

**GREAT BASIN COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE**  
**RADIOLOGY TECHNOLOGY PROGRAM**  
**(AAS RT)**

**RADIOLOGY TECHNOLOGY STUDENT HANDBOOK**

**Revised:**

August 26, 2009 by Mary C. Doucette  
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July 14, 2010 by Mary C. Doucette  
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August 23, 2011 by Mary C. Doucette-added HSHS progression policy



The purpose of this handbook is to acquaint radiology technology students with the radiology technology program conceptual framework, student and graduate outcomes, and Health Science Department Policies and Procedures. *This handbook serves as a supplement to important student information found in Great Basin College's General Handbook and Great Basin College's Student Handbook and Calendar. It is the student's responsibility to be familiar with all the information contained in these and other documents pertaining to their student role. If there is a discrepancy between the AAS RT handbook and the general handbook, the general handbook will supersede.* Radiology Technology faculty believe students successfully attain educational goals through an understanding of their responsibility and an adherence to established policies and procedures.

(Referenced GBC Nursing Program and TMCC Radiology Program Handbooks)

## **GBC RADIOLOGY TECHNOLOGY ORGANIZATIONAL CHART**

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## **GREAT BASIN COLLEGE**

### **MISSION AND PHILOSOPHY STATEMENT**

Treating everyone we encounter with dignity and respect, Great Basin College provides superior, student-centered, post-secondary education in rural Nevada.

Great Basin College is committed to:

Effectively addressing the ever-evolving and often disparate needs of our students – career seeking/enhancing, degree seeking, and casual – by means of innovative practices and technologies, resourcefulness, insight, and foresight.

Continually seeking improved methods and technologies for delivering education at a distance, across our rural 62,000 square mile service area.

Promoting the mutual enrichment, ongoing development, and collegiality of our faculty, staff, and administration toward the pursuit of excellence, while maintaining the personal, accessible presence of a real community college.

Attuning with and anticipating the needs of business, industry, and government entities in our service area and tailoring our academic programs to serve them well both now and in the future by matriculating students who are competent and confident, able and willing to enter the workforce, step up in the workforce, or pursue a higher degree.

Celebrating the rich and unique history of our region and its indigenous peoples while also cultivating appreciation of the diversity among us, in the region and the world, during the present day, so that that after they complete their time with us, our students are prepared to actively participate as members of the global community.

Fostering awareness of our physical, natural environment for the benefit, enrichment, and edification of future generations.

Offering cultural enrichment opportunities – performances, lectures, concerts, exhibits, and the like – for communities in our service area.

Making responsible, resourceful, and worthwhile use of our funding and honoring the objectives and intentions of its sources.

**Restatement approved by Faculty Senate: March 14, 2008**

**Restatement approved by President's Council: May 6, 2008**

**GREAT BASIN COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE**  
**RADIOLOGY TECHNOLOGY PROGRAM**

**OVERVIEW**

The Great Basin College Associate of Applied Science Radiology Technology Program is a combination of general education and radiology technology courses that prepare the student for entry-level radiology technology practice in a variety of health care settings. In support of this, the radiology technology faculty provides experiences that assist the student to acquire the knowledge, skills, and attitudes needed to achieve the identified student learning outcomes.

The practice of radiology technology is continually responding to changes brought about by financial, structural, and regulatory requirements in the health care delivery system. The change necessitates adaptation on the part of the program of radiology technology to meet both the educational needs of students and the health care needs of individuals, families, or groups in a manner that addresses both quality and cost.

The radiology technology faculty is committed to mobility in radiology technology education. Educational mobility provides learners with opportunities to meet their individual educational needs and goals.

**Teaching** – The role of the teacher is to facilitate the learner in the learning process. Teachers are responsible and accountable for creating an environment that stimulates curiosity, creativity, problem solving, critical thinking, and growth while fostering each student’s feelings of respect, worth, and dignity.

The faculty believes that the teaching-learning process is a shared responsibility between students and instructor. The teacher uses methods that encourage the student to assume responsibility for his own learning.

**Learning** – is a goal-directed, lifelong process that changes behavior. Learning is most effective when the learner clearly understands the relationship between the learning requirements and the identified learning goals.

Learning takes place more readily in an accepting and stimulation environment where students are encouraged to freely express themselves. The student/faculty interaction is enhanced by the sharing of ideas and experiences between faculty and students. Learning is facilitated by activities that proceed from simple to complex, provide opportunity for practice, and provide satisfaction from the experience.

The uniqueness and diversity of students is reflected in the various rates and styles that characterize learning. The faculty strives to understand individual differences in learning and to adjust instruction through curriculum planning, learning strategies, and teaching methods. The instructor is a facilitator of learning.

## **MISSION AND PHILOSOPHY(Revised 10/14/10)**

The mission of Great Basin College's Associate of Applied Science Radiology Technology Program is to provide quality education to prepare the undergraduate Radiology Technology student for beginning practice in a variety of health care settings.

### **RADIOLOGY TECHNOLOGY PROGRAM PHILOSOPY**

The faculty of the Radiology Technology Program at Great Basin College believes and accepts the following department philosophies:

1. The radiology technologist is a viable member of the health care team. As a provider of care, the student will demonstrate caring and critical thinking skills by assisting the individual, family or group to identify and meet basic health needs in a wide variety of settings in the continuum of care. The student will assist in the coordination of cost-effective quality care using a culturally competent, collaborative and interdisciplinary approach.
2. Through the development of sound radiology technology curriculum, the student will develop entry-level skills and knowledge in basic radiology technology. Upon completion of the program the student will be eligible to apply to take the American Registry of Radiology Technologists Examination for Radiographers and will be prepared to function as an entry-level Radiology Technologist.
3. It is the responsibility of the faculty to recognize the individuality of the student and help develop his/her potentiality. **We also believe that the student is responsible for his/her own learning and that the faculty serves as a facilitator and resource person.**
4. The planning, implementation and evaluation of the radiology technology curriculum is the responsibility of the faculty.

## **PROGRAM GOALS**

1. Students will be clinically competent.
2. Students will be able to communicate effectively.
3. Students will be able to critically think and problem solve.
4. Students will be able to develop professionally.

## **EXPECTED STUDENT LEARNING OUTCOMES**

The Radiology Technology Program graduate should be able to:

1. Students will be able to demonstrate clinical competency.
2. Students will be able to position patients for diagnostic quality images.
3. Students will be able to integrate ALARA practices for self, patients and others.
4. Students will be able to evaluate the final radiology image for essential criteria.
5. Students will be able to orally communicate effectively.
6. Students will be able to communicate effectively in writing.
7. Students will be able to manipulate technique to accommodate for patient condition.
8. The graduating students will be able to demonstrate critical thinking skills when operating radiographic imaging equipment.
9. Students will be able to describe professional avenues available to them.
10. Students will be able to demonstrate professionalism in the clinical setting.

## **PROGRAM THREADS**

Common threads are woven through each course and add to the foundation of the radiology program. The common threads of GBC program are:

1. Safety
2. Communication
3. Radiology Technology
4. Culture
5. Quality Cost Effective Care

## ESSENTIAL SKILLS

**Effective communication** involves the ability to employ therapeutic communication techniques and appropriate interpersonal relationship skills during interactions with instructors, clients, family members, and groups of individuals including health care team members, peers, and supervisors.

**Critical thinking** is a reasoned, interactive and reflective process focused on deciding what to believe or do. Critical thinking involves the ability to identify and challenge assumptions, the ability to explore and imagine alternatives, as well as the ability to make judgments based on evidence (i.e., fact) rather than conjecture (i.e., guesswork).

## CRITICAL BEHAVIORS

**Accountability** is the state of being responsible for one's individual behaviors and their outcomes when assuming the professional role. Accountable means being attentive and responsible to the health care needs of the individual, family, or group. It means providing an explanation to self, to the client, to the organization in which one functions and/or works, as well as to the nursing profession. The faculty believes that the initial groundwork for accountability is laid during the Associated of Applied Science Degree in Radiology Technology Program and continues throughout the student's professional career. Ideally, continued educational experiences strengthen the student's ability to further explore, analyze, and test one's functioning relative to accountability.

**Collaboration** is defined as the intentional act of professionals working together toward a common goal. In successful collaboration, mutual respect for each professional's background and commitment to respond to problems as a whole are essential. Fundamental to the concept of collaboration is the ability to independently communicate and make decisions in support of the individual, family or group.

**Self-leadership** can be described in terms of an individual having a positive self-regard which consists of knowing one's strengths and weaknesses, allowing oneself to be challenged and strengthened through goal setting, and understanding the fit between one's ability to contribute to the organization and the organization's needs. Self-leadership is also the influence that individuals have over themselves to regulate, manage, direct, and/or controls their own behavior.

Examples of how critical behaviors are assessed are described in Table 2.

**GREAT BASIN COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE RADIOLOGY TECHNOLOGY PROGRAM**  
**(Graduate Outcomes and correlation to student learner outcomes on page 10)**  
**Essential Skills(Table 1)**

SKILL	HOW ASSESSED	WHEN ASSESSED
<p><b>I. COMMUNICATION ABILITIES</b>  The ability to employ therapeutic communication techniques and appropriate interpersonal relationship skills during interactions with instructors, clients, family members, health care team members, peers, and supervisors.  <b>Correlates to Student Learner Correlation:</b>  1. Students will be able to demonstrate clinical competency.  2. Students will be able to position patients for diagnostic quality images.  3. Students will be able to integrate ALARA practices for self, patients, and others.  5. Students will be able to orally communicate effectively.  6. Students will be able to communicate effectively in writing.</p>	<ul style="list-style-type: none"> <li>• Clinical Competency Forms</li> <li>• Final Positioning Test Grades</li> <li>• Employers Survey</li> <li>• Presentation Grading Rubric</li> <li>• Positioning Rubric</li> <li>• Poster Presentation</li> <li>• Performance Improvement Paper</li> <li>• Poster</li> </ul>	<p>Ongoing throughout first and second year of coursework and clinical practice.</p> <p>Classes:  RAD 112B, RAD 115B, RAD 116B, RAD 118B,  RAD 124B, RAD 126B, RAD 128B, RAD 225B,  RAD 226B, RAD 227B,</p>
<p><b>II. CRITICAL THINKING</b>  A reasoned, interactive and reflective process focused on deciding what to believe or do.</p> <ul style="list-style-type: none"> <li>• The ability to identify and challenge assumptions.</li> <li>• The ability to explore and imagine alternatives.</li> <li>• The ability to make judgments based on evidence (fact), rather than conjecture (guesswork)</li> </ul> <p><b>Student Learner Outcome Correlation:</b>  4. Students will be able to evaluate the final radiology image for essential criteria.  7. Students will be able to manipulate technique to accommodate for patient condition.  8. The graduating students will be able to demonstrate critical thinking skills when operating radiographic imaging equipment.</p>	<ul style="list-style-type: none"> <li>• Final Grade for RAD124/Radiography Photography and Technique</li> <li>• Clinical Competency Form</li> <li>• Clinical Competency Rubric</li> <li>• Employer Survey</li> </ul>	<p>Ongoing throughout first and second year of coursework and clinical practice.</p> <p>RAD 112B, RAD 116B, RAD 118B, RAD 124B,  RAD 126B, RAD 128B, RAD 225B, RAD 226B,  RAD 227B</p>

**GREAT BASIN COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE RADIOLOGY TECHNOLOGY PROGRAM**  
**Graduate Outcomes and correlation to student learner outcomes.**  
**Critical Behaviors**

