and submit appropriate material in canvas for grading.
20. Establishes and maintains high standards of student's behavior needed to provide an orderly, productive learning environment.
21. Actively complete Competencies and examinations and completes critique evaluation process that are requested on a daily/weekly basis.

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22. Maintains records and progress reports on a regular basis including completing competency grades and daily evaluations, weekly evaluations, technologist evaluations, and radiographic image critique and evaluation for a minimum of 2 years.
23. Communicates with school officials on personal progress and report any areas that may need attention or additional help.
24. Participate in committees and the sponsoring of student activities according to guidelines in the Pearl River Community College Radiography and professional societies and organizations.
25. Performs any other duties assigned by the Radiology Department Director of the facility and the College.
26. Students have the responsibility to follow simple but necessary procedures to prevent and limit the spread of microorganisms from one person to another. Students should not report to class or clinical if ill. Students that have a fever or infectious process must stay away from special care areas such as nursery, surgery, ICU, and CCU. Students must practice good daily habits that promote good health.
27. Abide by and assure correct Infection Control Procedures are being followed.
28. Abide by and assure correct hand washing procedures.
29. Abide by and assure correct isolation technique and the transporting of isolation patients.
30. Aggressively supporting the policies and procedures established for the good of patient care and the educational process
31. Addressing concerns directly, constructively and in a timely fashion
32. Seeking, accommodating and acting upon constructive criticism in order to improve personal skills
33. Attentiveness and participation during academic and clinical courses
34. Respectful interactions with the public and all members of the healthcare team
35. Persistent and punctual attendance at scheduled classes and clinical assignments
36. Tailoring content and volume of conversations based on those within hearing range
37. Demonstrating and practicing knowledge of safety procedures
38. Maintaining a professional appearance as outlined in the uniform and classroom dress code
39. Seeking to provide community service during and after the Radiologic Technology Program
40. Promoting the profession through memberships in national and state societies

### ***Clinical Responsibilities-Student Mentor/Instructor/Preceptor:***

1. Adheres to and maintains high ethical standards in relation to students, faculty, and staff. Provides equitable learning opportunities for all students.
2. Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.
3. Limits and monitors required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week. Assures that any additional clinical time is solely on the student voluntarily basis.
4. Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
5. Direct students who have signs and symptoms of a communicable disease, or become ill on duty for appropriate treatment.
6. Request medical clearance from student prior to student returning to clinical and meets the Guidelines for Communicable Diseases.
7. Check with the student concerning recovery and results of any tests, etc., and notify of the

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- follow-up and notify PRCC faculty, immediately if student has injury or exposure.
8. Notes or documentation from physicians should be forwarded to the Department @ PRCC.
  9. Notify the faculty at PRCC of any Work Releases or restrictions
  10. Monitor and **assure** PRCC direct and indirectly policy is being strictly enforced at the clinical facility by the technologist and students.
  11. Monitor and **assure** PRCC direct supervision policy is being strictly enforced at the clinical facility by the technologist and students in regards to mobile radiography, surgery procedures, and repeat radiograph policy.
  12. **Assurance** that students are indirectly supervised while performing clinically in the radiographic department.
  13. Monitor and **assure** PRCC direct and indirectly policy is being strictly enforced at the clinical facility by the technologist and students.
  14. Monitor and **assure** students are NOT holding cassettes for exposures and are NOT holding patients unless it is a last resort.
  15. Performs the duties and functions of any Clinical Instructor/Preceptor as they pertain to teaching at Pearl River Community College.
  16. Adapts curriculum to provide individual, small groups, or remedial instruction to meet the needs of each student.
  17. Presents instructional materials resulting in the promotion of a learning atmosphere for students involved.
  18. Supervises student learning process.
  19. Evaluates each student's progress.
  20. Establishes and maintains standards of students behavior needed to provide an orderly, productive learning environment.
  21. Administers Competencies and examinations and completes critique evaluation process.
  22. Maintains records and progress reports on each student including validating competency grades and evaluations for a minimum of 2 years.
  23. Communicates with school officials and student on progress.
  24. Updates instructional materials and visual aids.
  25. Participate in faculty committees and the sponsoring of student activities according to guidelines in the Pearl River Community College Radiography Student Handbook.
  26. Maintains professional competence through in-service education activities to promote professional growth activities.
  27. Performs any other duties assigned by the Radiology Department Director of the facility and the College.
  28. Monitor and assure the technologist to student ratio is 1:1 at all times and responsible for contacting PRCC faculty if ratio is not being met for student reassignment.

### **Clinical Student Learning Outcomes:**

1. The student will correctly perform basic to advanced modalities of Medical Radiologic Technology in the patient setting. Clinical I-IV 80% (Clinical V 90%) of all students will obtain 80% of the required clinical (in-hospital) competency check offs as described by the course clinical competency checklist.
2. The student will demonstrate acceptable “professional” behavior in the clinical setting. 80% of all students will demonstrate clinical professional behavior based upon compliance with the requirements described in the course syllabus indicated by the graded professionalism module.
3. The student will utilize proper shielding for radiographic examinations in the patient setting. 80% of all students will utilize proper shielding on the final exam competency indicated by the shielding question on the clinical final competency procedure in the patient setting.
4. The student will utilize proper collimation for radiographic projections on exams in the patient setting. 80% of all students will utilize collimation on the final competency indicated by the collimation question on the clinical final competency procedure in the patient setting.

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5. The student will adequately communicate and successfully to the patient about the performed radiographic exam in the patient setting. 80% of all students will communicate adequately and successfully to the patient by explaining the procedure to the patient on the final competency indicated by the explain procedure to the patient question on the clinical final competency procedure in the patient setting.

## **Clinical Supervision of Students:**

Students may not perform examinations on patients unless supervised. Students who have not mastered a examination, as demonstrated by a successful competency evaluation, must have direct supervision by Registered Radiologic Technologists. After student achieving the clinical competency, the student MUST and WILL always remain under INDIRECT supervision. In accordance with the Joint Review Commission on Education in Radiologic Technology Standards for an Accredited Program in Radiologic Sciences, the policies for direct and indirect supervision and their relation to Radiographic Image repeats is as follows:

## **Registered Radiologic Technologist (Definition):**

A Radiologic Technologist possessing American Registry of Radiologic Technologists certification and active registration in the pertinent discipline with practice responsibilities in areas such as patient care, quality assurance or administration. Such practice responsibilities take place primarily in clinical education settings.

## **Direct Supervision: [JRCERT 4.4]**

Direct Supervision exists when a Radiologic Technologist is working with the student in the radiographic room or is observing the student as they perform a radiographic exam from the control panel area. A qualified Radiologic Technologist reviews the procedure, evaluates the condition of the patient, it present during the performance of the procedure, and reviews and approves the procedure in relation to the student's knowledge and achievement. Direct supervision is utilized whenever (a) the student has not yet successfully passed competency testing on that exam; (b) the student is repeating the radiograph.

In the clinical setting, a 1:1 ratio must exist between a (registered) technologist and the student until competency has been achieved for a specified exam or procedure (direct supervision). To assure that Pearl River's Radiologic Technology Program (RGT) maintains compliance with JRCERT Radiation Health and Safety Standard Four, all Clinical Instructor/Preceptors and practicing Registered Radiographic Technologist involved in student contact must read and sign the Technologist-Understanding and verification form annually stating that they understand the policies and will abide by them without question. [JRCERT 4.4] Once competency has been achieved, the direct supervision of the student performing that specific competency changes to indirect supervision status. [JRCERT 4.5]

1. The supervising technologist reviews each procedure in relation to the student's level of program achievement;
2. The supervising technologist evaluates the condition of the patient in relation to the student's knowledge and skills;
3. The supervising technologist is present during the performance of the procedure;
4. The supervising technologist reviews and approves the procedure and all student generated Radiographic Image/image products prior to Radiologist

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- interpretation;
5. If the student is required to perform a REPEAT projection:
    - a. The supervising technologist **MUST BE PRESENT during the students' performance of any repeat of any unsatisfactory radiograph;**
    - b. The supervising technologist **must** check patient positioning and technique selection prior to the student repeating the radiograph
    - c. The repeat procedure is initialed (documented) by the technologist in the students Clinical Logbook and uploaded to Canvas on a semester or possible daily submission.
  6. The technologist has the ultimate decision as to whether the competency can be attempted by analyzing the student's skill level in the program and the patient's condition.
  7. All student generated the radiographic image must be approved by a supervising technologist prior to submission to PACS for Radiologist interpretation. [JRCERT 4.4]

### **Chart Access/Verbal Orders:**

The student may only access those medical records (written or computer) for those patients for whom they are providing services. **Never** remove any official hospital records or copies of records from the facility. **Never** share the medical record or its contents with the patient, their family or any other third party without a need to know. Students are **not** permitted to take verbal or telephone orders from physicians.

### **PACS/ Sending of Images:**

Students are not allowed to confirm or send images to the **Picture Archiving and Communication System (PACS)**.

### **Repeat Policy: [JRCERT 4.6]**

In support of professional responsibility for provision of quality patient care and radiation protection, **unsatisfactory the radiographic image shall be repeated ONLY in the presence of a Registered Radiologic Technologist, regardless of student's level of competency.**

Any radiographic procedure attempted by the student Radiologic Technologist that requires an additional exposure to correct a deficiency must be recorded (see repeat radiograph documentation form). All the radiographic image performed are checked and evaluated by a Registered Radiologic Technologist. The Registered Radiologic Technologist will evaluate the student's finished the radiographic image as satisfactory or unsatisfactory. The Registered Radiologic Technologist will discuss the reason causing the unsatisfactory radiograph and the corrective measures – which are taken to obtain good Radiographic Image quality. **The repeat radiograph must be done under direct supervision of a Registered Radiologic Technologist to assure the corrective measures are performed accurately.**

All repeated exams **MUST** be dutifully logged and acknowledged on the students **Daily Practice Ledger Form (Practicum)**. This practicum is loaded weekly into the Canvas course and hard-copy is submitted at the end of each semester. The Clinical Coordinator may periodically review this form with the student during the semester. During the review, the student and Clinical Coordinator will discuss methods of improvement to prevent the same type(s) of occurrence in the future. Students failing to complete and upload this form are counseled accordingly. A deduction in the students' grade and work ethics may be assessed each time this violation occurs. To assure that Pearl River's Radiologic Technology

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Program (RGT) maintains compliance with JRCERT Radiation Health and Safety Standard Four, all Clinical Instructor/Preceptors and practicing Registered Radiographic Technologist involved in student contact must read and sign the Technologist-Understanding and verification form annually stating that they understand the policies and will abide by them without question. [JRCERT 4.6]

### **Technologist Approval:**

All the radiographic image performed by the student (regardless of student program level and/or direct or indirect Competency exams) are required to be checked for accuracy by a Clinical Instructor/Preceptor or a registered technologist prior to sending the radiograph to a radiologist/Radiologist for interpretation. Failure to follow program policies will lead to disciplinary action.

### **Indirect Supervision:**

A supervising technologist is immediately available to assist students regardless of the level of student achievement. Immediately available means the presence of the technologist in an adjacent room or location to where the radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use, including portable and surgical equipment and procedures. All student generated the radiographic image must be approved by a technologist prior to submission for Radiologist interpretation. To assure that Pearl River's Radiologic Technology Program (RGT) maintains compliance with JRCERT Radiation Health and Safety Standard Four, all Clinical Instructor/Preceptors and practicing Registered Radiographic Technologist involved in student contact must read and sign the Technologist-Understanding and verification form annually stating that they understand the policies and will abide by them without question. [JRCERT 4.5] **The same guidelines occur for student generated repeats in both the indirect and direct supervision categories.**

**\*\*\*If the student is required to perform a repeat projection:**

- A. The supervising technologist is present during the student performance of any repeat of any unsatisfactory radiograph; and**
- B. The supervising technologist must check patient positioning and technique selection prior to the student repeating the radiograph; and the repeat procedure is initialed (documented) by the technologist in the student Clinical Logbook.**

### **INDIRECT SUPERVISION: MANDATORY AT ALL TIMES. NO EXCEPTIONS.**

**Students, while under indirect supervision, should adhere to the following procedure when conducting a radiographic procedure:**

1. Understand peculiar requirements of the radiographic exam and patient
2. Properly prepare the diagnostic room.
3. Properly prepare and explain the procedure to the patient. Utilize any available equipment and expertise to insure safety to the patient.
4. Measure and select acceptable radiographic technical factors to render a diagnostic radiographic view or views.
5. Assist patient from the diagnostic room to the patient waiting area.
6. Consult with supervising technologist to determine if radiographic image

- qualify as being acceptable for interpretation by the Radiologist.
7. Release patient to return to hospital room, Emergency Room, or outpatient department.
  8. Accomplish appropriate computer functions for tracking patients.

### **Identifying the Patient:**

The student is required to correctly identify the patient by checking the patient's ID bracelet. A verbal identification (only) is not acceptable.

### **Staff Ratio:**

For radiography programs, the ratio of students to staff prior to student competency achievement in a given examination or procedure shall not exceed 1:1.

### **Suspension/Removal of the student from a Clinical Site:**

The clinical affiliate facilities reserve the right to have students removed from their facilities if the student is deemed undesirable or unacceptable, according to the facility's protocols and professional standards. If removed from a clinical site, the student may be removed from the program due to limited clinical site placement availability.

### **Tardiness:**

The clinical day begins promptly as scheduled (start time is listed on the clinical schedule). It is advisable to arrive 15 minutes prior to scheduled shift. Tardies are documented in Canvas. Extenuating circumstances are evaluated by the Clinical Instructor/Preceptor and Clinical Coordinator on an individual basis.

- Student is deducted points from attendance that day.
- Student is deducted points from weekly.
- Student is deducted points per occurrence from professionalism grade.
- Tardies more than 15 minutes late, the student may be sent home with this counting as an unexcused absence. Extenuating circumstances are evaluated by the Clinical Coordinator and Clinical Instructor/Preceptor on an individual basis.
- Tardy beyond one hour may be made up at the discretion of the Clinical Instructor/Preceptor and Clinical Coordinator.
- Three tardies equal to one 8-hour absence. This 8-hour day is added to any clinical days missed by the student. For example; if student has missed one clinical day and has accumulated 3 tardies. The student will have a total of 2 days to make up). Habitual tardies could put the student in jeopardy of being terminated from the program.

### **Transportation to Class/Clinical Facility:**

Adequate transportation to class and clinical education settings is the responsibility of the student. There are assignments in which the student must travel more than one-hour or more. This is non-negotiable and all students are subject to this. While program officials are sensitive to the cost and time associated with such travel, clinical placement will require students to drive to distant sites. We encourage students to arrange car pools.

### **Clinical Witness for Documentation (Acting as a Witness)**

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The student is not to sign his/her name as a witness to a patient's signing of a will, power of attorney, advanced directive, or consent for medical treatment. If the student violate or fail to abide and conform in any way to the promises, representations and covenants set forth in this document, the student may be dropped from all courses in the Radiologic Technology Program in which the student is enrolled, or that the student may be given a failing grade in such courses, subject only to the rules of due process and to the procedures set forth in the Pearl River Community College Catalog and student handbook.

### **Lead Initialed Marker Policy:**

Students should have purchased their lead initial markers prior to clinical education. Lead markers should contain the students' first, middle, and last initials and should be colored as follows: Right markers should be red, left markers should be blue. No accommodations are made if the colors do not match the description above. Students are responsible for having these markers to properly identify the radiographic procedures they perform. Markers are not allowed to be unusual shapes and designs. PRCC program faculty strongly recommends that students always keep a second set of markers in case one or both are lost. The student without markers in clinical rotations is considered out of dress code and are sent home. Students SHALL NOT use someone else's initial markers, NOR shall they allow another person to use their markers!

### **Lunch/Break Policy:**

The student is permitted one (1) fifteen-minute break during mid-morning/afternoon during clinical hours. Students will receive one (1) 45-minute lunch break if clinical hours exceed five (5) hours. The Clinical Instructor/Preceptor must assign breaks/lunch time. Exclusion of breaks is not to be used to shorten clinical day. Students are NOT ALLOWED to leave the clinical facility for lunch nor allowed to leave to bring back lunch. A great deal of effort as well as considerable nurturing has taken place in maintaining good relationships between PRCC faculty and clinical affiliates. Students and program faculty are invited guests of the clinical institutions. Clinical affiliates that approach program faculty regarding the students disregard for clinical policies are penalized and may be dismissed from the program.

### **Orientation Clinical Facility: (JRCERT Standard 4.8)**

Orientations are performed at various clinical education settings. Students are notified of dates and times by program faculty. Failure to attend these orientations will result in the student not being allowed to attend clinical rotations until deemed appropriate by the clinical education setting. To assure uniformity in the variances of individual facility orientations, each student is required to complete a Clinical Orientation Form which will cover the same crucial components at each clinical site.