CRITICAL BEHAVIOR	HOW ASSESSED	WHEN ASSESSED
<p><b>ACCOUNTABILITY</b>            Being answerable to self, client, organization and/or profession for something one has done.  <b>Student Learner Outcomes Correlation:</b>            1. Students will be able to demonstrate clinical competency.            2. Students will be able to position patients for diagnostic quality images.            3. Students will be able to integrate ALARA practices for self, patients and other.            4. Students will be able to evaluate the final radiology image for essential criteria.            5. Students will be able to orally communicate effectively.            10. Students will be able to demonstrate professionalism in the clinical setting.</p>	<ul style="list-style-type: none"> <li>• Clinical Competency Forms</li> <li>• Final Positioning Test Grades</li> <li>• Employers Survey</li> <li>• Presentation Grading Rubric</li> <li>• Final Grade for RAD238-Radiation Protection</li> <li>• Final Grade for RAD124-Rad. Photography and Technique</li> <li>• Poster Presentation</li> <li>• Performance Improvement Paper</li> <li>• Poster</li> <li>• Student Evaluations</li> </ul>	<p>Ongoing throughout first and second year of coursework and clinical practice.</p> <p><b>EVERY CLASS, ESPECIALLY CLINICAL ROTATION (RAD 225-227B)</b></p>
<p><b>COLLABORATION</b>            Intentional act of professionals working together toward a common goal.  <b>Student Learner Outcomes Correlation:</b>            1. Students will be able to demonstrate clinical competency.            2. Students will be able to integrate ALARA practices for self, patients, and others.            10. Students will be able to demonstrate professionalism in the clinical setting.</p>	<ul style="list-style-type: none"> <li>• Clinical Competency Forms</li> <li>• Final Positioning Test Grade</li> <li>• Student Evaluations</li> <li>• Employer Survey</li> </ul>	<p>Ongoing throughout first and second year of coursework and clinical practice.</p> <p>RAD 112B, RAD 115B, RAD 116B, RAD 126B, RAD 225B, RAD 226B, RAD 227B</p>

<p><b>SELF-LEADERSHIP</b> The ability to regulate, manages, direct and/or controls one's own behavior.</p> <p><b>Student Learner Outcomes Correlation:</b></p> <ol style="list-style-type: none"> <li>1. Students will be able to demonstrate clinical competency.</li> <li>3. Students will be able to integrate ALARA practices for self, patients, and others.</li> <li>5. Students will be able to orally communicate effectively.</li> <li>6. Students will be able to communicate effectively in writing.</li> <li>9. Students will be able to describe professional avenues available to them.</li> <li>10. Students will be able to demonstrate professionalism in the clinical setting.</li> </ol>	<ul style="list-style-type: none"> <li>• Clinical Competency Forms</li> <li>• Final Grade for RAD238-Radiation Protection</li> <li>• Student Evaluations</li> <li>• Employer Survey</li> <li>• Presentation Rubric</li> <li>• Radiology Positioning Rubric</li> <li>• Poster Presentation Rubric</li> <li>• Poster</li> <li>• Performance Improvement Paper</li> <li>• Educational Brochure</li> </ul>	<p>Ongoing throughout first and second year of coursework and clinical practice.</p> <p>RAD 225B, RAD 226B, RAD 227B</p>
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Table 2

**GREAT BASIN COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE RADIOLOGY TECHNOLOGY PROGRAM**

**Methods of Evaluating Learning**

ACTIVITIES	RAD 112B	RAD 115B	RAD 116B	RAD 118B	RAD 124B	RAD 126B	RAD 128B	RAD 225B 226B 227B	RAD 238B	RAD 242B
1. Clinical Evaluation										
· Formative –based on single clinical experience	X	X	X	X	X	X	X	X	X	X
· Summative – based on a series of clinical experience	X	X	X	X	X	X	X	X	X	X
· Clinical Competencies	X		X		X	X	X	X	X	X
2. Exams/Quizzes	X	X	X	X	X	X	X	X	X	X
3. Testing	X	X	X	X	X	X	X	X	X	X
4. Evaluation for exam differences										
· Adult	X		X		X	X		X	X	
· Peds	X		X		X			X	X	
5. Class Participation and Contribution	X	X	X	X	X	X	X		X	X
6. Class Presentations/Demonstrations	X		X	X	X	X	X		X	

ACTIVITIES	RAD 112B	RAD 115B	RAD 116B	RAD 118B	RAD 124B	RAD 126B	RAD 128B	RAD 225B 226B 227B	RAD 238B	RAD 242B
1. Evaluating Orders	X		X		X	X		X	X	
2. Projects/Observations										
· Hospital	X	X	X	X	X	X	X	X	X	X
· Outpatient Center	X	X	X	X	X	X	X	X	X	X
· Orthopedic or Podiatrist Office	X	X	X	X	X	X	X	X	X	X
· Surgery Suite	X	X	X	X	X	X	X	X	X	X
· Team Leading	X	X	X			X		X		X
· Resume Development						X		X		
3. Image Evaluation			X		X	X		X	X	
4. Teaching Experience	X		X		X	X	X	X		
5. Skills Checklist Completion	X		X			X		X		
6. Patient Education	X	X	X			X		X		X
7. Procedure Documentation	X	X	X			X		X	X	X

## GREAT BASIN COLLEGE ASSOCIATE DEGREE RADIOLOGY PROGRAM

At Great Basin College we will be offering a two-year Associate of Applied Science (AAS) degree in Radiology Technology.

Admission to the AAS degree in radiology technology program is a separate process from admission to Great Basin College. Enrollment to the program is limited. Students will be admitted only in the fall semester to begin the five-semester program of courses. Qualified applicants are selected first from the Great Basin College service area. If there are still positions opened, residents from Nevada and then out-of-state applicants will be considered. Students who have applied for and been accepted into the radiology program are designated radiology technology students. Only radiology technology students can enroll in courses with the RAD designation, except for RAD 101, unless prior approval by radiology technology instructor.

**As of Fall 2007, a Certified Nursing Assistant class is a prerequisite.**

### PROGRAM CURRICULUM

Prerequisites		Fourth Semester–Fall	
INT 100	GBC Orientation (.5 Credits)		
BIOL 223	Human Anatomy and Physiology I (4 Credits)	PSY 208	Psychology of Human Relations (3 Credits)
BIOL 224	Human Anatomy and Physiology II (4 Credits)	RAD 238B	Radiation Protection (2 Credits)(online)
RAD 101	Exploration of Radiology (.5 Credits)(online)	RAD 242B	Radiology Quality Management (1 Credit)(online)
MATH 120	Fundamentals of College Mathematics (3 Credits)	RAD 226	Clinical Radiology II (315 hrs) (7 Credits)
	CNA Class		
First Semester–Fall			
PSC103	American Government (3 Credits)	Fifth Semester–Spring	
ENG 101	Composition I (3 Credits)		
RAD 112B	Radiology Medical Terminology/ Patient Care (2 Credits)	RAD 227B	Clinical Radiology III (630 hrs) (14 Credits)
RAD 116B	Radiology I (3 Credits)		
RAD 118B	Radiology Physics and Circuitry (3 Credits)		
RAD 115B	Medical Ethics and Law (1 Credit)(online)		
Second Semester–Spring			
ENG 102	Composition II (3 Credits)		
PHIL 102	Critical Thinking (3 Credits)		
RAD 126B	Radiology Procedures II (3 Credits)		
RAD 128B	Imaging Equipment (3 Credits)		
RAD 124B	Radiographic Photography and Techniques (3 Credits)		
Early Fall–Session			
RAD 225B	Clinical Radiology I (315 hrs) (7 Credits)-end of July		

**Credits**

General Education: .....18.5  
 Radiology (includes Biology) .....29.5  
 Clinical: (1,260 hours).....28.0  
**Total Course Credits..... 76.0**

**To schedule an advisement appointment contact:**  
**Mary Doucette**  
**Radiology Technology Program**  
**775.753.2463**  
[maryd@gwmail.gbcnv.edu](mailto:maryd@gwmail.gbcnv.edu)

**You must place into English 101 at the start of the program.**

**Please note all radiology classes are internet enhanced or online.**

**GBC RADIOLOGY TECHNOLOGY PROGRAM  
COURSE DESCRIPTIONS**

	<b>CREDITS</b>
<p><b>RAD 101(online)</b>                      <b>Exploration of Radiology</b></p> <p>For students who are interested in becoming a radiological technologist. Designed to give the student a basic knowledge of what a radiological technologist does and what careers are available in this field. The major learning outcome for this course is to help the students determine if this is the right career choice for them. Prerequisite: None.</p>	<p><b>(.5)</b></p>
<p><b>RAD 112B</b>                              <b>Radiology Patient Care and Medical Terminology</b></p> <p>Covers procedures and practices related to radiological technology with an emphasis patient care, patient safety and communication. Aseptic techniques and procedures used to maintain a sterile field is explained. The use of prefixes, suffixes, roots and medical terms will be covered. Previous Medical Terminology course is recommended, but not required. Prerequisite: Admission to the Radiology Technology Program.</p>	<p><b>(2)</b></p>
<p><b>RAD 115B(online)</b>                      <b>Medical Ethics</b></p> <p>Introduction to the medical professional regarding ethics and medical-legal responsibilities. Provides the student with respect for interpersonal relationships, along with moral and ethical responsibilities to increase effective communication and empathy for the patient. Also discusses cultural diversity. Prerequisite: Admission to the Radiology Technology Program.</p>	<p><b>(1)</b></p>
<p><b>RAD 116B</b>                              <b>Radiology Procedures I</b></p> <p>Learn radiology positioning and anatomy. Identity of the anatomic structures that will be on an x-ray examination, pathology noted and radiation safety measures that should be used. Prerequisite: Admission to the Radiology Technology Program.</p>	<p><b>(3)</b></p>
<p><b>RAD 118B</b>                              <b>Radiology Physics and Circuitry</b></p> <p>Provides knowledge of x-ray terminology and structure of x-ray circuitry, radiation production, radiation characteristics and the photon interactions. Prerequisite: Admission to the Radiology Technology Program.</p>	<p><b>(3)</b></p>
<p><b>RAD 124B</b>                              <b>Radiographic Photography and Techniques</b></p> <p>Covers processing of the radiographic image, from darkroom to computerized radiography. The principles and practices with manipulation of exposure factors to obtain acceptable image quality will be discussed at length. Prerequisite: Admission to the Radiology Technology Program.</p>	<p><b>(3)</b></p>
<p><b>RAD 126B</b>                              <b>Radiology Procedures II</b></p> <p>A continuation of RAD 116B. Reviews advanced radiology procedures, pathology noted on images, radio-pharmacology and film critique. Prerequisite: Admission to the Radiology Technology Program.</p>	<p><b>(3)</b></p>
<p><b>RAD 128B</b>                              <b>Imaging Equipment</b></p> <p>Review all the radiographic equipment used in imaging departments and how the equipment works. Prerequisite: Admission to the Radiology Technology Program.</p>	<p><b>(3)</b></p>

- RAD 225B** **Clinical Radiology I** (7)  
A planned clinical experience. Gives the student the opportunity to apply didactic education to work related examinations under the supervision of a registered technologist. The student must demonstrate clinical competency to continue in the program. Prerequisite: Admission to the Radiology Technology Program and enrollment into all the concurrent semester II program courses.
- RAD 226B** **Clinical Radiology II** (6)  
This is a continuation of RAD 225B. The student will continue to apply knowledge gained in the classroom to work experience. Prerequisite: Admission to the Radiology Technology Program and enrollment into all the concurrent semester II program courses.
- RAD 227B** **Clinical Radiology III** (14)  
This is a continuation of RAD 226B. Further clinical experience will take place in order to achieve required competency. Prerequisite: Admission to the Radiology Technology Program and enrollment into all the concurrent semester program courses.
- RAD 238B(online)** **Radiation Safety and Protection** (2)  
Course covers the ALARA (as low as reasonably achievable) concept. It also includes the definitions and significance of radiation protection and the biological effects of radiation. National and state requirements will be discussed. Prerequisite: Admission to the Radiology Technology Program and enrollment into all the concurrent II semester program courses.
- RAD 242B(online)** **Radiology Quality Management** (1)  
A study of quality control methods, pertaining to equipment and quality issues in the radiology department. Covers performance improvement studies and quality assurance programs in relationship to current health care trends. Prerequisite: Admission to the Radiology Technology Program and enrollment into all the concurrent II semester program courses. ARRT certified radiographers may also enroll in this class.



Work Experience – 1 to 5 pts.

Points will be given for Health Care related work experience upon the approval of the program director. Please submit proof of employment and job description. One point will be given for each full year of employment, up to five years.

IV. Health Care Certifications – 5 pts.

Points will be awarded towards students who have a current Health Care Credentialing. (EMT, LPN and others, upon approval of the program director.)

V. A site visit to an affiliate radiology department, with completed signed form. 5 pts.

VI. Proof of Nevada residency – 5 pts.

VII. References – 2 to 6 pts.

(Two points for each positive reference. No more than six points total)

VIII. Letter of Intent from student – up to 5 pts.

(Points will be awarded based on content and professionalism of letter. This will be determined by the selection committee. Total number of five points possible)

**TOTAL NUMBER OF POINTS**

I.	Cumulative Prerequisite GBP	_____
II.	Completion of General Education Courses	_____
III.	Work related Experience	_____
IV.	Health Care Certifications	_____
V.	Site Visit	_____
VI.	Proof of Nevada Residency	_____
VII.	Positive Reference Letters	_____
VIII.	Letter of Intent from student	_____
	<b>TOTAL POINTS GIVEN</b> (Possible 89 points)	_____

## STUDENT PROGRAM REQUIREMENTS

Students must complete all radiology and non-radiology course work by the end of the fifth semester to be eligible for graduation. The non-radiology courses have been placed in the curriculum to augment the radiology course content. Completion of all non-radiology courses before graduation is the responsibility of the student. If a non-radiology course is taken out of sequence, there is no guarantee it will be taught at a time that does not conflict with required radiology courses. Radiology faculty does not guarantee this will not be an issue, but every attempt will be made to accommodate the needs of the students.

**Student's responsibilities include receiving approval from Admission and Records to receive credit for transfer courses and have an official transcript on file three months before graduation.** It is also each student's responsibility to know the status of meeting all course requirements and GPA throughout the program. It is important to remember that the year of admission to the Radiology Technology Program determines catalog year and course requirements.

In the second semester of the second year, students begin the process of applying for the opportunity to sit for the ARRT registry. The approximate cost is \$200.00. It is highly recommended that the students sit for the ARRT registry as close to graduation as possible for retention of the material. Licensing in the State of Nevada is not required. Students planning to license in another state are responsible for obtaining the necessary application and information for application. The Great Basin College radiology technology program is accredited by the Joint Review Committee of Education in Radiology Technology, Northwest Commission on Colleges and Universities. The program is recognized by the American Registry for Radiology Technology (ARRT). Students must graduate with the Associate of Applied Science in Radiology Technology to be eligible to sit for the ARRT certification.

### ARRT ELIGIBILITY

Successful completion of the Radiology Technology program and possession of an Associate of Applied Science Degree from Great Basin College does not guarantee eligibility for certification with the American Registry for Radiology Technologists. Graduates must apply to the ARRT to take the certifying examination. The application process requires the graduate to declare previous felony or misdemeanor convictions. Program students who have had previous convictions are encouraged to complete an application for pre-screening by the ARRT to establish eligibility status. **Students may obtain the pre-application request from the Department of Regulatory Services at the ARRT office, (651) 687-0048.** Radiology Technology Program Faculty having knowledge of infractions of the ARRT Code of Ethics are required to inform the ARRT.

Great Basin College  
Department of Health Science and Human Services  
**Progression, Dismissal and Appeal Policies**

### **Unsatisfactory Progress for Academic Reasons**

**Students who are admitted to the Department of Health and Human Services programs must maintain their status as a student in good standing in both academic and academic-related areas based on the following criteria. Failure to do so may result in dismissal from the program:**

1. Maintain an overall 2.5 GPA and receive a minimum grade of “C” (not C-) in any non-program related coursework.
2. Maintain a minimum grade of “C” (i.e., 76% or higher) in program coursework. This includes coursework, both clinical and non-clinical experiences (e.g., practica, clinical rotations, practice lab experiences, classroom experiences, and testing).

Student progress is monitored frequently throughout each course as well as at midterm and at the end of each semester. Nursing and radiology students whose coursework falls below the minimum grade of “C” (i.e., 76%) at any point during the semester, will receive a Notification of Counseling form indicating the area of deficiency and the plan of corrective action. Both the student and the instructor review and sign this form. At the discretion of the instructor and/or the Dean of Health Science and Human Services, a meeting with the Admissions and Progression Committee may be required as part of the corrective action plan. A consistent pattern of unacceptable academic performance by a student may be grounds for dismissal from the program.

Failure of two program courses will result in automatic dismissal from the program.

### **Unsatisfactory Progress for Academic-Related Reasons**

Conduct consistent with professional standards of ethical, academic, and clinical behaviors must be exhibited at all times, including within classrooms. **See student handbook for additional information on what constitutes inappropriate conduct** in these areas.

- a. In a clinical course, if a student’s performance is determined by faculty to be unsafe, the student may be removed from the clinical/practica setting and given a failing grade for the course prior to the end of the semester.
- b. If at any time a student’s observed behavior or performance raises any questions on the part of faculty about the student’s physical, emotional, cognitive, and/or emotional status and/or ability to perform or behave safely and/or appropriately, the faculty will meet immediately with the student, document their observations and notify the Dean. A student may be asked to leave a clinical/practica or classroom setting, if the faculty determines it is warranted. When appropriate, site security or its equivalent in clinical/practica settings may be called.
- c. If the student is determined to be unable or unwilling to perform or behave appropriately, the student’s emergency contact will be notified. The student’s emergency contact is responsible for taking the student home.
- d. Failure to meet any of the Progression Criteria will result in review by the Admissions and Progression Committee and may result in dismissal from the program.

## **Dismissal and Readmission to the Program**

### **Course Failure**

Students who have failed any theory or clinical/practica course must apply to the Admission and Progression Committee for permission to repeat the course and continue in the program.

1. If the application to the committee is denied, the student will be dismissed from the program. ***Please see procedures for appealing to the Admission and Progression Committee.***
2. Two course failures (theory or clinical/practica) in any single semester or any combination of semesters will result in automatic dismissal from the program.

### **Readmission to the Program**

Students who have been dismissed from the program due to academic reasons may apply once for program readmission. The student must indicate in writing to the Admission and Progression Committee their desire to be considered for readmission no later than May 31 for Fall semester and September 1 for Spring semester and follow all procedures for appealing to the Committee. If readmitted after failing a theory course, students must repeat the entire course, including all components of the course.

Students who have been out of the program for less than one year will be considered for readmission on a space available basis and will not need to submit a full application. Students who have been out of the program for more than one year must go through the full application and admission process.

Any nursing or radiology student requesting readmission to the program will be required to demonstrate competency in professional skills and knowledge prior to returning.

Students are not guaranteed readmission to the program.

### **Voluntary Withdrawal**

Students who for personal reasons need to voluntarily withdraw from the program must immediately notify their instructor(s) and the Dean in writing. Students have the option of withdrawing from a course prior to completion of 80% of that course (note: Spring courses in some department programs are shorter in length than Fall courses). It is the student's responsibility to formally withdraw at the Registrar's office from a course. Instructors have the option of assigning a failing grade to a student who neglects to formally withdraw from a course within the allotted time frame.

### **Process for Admission and Progression Committee Review**

One of the responsibilities of the Admission and Progression Committee is to act on student academic problems referred by faculty and on matters related to progression and reinstatement of students. The purpose and functions of the Admission and Progression Committee can be found in the Appendices Section.

- a. Students who have received a failing grade in any program course will receive a written notice of unsatisfactory progress from the course faculty in which the deficiencies in performance are listed and the requirements for improvement are described. A copy of

the notification will be sent to the Dean and the student's academic advisor. A copy will also be placed in the student's program file.

- b. All students undergoing review by the Admission and Progression Committee must request to meet with the committee **no later than one day prior to the scheduled committee meeting**. In addition the student must submit a letter to the Dean describing their plan for correcting deficiencies and requesting permission to retake the course failed. The student should also describe their plans to maintain clinical competency until the failed course is offered again. The letter **must be received at least 2 days before the scheduled meeting** of the Admission and Progression Committee.
- c. The committee will review the student's course grades and overall academic record, the course faculty's evaluation, and the student's letter to the committee. Course faculty whose students are undergoing review by the Admission and Progression Committee are requested to be available to consult with committee if needed during the review.
- d. The Admission and Progression Committee reviews all the information received and recommends to the Dean that:
  1. The student should be allowed to repeat the failed course within one year on a space available basis
  2. Remediation recommended by the committee must be successfully completed before the student is allowed to repeat the course.
  3. The student should be dismissed from the program.
- e. The Dean notifies the student and faculty member of the decision in writing.
- f. Students who do not request to meet with the committee or submit their letter to the committee will be recommended for dismissal from the program.

### **Student Appeal of Admission and Progression Committee Decision**

Decisions of the Admission and Progression Committee may be appealed directly to the Dean in writing within 5 working days after written notification of the decision is received. If the issue is not resolved after appealing to the Dean, the student may proceed to Step III of the Grievance Procedure described in the next section.

## **Grievance Procedure**

The procedure described here differs from and supersedes the GBC procedure described in the college Catalog. The divergence from GBC policy is justified by the sequential nature of the departmental program curricula and the safety and wellbeing of patients/clients a student may care for.

Students who wish to explore problems that have not been resolved to their satisfaction can initiate the appeal process described below. Because faculty have an obligation to safeguard individuals, a student in the appeal process might not be allowed to continue in the clinical component of a course until the issue is resolved.

## Grievance Procedure Steps

### Step I:

Schedule an appointment and discuss issue with faculty member within 3 working days of the alleged occurrence. Within 2 working days of the scheduled meeting, the faculty member shall issue a written decision. The decision may be delivered to the student by email, U.S. Mail, or personally delivered.



Resolution → Stop

No resolution → Proceed to Step II



### Step II:

If the student is aggrieved by the resolution made in Step I, the student may file a written appeal with the Dean within 5 working days of receiving the written decision in Step I. The Dean shall meet with the student within 3 working days of receiving the appeal unless the student requests more time and this request is approved by the Dean. The Dean may invite the faculty member to this meeting. The Dean may permit the student to bring someone to advise the student at this meeting. The Dean shall issue a written decision within 2 working days of the meeting. The decision may be delivered to the student by email, U.S. mail, or personally delivered.



Resolution → Stop

No resolution → Proceed to Step III



### Step III:

If the student is aggrieved by the decision in Step II, then the student may file a written appeal with the Vice President for Academic Affairs. The Vice President shall schedule a meeting with the student within 7 working days of receiving the appeal unless the student requests more time and this request is approved by the Vice President. The Vice President may invite the Dean and the faculty member to this meeting. The Vice President may permit the student to bring someone to advise the student at the meeting. The Vice President shall issue a written decision within 7 working days. The decision may be delivered to the student by email, U.S. mail, or personally delivered.

Department of Health Science and Human Services

**HEALTH SCIENCE ADMISSIONS AND PROGRESSION COMMITTEE**

**Membership:**

1. Faculty
  - a. Four faculty: (1) one teaching in the AAS nursing program, (2) one teaching in the RN-B nursing program, (3) one teaching in the AAS radiology program, and (4) one at-large faculty member.
  - b. At least one of the members must be tenured.
  - c. All members must have at least one year of teaching experience in the Department of Health Science and Human Services.
  - d. Faculty members of the committee will be elected spring semester at the last departmental faculty meeting
2. The Dean of the department will serve as an ex-officio member of the committee with voting privileges.
3. The Administrative Assistant for the department will service as an ex-officio member of the committee without voting privileges and will coordinate staff support for the committee.