### **Pocket Guide:**

Students are required to have their Radiologic Technology Technique Pocket Guide while in the clinical setting. Appropriate paperwork for grading purposes should always be available. Failure to have the Pocket Guide may result in the student being sent home. The pocket guide is part of the student uniform.

### **Professional Appearance Policies:**

Radiography students are always to demonstrate behavior that should be considered professional or conducive to proper patient care while assigned to clinical assignments.

The personal appearance and demeanor of Pearl River Community College Radiography students reflect both the school and program standards and are indicative of the student's interest and pride in their profession.

Appearance is a vital element of being a professional. Patients often use the appearance of health care workers to measure the quality of care they receive. It is important that the student's appearance be flawless. To enhance and achieve our goals as professionals, we must gain the total confidence of our patients.

Students are always required to present a professional appearance. It is required that each student practice good hygiene. All students are required to follow the dress code. Any student with inappropriate dress is dismissed from the clinical site and marked absent for the entire day.

If at any time the student's appearance is not deemed appropriate, the student is counseled to correct this inadequacy. Continued breach of dress code in the same SEMESTER may result in the student being placed on probation. A grade of zero are assessed in the student's weekly performance grade.

In addition to achieving the expected academic and clinical skills necessary to proficiently and safely practice radiography, the PRCC Radiologic Technology Program requires that students routinely exhibit behaviors indicative of a professional:

Behaviors which denote professionalism include but are not limited to:

- Aggressively supporting the policies and procedures established for the good of patient care and the educational process
- Addressing concerns directly, constructively and in a timely fashion
- Seeking, accommodating and acting upon constructive criticism to improve personal skills
- Attentiveness and participation during academic and clinical courses
- Respectful interactions with the public and all members of the healthcare team
- Steadfast and punctual attendance at scheduled classes and clinical assignments
- Tailoring content and volume of conversations based on those within earshot
- Demonstrating and practicing knowledge of safety procedures
- Maintaining a professional appearance as outlined in the uniform and classroom dress code
- Seeking to provide community service during and after the Radiologic Technology Program
- Promoting the profession through memberships in national and state societies

Students' work ethics grade will reflect the achievement of professionalism at the end of each quarter.

### **Dress Code:**

- PRCC Student ID badge and appropriate clinical site ID badge
- Freshman burgundy scrubs and Sophomore dark gray scrubs that are clean and pressed.
- Patches applied appropriately to the left sleeve on the side
- Scrubs should fit properly-neither tight enough to define the body, nor loose enough to seem sloppy.
- Pants cannot be worn inside socks
- No cargo, flare-leg, hip hugger, or stretch jogging pants

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- T-shirt may be worn under the uniform top. The sleeves of the t-shirt should not be visible beneath the uniform top. Colors are solid white, grey, or black
- White lab coat with appropriate school patches, clean and pressed.
- Dosimeter clipped to the collar and/or pocket.
- Initialed lead markers
- Pocket Guide with appropriate writing tools (Some sites require blue and/or black writing pens)
- Plain white crew socks. No tennis socks or anklets. Skin should not be visible beneath pants leg.
- All white, grey, or black, all leather shoes may be worn...either tennis shoes or hospital shoes (Clean and polished)
- No open-toe or open-back shoes
- Shoes worn at Hattiesburg Clinic must be all leather or non-porous.

### **Professional Appearance Violation:**

Radiography students demonstrating behavior not considered professional or conducive to proper patient care will not be allowed to carry out clinical assignments. Possible dismissal from the program may occur for violating these policies. **Failure to adhere to the Professional Appearance Policy may result in the student being sent home for the remainder of the shift. (If the student is sent home this would result in an unexcused absence which is an 11-point deduction from final clinical grade.) In addition, a deduction of 10 points per offense are assessed on the student's weekly evaluation. In addition, the student's work ethics grade will also be lowered.**

### **Violations include but are not limited to the following:**

- Students leaving assigned areas without permission.
- Habitual failure to comply with the dress code.
- Students leaving for break or lunch in the middle of an exam.
- Immoral or unprofessional conduct.
- Any breach of patient confidentiality or falsification or alteration of hospital/clinical records.
- Not reporting to the clinical education site in an alert condition.
- Conduct detrimental to patient care.
- Use of or possession of drugs, unauthorized narcotics or alcohol while on clinical property; this includes diet pills, steroids, etc.
- Sleeping during clinical hours.
- Unauthorized possession of weapons on hospital property.
- Altering clinical documentation.
- Students may bring program textbooks/notebooks ONLY to the clinical area
- Students' chewing gum in the clinical area.
- Eating and drinking in restricted areas at each clinical affiliate.
- Students using the telephone at the clinical affiliate for personal business.
- Students using the internet during the clinical rotation.
- Students parking in unauthorized parking lots or spaces at each clinical affiliate.
- Smoking during clinical hours. The smoke odor is offensive to patients and co-workers.
- Students are required to know and adhere to all policy and procedures of clinical facilities.
- Until a competency has been achieved, all clinical assignments must be done under direct supervision.

- Students assigned to surgery or portables as well as those procedures involving serious trauma must have direct supervision.
- Regardless of student's level of competency, all the radiographic image requiring repeats must be done only with direct supervision.
- Students supervising other students.
- If at any time the student's conduct becomes unprofessional, the Radiology department manager, supervisor, or Clinical Instructor/Preceptor may send the student home. The student may only return after approval of the Program Director and Clinical site officials.
- Students discussing any of their personal lives in front of patients.
- Students discussing fellow students while in the clinical area.
- Students SHOULD NOT leave a patient unattended in a room.
- Students loitering or visiting fellow students during clinical practice.
- If a patient is assigned to the student or the students' room, the student is responsible for that patient until that patient has left the department or until the student is given another patient for whom the student is responsible.
- No cell phones, smart phones, or personal pagers are allowed during the clinical rotation.

**Clinical- Jewelry Policy:**

Watches, wedding and engagement rings are permitted. NO "dangling" earrings, necklaces, bracelets, or facial piercings should be worn. All medic alert and religious jewelry should be worn so that it is not revealed to the patient. NO BODY PIERCINGS, other than earrings are permitted. NO FACIAL PIERCINGS ALLOWED. NO earrings in auricle or tragus of the ear shall be worn while on clinical. NO TONGUE RINGS OR PIERCINGS. No more than 2 earrings per ear are permitted while on clinical.

**Clinical-Tattoo Policy:**

Tattoos are NOT allowed to be exposed to the patients. Students baring tattoo's on the forearm or arm region must wear a lab coat at all times or long sleeve undershirt. (see colors above).

**Clinical- Tobacco Policy:**

No use of tobacco products during clinical hours. The odor from smoking is EXTREMELY offensive to patients. Students that smell of smoke may be sent home from clinical and points are deducted from professionalism and/or final clinical grade (due to being sent home would result in an unexcused absence)

**Clinical Gum Policy:**

The chewing of gum within the departments of Radiology of any clinical affiliate by students will not be acceptable. This does appear as unprofessional and has a tendency of distorting the student's speech and sincerity as is seen by the patient.

## Clinical Obligation - Education Summary

The Clinical Coordinator will provide a schedule identifying clinical education assignments on a semester-based rotation. Schedules are built to accommodate student positions at Forrest General, Hattiesburg Clinic, Highland Community Hospital, Memorial Hospital Gulfport, Marion County General Hospital and Merit Health Wesley. The plan of clinical education is determined at several different intervals throughout the two-year program in cooperation with the clinical education centers. Students must follow this plan of clinical education to insure viable educational experience in all areas of Radiologic technology.

During the first year of training, the student will perform clinical objectives under the **direct supervision** of registered technologists. **Direct supervision** –*Student supervision by a qualified practitioner, who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.* **Indirect supervision** –*for radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.*

The students are evaluated on each clinical objective and satisfactory competency levels of 75/C are achieved and documented. Upon completion and documentation of these satisfactory levels, the student may be deemed competent to the extent of providing certain exams under indirect supervision as defined by the Essentials and Guidelines for accredited radiography programs.

In the process of obtaining clinical competency, the student is presented with information concerning anatomical structures in the Radiologic Positioning component of the program. Upon completion of the audio-visual material presented and demonstrated in laboratory classes by the clinical coordinator, the student is tested by written examination, laboratory test, and visual comprehension examinations. The examinations serve to document that the student has obtained knowledge of the material from an academic standpoint and positioning from the clinical standpoint.

Once the academic knowledge of student has been mastered and documented by testing at a minimum of 75%, the student can challenge for competency on the procedure while in the clinical setting. Student(s) that fail to demonstrate knowledge at 75% or higher on the didactic component must document knowledge gained by completing research and writing a report about the subject tested.

Forms are made available to the student to document two examinations under the direct supervision of the technical staff (Registered Technologist) verified by their signatures that the student is familiar with the proper method of providing patient care and obtaining adequate image on said procedure. The student may obtain the first and second sign-off verification at any point prior to testing on the procedure in class. After completion of the radiographic examination in lecture and verification of two documented procedures by the Clinical Instructor/Preceptors or technical staffs' signatures, the student is then able to request to pursue competency on specific procedure. At student's request, the Clinical Instructor/Preceptor or Technologist will enter the room and observe the student carrying out the entire procedure and grade the student on the technical evaluation form for this purpose.

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If competency is achieved, it is noted within the student's competency booklet as well as in the ledger in the Clinical Instructor/Preceptor's office and diagnostic areas notifying the technical staff of competency for said procedure for that student. Most students do a multitude of exams on each competency. If the student fails a competency attempt at any clinical site, the clinical coordinator should be notified by phone or by e-mail immediately for further action. The student is counseled and the student must complete a counseling form and a failed remediation quiz on canvas prior to completing a remediation lab assignment on failed procedure attempt. Once the student completes these additional documents and remediation lab, they are eligible to challenge for competency again. The student is NOT required to start over with sign-off one and sign-off two. The student may pick up and challenge for competency once the remediation has been verified by the Clinical Coordinator and another attempt is opened for student in Canvas.

Clinical Instructor/Preceptors physically observing students involved with patients and providing patient care also achieve the daily technical evaluation form. Clinical Instructor/Preceptors physically observing students involved with patients and providing patient care also achieve the daily technical evaluation form.

### **Clinical Grading System:**

Students are required to maintain satisfactory performance throughout the Two- year program. Satisfactory performance is a minimum of 75/'C' average. Averages are given in academic and clinical which has a built-in component for attitude performance. Student falling below the 75 minima are below the acceptable competency requirement of the American Registry of Radiologic Technologist.

ACADEMIC	100% - 90%	= A	Excellent
And	80% - 89%	= B	Above Average
CLINICAL	70% - 79%	= C	Satisfactory
	60% - 69%	= D	Below Average/ Unsatisfactory
	59% - Below		Failing

## Clinical I-V Objectives:

\*It is the student's responsibility to monitor competencies and other reports in Canvas for Accuracy & completeness.

1. Apply radiographic principles in the clinical setting with respect to program levels.
  - a. Demonstrate skills in assessment and evaluation of psychological and physical changes in the patient's condition, and carry out appropriate actions.
  - b. Manage interaction with the patient and family in a manner that provides the desired psychosocial support.
  - c. Provide patient and family education appropriate to comprehension level of the patient and family.
  - d. Apply radiation protection principles.
  - e. Discuss basic X-ray production and interactions.
  - f. Operate medical imaging equipment and accessory devices.
  - g. Position the patient and medical imaging system to perform examinations and procedures.
  - h. Apply knowledge of human structure, function, and pathology.
  - i. Evaluate the performance of medical imaging systems.
  - j. Evaluate medical images for technical quality.
  - k. Apply knowledge and skills relating to recording medical image processing.
  - l. Operate equipment within safety limits.
  - m. Recognize equipment malfunctions, and report them to the proper authority.
  - n. Apply knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.
  - o. Demonstrate safe, ethical, and legal practices.
  - p. Abide by the profession's code of ethics, and comply with the recognized scope of practice for the profession.
  - q. Practice standard precautions always.
2. Demonstrate tasks associated with radiographic procedures.
  - a. Abide by physician's orders and radiography requests.
  - b. Verify patient identification.
  - c. Prepare radiographic room.
  - d. Manipulate radiographic equipment.
  - e. Demonstrate patient transport techniques.
  - f. Identify accessory equipment.
  - g. Process the radiographic image.
  - h. Follow line structure organization within departments and institutions.
  - i. Apply basic radiation protection.
  - j. Demonstrate effective communication skills.
3. Upon completion of clinical observation and under direct supervision, the student is expected to obtain 3 Technologist Verification of the following fundamental and basic patient care skills.
  - a. Checking and Verifying Patient Identify with wristband
  - b. Oxygen in Pt. situation
  - c. Driving Stretcher on Steer (1 man) with pt.

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- d. Driving Mobile/Portable unit un assisted
  - e. Pushing Wheel Chair with pt.
  - f. Pushing Wheel Chair with pt. and IV pole
  - g. Assist pt. move from wheelchair to table.
  - h. Assist pt. move from stretcher to table.
  - i. Unhook and hook up suction tubing
  - j. Transfer images using CR system
  - k. Transfer images using DR system
  - l. Setting up sterile tray
  - m. Dunning sterile gloves
  - n. Making Thin Barium
  - o. Making Thick Barium
  - p. Preparing room for UGI
  - q. Line up tube to the wall Bucky for exam
  - r. Line up tube to the table Bucky for exam
  - s. Obtain Blood Pressure
4. Perform clinical application skills for radiographic procedures.
- a. Practice and gain competency on routine radiographic procedures including the following:

## Objectives: RGT 1114 Clinical Education I

Competencies and Objectives: MANDATORY

1. Apply radiographic principles in the clinical setting with respect to program levels. 1A -1Q listed previously
2. Demonstrate tasks associated with radiographic procedures.
  - i. 2A-2J listed previously
3. Demonstrate fundamental skills 3A-3S
4. Perform clinical application skills for radiographic procedures.
  - a. Practice and gain competency on routine radiographic procedures including the following:

### CLINICAL I- ROUTINE COMPETENCIES-

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. -Chest Routine – (2 views)</li> <li>2. -Chest Stretcher AP Only not in bucky</li> <li>3. -Abdomen Routine (KUB)</li> <li>4. -Abdomen Flat/Upright (Minimum 2 view)</li> <li>5. -Abdomen <u>Decub</u> (Minimum 1 view)</li> <li>6. -Finger (3 Views)</li> <li>7. -Hand (3 Views)</li> <li>8. -Wrist (3 Views)</li> <li>9. -Forearm (2 Views)</li> <li>10. -Elbow (3 Views)</li> <li>11. -<u>Humerus</u> (2 Views)</li> <li>12. -Shoulder (Site Protocol)</li> <li>13. -Clavicle (2 Views)</li> </ol> <p><b>FLUOROSCOPY STUDIES-</b></p> <ol style="list-style-type: none"> <li>14. -Esophagus- 2 VIEW OVERHEADS REQUIRED</li> <li>15. -UGI- 3 VIEW OVERHEADS REQUIRED</li> <li>16. -Small Bowel Series (start and complete entire exam until Rad is finished)</li> <li>17. -BE (single or ACBE)- 4 VIEW OVERHEADS REQUIRED W/SCOUT</li> </ol> | <p><b>TRAUMA RADIOGRAPHIC STUDIES</b></p> <ol style="list-style-type: none"> <li>18. -Trauma Upper Extremity -Non-Shoulder (2 Views)</li> <li>19. -Trauma Upper Extremity- SCAP Y, AXILLARY, TRANS-THORACIC- (1 View) - Trauma Lower Extremity (2 views Requires modification from routine)</li> </ol> <p><b>MOBILE RADIOGRAPHIC STUDIES</b></p> <ol style="list-style-type: none"> <li>20. -Abdomen Mobile (Portable)</li> <li>21. -Chest Mobile (Portable)</li> <li>22. --Upper/Lower Extremity Mobile (Portable)</li> </ol> <p><b>Geriatric Patient (AGE 65 or older)</b></p> <ol style="list-style-type: none"> <li>23. --Chest Geriatric (AGE 65 or older)</li> <li>24. --Upper/Lower Extremity Geriatric (65+)</li> </ol> <p><b>Pediatric Patient (Age 6 or younger)</b></p> <ol style="list-style-type: none"> <li>25. -Abdomen Pediatric (AGE 6 &amp; under)</li> <li>26. -Chest Pediatric (AGE 6 &amp; under) (2 view)</li> <li>27. Upper/Lower Extremity Pediatric (2 views)</li> <li>28. -Mobile Exam Pediatric (1 View)</li> </ol> <p>29. Blood Pressure COMPETENCY<br/>30. Venipuncture COMPETENCY</p> |
|--|---|