**Term of Service:**

Faculty serve a two-year term and may serve additional terms

**Functions:**

1. Make recommendations to Department of Health Science and Human Services faculty regarding policies and procedures for student admission to department health science degree programs.
2. Review applications and select students for admission to departmental health science degree programs, including review of appeals for admission.
3. Review and make decisions related to progression or reinstatement of individual students in health science degree programs.
4. Assure the collection and dissemination of formative and summative data for evaluation of admission and progression; use relevant data admission and progression decisions.

## GRADING SPECIFIC TO THE RADIOLOGY TECHNOLOGY PROGRAM

1. A minimum cumulative GPA of 2.5 must be maintained throughout the Radiology Technology Program. A minimum grade of “C” (75%) is required in both radiology and non-radiology courses applying toward the Associate of Applied Science Degree in Radiology Technology Program.
2. Theory and clinical courses are incorporated into one course and one grade.
3. A formative clinical evaluation is conducted twice during each clinical rotation and during RAD126B. Students have the responsibility to review the evaluation tool prior to clinical assignments. A student is graded satisfactory, needs improvement, or unsatisfactory on the behavioral outcomes listed on the clinical evaluation tool.
  - A. A satisfactory rating indicates the student meets the behavioral outcome criteria in the area being evaluated.
  - B. A needs improvement rating indicates the student partially meets the criteria in the area being evaluated. A needs improvement rating can be received one time on a specific behavioral outcome.
  - C. Unless improvement is demonstrated the student will receive an unsatisfactory the following evaluation. An unsatisfactory rating indicates the student fails to meet the criteria in the outcome being evaluated. If two unsatisfactory ratings are received, the student will be dismissed from the program.

A summative clinical evaluation is written at the completion of each clinical course. To receive a satisfactory summative rating the student must receive an “S” rating in 75% of the total clinical days in each area.

To pass a radiology technology course the student must earn:

- A. Satisfactory summative ratings on the clinical evaluation tool for the course
  - B. A minimum grade of “C” (75% or higher) in the theory component of the course.
  - C. Satisfactory or better on all clinical assignments
4. Any student who receives less than a 75% grade in the theory component of a course and/or an unsatisfactory and/or less than 2.0 summative averages on the critical criteria requirements in the clinical component of a course will be dismissed from the program.
  5. A student who has been dismissed from the program for academic reasons may reapply once for program readmission. Both the theory and clinical portions of a failed course must be repeated. The students must demonstrate continued competency in radiology technology previous courses, passed. Students are not guaranteed readmission to the program.
  6. A radiology technology course can only be retaken one time upon approval of the program director. Since the radiology technology program student numbers are based on availability of clinical sites, the ability to retake a course is dependent on the availability of clinical sites for clinical rotation.

7. The faculty reserves the right to change certain aspects of the course syllabus, such as the schedule of assignments, grading procedures, or course materials. However, no changes will be made without informing class members in a timely and clear manner. It is not anticipated there will be major changes in the content of a syllabus.
8. The program director and faculty reserves the right to observe each students clinical progression through positioning lab during the first year of the program. If the faculty feels a student is not ready for progression to clinical rotation, they will document a progression plan for the student using the counseling form. Opportunities for improvement will be given in writing to the student. The student will be tested on radiology procedures prior to clinical rotation. If the student fails this final test, they will be dismissed from the program. At this time, the student has the right to follow the grievance policy of the program, Health Sciences and Human Services Department, and then college.

**Grading Criteria:**

This will be the grading criteria used unless specified differently by the instructor of the class.

All students must maintain a GPA of 2.5 or above to continue in the radiology program. A minimum grade of a “C”(75%) is required in the radiology program, as well as, non-radiology course work that apply toward the Associate of Applied Science Radiology Technology Program.

100-94%	A
93-90%	A-
89-87%	B+
86-84%	B
83-80%	B-
79-77%	C+
76-75%	C
74-70%	C-
69-67%	D+
66-64%	D
63-60%	D-
Below 59%	F

1. Criteria for grading will be given to the student in writing at the beginning of each course in the course syllabus. It is the student’s responsibility to know his/her grade point average throughout the course. Clinical performance and theory performance will be combined to give the student one overall grade for the course. A passing grade is required in both the clinical and theory component of the course. A passing grade is 75% for both the theory and clinical components.
2. Five percent (5%) of a grade will be deducted per day from any test taken later than the scheduled time. For example, if a test is scheduled for Monday morning and is taken later on Monday the test grade will have 5% deducted; taken on Tuesday, 10% deducted, etc.
3. Five percent (5%) of a grade will be deducted per day from any assignment turned in later than the scheduled time. The same example applies as was given in #2.

## **PROGRAM POLICIES**

(Listed alphabetically)

### **ACADEMIC INTEGRITY**

Any violation of academic integrity will result in dismissal from the program. Students who are dismissed from the program for violation of academic integrity are not eligible for readmission into the program. Violations of academic integrity include, but are not limited to cheating, giving or receiving information related to examination questions and plagiarism. Such behaviors are in violation of Great Basin College Student Conduct Code. The student will be referred to the Vice President of Student Services for appropriate disciplinary action.

### **ADMISSION**

Great Basin College's AAA Radiology Technology Program consists of a prescribed set of radiology and general educational courses. The courses are sequential and may be taken only by those students who have been accepted into the radiology program, except for RAD 101, Exploration of Radiology. Application to the program is done annually and needs to be submitted by May 1 for acceptance into the following fall program. Students are admitted each year for the fall semester, only. Admission to the program is for a two year period. No additional application process is required to continue from the first to the second year.

Selection of the student is based on a prescribed set of selection criteria available for viewing on the Great Basin College website at <http://www2.gbcnv.edu/programs/AAS-RT.html> and on page 20 of this handbook.

### **ADVISEMENT**

Throughout the two years, students should work closely with the radiology program advisor. The faculty member is available to students for counseling regarding progression through the program as well as for personal concerns. Students should make an appointment with his/her advisor at least once each semester to review their progress. If a student is experiencing any physical, mental or emotion problems which require professional care, he/she will be referred for help outside the Radiology Department.

### **ALARA**

All students when working with ionizing radiation must adhere to the ALARA concept, which means "as low as reasonably achievable." All students must make the attempt to minimize the time or duration of an exposure, maximize distance for personnel and others in the exposure area, and shield patient or others when possible. This is a concept the students will learn, be evaluated on and utilize during the education process of becoming a Radiology Technologist.

## **ARRT ELIGIBILITY**

Successful completion of the Radiology Technology program and possession of an Associate in Applied Science Degree from Great Basin College does not guarantee eligibility for certification with the American Registry for Radiology Technologists. Graduates must apply to the ARRT to take the certifying examination. The application process requires the graduate to declare previous felony or misdemeanor convictions. Program students who have had previous convictions are encouraged to complete an application for pre-screening by the ARRT to establish eligibility status. **Students may obtain the pre-application request from the Department of Regulatory Services at the ARRT office, (651) 687-0048.** Radiology Technology Program Faculty having knowledge of infractions of the ARRT Code of Ethics are required to inform the ARRT.

## **ATTENDANCE AND ABSENTEEISM**

1. A student who has worked a night shift will not be allowed to follow that shift with a student clinical experience. A student who has worked a day shift may not be allowed to follow that shift with an evening student clinical experience.
2. Because of the critical relationship between time and learning, the radiology technology faculty believes students must make full use of clinical and classroom experience. Students are expected to meet all class and clinical requirements. Assignments not completed will reflect on grades. Student progress is monitored throughout the program. Content missed during an absence is still the responsibility of the student to know. The instructor is not going to go back over the material. This is not fair to the other students who attended.
3. Due to the confidential nature of topics discussed and the potential for disruption, children (regardless of age) and pets are not allowed in the class, laboratory or testing settings.
4. **Radiology Technology students are expected to report on time for scheduled didactic and clinical experiences. Students must be willing, capable and prepared to participate in assignments. In case of clinical absence, the clinical instructor should be notified BEFORE report time at the start of the clinical experience. Please telephone the instructor at least one hour before your clinical begins. Do not telephone instructors after 9:00 p.m. It is the student's responsibility to notify the instructor AND the clinical area.**
5. Students who are absent from the clinical area for health reasons, for example an injury, surgery, or childbirth, are not allowed to return to the clinical until a written medical release is obtained from his/her physician. Please meet with the radiology technology program director to discuss any medical or surgical concerns that might affect your clinical attendance prior to scheduling.
6. If a student is requested to leave the clinical site for any reason, the student should leave immediately. The student should then contact the program director and instructor. At no time should the student contact the clinical site or employees of the clinical site unless instructed to do so by the program director. A review will be done of

the incident and make up time will be assigned if needed. After the review a decision will be made by the Program Director and faculty whether or not the student will be allowed to return to the clinical site, assigned to another clinical site, if available, or dismissed from the program. If there is not another clinical site available, the student will be dismissed from the program.

## **BEREAVEMENT LEAVE**

Upon notification to the program faculty and presentation of documentation, the student will be allowed a maximum of three consecutive clinical day's leave of absence for death in the immediate family. The immediate family is considered to be parents, grandparents, spouse, siblings, or child. This time does not have to be made up and will not be deducted from Personal Leave Time.

## **BREAKS AND HOLIDAYS**

Students do not attend classes or clinical assignments:

1. on college holidays
2. during Spring Break
3. during semester breaks

If a college holiday falls on a day of the week that the student is normally scheduled in clinical, time will not have to be made up. However, that day is only counted as an eight hour day. If the student is scheduled for a ten-hour day, two hours will be deducted from Personal Leave as scheduled time,

It is the policy of the Nevada System of Higher Education (NSHE) to be sensitive to the religious obligations of its students. Religion is one area of diversity recognized by GBC. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor in writing, on the first day of class or no later than ten days in advance, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. Examples of such holidays are Rosh Hashanah and Yom Kippur.

## **CANCELLED CLASSES**

FACULTY ILLNESS – A notice will be posted on the classroom door to notify students of classes cancelled due to faculty illness. In addition, staff will make an effort to contact students living outside the Elko area by telephone.

WEATHER – When the GBC President closes the **campus** due to inclement weather, all **campus** classes will be canceled. Closure of the campus does not affect scheduled clinical experiences. Program faculty will review clinical educational experience missed due to inclement weather on an individual basis. Weather is not considered an excuse for tardiness to the clinical site.

## **CARRY OVER COMPETENCIES**

During RAD 225B, RAD 226B, and RAD 227B, students having successfully completed the required number of competency and continued competency evaluations within the clinical education course dates may complete **three** more competency evaluations to be "carried over" to the next clinical education course. Competency evaluations completed to carry over to the next clinical semester will have no bearing on the clinical grade for the current semester. No more than three will be carried over.

## **CELLULAR TELEPHONES**

Audible pagers (or beepers), and cellular phones **are not acceptable in the classroom or clinical setting**. Pagers and cellular telephones must be in the vibrate mode during class times. Violators will face disciplinary action in the form of:

1. verbal warning for first offense,
2. written warning for second offense,
3. possible dismissal from the class or clinical site for third offense,
4. possible dismissal from program at or after third offense.

Texting during class or clinical is not accepted and will be included in the disciplinary action of pager and cell phone usage. The cell phone is not to be on the student's person during clinical experience.

## **CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER**

Any change of name, address, or telephone number should be reported to the Program Coordinator and the Admissions and Records Office in a timely fashion, in writing.

## **CHILDREN AND PETS**

Children and pets will not be allowed to attend classes, clinical experiences, conferences, or workshops at any time.

## **CLASSROOM CONDUCT**

Program faculty is committed to providing a safe environment for students, faculty and staff. Disruptive student conduct is subject to strict disciplinary action as describe in the college catalog. This does include sleeping, snoring, verbal disruptions, violent outburst, and any act that disrupts others from learning. Please refer to the GBC catalog or the web site for the current policy. If you are asked to leave the classroom, consider this your verbal warning for the first offense.

## **CLASSROOM DRESS CODE**

The maintenance of good personal hygiene and clean, well-fitting clothes is necessary for effective functioning in the classroom and hands on experiences. Starting in 2011, students will need to wear their uniform during positioning testing in RAD116 and RAD126. The uniform order forms will be handed to you at the new student orientation.

## CLINICAL ABSENCES

Students who are unable to attend an assigned clinical session are **required to report** this information to the **clinical education facility AND report that information to the instructor of record for the clinical course PRIOR** to the beginning of the scheduled clinical experience. It is the responsibility of the student to make the call – not spouse, parent, friend, or relative. Students failing to notify the program faculty of clinical absences are considered as “no call/no show” which is classified as unacceptable and will be docked double time for the clinical education time missed.

## IMPACT OF CLINICAL ABSENCES

**Completing less than 307 hours for RAD225, RAD226 and less than 614 from RAD227  
10 point deduction from final grade/verbal warning**

**Completing less than 299 hours for RAD225, RAD226 and less than 606 from RAD227  
30 point deduction from final grade-dismissal from the program.**

In addition, the student may be dismissed from the program due to inability to meet course objectives if excessive clinical experience is missed.

Students who have unacceptable or excessive absences will be counseled regarding personal and professional ethics. If the unacceptable or excessive absences continue, the student may receive a written warning regarding their behavior and recommendations for correcting the behavior. If two documentations regarding unacceptable or excessive absences are filed, the student must meet with program officials to discuss the circumstances surrounding the absences and may be placed on probation. If the problems persist, the student will be dismissed from the program due to unethical behavior.

## CLINICAL ABSENCES

### DEFINITIONS

1. **Absence** – An absence is one event.
2. **Scheduled Absence** – prior arrangements have been made with the clinical site and program officials and documented on the appropriate form at least 24 hours in advance. These forms will be provided in the clinical handbook for RAD 225.
3. **Unscheduled Absence** – the clinical site and program officials are informed less than 24 hours in advance and prior to the beginning of the scheduled clinical rotation.

Any unscheduled absence will result in disciplinary action. First and second offense will be verbal and written counseling. Third offense is dismissal from the program.

4. **Excessive Absences** – Using more than the number of sick days allowed for any one clinical rotation. For RAD225 and RAD226 there is one eight hour day allowed. For RAD227 there are two eight hour days allowed.

5. **Unacceptable Absence** – Any absence not reported prior to the start of the student’s clinical report time.

First and second offense will be verbal and written counseling. Third offense is dismissal from the program.

6. **Late or Tardiness** arrival after schedule time is considered an unscheduled **absence**. One(1) tardiness is a verbal warning. Two(2) is a written warning. Third(3) tardiness will result in possible dismissal from the program.

Excessive absences or unacceptable absences may result in disciplinary actions such as written warnings, probation, or dismissal from the program.

## **CLINICAL EDUCATION EXPERIENCES**

Clinical instruction is provided in conjunction with classroom theory. This instruction is provided in various locations, such as local hospitals and clinics. Although most clinical experiences take place during the day, the student may be scheduled for other shifts as well outside the hours of 5am to 7pm. Each student will be provided equitable clinical learning experiences. The opportunity to work weekend or evening shifts will be available to all, but will not exceed 25% of the overall clinical experience accumulative time. **The student is responsible for assuring that their individual work schedule does not conflict with clinical and didactic commitments. The program will NOT make adjustments to the clinical or didactic schedules to accommodate the student work, non-radiology classes or personal schedule.**

**CLINICAL EDUCATION EXPERIENCES-Mammography Observation:** It is the policy of this program that no student will be allowed to observe in Mammography.

**CLINICAL EDUCATION EXPERIENCES-Schedule Changes:** No one is allowed to change the posted student schedule without the permission of the Site Clinical Instructor, Clinical Coordinator or Program Director. The final site clinical rotation schedule needs the approval of the GBC Clinical Coordinator.

## **CLINICAL EXAMINATION OBLIGATION**

Students are not permitted to leave a patient during the course of an examination even if such completion requires remaining at the clinical site beyond the end of the clinical day. The student is required to complete the examination (this includes QA approval of the examination, all applicable paperwork, and dismissal of the patient). Students remaining longer than the scheduled clinical day may be given compensatory time (see compensatory time). Students that are tardy for clinical experience will not receive clinical time past the scheduled end of the clinical day regardless of the circumstances.

## CLINICAL EXPECTATIONS

### DRESS CODE:

1. GBC student radiology technology uniform must be the designated uniform. Shoes will be clean, white shoes. Athletic shoes, white with minimal colored decorations, are acceptable. Canvas or open toed shoes are not acceptable. The maintenance of good personal hygiene and clean, well-fitting uniforms is necessary for effective functioning in the clinical areas. The uniforms are specific to the program. They are:

1) Standard Uniform—burgundy color with GBC patch on the sleeve.

**Radiation Monitor** - The film badge is part of the student uniform and must be worn at all times during clinical rotations. The fee for the radiation monitor is included in the fees for the classes. See Radiation Monitor Policy. If the radiation monitor is lost, it is replaced and the student is responsible for all fees associated with this.

2. **Hygiene**
  - A. **Hair:** Hair must be worn away from the face. If hair is longer than shoulder length, it must be tied back or put up.
  - B. **Earrings:** For safety reasons, no dangly or loop earrings or visible body piercing rings or objects are to be worn in any clinical area. One earring per ear may be worn.
  - C. **Facial Hair:** Facial hair must be neatly trimmed.
  - D. **Nails:** Due to the risk of harboring pathogens, artificial nails are not to be worn in the clinical areas at any time.
  - E. **Tattoos:** This policy will be up to each clinical sites corporate policies. These may need to be covered during clinical working hours.
3. The GBC insignia is to be sewn two inches below the shoulder seam of the left sleeve, centered on the seam on uniform and lab coat.
4. The name badge is a required part of the uniform. It is worn on the left side of the uniform. It is to be worn for every clinical rotation unless otherwise stated on the uniform requirements.
5. GBC uniforms are to be worn each day to the clinical area. Do not wear your GBC uniform as your work uniform. If the hospital is holding a dress up day, such as for Halloween, the student may participate, but must wear the designated lab coat covering the costume.
6. The Radiation Monitor/Film Badge is a part of the student uniform and must be worn at collar level at all times during clinical rotation. If wearing a lead apron, the monitor should be worn at the collar level outside the lead apron. See Radiation Monitor Policy.

**General Information** – Cleanliness and good grooming are essential. All students are expected to have uniforms and shoes clean and in good repair. If a student doesn't comply with the stated dress code in this handbook, s/he will be considered unprepared and may not participate in the clinical experience. The student will be released to correct the situation and will be docked for the time missed.

## **CLINICAL FACILITIES**

1. Clinical facilities are utilized to enhance the theory component of the course and provide the opportunity to apply newly acquired skills and knowledge. Every effort will be made by the faculty to provide concurrent experiences. It is the responsibility of the student to utilize each learning opportunity in the clinical facility, skills lab and classroom.
2. Students are subject to the rules and regulations defined in the personnel policies of the facilities with which the GBC program affiliates. It is the student's responsibility to be aware of the facilities' policies.
3. **Remember you are a guest at the clinical sites.**
4. **Students are not allowed to leave the clinical sites during scheduled hours without permission.**

## **CLINICAL ROTATIONS**

Please be aware that we are a rural community college. To accommodate enough students to make this program possible, we have affiliated with clinical sites out of the city of Elko. Each student will be in a rotation at Northeastern Nevada Regional Hospital or Banner Churchill Community Hospital and then two other sites. Students may not be at a clinical site for more than two rotations. The students will randomly draw for clinical rotation during the first semester of the program. There are three clinical rotations, two, eight-week durations and one, 16-week duration. It is up to the student to secure housing for their clinical rotation at the student's cost. Please make plans for this. Do not leave this to the last minute. **It is the student's responsibility for housing.**

Currently, we have one outpatient facility. All students who want to attend this site will be provided the same opportunity. Those interested students names will be placed in a hat and a random draw will be made for this site after the general draw for sites. This is to provide all students equitable opportunities.

## **CLINICAL SITE DISMISSAL**

Each clinical site has the right to dismiss a student from that clinical site. Once the student has been notified they were dismissed from a clinical site, the student is not allowed to contact or return to the site. If the student contacts or returns to the site without permission, the student could be immediately dismissed from the program.

If a student is dismissed from a clinical site, the student will be reassigned to another site as soon as possible – if there is another site available. If there are no openings at the other clinical sites to accommodate the student and/or after investigation of the incident the student may be dismissed from the program. Time missed during this process will be made up at the end of the program if applicable. Should the student be requested to leave the second site, the program faculty may make a recommendation for dismissal from the program after investigation.

## COMPETENCY SECOND OPINION

The student has the right to request a second opinion on any competency evaluation. The procedure for requesting a second opinion on any competency is as follows:

1. A written request must be made to the faculty of record for the clinical course involved and a copy sent to the original evaluator notifying them that a second opinion has been requested. This must be done within one week of the competency evaluation (see form in Appendix A).
2. An instructor other than the original evaluator will review the competency in question.
3. The instructor reviewing the competency will consult with the original evaluator after reviewing the student's concerns presented in the written request for a second opinion.
4. The original evaluator will make the final decision regarding the competency based on the consultation.
5. The original evaluator will notify the student in writing of the final outcome of the competency within two weeks of the written request being received.

**After the student has successfully completed a competency evaluation, the student will be required to show continued competency of that examination in subsequent semesters. This will demonstrate that the student continues to be competent in the examination after competency has been achieved.**

## CONDUCT

*(Referenced from the GBC Nursing Program Policy)*

1. Discriminating on the basis of race, religious creed, color, national origin, age, disability, ancestry or sex in the rendering of radiology services.
2. Performing acts beyond the scope of the practice.
3. Assuming duties and responsibilities without adequate training.
4. Assigning or delegating functions, tasks or responsibilities to unqualified persons.
5. Failing to safeguard a patient from the incompetent, abusive or illegal practice of any person.
6. Practicing radiology technology while, with or without good cause, his physical, mental or emotional condition impairs his ability to act in a manner consistent with established or customary radiology standards, or both.
7. Practicing, if any amount of alcohol or a controlled substance or dangerous drug that is not legally prescribed is present in the body of the student as determined by a test of the blood, saliva, breath or urine of the student radiology technologist while on duty. The student will be tested if there is suspicion of a violation of drug or alcohol policies.
8. Failing to respect and maintain a patient's right to privacy.
9. Violating a patient's confidentiality.

10. Soliciting services or soliciting or borrowing money, materials or other property, from a:
  - (a) Patient
  - (b) Family member of a patient;
  - (c) Person with significant personal ties to a patient
11. Diverting supplies, equipment or drugs for personal or unauthorized use.
12. Inaccurate recording, falsifying or otherwise altering or destroying records.
13. Leaving an assignment without properly notifying the appropriate personnel or abandoning a patient in need of care.
14. Failing to collaborate with other members of a health care team as necessary to meet the health needs of a patient.
15. Failing to observe the conditions, signs and symptoms of a patient, to record the information or to report significant changes to the appropriate persons.
16. Failing to perform radiology functions in a manner consistent with established or customary standards.
17. Causing a patient physical, mental or emotional harm by taking direct or indirect actions or failing to take appropriate actions.
18. Engaging in sexual contact with a patient or client.
19. Engaging in inappropriate public displays during clinical hours or at the clinical site.