## Total Comp Grade: RGT 1114 Clinical Education I

Semester Competencies/ % Calculated as Clinical Grade

Possible	End-Term	Mid-term	Grade
30	16	8	100
30	15	-	95
30	14	7	90
30	13	-	85
30	12	6	70
30	11	-	60
30	10	5	50
30	9	4	25
30	8	3	10
30	<8	<3	0

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## Objectives: RGT 1125 Clinical Education II

Competencies and Objectives: MANDATORY

1. Apply radiographic principles in the clinical setting with respect to program levels. 1A -1Q listed previously
2. Demonstrate tasks associated with radiographic procedures.
  - i. 2A-2J listed previously
3. Demonstrate fundamental skills 3A-3S
4. Perform clinical application skills for radiographic procedures.
  - a. Practice and gain competency on routine radiographic procedures including the following:

### CLINICAL II- ROUTINE COMPETENCIES- Build from Clinical I Comps.

1. est Routine – (2 views)
2. -Chest Stretcher AP  
Only not in bucky
3. -Abdomen Routine (KUB)
4. -Abdomen Flat/Upright (Minimum 2 view)
5. -Abdomen Decub (Minimum 1 view)
6. -Finger (3 Views)
7. -Hand (3 Views)
8. -Wrist (3 Views)
9. -Forearm (2 Views)
10. -Elbow (3 Views)
11. -Humerus (2 Views)
12. -Shoulder (Site Protocol)
13. -Clavicle (2 Views)
14. -Toe (3 Views)
15. -Foot (3 Views)
16. -Ankle (3 Views)
17. -Tib-Fib (3 Views)
18. -Knee (3 Views)
19. -Femur (3 Views)
20. -Pelvis (2 Views)
21. -Hip
22. -Lorenz
23. -Ribs
24. -Soft Neck Tissue
25. -C-Spine w/Obliques (5 Views)
26. -C-Spine x-table dept
27. -T-spine (4 views)
28. -L-Spine (3 views)

29. -L-Spine w/Obl (2-5 Views) \*can be obl only
30. -L-Spine x-table dept

#### FLUOROSCOPY DIAGNOSTIC STUDIES-

31. -Esophagus- 2 VIEW OVERHEADS REQUIRED
32. -UGI- 3 VIEW OVERHEADS REQUIRED
33. --Small Bowel Series (start and complete entire exam until Rad is finished)
34. --BE (single or ACBE)- 4 VIEW OVERHEADS REQUIRED W/SCOUT

#### TRAUMA RADIOGRAPHIC STUDIES

35. --Trauma Upper Extremity -Non-Shoulder (2 Views)
36. -Trauma Upper Extremity- SCAP Y, AXILLARY, TRANS-THORACIC- (1 View)
37. -Trauma Lower Extremity (2 views Requires modification from routine)

#### MOBILE RADIOGRAPHIC STUDIES

38. -Abdomen Mobile (Portable)
39. -Chest Mobile (Portable)
40. --Upper/Lower Extremity Mobile (Portable)

#### Geriatric Patient (AGE 65 or older)

41. --Chest Geriatric (AGE 65 or older)
42. --Upper/Lower Extremity Geriatric (65+)

#### Pediatric Patient (Age 6 or younger)

43. -Abdomen Pediatric (AGE 6 & under)
44. -Chest Pediatric (AGE 6 & under) (2 view)
45. Upper/Lower Extremity Pediatric (2 views)
46. -Mobile Exam Pediatric (1 View)

#### 47. Blood Pressure COMPETENCY

#### 48. Venipuncture COMPETENCY

**Total Comp Grade: RGT 1124 Clinical Education II**  
**Semester Competencies/ % Calculated as Clinical Grade**

Possible	End-Term	Mid-term	Grade
48	32	16	100
48	31	-	95
48	30	15	90
48	29	-	85
48	28	14	80
48	27	-	75
48	26	13	70
48	25	-	65
48	24	12	60
48	23	-	50
48	22	11	25
48	21 and less	10 and less	0

# Objectives: RGT 1138 Clinical Education III

## Competencies and Objectives: MANDATORY

1. Apply radiographic principles in the clinical setting with respect to program levels. 1A -1Q listed previously
2. Demonstrate tasks associated with radiographic procedures.
  - i. 2A-2J listed previously
3. Demonstrate fundamental skills 3A-3S
4. Perform clinical application skills for radiographic procedures.
  - a. Practice and gain competency on routine radiographic procedures including the following:

## CLINICAL III- ROUTINE COMPETENCIES- Build from Clin I-II Comps.

1. -Chest Routine -- (2 views)
  2. -Chest Stretcher AP Only not in bucky
  3. -Abdomen Routine (KUB)
  4. -Abdomen Flat/Upright (Minimum 2 view)
  5. -Abdomen Decub (Minimum 1 view)
  6. -Finger (3 Views)
  7. -Hand (3 Views)
  8. -Wrist (3 Views)
  9. -Forearm (2 Views)
  10. -Elbow (3 Views)
  11. -Humerus (2 Views)
  12. -Shoulder (Site Protocol)
  13. -Clavicle (2 Views)
  14. -Toe (3 Views)
  15. -Foot (3 Views)
  16. -Ankle (3 Views)
  17. -Tib-Fib (3 Views)
  18. -Knee (3 Views)
  19. -Femur (3 Views)
  20. -Pelvis (2 Views)
  21. -Hip
  22. -Lorenz
  23. -Ribs
  24. -Soft Neck Tissue
  25. -C-Spine w/Obliques (5 Views)
  26. -C-Spine x-table dept
  27. -T-spine (4 views)
  28. -L-Spine (3 views)
  29. -L-Spine w/Ob (2-5 Views) \*can be ob only
  30. -L-Spine x-table dept
  31. -Skull (Min 2 Views)
  32. -Sinus (4 Views)
  33. -Facial (4Views)
- FLUOROSCOPY DIAGNOSTIC STUDIES-**
34. -Esophagus- 2 VIEW OVERHEADS REQUIRED
  35. -UGI- 3 VIEW OVERHEADS REQUIRED
  36. --Small Bowel Series (start and complete entire exam until Rad is finished)
  37. --BE (single or ACBE)- 4 VIEW OVERHEADS REQUIRED W/SCOUT
- TRAUMA RADIOGRAPHIC STUDIES**
38. --Trauma Upper Extremity -Non-Shoulder (2 Views)
  39. -Trauma Upper Extremity- SCAP Y, AXILLARY, TRANS-THORACIC- (1 View)
  40. -Trauma Lower Extremity (2 views Requires modification from routine)
- MOBILE RADIOGRAPHIC STUDIES**
41. -Abdomen Mobile (Portable)
  42. -Chest Mobile (Portable)
  43. --Upper/Lower Extremity Mobile (Portable)
- Geriatric Patient (AGE 65 or older)**
44. --Chest Geriatric (AGE 65 or older)
  45. --Upper/Lower Extremity Geriatric (65+)
- Pediatric Patient (Age 6 or younger)**
46. -Abdomen Pediatric (AGE 6 & under)
  47. -Chest Pediatric (AGE 6 & under) (2 view)
  48. Upper/Lower Extremity Pediatric (2 views)
  49. -Mobile Exam Pediatric (1 View)
- 50. Blood Pressure COMPETENCY**
- 51. Venipuncture COMPETENCY**
- FLUOROSCOPIC SPECIALTY STUDIES**
52. Arthrogram Procedure
  53. Myelogram Procedure
  54. Lumbar Puncture Procedure
- ENDOSCOPY STUDIES**
- 55. ENDOSCOPY COMPETENCY**
- Bronch
  - Colonoscopy
  - ERCP
- SURGERY STUDIES**
- 56. Surgery-C-Arm Procedure COMPETENCY**  
-Requiring Manipulation to Obtain More than One Projection-COMPETENCY
- -Equipment Operation
  - -Successfully set up for C-Arm Procedure
  - -Student Utilized the Correct Reverse Buttons
  - -Hips (Richards, rodings)
  - -Neuro Cases (Neuro or steroid injections, etc...)
  - -Ortho (Closed Reductions, ORIF, Pin Insertions, etc...)
  - -Portable C-Spine X-table
  - -Portable L-Spine X-table
- 57. Surgery-C-Arm Procedure COMPETENCY**  
-Requiring Manipulation Around a Sterile Field-COMPETENCY
- -Road mapping, DSA & Acquisition Sequence Features
  - -Cholangiograms
  - -Line placement (Groshons, Infusaport, Pacemakers)
  - -Vascular Cases (Declot, Fem-pop, Fistulagrams)
  - -Cystograms (Retrograde)
- COMPUTED TOMOGRAPHY STUDIES**
- 58. CT - COMPETENCY**
- CT - Equipment Table & Gantry
  - CT - CT Control Panel
  - CT - Head
  - CT - Abdomen & Pelvis
  - CT - Chest
  - CT - Spine (any level)
  - CT - Reconstruction-Post Processing

**Total Comp Grade: RGT 1138 CINICAL III**  
**Semester Competencies/ % Calculated as Clinical Grade**

Possible	End-Term	Mid-term	Grade
54	44	32	100
54	43	-	95
54	42	31	90
54	41	-	85
54	40	30	80
54	39	-	75
54	38	29	70
54	37	-	65
54	36	28	60
54	35	-	50
54	34	27	40
54	33	-	30
54	32	26	25
54	31	-	20
54	30	25	10
54	30 or less	24 or less	0

## Objectives: RGT 2147 Clinical Education IV

### Competencies and Objectives: MANDATORY

1. Apply radiographic principles in the clinical setting with respect to program levels. 1A -1Q listed previously
2. Demonstrate tasks associated with radiographic procedures.
  - i. 2A-2J listed previously
3. Demonstrate fundamental skills 3A-3S
4. Perform clinical application skills for radiographic procedures.
  - a. Practice and gain competency on routine radiographic procedures including the following:

### CLINICAL IV- ROUTINE COMPETENCIES- Build from Clin I-III Comps.

1. -Chest Routine – (2 views)
2. -Chest Stretcher AP Only not in bucky
3. -Abdomen Routine (KUB)
4. -Abdomen Flat/Upright (Minimum 2 view)
5. -Abdomen Decub (Minimum 1 view)
6. -Finger (3 Views)
7. -Hand (3 Views)
8. -Wrist (3 Views)
9. -Forearm (2 Views)
10. -Elbow (3 Views)
11. -Humerus (2 Views)
12. -Shoulder (Site Protocol)
13. -Clavicle (2 Views)
14. -Toe (3 Views)
15. -Foot (3 Views)
16. -Ankle (3 Views)
17. -Tib-Fib (3 Views)
18. -Knee (3 Views)
19. -Femur (3 Views)
20. -Pelvis (2 Views)
21. -Hip
22. -Lorenz
23. -Ribs
24. -Soft Neck Tissue
25. -C-Spine w/Obliques (5 Views)
26. -C-Spine x-table dept
27. -T-spine (4 views)
28. -L-Spine (3 views)
29. -L-Spine w/Ob (2-5 Views) \*can be gb only
30. -L-Spine x-table dept
31. -Skull (Min 2 Views)
32. -Sinus (4 Views)
33. -Facial (4Views)

#### FLUOROSCOPY DIAGNOSTIC STUDIES-

34. -Esophagus- 2 VIEW OVERHEADS REQUIRED
35. -UGI- 3 VIEW OVERHEADS REQUIRED
36. -Small Bowel Series (start and complete entire exam until Rad is finished)
37. -BE (single or ACBE)- 4 VIEW OVERHEADS REQUIRED W/SCOUT

#### TRAUMA RADIOGRAPHIC STUDIES

38. -Trauma Upper Extremity -Non-Shoulder (2 Views)

39. -Trauma Upper Extremity- SCAP Y, AXILLARY, TRANS-THORACIC- (1 View)
40. -Trauma Lower Extremity (2 views Requires modification from routine)

#### MOBILE RADIOGRAPHIC STUDIES

41. -Abdomen Mobile (Portable)
42. -Chest Mobile (Portable)
43. -Upper/Lower Extremity Mobile (Portable)

#### Geriatric Patient (AGE 65 or older)

44. -Chest Geriatric (AGE 65 or older)
45. -Upper/Lower Extremity Geriatric (65+)

#### Pediatric Patient (Age 6 or younger)

46. -Abdomen Pediatric (AGE 6 & under)
47. -Chest Pediatric (AGE 6 & under) (2 view)
48. Upper/Lower Extremity Pediatric (2 views)
49. -Mobile Exam Pediatric (1 View)

#### 50. Blood Pressure COMPETENCY

#### 51. Venipuncture COMPETENCY

#### FLUOROSCOPIC SPECIALTY STUDIES

52. Arthrogram Procedure
53. Myelogram Procedure
54. Lumbar Puncture Procedure

#### ENDOSCOPY STUDIES

#### 55. ENDOSCOPY COMPETENCY

- Bronch
- Colonoscopy
- ERCP

#### SURGERY STUDIES

#### 56. Surgery-C-Arm Procedure COMPETENCY

##### -Requiring Manipulation to Obtain More than One Projection-COMPETENCY

- -Equipment Operation
- -Successfully set up for C-Arm Procedure
- -Student Utilized the Correct Reverse Buttons
- -Hips (Richards, roddings)
- -Neuro Cases (Neuro or steroid injections, etc...)
- -Ortho (Closed Reductions, ORIF, Pin Insertions, etc...)

- -Portable C-Spine X-table
- -Portable L-Spine X-table

**57. Surgery-C-Arm Procedure COMPETENCY**

**-Requiring Manipulation Around a Sterile Field-  
COMPETENCY**

- -Road mapping, DSA & Acquisition Sequence Features
- -Cholangiograms
- -Line placement (Groshongs, Infusaport, Pacemakers)
- -Vascular Cases (Declof, Fem-pop, Fistulagrams)
- -Cystograms (Retrograde)

**IMPUTED TOMOGRAPHY STUDIES**

**58. CT - COMPETENCY**

- CT - Equipment Table & Gantry
- CT - CT Control Panel
- CT - Head
- CT - Abdomen & Pelvis

- CT - Chest
- CT - Spine (any level)
- CT - Reconstruction-Post Processing

**BONUS DIAGNOSTIC PROCEDURES AVAILABLE-**

**Comp time**

- 59. AC Joints
- 60. Calcaneus
- 61. Chest Lat. Decub
- 62. Cystogram or VCUG in Dept.
- 63. FTP with Fluoro
- 64. HSG
- 65. IVP
- 66. Nasal Bones
- 67. Patella
- 68. Sternum
- 69. Sacrum/Coccyx
- 70. Scapula
- 71. SI Joints

**Total Comp Grade: RGT 2147 CINICAL IV**

**Semester Competencies/ % Calculated as Clinical Grade**

Possible	End-Term	Mid-term	Grade
58	44	32	100
58	43	-	95
58	42	31	90
58	41	-	85
58	40	30	80
58	39	-	75
58	38	29	70
58	37	-	65
58	36	28	60
58	35	-	50
58	34	27	40
58	33	-	30
58	32	26	25
58	31	-	20
58	30	25	10
58	30 or less	24 or less	0

## Objectives: RGT 2157 Clinical Education V

Competencies and Objectives: MANDATORY

1. Apply radiographic principles in the clinical setting with respect to program levels. 1A -1Q listed previously
2. Demonstrate tasks associated with radiographic procedures.
  - i. 2A-2J listed previously
3. Demonstrate fundamental skills 3A-3S
4. Perform clinical application skills for radiographic procedures.
  - a. Practice and gain competency on routine radiographic procedures including the following:

### CLINICAL V- ROUTINE COMPETENCIES- Build from Clin I-IV Comps.

1. -Chest Routine – (2 views)
2. -Chest Stretcher AP Only not in bucky
3. -Abdomen Routine (KUB)
4. -Abdomen Flat/Upright (Minimum 2 view)
5. -Abdomen Decub (Minimum 1 view)
6. -Finger (3 Views)
7. -Hand (3 Views)
8. -Wrist (3 Views)
9. -Forearm (2 Views)
10. -Elbow (3 Views)
11. -Humerus (2 Views)
12. -Shoulder (Site Protocol)
13. -Clavicle (2 Views)
14. -Toe (3 Views)
15. -Foot (3 Views)
16. -Ankle (3 Views)
17. -Tib-Fib (3 Views)
18. -Knee (3 Views)
19. -Femur (3 Views)
20. -Pelvis 2 Views)
21. -Hip
22. -Lorenz
23. -Ribs
24. -Soft Neck Tissue
25. -C-Spine w/Obliques (5 Views)
26. -C-Spine x-table dept
27. -T-spine (4 views)
28. -L-Spine (3 views)
29. -L-Spine w/Obli (2-5 Views) \*can be obl only
30. -L-Spine x-table dept
31. -Skull (Min 2 Views)
32. -Sinus (4 Views)
33. -Facial (4Views)