Any violation of conduct will result in dismissal from the program.

In addition to the Conduct, dismissal can result from misconduct in either or both of the following areas:

- **Academic misconduct** – cheating, fabrication, plagiarism, interference with the work or progress of another student, violation of course rules, and academic dishonesty.
- **Personal misconduct** – false accusation against other students or faculty, release of computer passwords, physical or verbal abuse, damage to university property, failure to comply with university regulations, possession or distribution of illegal drugs, and possession of weapons against university regulation.

Also see the GBC General Catalog for Student Conduct Policy.

## **CONTRAST EXAMINATIONS POLICY**

Competency on the UGI, Small Bowel, BE, and IVP is prohibited until the student has:

- 1) completed the material in RAD 116B,
- 2) been involved at least once with supervision of the examinations,
- 3) performed the examination at least once with supervision, and
- 4) satisfactorily completed a review and film critique on the examination.

The student will use the Log of Examinations form to document their experience with each particular examination. It is important to adhere to the clinical rotations for fluoroscopy in order to complete the observations and understanding these examinations as performed by the clinical site. Questions regarding the examinations can be answered by the registered technologists, clinical liaison, or GBC faculty member.

## **COPYING**

Copying can be done at the library. Additional copies of assignment forms are the student's responsibility.

## **CPR CARD**

### **Cardio-Pulmonary Resuscitation**

Proof of current adult, child, and infant CPR certification must be in the student's record. It is the responsibility of the student to attend a health care provider certification class and be certified before being allowed in the clinical areas. It is also the student's responsibility to maintain **current** certification throughout the two years. If the CPR card is not current during clinical rotation, the student will be placed on probation until CPR is current and will not be allowed to attend clinical experience. Any time missed will be made up at the end of the program.

## **CRIMINAL BACKGROUND CHECK**

Certain clinical agencies mandate criminal history background checks for all individuals engaged in patient care and all students must undergo criminal history background checks. These checks are conducted by an external vendor and the information is sent to the clinical agency requiring this information. Agency personnel will evaluate the information they receive and in their sole discretion, make the final determination as to each student's ability to participate in patient care in their agency. **If a student is denied clinical placement by any clinical agency due to unacceptable criminal history information, that student will be dismissed from the radiology technology program.**

## **CRITICAL CARE AREA/PATIENTS**

Students are not allowed to: 1) perform examinations outside the department, 2) radiograph patients in critical care areas or 3) radiograph patients in critical condition **unless** the student is under the direct supervision of a registered staff radiology technologist. Students may perform examinations in the above situations under indirect supervision after having previously proven competence on the particular examination. **See Student Clinical Supervision.**

## **DOCUMENTS REQUIRED FOR CLINICAL PARTICIPATION:**

The following are required from students prior to attending any clinical rotation and copies must be placed in the student clinical notebook and taken to clinical daily:

1. Documentation of current health physical. Document is provided under forms in this handbook. Need to reference ability to lift.
2. Documentation of immunization records for DT, tetanus, and Hepatitis B (or declination waiver).
3. Documentation of a negative TB skin test. The test is to be done annually while a program student. The initial test is to have been a 2-step test (to clarify, the two-step test involves having a second skin test 1-3 weeks after the first)
4. Documentation of current CPR certification (health care provider status)
5. Documentation of OSHA orientation meeting attendance—obtains in first semester of program.
6. Documentation of HIPAA orientation—obtains in first semester of program.
7. Documentation of Background Check.
8. Documentation of Liability Insurance.

Students are responsible for:

- 1) providing copies of the pertinent information to the Health Science office staff,
- 2) maintaining a personal file of this information, and
- 3) presenting the file to each clinical education center at the beginning of each clinical rotation.
- 4) the above needs to be obtained at the student's expense.

Documentation checklist has been provided for you in the form section at the end of this handbook.

## **DRUG AND/OR ALCOHOL SCREENING**

Great Basin College must assure that its students and on-site faculty participating in all clinical/practicum rotations shall, if requested by a clinical facility/agency, submit to “for cause” drug and/or alcohol screening in a similar manner and under policies similar to those affecting employees of the participating clinical facility/agency. The results of the drug and/or alcohol screening may be disclosed in the event of a claim against the clinical facility/agency arising out of the acts of the student or on-site faculty.

## **EMAIL**

Because GBC has many rural clinical sites, email is an important form of communication. All students must have email access. All students are responsible for reading their email for communication from the program faculty. All students are responsible to ensure the instructor has the correct email. Email should be checked daily.

## **FACULTY EVALUATION**

Students have an important function in faculty evaluation. The Nevada System of Higher Education Bylaws requires each faculty member be evaluated annually to assess the quality of professional performance for each area of academically assigned responsibilities.

Students participate in the evaluation process by objectively rating the faculty's teaching effectiveness in the classroom and clinical settings. Excellence in performance in specified professional responsibilities is a requirement for tenure and merit recognition. Students should be aware of the importance of their role in the faculty evaluation process.

## **FINANCIAL AID/SCHOLARSHIPS**

Radiology Technology students are eligible to apply for numerous scholarships through the Financial Services Office located in Berg Hall. Scholarship/Grant criteria varies for each program. Awards are made in the fall and spring semesters. Only students who have completed the application will be considered for a scholarship. Information and applications are available in the Student Financial Services Office.

## **GBC GRADUATION CEREMONY**

The GBC graduation is the ceremony that celebrates graduation from the college. It is the cap and gown ceremony held at the Convention Center. Radiology Technology students receive an Associate of Applied Science in Radiology Technology degree upon completion of all the requirements from the program. All students must graduate with an associate degree to sit for the ARRT examination.

## **GBC GRADUATION DELAY**

The student should be aware that long-term illness or a major injury MAY result in an extension of the program accompanied by a delay in the normal graduation date and therefore taking the American Registry Examination for Radiographers. Each situation will be dealt with on an individual basis by the faculty.

## **HEALTH STATUS CERTIFICATION**

Documentation of the following are required and will be maintained in the student's cumulative record:

1. Completion of the physical examination form
2. Measles, mumps and rubella vaccination
  - A. If born after 1957, show proof of two MMR vaccination
  - B. If born in or before 1957, shows proof of **one** of the following:
    1. Rubella titer positive **or**
    2. MMR vaccine injection **or**
    3. Rubella injection

3. Current tetanus immunization within the last ten years (10 years)
4. Hepatitis B – three dose series or positive titer or denial letter
5. On admission – proof of a negative two-step TB skin test  
Initial proof of a negative TB skin test or chest x-ray
6. If the student has a history of positive TB skin test an initial negative chest x-ray is required. Additional chest x-rays may be required if signs and symptoms develop.

There are two types of exemptions to the health status certification requirements:

1. Medical – this exemption requires a licensed physician to provide a signed statement that a medical condition precludes the student’s ability to comply with this regulation. This statement is kept in the student’s cumulative record.
2. Religious – this exemption requires a statement from the student that the vaccines are contrary to his/her religious beliefs. This statement is kept in the student’s cumulative record.

### **GBC NAME TAG**

The GBC photo ID must be worn during all clinical education experiences. It is inappropriate to obscure any information on the photo ID with items such as lead markers, film badge, etc.

### **GIFTS**

It is the faculty policy that the students shall not purchase gifts for them at the end of a particular course. Please adhere to this policy when thanking faculty for their support and guidance.

### **INTERNET**

At no time is it acceptable to be on the internet or computer at a clinical site. Since this is an internet enhanced program it is up to the student to maintain internet access at all times during the program.

### **INSURANCE**

1. GBC radiology technology students are partially covered by the Nevada System of Higher Education’s liability insurance. Students must purchase additional malpractice insurance prior to attending clinical rotation. Please see #4.
2. Students are **not** covered by the SIIS (Workman’s Compensation) in any of the clinical facilities.
3. Students are required to have health insurance. If you are not covered by health insurance, a student plan is available. Yearly proof of medical insurance is required during clinical assignments. Documentation is maintained in the student’s cumulative record.

4. Students are required to have liability insurance during clinical rotation – available from the American Society of Radiology Technology for students at an approximate cost of \$40.00.

## **JRCERT STANDARD COMPLAINT POLICY**

The purpose of this policy is to give the students a procedure to follow if they feel the Radiology Technology Program at Great Basin College has not adhered to the JRCERT standards in education. The standards can be reviewed at:

[http://www.jrcert.org/pdfs/accreditation\\_process/standards/standards\\_%20for\\_an\\_accredited\\_educational\\_program\\_in\\_radiologic\\_sciences.pdf](http://www.jrcert.org/pdfs/accreditation_process/standards/standards_%20for_an_accredited_educational_program_in_radiologic_sciences.pdf)

If the student feels there is a problem with the compliance of the GBC Radiology Technology program with Joint Review Committee in Education of Radiology Technology, the student(s) should do the following steps:

1. Make an appointment with the instructor and discuss your concern.
2. If the student(s) does not feel the concern has been addressed, the student needs to make an appointment with the Program Director.
3. This appointment will be within two working days of student request.
4. At this time, the student needs to place the complaint in writing and present it to the Program Director. If the complaint involves an instructor, the instructor will be invited to the meeting.
5. The Program Director must keep the complaint in writing and documentation from the proceedings available upon request by the student, administration, and/or the JRCERT.
6. If the student(s) still feels the complaint has not been resolved, the student needs to make an appointment with the Dean of Health Sciences and Human Services and the Program Director of Radiology Technology to see if resolution can be obtained. The Dean of Health Sciences and Human Services may be contacted at (775) 753-2135.
7. This appointment will be made within two working days of student request.
8. At this time, if the student does not feel the complaint has been resolved, the student may contact the JRCERT at (312) 704-5300 or email at [mail@jrcert.org](mailto:mail@jrcert.org)

All other complaints regarding the Radiology Program will follow Health Science and Human Services Policy.

## **LEAD IDENTIFYING MARKERS**

At this time the lead right and left initial markers used during positioning will be purchased out of lab fees and issued to the students in the first semester of the program. If these markers are lost, it is the students responsibility to replace them immediately.

## **LUNCHES AND BREAKS**

Radiology Technology students are allowed two, 15-minute breaks (one in the morning and one in the afternoon) and a thirty-minute lunch. The lunch break will be commensurate with the practice of the department and area/rotation assignment. The lunch break is required for all students and cannot be used at the end of the clinical day or to make up clinical time. If a student is at a clinical site for more than five hours, the student will automatically be accessed a lunch break on their timecard.

Due to the time restriction of the lunch break, it is not recommended that the student leave the clinical site for lunch. Students wishing to leave the clinical site for lunch are required to: 1) get the approval of the clinical instructor or clinical liaison and 2) check out and in on the time card.

## **MAKE UP SCHEDULE**

Students will make up time at the end of a clinical rotation or the end of the program only. The program faculty and the student will jointly identify the specific make up schedule. This make up time needs to be scheduled with the clinical coordinator or will not be counted.

## **MANDATORY IN SERVICE**

All program students are required to attend annual mandatory blood borne pathogens, OSHA, AND HIPAA in-service sessions. This will be scheduled prior to your clinical rotations. This is a requirement by the hospitals and must be completed by you prior to performing clinical rotations. This will be offered during RAD115B and part of your grade.

## **PERSONAL LEAVE TIME**

Personal leave time (PLT) is designed for students in the radiography program at GBC to be able to schedule time off from clinical in order to take care of personal needs such as doctors appointments, car repairs, child care problems, mental health days or circumstances which may arise that are not able to be scheduled outside of program parameters (also see clinical absences). PLT is not designed to provide a “vacation” for the student. PLT is earned according to the student’s clinical abilities and may be used or saved for later use within the parameters of the programs policies. Personal leave days are prearranged days off or may be used as an option for early release from the clinical component of the program.