#### FLUOROSCOPY DIAGNOSTIC STUDIES-

34. -Esophagus- 2 VIEW OVERHEADS REQUIRED
35. -UGI- 3 VIEW OVERHEADS REQUIRED
36. --Small Bowel Series (start and complete entire exam until Rad is finished)
37. --BE (single or ACBE)- 4 VIEW OVERHEADS REQUIRED W/SCOUT

#### TRAUMA RADIOGRAPHIC STUDIES

38. --Trauma Upper Extremity -Non-Shoulder (2 Views)
39. -Trauma Upper Extremity- SCAP Y, AXILLARY, TRANS-THORACIC- (1 View)
40. -Trauma Lower Extremity (2 views Requires modification from routine)

#### MOBILE RADIOGRAPHIC STUDIES

41. -Abdomen Mobile (Portable)
42. -Chest Mobile (Portable)
43. --Upper/Lower Extremity Mobile (Portable)

#### Geriatric Patient (AGE 65 or older)

44. --Chest Geriatric (AGE 65 or older)
45. --Upper/Lower Extremity Geriatric (65+)

#### Pediatric Patient (Age 6 or younger)

46. -Abdomen Pediatric (AGE 6 & under)
47. -Chest Pediatric (AGE 6 & under) (2 view)
48. Upper/Lower Extremity Pediatric (2 views)
49. -Mobile Exam Pediatric (1 View)

#### 50. Blood Pressure COMPETENCY

#### 51. Venipuncture COMPETENCY

#### FLUOROSCOPIC SPECIALTY STUDIES

52. Arthrogram Procedure
53. Myelogram Procedure
54. Lumbar Puncture Procedure

#### ENDOSCOPY STUDIES

#### 55. ENDOSCOPY COMPETENCY

- Bronch
- Colonoscopy
- ERCP

#### SURGERY STUDIES

#### 56. Surgery-C-Arm Procedure COMPETENCY

-Requiring Manipulation to Obtain More than One Projection-COMPETENCY

- -Equipment Operation
- -Successfully set up for C-Arm Procedure
- -Student Utilized the Correct Reverse Buttons
- -Hips (Richards, roddings)

- -Portable C-Spine X-table
- -Portable L-Spine X-table

**57. Surgery-C-Arm Procedure COMPETENCY**

**-Requiring Manipulation Around a Sterile Field-  
COMPETENCY**

- -Road mapping, DSA & Acquisition Sequence Features
- -Cholangiograms
- -Line placement (Groshongs, Infusaport, Pacemakers)
- -Vascular Cases (Declot, Fem-pop, Fistulagrams)
- -Cystograms (Retrograde)

**COMPUTED TOMOGRAPHY STUDIES**

**58. CT - COMPETENCY**

- CT - Equipment Table & Gantry
- CT - CT Control Panel
- CT - Head
- CT - Abdomen & Pelvis

- CT - Chest
- CT - Spine (any level)
- CT - Reconstruction-Post Processing

**BONUS DIAGNOSTIC PROCEDURES AVAILABLE-**

**Comp time**

- 59. AC Joints
- 60. Calcaneus
- 61. Chest Lat. Decub
- 62. Cystogram or VCUG in Dept.
- 63. FTP with Fluoro
- 64. HSG
- 65. IVP
- 66. Nasal Bones
- 67. Patella
- 68. Sternum
- 69. Sacrum/Coccyx
- 70. Scapula
- 71. SI Joints

**Total Comp Grade: RGT 2147 CINICAL V  
Semester Competencies/ % Calculated as Clinical Grade**

Possible	End-Term Mandantory	Mid-term	Grade
58	58	58	100
58	-	57	95
58	-	56	90
58	-	55	85
58	-	54	80
58	-	53	75
58	-	52	70
58	-	51	65
58	-	50	60
58	-	49	50
58	-	47	40
58	-	46	30
58	-	45	25
58	-	44	20
58	-	43	10
58	57 or less	42 or less	0

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## Fluoroscopy Objectives:

At the completion of the student's rotation in fluoroscopy, he/she are able to demonstrate knowledge, understanding, and skills in five broad areas:

- (A) Equipment and accessories
- (B) Radiographic and fluoroscopic procedures
- (C) Contrast media
- (D) Radiographic and fluoroscope technique
- (E) Radiation protection and other safety practices.

An acceptable level of competence has been achieved when the student is able to:

- A. Equipment and accessories
  - i. Describe the type of radiographic tube used including:
    - 1. Focal spot size
    - 2. Diameter and rpm. and anode
  - ii. Describe the fluoroscopic tube used including safe distance of operating of tube from patient.
  - iii. Describe the general construction and type of x-ray machine in terms of special equipment specific to fluoroscopy
    - a. Image intensification
    - b. Digital/static Radiographic Imaging
    - c. T.V. systems
    - d. Video tape recording unit
  - iv. Select and use accessory items appropriately to include:
    - 1. Restraining and supporting devices when applicable
    - 2. Cones, grids, and filters
    - 3. Examination trays and supplies
- B. Radiographic and fluoroscopic procedures
  - i. Perform tasks specific to fluoroscopy to include:
    - 1. Assist in the operation and adjustment of:
      - a. Digital Radiographic Image monitoring
      - b. image intensifier options to select
    - 2. Assist the physician with the non-exposure aspects of fluoroscope procedures:
      - a. Upper and lower gastrointestinal studies
      - b. Spine and spinal cord studies
      - c. Gynecological urological studies requiring fluoroscopy
  - ii. Perform with only remote supervision technical tasks requiring radiography in combination with fluoroscopy
    - 1. Contrast Media
      - a. Prepare barium mixtures using formulas appropriate to the examination
      - b. Select the contrast dispenser appropriate for the specific media and/or examination
      - c. Use sanitation techniques to prepare contrast media dispensers and other contrast utensils and containers
    - 2. Technique
      - a. Select the proper technical factors for routine fluoroscopic studies and make appropriate adjustments for the unusual patient by manipulating the radiographic image arrangements of factors:

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- i. Kilovolts, milliamperes, distance, and time
    - ii. Screens, grids, filters, and Radiographic Image
  - 3. Make the proper adjustments for optimum visualization of the image.
- C. Radiation protection and safety to include:
  - i. Perform patient handling tasks safely to include:
    - 1. Transporting and transferring patients
    - 2. Checking for patient identification
    - 3. Handling patients with infectious diseases
    - 4. Providing radiation protection for patient, personnel, and guests by utilizing shields, screens, collimators, filters, patient restrainers, and by employing correct technical factors to obviate the necessity for retakes.
    - 5. Providing safety from electrical hazards by routinely inspecting equipment wiring
    - 6. Ensure safety in dimly lighted areas by keeping the room furnishings and accessories properly placed and safely positioned
    - 7. Providing safe storage for patient's belongings, e.g., eyeglasses, dentures, jewelry, etc. which may be temporarily removed during the procedure

### **Mobile Objectives:**

Upon completion of the student's rotation in mobile radiography, the student is able to demonstrate knowledge and understanding as well as agility in the examination and care of the confined patient and patients undergoing mobile procedures. An acceptable level of competence has been attained when the student completes the mobile competency list. Upon completion of these competencies the student will be able to:

1. Utilize rules of body mechanics for the safety of both patient and technologist
2. Provide the necessary radiation protection while performing bedside or surgical radiographic examinations
3. Adjust in exposure factors and specific to mobile and surgical procedures.
4. Make the necessary positioning changes and make compensations for these changes
5. Utilize proper safety techniques and take proper precautions against electrical hazards
6. Prevent spread of infection and disease by practicing medical asepsis in patient's room by following the established nursing procedures
7. Perform all routine bedside and surgical radiographic procedures directly supervised.

### **Surgical Site Objectives:**

#### **CLINICAL I-II**

Upon completion of clinical observation, under direct supervision, the student is expected to:

1. Locate the surgical suite.
2. Apply radiation protection principles to the patient, classmates, and self.
3. Dress correctly in surgical dress.
4. Demonstrate sterile technique while in surgery.
5. Observe radiologic surgical procedures.
6. Perform basic radiographic transferring procedures.

#### **CLINICAL III-V**

1. Demonstrate proper radiation protection measurements.
2. Operate all surgical mobile units.
3. Demonstrate proper reporting of any maintenance problems.

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4. Clean any unit before entering surgical suite.
5. Select proper accessories for each surgical procedure.
6. Perform necessary computer and paperwork.
7. Demonstrate proper labeling of images.
8. Demonstrate a working knowledge of the technique chart.
9. Set-up "C-arm" procedures.
10. Demonstrate variation of technique and positioning from norm as needed.

Upon completion of the student's rotation in Surgery, the student is will be able to demonstrate knowledge and understanding as well as agility in the examination and care of the confined patient and patients undergoing surgical procedures. An acceptable level of competence has been attained when the student completes the surgery competency list.

Upon completion of these competencies the student will be able to:

1. Surgery--Equipment Operation
2. Surgery--Successfully set up for C-Arm Procedure
3. Surgery--Student utilized the correct reverse buttons
4. Surgery--Student utilized the correct reverse buttons
5. Surgery--Hips (Richards, roddings)
6. Surgery--Neuro Cases (Neuro or steroid injections, etc)
7. Surgery--Orthopedics (Closed Reduction, ORIF, Pin insertions....)
8. Surgery--Portables C-spines
9. Surgery--portables; L-spines
10. Surgery--C-Arm Procedure (Requiring Manipulation to Obtain More than One Projection) -  
-comp
11. Surgery--Road mapping, DSA and Acquisition Sequence features
12. Surgery--Cholangiograms
13. Surgery--Line placement (Groshongs, Infusaport, Pacemakers)
14. Surgery--Vascular cases: (declot, fem-pop, fistulagrams)
15. Surgery--Cystograms: retrograde
16. Surgery--Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field) --  
Comp

## **Orthopedic Radiography Objectives:**

Upon completion of his/her orthopedic radiography training, the student is able to demonstrate knowledge, understanding, and skills in four broad areas:

1. Equipment and Accessories
2. Radiographic Procedures
3. Radiographic Techniques
4. Radiation Protection and other Safety Practices.

An acceptable level of competence has been attained when the student is able to:

1. Equipment and accessories
  - a. Describe the type of x-ray used to include:
    1. Focal spot size
    2. Diameter and rpm. and anode
    3. Heating capacity or tube rating

4. Describe the general construction and type of x-ray machines used with specific reference to:
  - a. Generator size
  - b. Type of rectification
  - c. Current phase, i.e., single or multiphase
  - d. Type of timers
  - e. Special equipment features
- b. Select and utilize accessory items appropriately to include:
  1. Restraining and supporting
  2. Cones, grids, and filters
2. Radiographic Procedures:
  - a. Performing general orthopedic examination to include:
    1. All routine radiographic bone studies
    2. Routine joint examination
    3. Techniques appropriate for the various devices
3. Radiographic Technique:
  - a. Select the proper technical factors for routine examinations and make appropriate for the unusual manipulating the imaging arrangement for varying factors to include:
    1. Kilovolts, milliamperes, distance, and time
    2. Screen, grids, filters, and Radiographic Image
    3. Developing and processing procedures
4. Radiation protection and safety practices
  - a. Perform patient handling tasks safely to include:
    1. Transporting patient from one area to another and transferring patients from one position to another, e.g., stretches and chairs to bed or table
    2. Checking for patient identification
    3. Handling patients with suspected spinal fracture or cord injuries
    4. Handling patients with infectious diseases
    5. Ensure radiation protection for patients, personnel, and guests by utilizing radiation protection shields, screens, collimators, filters, patient restrainers, and by avoiding the necessity for retakes because of technical errors
    6. Ensure safety from electrical hazards by routinely inspecting equipment wiring, etc.
    7. Provided security for patient's belongings, e.g., eyeglasses, false teeth, jewelry, etc., which may be removed during the radiographic procedures

## **PACS and Computed Radiography Objectives:**

Upon completion of the student's rotation in the PACS and quality control area, the student will demonstrate knowledge, understanding, and skills in performing tasks related to picture archiving and quality control. An acceptable level of competence has been attained when the student is able to:

1. Properly enters/schedules patients into PAC system
2. Properly identifies patient/exam and enters in correct parameters
3. Properly inserts IR into scanner when applicable
4. Assigns unassigned images

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5. Ability to send images through PAC system
6. Identifies and explains scanner functions
7. Demonstrates accurately the ability to retrieve patient records in PACS
8. Identifies and explains functions at reading station

### **Patient Care Objectives:**

Throughout all segments of clinical practice, the student will develop the necessary skills in patient care and will have an understanding of Radiologic patient services as provided in the clinical setting, which will enable them to perform in an efficient and courteous manner. An acceptable level of competence has been attained when the student is able to:

1. Drape or gown patients for examination
2. Transfer patients safely to and from stretchers and chairs
3. Restrain and control patients physically, e.g., arm hold
4. Check patient's chart for contraindications in reference to procedures, e.g., pregnancy
5. Ascertain if the patient is prepared for the procedure
6. Use immobilizing devices to restrain patients during exposure
7. Explain or answer questions about the doctor's instructions
8. Explain the x-ray procedure to the patient
9. Reassure apprehensive parents of pediatric patients
10. Reassure and calm children
11. Review printed instructions on procedures with patient or patient's family
12. Review patient's clinical history
13. Check for clarification of conflicting doctor's orders
14. Receive patients on arrival, i.e., introduce self, obtain patient's name, record in daily log book
15. Give precise and adequate direction to patient concerning procedure
16. Use proper procedure for identifying patients
17. Observe care to maintain the I.V. flow and integrity of the unit
18. Make notations of significant patient physical or emotional response to procedures
19. Provide radiation protection for personnel and patient
20. Inspect for electrical and mechanical hazards and observe rules of safety
21. Respect rights and expectations of the patients
22. Comply with HIPAA policies and procedures regarding confidentiality of patient health information
23. Comply with legal requirements pertaining to safe handling of patients

### **Angiographic/Special Procedures Objectives: (Optional Rotation)**

Upon completion of this special procedure assignment, the student is able to demonstrate knowledge and understanding of angiographic studies utilizing special equipment and techniques that dynamically demonstrate functioning organs or systems. The student is able to assist in special procedure examinations. An acceptable level of competence has been attained when the student is able to:

1. Set the x-ray machine controls and position the tubes for angiographic studies
2. Assist in the preparation of contrast media for pressure injection
3. Assist in setting up trays for special procedures
4. Select appropriate catheters, guide wires, syringes, and needles for angiographic studies
5. Position the patient for the radiographic image
6. Perform patient handling tasks specific to special procedures
7. Practice radiation safety during specials
8. Practice aseptic techniques in handling materials and supplies necessary to the procedure

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9. Clean pressure injector equipment
10. Prepare used trays for return to appropriate station
11. Label specimens for laboratory analysis or tests and forward to the appropriate laboratory
12. Load the Radiographic Image changers
13. Sort and package the radiographic image for interpretations
14. List accessory equipment and state the rationale for the use in special; angiographic examinations

## **Mammography Imaging Objectives (Optional Rotation); (JRCERT Standard 1.2)**

Upon completion of the mammography imaging assignment, the student will demonstrate dexterity in and an understanding of basic mammography imaging. An acceptable level of competence has been obtained when the student is able to:

1. Describe the type of x-ray equipment used in mammography
2. Describe the imaging arrangements and techniques used in conventional mammography
3. Describe the imaging principle
4. Perform mammography studies utilizing conventional radiographic technique
5. Identify artifacts and other technical flaws if present on the image
6. Critique the radiograph in terms of diagnostic quality
7. Perform patient handling tasks specific to mammography studies
8. Provide radiation protection for patient and personnel

*All students, male and female, are offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male and female student in a mammography clinical rotation if requested; however, the program is not able to override clinical setting policies that restrict clinical experiences in mammography to female students. Male and female students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows students to participate in mammographic imaging procedures. This policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.*

## **Computed Tomography Objectives:**

An acceptable level of competence has been attained and when the student is able to demonstrate knowledge and clinical skills when the student completes the Computed Tomography competency list. Upon completion of these competencies the student will be able to:

1. Describe the machine that is operated at the students' clinical site, age, type, generation, etc.
2. Describe the warm ups made prior to the first exam of the day
3. Enter the patient data into logbook and computer
4. Assist in positioning the patient for their exam
5. Define dynamic scanning and the purpose of using it
6. Describe the preparation for having a brain and abdominal scan
7. Define the pixel number, and give some examples
8. Identify basic anatomy on an abdominal scan
9. Perform on CT Equipment: Table and Gantry
10. Operate and manipulate CT: CT Control Panel
11. Perform a CT: Head

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12. Perform a CT: ABD and Pelvis
13. Perform a CT: Chest
14. Perform a CT: Spine (any level)
15. Perform a CT: Reconstruction and Post Processing
16. Perform a CT: Comp
17. Perform a CT: Comp

### **Ultrasound Objectives: (Optional Rotation)**

Upon completion of Ultrasound, the student can demonstrate knowledge and understanding. An acceptable level of competence has been attained when the student is able to:

1. List exams possible with Ultrasound
2. List prep for each exam
3. Describe the application of difference size transducers
4. Describe the purpose of full bladder exams
5. Discuss what is necessary for accurate BPD measurements
6. Utilize charts and gestational age calculator
7. Describe how Ultrasound works
8. Describe function of M-mode
9. Describe positions used for GB exams
10. Discuss structure visualized on GB exams
11. Know how to input patient data
12. Know how to load cassettes
13. Discuss the purpose behind Gain Curve

### **Nuclear Medicine Objectives: (Optional Rotation)**

Upon completion of the nuclear medicine practice orientation assignment, the student can demonstrate knowledge and understanding of the rationale for using radionuclides in diagnosis and therapy. An acceptable level of competence has been attained when the student is able to:

1. Describe flat field and multiple collimators
2. Describe detector units for scintillation imaging to include the photo-multiplier tube
3. State the function and rationale for the linear amplifier and pulse height analyzer
4. Perform, using the thyroid phantom, a thyroid scan
5. Set up, with supervision, a brain scan
6. Set up, with supervision, a lung scan
7. Calculate patient dose for nuclear medicine tests
8. Calculate thyroid uptakes
9. List contrast media, other pharmaceutical or foods which affect nuclear medicine
10. Describe procedure for disposing of radioactive waste, storing radioactive materials and decontamination
11. Aid the technologist in obtaining patient data unique to nuclear medicine

## **ARRT- American Registry of Radiologic Technologist**

### **ARRT- Eligibility for American Registry of Radiologic Technologist**

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- The purpose of the Registry is to examine and certify eligible candidates.