The following chart identifies sick time given to the students and how PLT is earned per semester. The number of PLT hours earned is based on having all competencies (mandatory or elective and continued) completed before the last week of the semester. The following chart lists the consequences or rewards for actions taken by the student and how ethical behavior may be monitored.

	Personal Time Given To Student
Early Fall second year	8 hrs w/o Dr. Excuse

Fall second year	8 hrs w/o Dr. Excuse
Spring second year	16 hrs w/o Dr. excuse

## REGULATIONS FOR SICK DAYS AND PLT

1. Sick time (less than 24 hour notice)  
 “Calling off” policy.
  - a. Call the clinical site: Get name of the person you talked to regarding “calling off”.
  - b. Call faculty member: Call instructor of record for specific clinical course and leave a message about “calling off” and identify the person you talked to at the clinical site.
  - c. Double time will be deducted from the student’s time for failing to contact both the hospital and the faculty member.
  - d. Calling in sick with no sick days remaining for the semester may require a Dr.’s excuse. Calling in sick may result in disciplinary action if more sick days are used than given for the semester.
  
2. Personal Leave Time (PL) – (24 hour notice)  
**Personal leave policy**  
 Taking personal leave:
  - a. Time must be scheduled with faculty member a minimum of 24 hours in advance as well as notifying clinical instructor/liaison. (PL form must be completed or other acceptable form of written request. i.e. e-mail, fax. and etc.) This form will be in your clinical book given to you during RAD 224) This release time may be required to be made up.

PLT may not be taken during the last week of the semester unless all competencies and continued competencies are completed.

### Disciplinary Actions

1. First infraction will result in a written warning.  
 Infractions:
  - a. calling off after the scheduled rotation starts.
  - b. not calling clinical site and faculty member.
  - c. calling off more than the number of sick days for the semester. (PLT must be scheduled.) The number of sick hours missed due to using more time than allowed will be subtracted from the total given each semester. If the total number of sick hours is more than those given in the program a negative number may exist.
  - d. Attitude.
  - e. Not meeting competency requirements.
  
2. Second infraction may result in probation. (See infractions listed above) Probation (Terms of the probation will be outlined in writing as well as the consequences.) Undue hardship may be reviewed on a case by case basis. (i.e., child care, extended illnesses, etc.)
  - a. Probation lasts for 8 clinical weeks.

- b. An infraction of the terms of probation may result in dismissal or extension of the probationary time.
  - c. If you are on probation you cannot take PLT.
  - d. If you are on probation you cannot request early clinical release.
3. Third infraction may result in dismissal from the program. Each case is considered individually.
4. Fourth infraction is automatic dismissal from the program.

#### **Special Circumstances**

Circumstances such as extended illness, medical conditions or other events will be reviewed on an individual basis. The program faculty must be notified before violation of the PLT policy in order to be considered for special circumstances.

#### **Additional Notes**

1. Students must complete at least required clinical time each semester in order to receive a grade for that semester and not receive a "W."
2. All hours missed over the number of sick days and PLT accumulated must be made up at the end of the program.

### **PHYSICAL**

Student must provide evidence of a satisfactory physical examination. Please see the form at the end of this handbook. The physical examination validates the student is able to meet the demands of the program without compromising the patient or themselves. In addition, the following psychomotor requirements must be validated:

1. manipulate equipment necessary to assist the individual, family and/or group to desired outcomes.
2. lift and move individuals and /or groups of individuals to provide safe care and emergency treatment.
3. perform cardiopulmonary resuscitation.
4. perform independently of others.
5. possess cognitive abilities to measure radiation dose, reason and analyze situations.

This can be documented on the physical form provided for you in the back of this handbook.

### **PREGNANCY POLICY**

Student disclosure of suspected or confirmed pregnancy is strictly voluntary. Students choosing to inform the program faculty of a pregnancy **MUST DO SO IN WRITING** and must include the projected delivery date. It is recommended the student meet with program faculty to discuss program completion options, and appropriate personal radiation protection methods (See Radiation Advisory Statement).

Upon declaration of pregnancy the student has the right to continue in the program schedule

without any modification.

Once declaration of pregnancy has been made the student has the right to withdraw their declaration in writing at any time during the pregnancy.

## **PROBATION**

A student may be placed on probation for any infraction of the policies in this handbook. Probation lasts eight (8) weeks or for the rest of the semester from infraction. Written documentation will be given to the student outlining appropriate means to correct the situation and return to good standing in the program. Probation may result from clinical or academic problems. NOTE: Personal leave or early dismissal cannot be taken while on probation.

## **PROFESSIONAL MEETINGS**

The students may be offered compensatory time or extra credit for attending scheduled professional meetings, conferences, field trip or seminars as identified by the program faculty.

## **PROGRAM BLOOD BORNE PATHOGEN EXPOSURE POLICY**

Radiology Technology program students represent a group of individuals who are “reasonably anticipated” to be at risk for contact with blood and other potentially infectious materials while in the clinical setting. This policy is established to: 1) ensure that students who are at risk are educated to prevent or reduce such exposure incidents and 2) address the procedures to follow in the event of a blood borne exposure incident.

### **Education**

Program students will be required to attend an annual orientation session. This orientation will include explanations of the OSHA standard for Blood borne Pathogens, epidemiology and symptomatology of bloodborne diseases, modes of transmission of bloodborne diseases, control methods used to control exposure to bloodborne pathogens, the use of personal protective equipment, biohazard labeling, and recommendations for post-exposure follow-up. Students will be issued a training certificate at the conclusion of each orientation session. Students missing the annual orientation session will be given an additional assignment in order to obtain this information.

### **Prevention**

Program students are required to have Hepatitis B vaccination prior to entry into the clinical setting. A copy of the dates of Hepatitis B vaccination will be kept on file in the Health Science office for all students. Students may be exempted from this requirement for medical or religious reasons only. The student will sign a declination form and this waiver will be kept on file in the Health Sciences office. All program students are required to have major medical insurance coverage. A copy of the current medical insurance card will be kept in the student's file each semester.

### **Exposure**

An exposure incident is defined as a specific occupational incident involving eye, mouth,

other mucous membrane, non-intact skin, or potential contact with blood or other potentially infectious materials, including saliva. The most common example is an injury from a contaminated sharp. All exposures to blood or other potentially infectious materials occurring in the clinical setting need to be reported immediately to the clinical supervisor or instructor. A college incident report as well as agency incident report will be completed. The employee health service at the agency is also to be notified.

Program students are responsible for all costs, which result from an exposure incident. The college or health care agency is not responsible for any costs incurred as a result of a bloodborne exposure incident. Post exposure protocol would include a confidential medical evaluation and follow-up that includes collection and testing of student and source blood, medically indicated prophylaxis, counseling, and evaluation of subsequent reported illness.

### **CDC Recommendations**

Disease-specific precautions are one of two isolation systems recommended by the CDC. With disease-specific isolation precautions, each infectious disease is considered individually. With category-specific isolation precautions, the body systems affected, i.e., wound and skin, respiratory, enteric, etc., categorize infectious diseases.

Because the specific pathogen is not always identified to the student and many communicable diseases may have no visible symptoms, the student is required to treat all human blood and body fluids as if they were known to be infected with HIV, HBV, or other blood borne pathogens. It is the responsibility of each student to minimize transmission of communicable diseases.

Students are expected to follow current guidelines for standard precautions, formerly known as universal precautions, recommended by the Center for Disease Control (CDC) (as outlined in the blood borne pathogens workshop and RAD 112B, Patient Care and Medical Terminology) when providing direct care in the clinical setting. Personal protective equipment (PPE) protects you from contact with potential infectious materials. This equipment includes gloves, gowns, masks, aprons, lab coat, face shields, goggles, mouthpieces, resuscitation bags or other ventilation devices. Under normal work conditions, protective equipment will prevent potentially infectious materials from making contact with the student's clothing, skin, and mucous membranes. The type of equipment appropriate for a given task is dependent upon the degree of exposure reasonably anticipated. If the student is unsure of which equipment is needed for a particular examination, they must consult a staff radiographer, clinical instructor, clinical site liaison, or staff supervisor. Policies for specific precautions are available at each clinical education site.

### **General rules on PPE**

1. The student must be trained to use the equipment properly.
2. PPE must be appropriate and readily available for the task.
3. Appropriate PPE must be used in performing each task.
4. Equipment must be free of physical flaws that could compromise safety.
5. PPE, especially gloves, must fit properly.
6. If when wearing PPE, if it is penetrated by blood or other potentially infected materials, remove it as soon as feasible.
7. Before leaving the work area, remove all protective equipment and place it in the designated area or container for washing, decontamination or disposal.

## **PROGRAM COSTS**

The costs over the two years will vary from year to year. Fees are added to courses utilizing lab supplies. Uniforms are purchased prior to entering the late spring semester of the first year. The majority of radiology technology textbooks used throughout the two years is purchased at the beginning of the program, approximately \$1,200.00 total. The cost of relocation to clinical sites is the responsibility of the student. The clinical rotations will be a minimum of 8 weeks and could be as far away as Carson City, Nevada, or Pahrump, Nevada. There is a mandatory background check required by clinical sites. This cost is approximately \$35.00.

Additional expenses in the second year are the costs of the ARRT exam (approximately \$200.00) and the graduation ceremonies.

Graduation approximate costs:

- Graduation fee (done in January) – \$15.00
- GBC graduation announcements – \$1.00 each
- Cap and gown – \$25.00

## **PROGRAM DISMISSAL**

Program dismissal is at the discretion of the Program Director and faculty. This could be from academic misconduct, program misconduct, and failure to meet expectations of the program. This will be documented and discussed with the student. Every situation will be investigated and documented. If possible every attempt will be made to correct a problem prior to dismissal from the program. Student will be informed whether they are available for re-admission to the program. The student has the right to an appeal.

## **PROGRAM RE-ADMISSION**

Prior to being granted re-admission status, the student will be required to schedule a re-admission conference with the program faculty to document resolution of problem areas identified in the exit interview.

Re-admission in a “nut-shell”:

- Re-admission is not guaranteed and student will be required to reapply to be considered
- Students may be re-admitted one time, only
- Re-admission is on a space available basis
- Re-admission is limited to a one-year window
- Students completing less than the first two semester program credits successfully must go through a re-application process to return to the program.

After the one-year time frame the student may reapply to the program and must follow admission policies outlined in the current GBC catalog and the reapplication policy of the RT program.

## **PROGRAM RE-APPLICATION**

Prior to being able to reapply to the program, the student will be required to schedule a re-application conference with the program faculty to document resolution of problem areas identified in the exit interview. Students reapplying must meet all current GBC and program application and admission policies.

## **PROGRAM WITHDRAWAL**

All students withdrawing from or being withdrawn from the program are required to make an appointment with the program coordinator for an exit interview. The exit interview is an integral part of the re-admission and reapplication process.

## **PROGRESSION WITHIN THE RADIOLOGY TECHNOLOGY PROGRAM**

1. **Maintenance of 2.5 cumulative grade point average in all courses earned toward an Associate of Applied Science Degree**, a minimum grade of 'C' in all general education courses earned toward an Associate of Applied Science Radiology Technology Degree, and achievement of a minimum grade of 'C' or higher in each nursing course are required for progression within the nursing program.
2. Students may have to withdraw from the radiology technology program for academic or nonacademic reasons. The following criteria are used for allowing students to return to the radiology technology program:
  - A. All students must submit a new application.
  - B. Students who have been out of the program for less than one year will be considered for readmission on a space available basis. Students are not guaranteed readmission to the program and would then need to follow item C.
  - C. Students who have been out of the program for more than one year must go through the application and admission process with all other applicants. These students upon admission will need to prove competency in the classes completed or will need to repeat the classes.
  - D. Any student requesting readmission to the program will be required to demonstrate competency in radiology technology skills already performed and signed off on.