An applicant for Certification by the A.R.R.T. must:

- 1) Be a graduate of an approved educational program or demonstrate professional preparation equivalent to that of a graduate of an approved educational program.
- 2) Be a person of good moral character and must not have engaged in conduct that is inconsistent with the A.R.R.T. Rules of Ethics.
- 3) Agree to comply with the A.R.R.T. Rules and Regulations and the A.R.R.T. Standards of Ethics; and
- 4) Score a MINIMUM of 75% on the A.R.R.T. exam in the category for which its certification is being sought.

NOTE: The A.R.R.T. Board of Trustees shall have the right to reject the application of any person for certification if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for certification. Candidates for the American Registry of Radiologic Technology (ARRT) must be of good moral character. Generally, the conviction of either 1) a felony, or 2) any offense, misdemeanor or felony, under federal law, state law, county or municipal law, regulation or ordinance, indicates a lack of good moral character for Registry purposes. Those who have been convicted of a crime may be eligible for Registry if they have served their entire sentence, including parole, and have had their civil rights restored.

- In applying to American Registry of Radiologic Technology for examination, the student must answer "yes" or "no" regarding the above. \*\* \* American Registry of Radiologic Technologist (ARRT) Bulletin. \*\* Registry Application Form A-1-a.

### **ARRT Felony / Misdemeanor Conviction Policy:**

The American Registry of Radiologic Technologists (ARRT) has a policy of not allowing persons who are convicted of a misdemeanor, gross misdemeanor, or felony to take the National Certifying examination.

The American Registry of Radiologic Technologist's *Rules of Ethics* states:

Convictions, criminal proceedings or military court-martials as described below:

- (i) Conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor with the sole exception of speeding and parking violations.  
All alcohol and/or drug related violations must be reported.
- (ii) Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Convictions that have been expunged must be reported.
- (iii) Military court-martials that involve substance abuse, any sexual related infractions, or patient-related infractions.

The ARRT Ethics Committee may, without prior notice to the Registered Technologist and without a prior hearing, summarily suspend the registration of the Registered Technologist pending a final determination under these Administrative Procedures with respect to the alleged violation of the *Rules of Ethics* in fact occurred.

"In a case where ARRT proposes to take action in respect to the denial of an application for examination or the denial of renewal or reinstatement of a registration, the Ethics Committee shall

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assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether grounds exist for the denial of an application for examination or renewal or reinstatement of a registration, and shall promptly transmit the same to the Board of Trustees and to the Registered Technologist or Applicant in question. Students concerned that a conviction record could compromise their career can find out in advance. Students are encouraged to request a pre-application review of the violation before program admission.”

The pre-application form is downloadable from the “*Ethics Pre-application*” section of the ARRT website [www.arrt.org](http://www.arrt.org) [ARRT PRE-APPLICATION](#) or may be requested by phoning the ARRT office.

## **ARRT STANDARDS OF ETHICS:**

### [ARRT STANDARDS OF ETHICS](#)

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS®

Last Revised: September 1, 2021

Published: September 1, 2021

## **PREAMBLE**

### **ARRT STANDARDS OF ETHICS**

The *Standards of Ethics* of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons holding certificates from ARRT that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT (collectively, "Certificate Holders"), and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Certificate Holders ("Candidates"). Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The *Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

### **STATEMENT OF PURPOSE**

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the *Standards of Ethics* is evidence of the possible lack of appropriate professional values. "The *Standards of Ethics* provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

### **A. CODE OF ETHICS**

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

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3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care. Copyright© 2021 by The American Registry of Radiologic Technologists®. All rights reserved.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

## **B. RULES OF ETHICS**

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all Certificate Holders and Candidates. Certification and registration are methods of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Certificate Holders and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients.

The Rules of Ethics are enforceable. R.T.s are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence or during their annual renewal of certification and registration, whichever comes first. Applicants for certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence. Certificate Holders and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder: *The titles and headings are for convenience only, and shall not be used to limit, alter or interpret the language of any Rule.*

### **ASRT SCOPE OF PRACTICE:**

Radiographer Scope of Practice [ASRT PRACTICE STANDARDS](#)

The scope of practice of the medical imaging and radiation therapy professional includes:

- Providing optimal patient care.
- Receiving, relaying and documenting verbal, written and electronic orders in the patient's
- medical record.

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- Corroborating a patient's clinical history with procedure and ensuring information is documented and available for use by a licensed practitioner.
- Verifying informed consent for applicable procedures.
- Assuming responsibility for patient needs during procedures.
- Preparing patients for procedures.
- Applying principles of ALARA to minimize exposure to patient, self and others.
- Performing venipuncture as prescribed by a licensed practitioner.
- Starting, maintaining and/or removing intravenous access as prescribed by a licensed practitioner.
- Identifying, preparing and/or administering medications as prescribed by a licensed practitioner.
- Evaluating images for technical quality and ensuring proper identification is recorded.
- Identifying and responding to emergency situations.
- Providing education.
- Educating and monitoring students and other health care providers.
- Performing ongoing quality assurance activities.
- Applying the principles of patient safety during all aspects of patient care.
- 

Effective June 25, 2017

The scope of practice of the radiographer also includes:

1. Performing diagnostic radiographic and noninterpretive fluoroscopic procedures as prescribed by a licensed practitioner.
2. Optimizing technical exposure factors in accordance with the principles of ALARA.
3. Assisting the licensed practitioner with fluoroscopic and specialized radiologic procedures.

### **\*\*\*Joint Review Committee on Education in Radiologic Technology**

**SPECIAL CONCERNS** Regarding Accredited Programs. JRCERT follows due process upon receipt of a written, signed allegation which indicates that an accredited program, or program seeking accreditation, may not be in substantial compliance with the STANDARDS or may not follow JRCERT accreditation policies; acts only when practices or conditions indicate the program may not be in substantial compliance with the STANDARDS or may not follow JRCERT accreditation policies; and reports substantiated SPECIAL CONCERNS regarding accredited programs to the United States Department of Education and to the appropriate state agency. PEARL RIVER COMMUNITY COLLEGE's Radiologic Technology Program Policy Regarding Timely and Appropriate Resolution of SPECIAL CONCERNS Regarding Allegations of Non-Compliance with JRCERT Standards. Radiologic Technology Program Officials will respond within 30 days of notification of any non-compliance of JRCERT STANDARDS. [www.jrcert.org](http://www.jrcert.org)

### **College Accreditation-College:**

Revised: 08/2022, 09/2023, 04/2024, 09/2024, 10/2024



## **Southern Association of Colleges and Schools Commission on Colleges**

Pearl River Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, or at <http://www.sacscoc.org> for questions about the accreditation of Pearl River Community College. The Commission is only to be contacted to learn about the accreditation status of the College, to file a third-party comment at the time of the College's decennial review, or to file a SPECIAL CONCERN against the College with evidence that appears to support non-compliance with a standard or requirement. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Pearl River Community College and not to the Commission's office.

### **Other Accreditation Organizations**

Pearl River Community College is a member of the American Association of Community and Junior Colleges and the Mississippi Association of Colleges and Universities.

### **College Equal Opportunity and Statement of Compliance: (JRCERT Standard 1.12)**

Pearl River Community College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other programs. It also encompasses the employment of personnel and contracting for goods and services.

### **Program General Education Core Courses**

To receive the Associate of Applied Science Degree, the student must complete all of the required coursework found in the Career Certificate option, Technical Certificate option and a minimum of 15 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The Southern Association of Colleges and Schools (SACS) Commission on Colleges Standard 2.7.3 from the Principles of Accreditation: Foundations for Quality Enhancement<sup>2</sup> describes the general education core

### **Industry Job Projection Data**

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Southern Association of Colleges and Schools Commission on Colleges can be viewed from [PRCC SACS COC ACCREDITATION INFORMATION LINK](#)

Revised: 08/2022, 09/2023, 04/2024, 09/2024, 10/2024

The field of radiologic technology is growing steadily. This field provides not only opportunities in direct radiologic technology work but also room for multiple modality skill certifications. There is a 10.31% increase in occupational demand at the national level. MS Framework and Curriculum published the following data from the most updated Radiology Curriculum about the median annual income for radiologic technologists is \$46, 613 at the state and regional level. A summary of occupational data from [National Strategic Planning and Analysis Research Center \(nSPARC\)](#) is displayed below:

**Table 1: Education Level**

Program Occupations	Education Level
Radiologic technologists and technicians	Associate Degree

**Table 2: Occupational Overview**

	Region	State	United States
2016 Occupational Jobs	1,500	1,500	208,542
2026 Occupational Jobs	1,577	1,577	230,044
Total Change	77	77	21,502
Total % Change	5.13%	5.13%	10.31%
2016 Median Hourly Earnings	\$22.41	\$22.41	\$27.62
2016 Median Annual Earnings	\$46,613	\$46,613	\$57,450
Annual Openings	8	8	13,600

**Table 3: Occupational Breakdown**

Description	2016 Jobs	2026 Jobs	Annual Openings	2016 Hourly Earnings	2016 Annual Earnings 2,080 Work Hours
Electro-mechanical technicians	1,500	1,577	8	\$22.41	\$46,613
Total	1,500	1,577	8	\$22.41	\$46,613

**Table 4: Occupational Change**

Description	Regional Change	Regional % Change	State % Change	National % Change
Electro-mechanical technicians	77	5.13%	5.13%	10.31%

## Radiologic Technology Program (RGT) Accreditation

Program: Our program currently holds accreditation by the Joint Review Committee on Education in Radiologic Technology. The College is accredited by the Southern Association of Colleges and Schools.

### Joint Review Committee on Education in Radiologic Technology

**Accreditation Date is: Valid Thru Date is: 2020-2028: a 8-year maximum accreditation approval.**

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300 [www.jrcert.org](http://www.jrcert.org) Email: [mail@jrcert.org](mailto:mail@jrcert.org)

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# STUDENT FORMS:

Revised: 08/2022, 09/2023, 04/2024, 09/2024, 10/2024



**1-CLASSROOM AND LAB MANAGEMENT POLICY STUDENT VERIFICATION**

The PRCC Radiologic Technology program has lecture, computer and laboratory classrooms. The lab contains equipment that produces ionizing radiation; the darkroom contains chemicals for development of radiographic images. The computer lab houses fourteen computers as well as a PACS server. Students must be given proper instructions prior to operation of any equipment.

- ALL INSTRUCTORS and CLINICAL INSTRUCTOR/PRECEPTORS are always addressed by their formal name. Examples: Mrs. Husband, Mrs. Lumpkin, All lab experience are done under direct supervision
- All radiation exposures are conducted only on phantoms or inanimate objects
- Lab doors must be closed during exposures
- Keep floors and walking areas clear
- Turn off machines after use
- Report all damaged equipment to Program Faculty
- Students are asked to act as patients for simulations of radiographic examinations; at no time will any ionizing radiation be dispensed.
- No horseplay during lab experiments/exercises
- Exert caution when using glass, needles, and other breakable or sharp items
- Do not use electrical equipment during thunderstorms
- Return all equipment to its proper storage place
- Students must wear Radiographic Image badges while conducting experiments in the energized lab
- It is everyone’s responsibility to learn locations of all fire extinguishers, pull boxes, evacuation routes, and expected behavior
- No eating or drinking in labs may be allowed by instructor discretion but may be terminated upon abuse
- The student should be sure his/her work area is clean before leaving. If the student use a pencil, please clean up the student’s eraser waste. Eraser waste can damage the keyboard and other components of the computer system. Do not write on the mouse pads, desks, or computers.
- **Accessing inappropriate Internet sites is not allowed.** Any site, which contains adult oriented materials is considered inappropriate. Violation of this policy will subject the student to immediate dismissal from the class and the possibility of disciplinary action being taken by the Assistant-Vice President, Forrest County Operations.
- The computers and supplies in the labs are to be used for class related purposes only and students are not allowed to be on Facebook, Pinterest or other non-educational websites
- Printing personal materials is a misuse of state property and a violation of school policy.
- Close all programs, bring the computer back to the desktop, and remove all disks before leaving the lab
- Resources are often limited so please use all materials and supplies conservatively

I \_\_\_\_\_ (PRINT STUDENT NAME) AGREE TO OBIDE BY THE CLASSROOM AND LAB MANAGEMENT POLICY STATED IN THIS BOOK, POSTED IN THE LABORATORY ROOMS, OR VERBALLY GIVEN BY THE INSTRUCTORS.

\_\_\_\_\_ STUDENT SIGNATURE AND DATE

\_\_\_\_\_ INSTRUCTOR SIGNATURE

Revised: 08/2022, 09/2023, 04/2024, 09/2024, 10/2024



# PEARL RIVER COMMUNITY COLLEGE

## 2-AGREEMENT TO ABIDE BY POLICIES

This is to certify that I, the undersigned, have read and completely understand all policies described in the Student Policy and Procedures Manual. In signing this document, I agree to abide by the patient's right to confidentiality as well as all the policies listed and described in the manual. I understand that failure to adhere to the policies can result in disciplinary actions and/or expulsion from the Radiography Program.

I understand that the program undergoes continuous review and self-evaluation. To improve student outcomes or comply with JRCERT Standards, it may be necessary to periodically modify the curriculum. In addition, policies and/or procedures may be revised or added during the training period. I agree to adhere to these changes as implemented and communicated by the Program Director.

\_\_\_\_\_  
STUDENT NAME (PRINT)

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

### 3-DEPARTMENT ORIENTATION CHECKLIST

It is the purpose of this orientation to familiarize the new Radiology student with the different functions contained within the Radiology Department. As the student go through the different areas, the student is shown the basic functions of each unit. When the student completes the student's orientation of each unit, the student will then put the students initials on the line indicating that the student has completed the students training. The instructor who has trained the student will place his/her initials on the line opposite the students. When all areas have been completed, return this form to School Office. It is kept in the student's personnel file.

<b>ORIENTATION LOGISTICS/ENVIRONMENT</b>	<b>Student Initials upon finding each.</b>
1. Diagnostic Radiology Procedure Rooms/ER/Surgery/SSS/Portables	
2. Tour of Department	
3. Fire Extinguishers	
4. Fire Alarms and Fire Plan Procedures	
5. Emergency Call Buttons and Codes	
6. AED	
7. Exits	
8. Restrooms/Lounge/Lockers	
9. Crash Carts	
10. EKG, Pulse Oximeter Monitoring Equipment	
11. Oxygen Tanks	
12. Supply Storage and House Keeping Duties	
13. Attendance Record Keeping	
14. Phone Number in Case of Absence or Late	
15. Patient Bill of Rights	
16. Tour of the Hospital or Facility	
<b>DEPARTMENT MANUALS--REVIEW AND KNOW LOCATION</b>	
1. Familiarize with departmental Policy and Procedure Manual	
2. Familiarize with Safety and Infection Control Manual	
<b>PRCC POLICY AND PROCEDURES--REVIEW AND UNDERSTAND</b>	
1. Incident Report	
2. Review Department Dress Code	
3. Cell Phone Policy	
4. Review Hospital Plans for Codes: RED, BLUE, PINK, GRAY etc.	

---

**PRINT STUDENT NAME/ DATE**


---

**STUDENT SIGNATURE**


---

**CLINICAL INSTRUCTOR/PRECEPTOR/COORDINATOR**


---

**Facility Employed**



**4-ORIENTATION CHECKLIST-PRCC INSTITUTION POLICIES AND DEPARTMENT**

It is the purpose of this orientation to familiarize the new Radiology student with the different functions contained within the PRCC INSTITUTION and Radiology Department. Students are expected to locate and be familiar with all the following. The student will then put his/her initials on the line indicating that the student has completed the students training. When all areas have been completed, return this form to Program Office. Document is kept in the students personnel file.

<b>ORIENTATION LOGISTICS/ENVIRONMENT</b>	<b>Date:</b>	<b>Student</b>
1. EMERGENCY AND SAFETY- <a href="https://prcc.edu/campus-police/manual/">https://prcc.edu/campus-police/manual/</a>		
2. Stay Safe- Contact Numbers for Emergency		
3. Harassment		
4. Communicable Diseases		
5. Substance Abuse		
6. Grievance Policy		
7. Due Process Policy		
8. Restrooms/Lounge/Lockers		
9. ROAR		
10. Advising/Counseling Services		
11. Disability Services		
12. Tuition/Fees/ Financial Aid Services		
13. Class Attendance/Record Keeping		
14. About the Institution/ Mission and Goals		
15. General Institution Information <a href="https://prcc.edu/about/student-consumer-information-guide/">https://prcc.edu/about/student-consumer-information-guide/</a>		
<b>DEPARTMENT MANUALS--REVIEW AND KNOW LOCATION</b>		
1. Familiarize with departmental Policy and Procedure Manual/ Locate all Student Forms and Understand when		
2. Familiarize with Safety and Emergency Plan		
<b>PRCC POLICY AND PROCEDURES--REVIEW AND UNDERSTAND ALL FORMS</b>		
1. Incident Report		
2. Review Department Dress Code		
3. Cell Phone Policy		
4. Pregnancy Policy/ Declarations and Withdrawals of Declarations.		

\_\_\_\_\_  
**Print Student Name**

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**CLINICAL INSTRUCTOR/PRECEPTOR/COORDINATOR/DIRECTOR**

Revised: 08/2022, 09/2023, 04/2024, 09/2024, 10/2024

5-GRADUATION REQUIREMENT (Hourly) FORM



# PEARL RIVER COMMUNITY COLLEGE

All students enrolled in the Radiography Program are considered eligible for graduation once the following criteria is met:

1. Students must maintain a GPA of 2.0 "C" in all Radiography courses and academic courses.
2. Students must complete 1575 clinical hours, 180 Skills Laboratory Hours, and 430 lecture hours for a total of 2185 hours for the Radiology Component of the Degree.
3. Students must meet the requirements for the Associate of Science Degree:
  - 8 hours- Anatomy and Physiology I and II w/labs
  - 3 hours- Written Communications (English Comp I or II 1113 or 1123)
  - 3 hours- Social Behavior Science: (Select 2 courses from History, Economics, Political Science, Psychology, Sociology, and Geography).
  - 3 hours- Humanities or Fine Arts Elective (Music, Art, Theatre Appreciation, Foreign Language, History, Philosophy, or Literature)
  - 3 hours- Oral Communication (SPT 1113)
  - 3 hours- College Algebra (Math 1313) or higher
4. Completion of all Clinical Competency documentation.
5. Student must demonstrate Passing of Prep Registry Exams at 95% or greater the final semester assigned at teacher discretion.
6. Payment of all financial obligations at the college

Students are required to fulfill all graduation requirements before they are released to take their American Registry of Radiologic Technologist board certification exam.

**I, the undersigned, have read and completely understand the described policy.**

\_\_\_\_\_  
STUDENT NAME (PRINT)

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROGRAM DIRECTOR

\_\_\_\_\_  
DATE

Revised: 08/2022, 09/2023, 04/2024, 09/2024, 10/2024



# PEARL RIVER COMMUNITY COLLEGE

## 6-PROGRAM RELEASE FORM

I, \_\_\_\_\_, hereby accept a position in the Diagnostic Radiography Program at PEARL RIVER COMMUNITY COLLEGE. In consideration for my position in said program, I am executing the hereinafter stated release.

I understand that successful completion of the course of study requires the ability to perform all the normally assigned tasks, but not limited to, lifting, moving, and caring for the physical needs of hospitalized patients.

I further understand that my contact with hospitalized patients may expose me to infection from diseases, some of which are undiagnosed. I realize that such contact may increase the risk of complications in pregnancy.

I further understand that my participation in the clinical component of the program gives rise to a potential exposure to radiation from energized radiographic units and other equipment.

I further understand that if I am injured while at the hospital, the hospital emergency room will only provide initial emergency care and I am responsible for all services rendered beyond this emergency care. The services beyond emergency care are covered by my own health insurance.

I further understand that I am required to spend two to three days per week in the clinical practice area for the duration of the twenty-four-month program. During this time in clinical practice, I realize that I may spend long periods of time on my feet.

I have read the foregoing and after consultation with my physician I wish to participate in the Diagnostic Radiography Program.

I hereby release the PEARL RIVER COMMUNITY COLLEGE and its employees or affiliates from all claims arising out of my participation in said program.

Date

\_\_\_\_\_  
Signature



# PEARL RIVER COMMUNITY COLLEGE

## 7-RETURN FROM ILLNESS FORM

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

This is to certify that I have examined \_\_\_\_\_  
and find \_\_\_\_\_ to be  
sufficiently recovered from \_\_\_\_\_ and is able to  
resume all duties and responsibilities required by the PEARL RIVER COMMUNITY COLLEGE  
Radiography Program, including care for hospitalized patients, and all other activities associated  
with the Radiography Program.

\_\_\_\_\_

Physicians Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Comments:**



# PEARL RIVER COMMUNITY COLLEGE

## 8-TRAVEL WAIVER (PRCC RADIOLOGY)

I am signing this waiver understanding that I am commuting back and forth regularly to the clinical site that I am assigned to during each semester of the program. This is strictly voluntary I acknowledge that I am aware of fuel cost and I must provide my own transportation. I want to benefit fully from the clinical experiences I will gain from various clinical sites. By signing this waiver, I release the program of all liability from the extended travel and agree to get to the clinical sites as scheduled and will not utilize extra mileage as an excuse for tardiness or absence on clinical.

---

Student Signature

---

Date

---

Faculty Signature

---

Date



# PEARL RIVER COMMUNITY COLLEGE

## 9-STUDENT VERIFICATION AND UNDERSTANDING FORM ON: DIRECT SUPERVISION/INDIRECT SUPERVISION, REPEAT AND MOBILE RADIOGRAPHY POLICY

ALL students will perform satisfactorily in the laboratory setting before completing competency verifications. This form is to assure each technologist understands and adheres to the college regulations for student's competency and supervision. In accordance with the Joint Review Commission on Education in Radiologic Technology Standards for an Accredited Program in Radiologic Sciences, the policies for direct and indirect supervision and their relation to Radiographic Image repeats is as follows:

1. **SIGN- OFF'S:** When observing the Sign-Off exams, the technologist should evaluate and comment on the student's proficiency in the following areas: *radiation protection, positioning, technique, and equipment utilization*. Professional *patient rapport and confidence* should also be demonstrated on the Sign-Off exams. When performing the examination for Sign- Off's the Registered Radiologic Technologist must always be in the room (Direct Supervision). The Radiologic Technologist may make minor corrections to eliminate repeat the radiographic image. If the Radiologic Technologist does not feel the student performed the attempted Sign-Off exam with adequate knowledge, technologist may decline to verify Sign-Off and require student to make another attempt for Sign-Off.
2. **COMPETENCY CHALLENGE:** After the student is successful on 2 Sign-Off verifications, the student must ask to challenge for competency on that exam when comfortable with performance. The student is required to request to challenge for competency prior to the exam start. Once the student request to challenge competency, the student CANNOT take back the request and the exam MUST be completed at this point. The directly supervising Radiologic Technologist or Clinical Instructor/Preceptor needs to complete the grade form and indicate that the student was successful or either not successful. If the student is NOT successful, the Radiologic Technologist should notify the Clinical Instructor/Preceptor for the facility so further assistance may be given to the student. Please provide typed documentation concerning any adjustments made by the Radiologic Technologist or for repeat the radiographic image.
3. **DIRECT SUPERVISION: Direct Supervision:** exists when a technologist is working with the student in the radiographic room or is observing the student as they perform a radiographic exam from the control panel area. A qualified Radiologic Technologist *reviews the procedure, evaluates the condition of the patient, is present during the performance of the procedure, and reviews and approves the procedure in relation to the student's knowledge and achievement*. Direct supervision is utilized whenever (a) the student has not yet successfully passed competency testing on that exam; (b) the student is repeating the radiograph.
4. **INDIRECT SUPERVISION: Indirect Supervision:** is that supervision provided by a qualified Radiologic Technologist immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified Radiologic Technologist adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is used.
5. **REPEAT POLICY: A:** Any radiographic procedure attempted by the student Radiologic Technologist that requires an additional exposure to correct a deficiency must be recorded (see repeat radiograph documentation form). All images performed are checked and evaluated by a Registered Radiologic Technologist. The Registered Radiologic Technologist will evaluate the student's finished images as satisfactory or unsatisfactory. The Registered Radiologic Technologist will discuss the reason causing the unsatisfactory radiograph and the corrective measures – which are taken to obtain good Radiographic Image quality. **The repeat radiograph must be done under direct supervision of a Registered Radiologic Technologist to assure the corrective measures are performed accurately.** **B:** All repeated exams MUST be dutifully logged and acknowledged on the students **Daily Clinical Practicum**.
6. **MOBILE/PORTABLE and SURGERY RADIOGRAPHY: A:** When performing mobile or portable radiography in any location including surgery or portables as well as those procedures involving serious trauma must have direct supervision. No exception. This is strictly enforced and monitored by the Clinical Instructor/Preceptor for the facility. **B:** During mobile radiography, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made. If the student is not making the exposure, he/she must leave the room.
7. **Students Radiation Safety: A:** Students must not hold image receptors during any radiographic procedure. **B:** Students should not hold patents during any radiographic procedure when an immobilization method is the appropriate standard of care.
8. **FLUOROSCOPY:** When assisting with fluoroscopic procedures, **A:** the student must wear a lead apron and should remain at least two feet away from the table during fluoroscopy. **B:** Other radiation protection devices, such as thyroid shields, leaded gloves and glasses, and portable lead shields are available and should be utilized whenever applicable.

**Pearl River Community College RADIOLOGIC TECHNOLOGY  
PROGRAM STUDENT VERIFICATION FORM**

I \_\_\_\_\_ (Student print name) understand and will follow the following:

Initial Below

	Student Responsibilities and obligation to uphold during the program.
	1. 3. I (the student) must remain directly supervised before achieving and during sign-off 1 and sign-off 2 while on clinical rotations.
	2. 3. I (the student) must remain under direct supervision until I have completed a competency procedure for an exam.
	4. After I (the student) demonstrate the competency under direct-supervision, I (the student) can perform that exam in an actual clinical setting under indirect supervision of a Radiologic Technologist.
	4. I (the student) must always remain indirectly supervised by a technologist being immediately available. Immediately available is interpreted as the presence of a qualified Radiologic Technologist adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is used.
	5. A: I (the student) am only allowed to make a repeat radiographic image with a technologist present to verify proper corrections have been made under direct supervision. B: I (the student) must dutifully log and acknowledge any repeat radiographic image on the daily clinical practicum.
	6. A: I (the student) am not allowed to perform mobile/portable or surgery exams without direct supervision B: I (the student) must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made.
	7. A: I (the student) must not hold an image receptor during any radiographic procedure. B: I (the student) should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
	8. A: I (the student) must and will wear a lead apron and will remain at least two feet from the table during fluoroscopy. B: I (the student) should wear other radiation protection devices, such as thyroid shields, leaded gloves and glasses, and portable lead shields are available and should be utilized whenever applicable.
	9. I will always display high moral and professional standards pertaining to exams, patients, clinical time, technical staff, college and facility, etc.

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

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

**Program Official Signature:** \_\_\_\_\_

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



# PEARL RIVER COMMUNITY COLLEGE

PRCC Radiologic Technology Student: \_\_\_\_\_

## 10. Consult Form- Improvement Plan Mid Term Advisement/Registration

Case/Specialty /	
Reason for Consult:	
Staff comments/inp	
Advisement	

Student's comments: \_\_\_\_\_  
\_\_\_\_\_

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

Date \_\_\_\_\_

Program Official Signature: \_\_\_\_\_

Date \_\_\_\_\_

Revised: 08/2022, 09/2023, 04/2024, 09/2024, 10/2024

INCIDENT REPORT FORM

**PEARL RIVER COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY INCIDENT REPORT  
FORM**

1. Students are to complete incident reports for accidents, SPECIAL CONCERNS, lost or damaged property, and other incidents involving students with patients, visitors, employees, or other students.
2. An incident is defined as a circumstance/happening not consistent with the desired operation of the health care facility or the care of the patient.
3. Only one incident can be reported on each form.
4. Copies of the completed incident report are placed in student files.

---

A. IDENTIFICATION: (individual, other than primary student, involved in incident)

Patient:

B. DATE & TIME of INCIDENT:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

C. INCIDENT LOCATIONS: (identify clinical affiliate and area/room)

---

---

D. NATURE OF INCIDENT and RELATED CAUSE:

---

---

E. BRIEF DESCRIPTION of INCIDENT SEQUENCE:

---

---

---

F. OTHER PEOPLE INVOLVED: (identify people by position and name)

---

---

G. PATIENT FACTORS THAT CONTRIBUTED TO INCIDENT:

---

---

H. STUDENT FACTORS THAT CONTRIBUTED TO INCIDENT:

---

---

I. IF INCIDENT RESULTS IN INJURY, NATURE and SEVERITY of INJURY:

---

---

J. IMMEDIATE CORRECTIVE ACTION TAKEN AFTER INCIDENT:

---

---

K. DESCRIBE ANY SUBSEQUENT ACTION:

---

---

L. WITNESS (ES) to INCIDENT: (name and position)

---

---

\_\_\_\_\_  
Printed Name and Signature of Reporting Student  
Report

\_\_\_\_\_  
Date of

\_\_\_\_\_  
Signature of Clinical Instructor/Coordinator  
Review

\_\_\_\_\_  
Date of

\_\_\_\_\_  
Signature of Program Director  
Review

\_\_\_\_\_  
Date of

INCIDENT REPORT FORM – FOLLOW UP

**PEARL RIVER COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY INCIDENT REPORT FORM-  
FOLLOW UP**

A. INCIDENT REVIEWED WITH STUDENT?

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

B. INCIDENT REVIEWED WITH PATIENT?

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

C. INCIDENT REVIEWED WITH AFFILIATE PERSONNEL?

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

D. SPOKE WITH PHYSICIAN REGARDING INCIDENT?

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

E. CONCLUDING REMARKS: (assessment of injury)

---

\_\_\_\_\_  
Printed Name and Signature of Reporting Student

\_\_\_\_\_  
Date of Report

\_\_\_\_\_  
Signature of Clinical Coordinator/Preceptor

\_\_\_\_\_  
Date of Review

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Date of Review



# PEARL RIVER COMMUNITY COLLEGE

## 11-LATEX SENSITIVITY FORM

As the use of latex gloves and other latex items became more frequent in the 1980's, so did the number of repeated health problems relate to latex. Hundreds of items in the health care field contain latex, and latex sensitivity often becomes worse with more frequent exposure to latex.

Plan 1: If the student thinks they may have a latex allergy, see a physician called an allergist, and request a blood test to determine sensitivity.

Plan 2: If it is determined the student is sensitive to latex, minimize or avoid contact with latex. Check package labels, avoid powdered gloves, select nitrite or vinyl gloves if appropriate/available and wash hands immediately after wearing gloves.

Plan 3: Notify a Clinical Instructor/Preceptor if the student develops a skin rash or the student have difficulty breathing after using/wearing latex products.

Plan 4: Follow any physician recommended treatment of precautions.

I have read the above information and had an opportunity to ask questions. I agree to abide by the four-step plan to reduce my risk of latex exposure.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date



# PEARL RIVER COMMUNITY COLLEGE

## 12-RADIATION MONITORING BADGE READINGS OVER 40 mREM

This form is used to document the student's monthly radiation badge reading if it is over 40 mREM. The program director will document a consultation with the student on the student contact form and the Clinical Instructor/Preceptor will complete this form after consultation with the student. The student will then return the completed form to the program office. The Clinical Instructor/Preceptors will receive copies for their files.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Clinical Site \_\_\_\_\_ Radiation Badge Reading \_\_\_\_\_ mREM  
for the month of \_\_\_\_\_

If the student's radiation badge reading is over 40 mREM for any month (quarterly readings will be divided by 3 to get average monthly dose), the following procedure are followed and documented:

1.	Discussion between student and program director concerning reasons for overexposure.	
2.	The student contact form signed by the student and program	
3.	Discussion with the Clinical Instructor/Preceptor concerning possible reasons for overexposure.	
4.	Recommendations made by the Clinical Instructor/Preceptor to prevent future overexposure.	

### POSSIBLE REASONS AND RECOMMENDATIONS:

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Clinical Instructor/Preceptor

\_\_\_\_\_



# PEARL RIVER COMMUNITY COLLEGE

## 13-DECLARED PREGNANCY FORM

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

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

I wish to declare that I \_\_\_\_\_ am pregnant. My estimated date of conception is \_\_\_\_\_.

I wish to choose Option \_\_\_\_\_.

**Option #1**

- a. The student has the option to withdraw from the presently enrolled radiologic technology course.
- b. Withdrawal from the radiography course are done in accordance with College policy.
- c. The student may re-enter the program in the next cyclic offering of the radiologic technology courses.
- d. The student should be aware that the availability of re-entry into the program is determined by class capacity.

**Option #2**

- a. The student has the option to complete the presently enrolled radiologic technology course.
- b. The student may withdraw from the program at the completion of the radiologic technology course.
- c. The student may re-enter the radiography program in the next cyclic offering of the radiologic technology courses.
- d. Availability of re-entry into the program are determined by class capacity.

**Option #3**

- a. The student may continue in the program and are required to wear a fetal specific Radiographic Image badge at waist level in addition to the standard waist and collar badges.
- b. The student is responsible for informing staff Radiologic Technologists of her pregnant condition during clinical assignment for appropriate and safe assignment of tasks.
- c. After delivery, the student is readmitted to classes based on a physician's recommendation.
- d. It is advisable that the student contact the program director, clinical coordinator and/or other course instructors to make arrangements in making up instructional hours missed due to delivery and convalescence. This should be done to ensure completion of the clinical competencies and radiologic technology course requirements.

I \_\_\_\_\_ understand that I may at any time withdraw my pregnancy declaration by submitting a written withdrawal of declaration. The program may offer clinical component options such as reassignments and/or leave of absence pending the situation. The Radiology Program will work with the Title IX Coordinator of PRCC in accordance with Title IX regulations.

[PRCC Title IX Contact Link](#) Form revision: August 2024

Comments below:

\_\_\_\_\_  
Date of Declaration

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Program Director's Signature\* A copy of the form can be obtained from program faculty.

**14-MRI SCREENING FORM**

**Pearl River Community College  
Medical Radiologic Technology  
MRI Student Protocol SCREENING FORM**

Name: \_\_\_\_\_  
(Print) Last Name First Name Middle Initial

Age: \_\_\_\_\_ years

Student ID #: \_\_\_\_\_ cell: \_\_\_\_\_

This screening form is necessary to ensure student awareness of the contraindications and to determine if the student can safely benefit clinical from our local MR Facilities. It is important that you complete this form accurately. Individuals who have any kind of metal devices in their body (pacemaker, artificial heart valve, surgical clips, metal fragments, etc.) are potentially in a particularly high-risk group because such individuals are at risk for injury when working in a high magnetic field environment.

1. Have you had a prior surgery or operation (e.g., arthroscopy, endoscopy, etc.) of any kind?  Yes  No  
If yes, please indicate date and type of surgery: Date \_\_\_/\_\_\_/\_\_\_ Type of surgery \_\_\_\_\_  
Date \_\_\_/\_\_\_/\_\_\_ Type of surgery \_\_\_\_\_
2. Have you had an injury to the eye involving a metal object (e.g., metallic slivers, foreign body)?  Yes  No  
If yes, please describe: \_\_\_\_\_
3. Have you ever been injured by any metallic object or foreign body (e.g., bullet, shrapnel, etc.)  Yes  No  
If yes, please describe: \_\_\_\_\_

**Warning: Certain implants, devices, or objects may be hazardous to you or others in the MR environment. Do NOT enter the scan room if you have questions or concerns regarding an implant, device, or object.**

**IMPORTANT INSTRUCTIONS FOR CLINICAL OBSERVATION IN THE MR ENVIRONMENT:**  
Remove all metallic objects before entering the MR environment, including hearing aids, beepers, cell phones, keys, hairpins, barrettes, watches, safety pins, paper clips, money clips, credit cards (or any card with a magnetic strip), coins, pens, pocket knives, nail clippers, steel-toed shoes/boots, tools, etc.. Loose metallic objects are prohibited, as are any other metal devices not specifically labeled and approved for use in the MR Facility

**Please indicate if you have any of the following:**

- |  |   |
|--|---|
| Heart pacemaker or defibrillator: <input type="checkbox"/> Yes <input type="checkbox"/> No   | Hearing aids: <input type="checkbox"/> Yes <input type="checkbox"/> No                      |
| Neuro- or bio-stimulator: <input type="checkbox"/> Yes <input type="checkbox"/> No           | Internal electrodes / wires: <input type="checkbox"/> Yes <input type="checkbox"/> No       |
| Cochlear implants: <input type="checkbox"/> Yes <input type="checkbox"/> No                  | Implants held by magnets: <input type="checkbox"/> Yes <input type="checkbox"/> No          |
| Cerebral aneurysm clips: <input type="checkbox"/> Yes <input type="checkbox"/> No            | Bullet fragments/shrapnel: <input type="checkbox"/> Yes <input type="checkbox"/> No         |
| Intravascular coils/filters/stents: <input type="checkbox"/> Yes <input type="checkbox"/> No | Existing catheters / ports: <input type="checkbox"/> Yes <input type="checkbox"/> No        |
| Any metal in your eyes: <input type="checkbox"/> Yes <input type="checkbox"/> No             | Eyelid spring: <input type="checkbox"/> Yes <input type="checkbox"/> No                     |
| Any type of ocular implant: <input type="checkbox"/> Yes <input type="checkbox"/> No         | Tissue expander: <input type="checkbox"/> Yes <input type="checkbox"/> No                   |
| Heart valve: <input type="checkbox"/> Yes <input type="checkbox"/> No                        | Penile implant: <input type="checkbox"/> Yes <input type="checkbox"/> No                    |
| Surgical clips or staples: <input type="checkbox"/> Yes <input type="checkbox"/> No          | Intrauterine contraceptive device: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Implanted pump: <input type="checkbox"/> Yes <input type="checkbox"/> No                     | Rods/screws/plates: <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| Joint replacements: <input type="checkbox"/> Yes <input type="checkbox"/> No                 | Any other implanted device: <input type="checkbox"/> Yes <input type="checkbox"/> No        |
| Limb prosthesis: <input type="checkbox"/> Yes <input type="checkbox"/> No                    | (if yes, please describe): _____  |
| Body piercing: <input type="checkbox"/> Yes <input type="checkbox"/> No                      |   |

I verify that the above information is correct to the best my knowledge. I have read and understand the entire content of this form and I have had an opportunity to ask questions regarding the information on this form.

As a clinical student in this profession, I understand that I must report to the Program Director any trauma, procedure, or surgery in which a ferromagnetic metallic object or device may have been placed into my body **before** I re-enter any clinical MR facility for any type of observation or training.

Signature of Person Completing Form: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Print Name/ Signature Month / Day / Year

Form Reviewed By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Print Name/ Signature Month / Day / Year

15-DRUG SCREENING FORM



**PEARL RIVER  
COMMUNITY COLLEGE**

**Substance Testing for Students in Selected Programs Policy Substance Screen Consent Form**

Policy:

Pearl River Community College has a controlled substance testing program for all students in Barbering, Early Childhood Education Technology, Cosmetology, and Health Related programs. The College will adhere to the Drug- Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The College will support the laws of the State of Mississippi as set forth in Sections 41-29-101 to 41-29-185, 61-1-37 to 61-1-81, 71-7-1 to 71-7-33, 81, 97-29-7 to 87-29-47, 142 of the Mississippi Code and abide by the Uniform Controlled Substances Law of the State of Mississippi.

Procedure:

All students enrolled in Barbering, Early Childhood Education Technology, Cosmetology, and Health Related programs must sign the "Substance Screen Consent" form agreeing to be tested for controlled substances. At some time, during the school semester, a percentage of all students enrolled in these programs may be chosen at random to undergo substance testing; this will be determined by the Office of Student Services. Pearl River Community College will bear the expense of random testing. Required substance testing of students is at the discretion of the program's director. In addition, any student enrolled in Barbering, Early Childhood Education Technology, Cosmetology, and Health Related programs at Pearl River Community College will be required to have a substance test performed immediately if at any time sensory or behavioral symptoms suggest the use of a substance. Confirmation of sensory or behavioral symptoms is determined by the student's instructor or other supervising professional and by the opinion of another professional. In those clinical facilities where substance testing is not available, the student will obtain a designated driver, leave the facility, and report to the Office of Student Services immediately. The student is responsible for all expenses associated with this testing and/or treatment.

If the substance screen is positive or if a student refuses to be tested for any reason, the student will obtain a designated driver and leave the facility. The student will be dismissed from the program and advised to seek rehabilitation. The student will be considered for readmission following documented counseling and appropriate treatment by an accredited agency and the student must sign and be in compliance with the Pearl River Community College "Probation Agreement" form. Refer to individual program's policies for specifications.

Pearl River Community College affords due process to all students in accordance with the law.

Any program-ordered substance screen confirmed positive will result in permanent dismissal from the program with no opportunity for readmission.

Substance screenings will be conducted throughout the academic year. Positive results are kept confidential and maintained by the director.

I (print name) have read and understand the Substance Testing for Students in Selected Programs Policy and Procedure printed above and agree to have tests for substances at any time while enrolled in the Pearl River Community College Program.

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

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date of Birth

**SPECIAL CONCERN FORM/ COMPLAINT FORM**

**RGT PROGRAM SPECIAL CONCERN FORM**

**Pearl River Community College**

**Radiologic Technology Program (RGT)**

**Date:**

**Complainant:**

**Description of SPECIAL CONCERN:**

**Reviewers of SPECIAL CONCERN and Date Reviewed:**

**Action(s) Taken (including any response to complainant) (include date):**

**Any Further Actions to/from Complainant or Program (include date):**

**CLINICAL CHANGE REQUEST FORM**

**PRCC Medical Radiologic Technology  
Clinical Education Makeup or Change Request Documentation**

In the event that a student would request to schedule makeup time for clinical or for the instructors to consider special circumstances for absence or scheduled event, he or she must complete and submit to the Clinical Coordinator and Clinical Instructor(s) for approval prior to the event in consideration.

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

Facility Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

I, \_\_\_\_\_, would like to request consideration for permission to : (make-up, reschedule, additional time, etc....)

on (date) \_\_\_\_\_. I am making this request because I have a conflict of: (detail reason for request if you are requesting makeup then please put the date of absence and the date of makeup.) for the regular scheduled shift or schedule. Please submit to the Clinical Instructor at the requesting facility and once it is approved or disapproved, please submit to faculty at PRCC.

\_\_\_\_\_  
Clinical Instructor (s) Signature

\_\_\_\_\_  
Date Signed

Comments:



\_\_\_\_\_  
Clinical Coordinator's Signature and Date

Comments:

Approved       Not Approved

Last saved by Hope Husband

1:31 PM

06/12/19



# PEARL RIVER COMMUNITY COLLEGE

## 16-COVID-19 Radiology WAIVER FORM

### COVID-19 GUIDELINES FOR RADIOLOGIC TECHNOLOGY STUDENTS

- Students must wear a cloth/surgical mask into the facility daily.
- Upon entry, students will be subjected to a temperature check. If temperature exceeds 100.3, the student will not be allowed in and will be given instructions to proceed to the Cough and Fever Clinic or their PCP to be screened for Covid-19. When denied access to the building the student is to immediately contact Clinical Instructor and Clinical Coordinator Jessica Lumpkin for instructions on what to do further.
- If temperature screening is cleared, student is to report directly to Diagnostic work area. They will then remove their cloth/surgical mask and don their own N-95 mask (mask was issued at fitting). N-95s ARE TO BE WORN PROPERLY AND ACCORDING TO MANUFACTURER AND FACILITY STANDARDS ALL DAY, EVEN WHEN NOT PERFORMING PATIENT CARE. If a student removes their N95 at any time, with the exception of eating lunch/break, they will be asked to leave the facility.
- Students are to wash hands before and after each patient.
- The student common area must be cleaned and sanitized every two hours.
- Students must get their N95 sanitized at the end of every shift. Clinical Instructor will instruct them on the sanitation process.
- Upon exiting the building at the end of their shift, students must wear the cloth/surgical mask they entered the building with.
- Upon their exit students will be subjected to a bag search performed by facility security.
- If a student has a health condition that contradicts them wearing an N95 mask, they will not be allowed to perform clinicals at this site.
- Students will be required to sign a waiver provided by the clinical facility in order to continue clinical rotations at the site.
- PRCC nor the clinical facilities can be held responsible for any type of disease or infection that may be contracted during their clinical rotations.

By signing, student acknowledges that they understand and will comply with stated guidelines. By signing, they also consent to addendums and additions to the above guidelines.

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

Program Official Signature: \_\_\_\_\_



# PEARL RIVER COMMUNITY COLLEGE

## 17-COVID 19 Allied Health Clinical Student WAIVER FORM and Release COVID-19 PANDEMIC

The healthcare environment poses a wide range of hazards including but not limited to exposure to communicable diseases. Due to the COVID-19 pandemic, PRCC wants to ensure that all clinical students are fully informed about the current role of Clinical Sites and Healthcare facilities during the pandemic and its treatment of COVID-19 patients. Most Clinical Sites and Healthcare facilities are diagnosing and treating COVID-19 patients that are ill and need treatment and/or appropriate hospitalization. Facilities should be following all precautions and taking measures to prevent the spread of COVID-19 in its facilities including establishing policies and rules that may apply to you. This Waiver and Release is providing notice to you that the COVID-19 is an extremely contagious disease that can lead to severe illness and death. You are acknowledging that you understand these facilities may be treating patients with the COVID-19 virus and inherently there is the risk of contracting the COVID-19 disease. By accepting your Clinical assignments, you are consenting to and accepting the associated risk.

I hereby release, waive and/or hold harmless Pearl River Community College, Clinical Sites, Healthcare facilities, their representatives, administration, instructors, agents, officers and directors and/or trustees from all claims or liability for damages and/or injuries, including death, incurred by me related to the exposure to and contracting of COVID-19 or other communicable disease treated at facility, irrespective of cause or origin of such exposure. I further acknowledge that I have reviewed and evaluated the risks and hereby agree to proceed with the clinical education.

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

(Signature of Student)

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

(RGT Representative)



# PEARL RIVER COMMUNITY COLLEGE

## PRCC RADIOLOGIC TECHNOLOGY PROGRAM

### CLINICAL FERPA Release Form

**18-The Family Educational Rights and Privacy Act** *The Family Educational Rights and Privacy Act of 1974 is a federal law establishes the privacy rights of students (Parents, if student is under the age of 18 with regards to educational records).*

Pearl River Community College will uphold student confidentiality rights and protect access to information as provided by the Family Educational Rights to Privacy Act (FERPA) (20 U.S.C. Â§ 1232g; 34 CFR Part 99). The act applies to all individuals formerly and currently enrolled at Pearl River Community College. No exclusion is made for non-US citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution, and deceased person. Exception as allowed by law, information from the student's record will only be released with the consent of the student.

I, \_\_\_\_\_ am hereby granting consent for the **Radiologic Technology** Program  
(print name)

to release the following records/information to any affiliated clinical site that requires such information. In addition, I grant consent for the same information to be released to the American Registry of Radiologic Technologist and the Mississippi State Department of Health. The following are records/information subject to release:

- Name, address, phone, email, gender, DOB and social security number
- Vaccination records, drug screen and TB skin tests
- PRCC Criminal History Record Check Clearance Letter
- Enrollment status, to include expected graduation date

**I give permission for Pearl River Community College to release the items above to the recipient(s) listed. I hereby release PRCC, its Trustees, officers, employees and agents from any liabilities based on the release of records pursuant to this authorization form.**

Signature: \_\_\_\_\_

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



# PEARL RIVER COMMUNITY COLLEGE

**19-Student ID:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**19-STUDENT EMPLOYMENT FORM:**

**The student will initial by each header AND sign form below.**

The Pearl River Community College Department of Radiologic Technology is affiliated with Forrest General Hospital, Merit Health Wesley, Hattiesburg Clinic, Memorial Health System’s in Gulfport and Wiggins, Marion General in Columbia, Highland Community Hospital in Picayune and George Regional Health System in Lucedale. Each center serves as clinical practice center where students are provided the opportunity to gain experience and develop skills necessary to qualify for the American Registry of Radiologic Technologist Examination. Students that choose to work as a part-time student technologist are NOT allowed to directly nor indirectly supervise radiology students scheduled at clinical at any time. This is in direct violation and will not be allowed and is against program and JRCERT mandated policies.

**\_\_EMPLOYMENT**

- I, \_\_\_\_\_ will be employed by as a Radiologic Student Technologist in the facility below. Place a checkmark by facility planning to work as student tech.

- \_\_\_\_\_ Forrest General Hospital
- \_\_\_\_\_ George Regional Health System
- \_\_\_\_\_ Hattiesburg Clinic
- \_\_\_\_\_ Highland Community Hospital in Picayune
- \_\_\_\_\_ Marion General in Columbia
- \_\_\_\_\_ Memorial Health System’s in Gulfport/Wiggins
- \_\_\_\_\_ Merit Health Wesley
- \_\_\_\_\_ Other: \_\_\_\_\_

**\_\_SCRUBS**

- No PRCC scrubs will be worn while student is working as a student technologist.
- During PRCC clinical hours, student will clock in and out with PRCC scrubs on.
- During student technologist employee working hours, student will clock in and out with employer scrubs on.

**\_\_PRCC CLINICAL SCHEDULE/CLASS SCHEDULE**

- No PRCC clinical schedule will be changed to accommodate work schedule.
- If student is not able to attend clinic, then student must not report to work.
- If student is too sick to attend clinic, then student is too sick to work

**\_\_REPORTING TO SUPERIORS**

- During PRCC clinical hours, student will report to clinical instructor.
- During student technologist employee working hours, report to supervisor and NOT the clinical instructor.

**\_\_POLICIES AND PROCEDURES**

- During PRCC clinical hours, student will be clocked in under PRCC policies and procedures.
- During student technologist employee working hours, student will be clocked in under Facility Employment policies and procedures.

**PRCC CLINICAL REQUIREMENTS**

- During student technologist employee working hours, the student CANNOT obtain any sign offs, competencies, critiques, technologist evaluations, or final competencies. The student CANNOT clock out from a working employee to get sign offs, competencies, critiques, technologist evaluations, or final competencies. Student Techs may get signoffs and competencies with pre-approved stipulations BUT they have specific criteria to follow.
  1. This has to be approved (ahead of time) by the shift supervisor, the clinical instructor and/or the clinical coordinator before the exam. If the supervisor does not want to allow them to clock out from the work shift, it will not be allowed.
  2. The student must clock out from the facility and change scrubs into the PRCC Radiology required scrubs before clocking in on the student time clock and extra canvas time quiz.
  3. Once the exam is complete, the student must clock out from PRCC student time and then change back into work scrubs to clock back in for work.
- During student technologist employee working hours, the student CANNOT work with other PRCC students who will be on clinical one on one. PRCC students on clinical must be direct or indirect supervised by a Registered Radiologic Technologist.
- During student technologist employee working hours, the student CANNOT give/grade/evaluate any PRCC student on clinical sign offs, competencies, critiques, technologist evaluations, or final competencies.

**CHART ACCESS/VERBAL ORDERS/PACS/WITNESS FOR DOCUMENTATION**

- During PRCC clinical hours, the student does not have access to the Patient Health Record System and PACS.
- During student technologist employee working hours, student will have access to the Patient Health Record System and PACS.
- During PRCC clinical hours, the student is not permitted to take verbal or telephone orders from Physicians AND will not be a witness to a patient’s signing of a will, power of attorney, advanced directive, or consent for medical treatment
- During student technologist employee working hours, student will follow Employer policies regarding take verbal or telephone orders from Physicians AND will witness to a patient’s signing of a will, power of attorney, advanced directive, or consent for medical treatment.

**DOSIMETERS**

- During PRCC clinical hours, the student will wear the dosimeter provided by PRCC.
- During student technologist employee working hours, the student will wear the dosimeter provided by their employer.

**VIOLATIONS- If the student is found in violation of any of the above, the student may be terminated from the PRCC Medical Radiology Program.**

\_\_\_\_\_  
Student Print Name

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

\_\_\_\_\_  
PRCC Clinical Coordinator Signature and Date

\_\_\_\_\_  
PRCC Program Director Signature and Date

\_\_\_\_\_  
PRCC Facility Clinical Instructor Signature and Date below: (Student initial by facility)

\_\_\_\_\_  
Forrest General Hospital \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
George Regional Health System \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Hattiesburg Clinic \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Highland Community Hospital in Picayune \_\_\_\_\_ Date: \_\_\_\_\_


\_\_\_\_\_  
Marion General in Columbia \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Memorial Health System’s in Gulfport/Wiggins \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Merit Health Wesley \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Other: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED DOCUMENTS FORM FOR STUDENTS:**

	 <b>PEARL RIVER COMMUNITY COLLEGE</b>	Date Complete	Verified by :
1.	<b>TB SKIN TEST:</b> Please have facility provide a printed results page with your patient identification from the facility. Form Included.		
	<b>FORM 121 (IMMUNIZATION):</b> This can be obtained at most health departments. It must be marked complete for college.		
3.	<b>DRUG SCREEN Complete:</b> ALL students to have drug screen at: Hattiesburg Clinic Health Works (601) 296-2899. 4209 Lincoln RD, Hattiesburg, MS 39402 Please print and take authorization form with you to have drug screening done. 10 PANEL. You may have the screening Mon-Fri 8-3:45 pm.		
4.	<b>Hepatitis B Vaccination</b> (Series of 3 required): These may be obtained at <b>health department</b> . Please list dates in column to the right. Each shot needs a proof of vaccination to be turned in. If student chooses not to have vaccination, they must sign a waiver to release PRCC from.	1.	
		2.	
		3.	
5.	<b>Tetanus Vaccination</b> within 10 years health <b>department</b> . Verification required. May be on Form 121		
6.	<b>Criminal Background</b> Approved: COMPLETED		
7.	Go to <a href="http://www.msrt.biz">www.msrt.biz</a> and Select the JOIN US tab. <b>Mississippi Society of Radiologic Technologist as a student technologist</b> . Cost will be approximately \$10.00. Once created go to account information and Print MSRT info with your student member number listed.		
8.	Go to <a href="http://www.asrt.org">www.asrt.org</a> and Select the JOIN US tab. <b>American Society of Radiologic Technologist as a student technologist</b> . Cost will be approximately \$25.00. Once created go to account information and Print ASRT info with your student member number listed.		
9.	<b>Health Insurance:</b> Each student is required to be covered under a private health insurance policy. Each student will have liability policy through PRCC for malpractice. <b>Please make a copy of your personal insurance card for our files.</b>		
10.	<b>COVID vaccination card or waiver</b>	1.	
		2.	
		Booster?	
11.	<b>PRCC Clinical Observation hours #1</b>	1.	
		2.	
	<b>Clinical Observation hours #2</b>		

Hope Husband, Med. RT R ARRT [hhusband@prcc.edu](mailto:hhusband@prcc.edu)

Radiology Program Director 601-554-5510

## Student Resources

Free online resources the student may find helpful:

1. [SIGI3](#) - Includes a personality analysis, career and educational planning, as well as research on various majors and occupations. To access, the student must create a user name and password.
2. [GPA Calculator](#) - Key in the student's current grades to calculate the students GPA.
3. [Learning Styles Inventory](#) - Take this survey to see what learning style works best for the student! Then, use the help sheets to examine how the student can improve the students study habits based on the students learning style.
4. [Myers Briggs Personality Test](#) - Take this quiz to discover the student's personality type! Based on the students results, the test will produce a series of letters that correspond to the categories the student is most likely to fit into – extravert/introvert, intuitive/sensing, feeling/thinking, or judging/perceiving.
5. [ACT](#) - Information on the ACT test, practice tests, college planning, career planning, and more.
6. [Grades 3](#) - Grades 3 shows can be used to see what score is needed on an upcoming assignments, tests, or finals to get the grade the student want. It includes due dates and a GPA calculator.

## Links to College Policies for Reference

ATTENDANCE –

<https://prcc.edu/faculty/policy-procedure-manual/educational-programs/attendance/>

CONSENSUAL RELATIONSHIPS –

<https://prcc.edu/faculty/policy-procedure-manual/personnel/consensual-relationships/>

CREDIT BY EXAMINATION –

<https://prcc.edu/faculty/policy-procedure-manual/educational-programs/credit-by-examination/>

ELECTRONIC DEVICES –

<https://prcc.edu/faculty/policy-procedure-manual/student-affairs/electronic-devices/>

EVALUATION PROCESS –

<https://prcc.edu/faculty/policy-procedure-manual/personnel/evaluation-process/>

GRADING –

<https://prcc.edu/faculty/policy-procedure-manual/instruction/grading/>

SEXUAL MISCONDUCT –

<https://prcc.edu/faculty/policy-procedure-manual/administrative/title-ix-and-sexual-misconduct/>

STUDENT ACCESS TO FACULTY –

<https://prcc.edu/faculty/policy-procedure-manual/instruction/student-access-to-faculty/>

STUDENT COURSE LOADS –

<https://prcc.edu/faculty/policy-procedure-manual/educational-programs/student-course-loads/>

WITHDRAWAL FROM A CLASS OR FROM THE COLLEGE –

<https://prcc.edu/faculty/policy-procedure-manual/educational-programs/withdrawal-from-a-class-or-from-the-college/>

SOCIAL MEDIA - <https://prcc.edu/faculty/policy-procedure-manual/administrative/social-media/>

## Social Media Guidelines

Individual departments wishing to develop a social media presence should contact the Public Relations Department before developing any pages and/or accounts. A request form must be completed and submitted. If an employee wishes to submit a site for consideration, a request form must be submitted to the Director of Public Relations or designee and the appropriate department chair or to the Assistant Dean of Student Life for official student clubs and organizations. Refer to the Policy and Procedure Manual for the [Social Media Policy](#).

1. PRCC Social Media content is professional and secure. Do not post confidential or proprietary information about the College or PRCC students, employees, or alumni. Employees must follow all applicable federal privacy requirements, including FERPA and HIPAA, and adhere to all College privacy and confidentiality policies.
2. In accordance with the Acceptable Use Policy, PRCC computers and time on the job are reserved for College-related business.
3. Read, understand, and abide by the Privacy Policy and Terms of Service of any social media platform employed before its use. Acceptance of terms in conflict with College policies can result in personal liability.
4. The Director of Public Relations or designee reserves the right to remove photos and video images that misrepresent PRCC or are not of acceptable quality or have been posted without permission or in violation of federal or state law. Whenever possible, a watermark should be added to protect the College's intellectual property.
5. Social media sites for PRCC will include official College logos and other appropriate branding as identified in the College style guidelines.
6. Do not use a site to include links to spam. Do not promote services, products, or organizations unrelated to Pearl River Community College. Behavior exhibited online that officially represents the College is covered in the codes of conduct established in the Faculty Handbook.
7. PRCC encourages faculty and staff to use social media but reminds users that at any time they can be perceived as a spokesperson of the College.
  - always Assume that the student is representing PRCC.
  - Identify a yourself as a PRCC faculty/staff member.
  - Use common sense before the student post or comment and respect the values and etiquette of communities the student join.
  - Posting personal information on PRCC channels is not allowed.
  - Refrain from reporting, speculating, discussing, or giving any opinions on community college topics or personalities that could be considered offensive, sensitive, confidential, or disparaging including discussing internal policies or operations.
  - Follow the "golden rule" of "treating others as the student would like to be treated".

**Disclaimer:** While PRCC welcomes all responses, comments are monitored and may be deleted if the comments contain profanity, hate speech, spam, advertisements or political speech/endorsements. Employees are cautioned that they should have no expectation of privacy while using college equipment or facilities for any purpose, including blogging, commenting or posting on social media. Because the technology that drives Web communication changes rapidly, the Social Media policy may be adjusted to reflect issues that may arise in the management and implementation of the page or for any other reason that supports the College's priorities for the page.

Click on the pictures below to go online to our campus Student Success page!



**FCC**

### **Information Technology**

In an effort to support the technology needs of the Pearl River Community faculty and students, the Information Technology Department now offers technical support 24 hours a day, every day. There are three methods to contact us.

#### **Online Chat**

Use our Online Chat service to chat live with a technical support person. This service can also allow the use of remote access where the support person, with a the students permission, can access the students desktop to assist the student. This feature is opened each time you go to our website.

#### **Call Directly**

On campus: [601-403-1800](tel:601-403-1800)

Toll Free: [844-292-3214](tel:844-292-3214)

#### **Email (Non-critical issues)**

[helpdesk@prcc.edu](mailto:helpdesk@prcc.edu)

#### **Frequently Asked Questions**

We also have a [Frequently Asked Questions](#) section that covers questions regarding the college's phone system, email and wireless connectivity.

## Student Success Center

PRCC's Student Success Center (SSC) is here to help the student achieve the students educational goals through targeted support programs and online tools. We assist all students from those who are thinking about coming to PRCC to those who have been here a couple of years and are ready to transfer. The following services are some of the offerings of the SSC:



The Forrest County Campus: campus has the student Success Center where the student can:

1. study in the Quiet Zone
2. receive tutoring in a variety of subjects
3. meet with a peer leader to help the student adjust to college or simply to figure out how to study better
4. use the Computer Lab for any of the students coursework
5. get assistance mapping out the students academic plan
6. run a Degree Evaluation to stay on track to graduate
7. explore career and transfer resources and other on-line advising tools

\*\*\*To schedule an event or reserve a room, call Latessa Allen in the Student Success Center at (601) 554-5554. \*\*\*

### FREE Software for Students:

- [Open Office](#) - Need Microsoft Word? Check out this free online resource.

## **Transportation for Student Activities**

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE Adopted: Tuesday, May 11, 1976

Revision Number: 2

Revision Date: Tuesday, July 11, 1995

Reference: Student Affairs, Administrative

Policy:

Pearl River Community College provides transportation for approved student activities.

Procedure:

Sponsors for clubs and organizations engaged in college activities requiring college transportation will turn in a request to the appropriate administrator. This approved request must be submitted to the President's Office at least one week prior to the date needed. This request will contain the number of students desiring transportation, the date, departing and returning time, and destination. This request must have approval of the appropriate administrator prior to submitting the form to the President's Office. The requestor are notified as to the availability of transportation.

Students are governed by the rules and regulations as stated in the Student Handbook of the College when traveling on any college vehicle. Students who violate transportation regulations or College rules and regulations will forfeit their right to the use of college supported transportation and will also be subject to disciplinary action.

# JRCERT ACCREDITATION STANDARDS IN RADIOGRAPHY

EFFECTIVE JANUARY 1, 2021

Adopted by:  
**The Joint Review Committee on Education  
in Radiologic Technology – April 2020**  
JRCERT Standards: [JRCERT STANDARDS RADIOGRAPHY](#)



*Joint Review Committee on Education in Radiologic Technology*  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312.704.5300 ☎ (Fax) 312.704.5304  
[www.jrcert.org](http://www.jrcert.org)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**. JRCERT Standards: <https://www.jrcert.org/wp-content/uploads/2024/06/2021-Radiography-Standards.pdf>

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**Educators may wish to contact the following organizations for additional information and materials:**

accreditation:           Joint Review Committee on Education in Radiologic Technology  
                                  20 North Wacker Drive, Suite 2850  
                                  Chicago, IL 60606-3182  
                                  (312) 704-5300  
                                  [www.jrcert.org](http://www.jrcert.org)

curriculum:             American Society of Radiologic Technologists  
                                  15000 Central Avenue, S.E.  
                                  Albuquerque, NM 87123-3909  
                                  (505) 298-4500  
                                  [www.asrt.org](http://www.asrt.org)

certification:           American Registry of Radiologic Technologists  
                                  1255 Northland Drive  
                                  St. Paul, MN 55120-1155  
                                  (651) 687-0048  
                                  [www.arrt.org](http://www.arrt.org)

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Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
(312) 704-5304 (fax)  
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