## **PROCEDURE FOR STUDENT APPEAL**

1. The timeline for student appeal differs from the general GBC appeal (See the NSHE code). In keeping with the Student Bill of Rights, the radiology technology faculty supports the concept of the right of appeal. However, the faculty has a greater obligation to safeguard clients; therefore, a student in the appeal process will not be allowed to continue in the clinical component of a course until the appeal is resolved.

2. The student's rights for grievance shall be forfeited if the complaint is not initiated through the Official Review Process within five (5) calendar days of the alleged occurrence.
3. Each of the steps of the Official Review Process shall be initiated within five (5) calendar days.

## **RADIATION EXPOSURE/PROTECTION**

During the course of the Radiology Technology program students will be exposed to ionizing radiation. All students, when working with ionizing radiation, must adhere to the ALARA concept, which means "as low as reasonably achievable." The main components of the ALARA concept is time, distance, and shielding. All students must make the attempt to minimize the time of an exposure, maximize distance for personnel and others in the exposure area from the primary beam, and shield yourself, the patient or others when possible. This is a concept the students will learn and utilize during the education process of becoming a Radiology Technologist.

## **RADIATION MONITORING DEVICE**

Students cannot participate in any clinical experience or energized laboratory experience without the radiation monitoring device on their person. The student will be issued a radiation monitoring device (film badge) for use in the clinical education setting.

If a student becomes pregnant and discloses pregnancy, an additional fetal monitor will be ordered. The fetal monitor should be worn at the waist level. Please see radiation advisory statement located inside this handbook for further information.

## **RADIATION MONITORING DEVICE — LOST**

Students who have lost their radiation monitoring device are required to do the following:

1. Report the loss to a program faculty member (not the clinical instructor). A new radiation monitoring device will be provided. The lost radiation monitoring device will be replaced at the student's expense (a \$30.00 fee).
2. Prepare and deliver a letter addressed to the GBC Radiology Technology Program Director explaining how the radiation monitoring device was lost. A statement regarding the proper way to handle and store the radiation monitoring device must be addressed as well as the steps that will be taken to assure the incident will not happen again.
3. Pick up the replacement radiation monitoring device as directed by the faculty. Once step three is completed, the student will be allowed to return to clinical. Time missed during this process will be made up at the end of the program if applicable.

The student's GBC radiation monitoring device cannot be worn if the student is working for pay.

## **RADIATION MONITORING REPORT**

A copy of the radiation monitoring report will be posted in the radiology instructor's office for confidentiality. It is the student's responsibility to review and initial the report. There will be opportunity for review made during class or clinical settings.

The radiation monitoring report will be reviewed upon arrival by the clinical coordinator. If the a student's radiation limits are outside of the programs designated exposure limit of 5 mSv(0.5 rem), the clinical coordinator is to notify the Program Director, verbally and in writing immediately. The Program Director will notify the student. At this time the student upon direction from faculty may be asked to:

1. cease clinical assignment until investigation into the radiation monitoring report is completed to insure accuracy.
2. schedule an appointment to meet in person with the Program Director, Clinical Coordinator, and/or Dean of Health Sciences and Human Services for necessary course of actions and radiation counseling. At this time a radiation physicist will possibly be contacted for input depending on the radiation exposure amount.
3. A course of action and documentation of the meeting outcome will be given to the student and placed into the student's file to insure the health and safety of the student.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability in writing.

If you need special accommodations due to a disability please contact the faculty. Please notify the faculty as soon as possible. Don't wait until you are having problems. We are here to help you.

## **SEXUAL HARASSMENT**

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect. Refer to the GBC catalog on the web for the entire policy.

Each case of accused sexual harassment will be reviewed on a case by case basis.

## **STUDENT ADVISEMENT AND COUNSELING**

1. Each student is assigned an advisor from the radiology department. The advisor is available to the student for counseling regarding progression through the program as well

as personal concerns. The student will see his/her advisor at least one time per semester. Faculty office hours are posted each semester.

2. Any student taking a correspondence course during the fourth semester of the radiology program must have the course work completed and an official transcript to the Student Services Office not less than one month prior to final examinations.
3. It is the student's responsibility to make certain all graduation requirements are met. Failure to do so will result in a delay in your application to take the examination offered by the American Registry of Radiology Technologists. The Office of Admission and Records uses the year of your admission to the radiology technology program to determine catalog year and course requirements for graduation.
4. If a student displays physical, mental or emotional problems which requires professional care, he/she may be referred for help outside the radiology technology department.

## **STUDENT CLINICAL SCHEDULE**

No student clinical assignment or hours can be changed without the consent of program clinical coordinator. All hours and days are assigned to provide each student equal learning opportunities. Off hours, such as, weekends and nights after 7pm are limited to twenty-five(25%) percent of the overall clinical hours.

## **STUDENT CLINICAL SUPERVISION — DEFINITIONS**

### **Direct Supervision**

Direct supervision indicates a qualified radiographer: reviews the request in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the examination and will intervene if inappropriate judgment or actions are evident, AND reviews and approves the radiographs.

### **Indirect Supervision**

Indirect supervision is defined as that supervision provided by a qualified radiographer "immediately available" to assist the student regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location (same department) where the radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

Radiology Technology students are encouraged to be an active part of the SGA. A variety of activities are provided throughout the school year. Students have the opportunity to participate individually or as a group. There may be some scholarship opportunities for participating in the SGA.

## **STUDENT INJURY**

In case of student injury:

1. Notify immediate supervisor.

2. Fill out appropriate forms for clinical site.
3. Notify instructor.
4. Fill out student injury form located in Appendix A of this book.

## **STUDENT RECORDS**

1. A cumulative record on each student is kept in a secure area in the radiology technology department.
2. Records of individual student conferences will be read and signed by the student and instructor prior to this record becoming a part of the student's cumulative record.
3. Following each clinical rotation, the student and clinical instructor will review and sign the clinical evaluation form. This form then becomes a part of the permanent record.
4. Student files are protected under the Family Educational Rights and Privacy Act of 1974.

See section on Family Educational Rights and Privacy Act in the GBC catalog.

## **STUDENT REPRESENTATIVES**

Student representation is requested and appreciated on radiology technology department committees and boards. Two representatives from each class are selected from volunteers. They will attend the two Health Sciences board meetings annually. These students are asked to bring questions, comments and concerns of their class and take information back to the group. Student representatives have both a voice and vote in making decisions on issues discussed in faculty meetings. These representatives also act as spokespersons for their group.

## **STUDENT TIME COMMITMENT**

The student's time commitment to the program will be 40 hours/week or less. However, at the end of RAD 227, students needing to complete more than 40 hours of clinical experience may voluntarily submit a makeup schedule in excess of 40 hours/week but must sign a program form assuring the schedule is voluntary.

## **TARDINESS**

Program faculty is committed to starting class sessions on time. The students' obligation is to be punctual for scheduled classes and lab sessions. Tardiness is inconsiderate, disruptive to the class and will be dealt with individually. Information covered during the students absence will be up to the student to obtain. It will not be repeated. If tardiness is a continual problem the student will be verbally reprimanded and/or not allowed to enter class after class starts.

Students that are tardy for clinical experience will be docked double time for the time missed. Time missed will be deducted from Sick Time (See Sick Leave policy). Students who are tardy are not allowed to make up the time missed at lunch or the end of the clinical day. Weather is not an excuse for tardiness (see weather under Cancelled Classes). After one late arrivals, during a clinical rotation, a verbal official reprimand will be given. After a total of two late arrivals, a written reprimand will be given. After three total late arrivals at clinical sites, the

student will be dismissed from the program.

## **TB SKIN TEST**

All program students are required to provide results of a TB skin test on an annual basis. The initial TB skin test must be a two-step test. Documentation of a one-step negative TB skin test is required one year later. Students having had a positive TB skin test and a chest x-ray reported as negative must complete a health questionnaire annually. Documentation of the TB skin test needs to be submitted by May 1, prior to clinical rotations.

## **TERRORIST ALERT**

If the state of Nevada's Office of Homeland Security places the Elko area in a level red alert, students in the clinical education sites will be released from clinical until the red alert has been lifted. GBC faculty or staff approval to leave the clinical education site is not required.

## **TIME CARDS(Attendance Sheets)**

Clinical time is reported on time cards supplied to the student at the beginning of each semester of clinical rotation. The student will present the time card to a staff technologist (or other authorized person). The staff technologist will note the current time and initial the card. The student must submit time cards to the appropriate faculty member each week. Time cards that are more than one week late are subject to penalties as outlined in the course syllabus. Time recorded on anything other than the supplied time cards will not be accepted.

## **TUBERCULOSIS**

Students are not allowed to perform radiographic examinations on patients with known active tuberculosis.

## **TRANSPORTATION**

Students are responsible for transportation to and from school and clinical facilities. Some clinical facilities may require as much as forty (40) minutes traveling time from campus. Many of the students have been able to meet their transportation needs by making arrangements with others in the class.

## **VOLUNTARY WITHDRAWAL**

Students who for personal reasons need to voluntarily withdraw from the program must notify their instructor verbally and in writing. It is the student's responsibility to withdraw formally from the course. Instructors have the option of assigning a failing grade to a student who neglects to formally withdraw from a course within the allotted timeframe. If a student withdraws from a radiology course they will be dropped from the program. Each course must be completed in the program to advance. The student has the option once they have withdrawn from the program of reapplying the following year.

## **WEBCAMPUS OR GBC CURRENT CLASS ONLINE ACCESS**

It is the intent of Great Basin College to ensure the privacy of our students. In the Radiology Technology program we do use internet enhancement for all our classes. The access to these classes is protected by a password to ensure privacy. If you are having problems with the access or have concerns about privacy and security, please contact the Help Desk at (775)753-2167.

## **WORKING AS A TECHNOLOGIST AIDE**

The program faculty will not provide a written or verbal reference for a student seeking employment in a technologist aide position. Work schedules should not jeopardize the student's status in the program by working excessive hours and/or shifts that prohibit the student from attending scheduled classroom or clinical experience. While working as a technologist aide, the college is not responsible for the actions of the student. **The student uniform (including the GBC radiation monitoring device and name tag) cannot be worn while working for pay.**

## **WORKING WHILE IN PROGRAM**

The Radiology Technology program is physically, emotionally, and academically demanding. Students may work during the program, but it is recommended that they do not work full time since it is virtually impossible for students to work full-time and successfully complete the program. Students are encouraged to apply to the financial aid office to determine their eligibility. If employment is interfering with meeting the objectives of the program, faculty may recommend that a student with a heavy work schedule modify their working commitments.

If the student is falling asleep during class or interrupting class due to being tired from work or other reasons, the student will need to leave class when asked and schedule an advisement session with the Program Director prior to being permitted back to class.

# GENERAL INFORMATION

## RADIATION ADVISORY STATEMENT

The GBC Radiology Technology Program would like to inform female students using ionizing radiation of the radiation hazard to the fetus in cases of pregnancy. The following excerpt from the National Council on Radiation Protection and Measurements (NCRP) report #105, Radiation Protection for Medical and Allied Health Personnel, outlines the hazard more completely:

### 3.6 Embryonic and Fetal Effects

The embryo or fetus is comprised of large numbers of rapidly dividing and radiosensitive cells. The amount and type of damage which may be induced are functions of the stage of development at which the fetus is irradiated and the absorbed dose.

Radiation received during the pre-implantation period can result in spontaneous abortion or resorption of the conceptus. Radiation injury during the period of organogenesis (2-8 weeks) can result in developmental abnormalities. The type of abnormality will depend on the organ system under development when the radiation is delivered. Radiation to the fetus between 8 and 15 weeks after conception increases the risk of mental retardation (Otake and Schull, 1984) and has more general adverse impact on intelligence and other neurological functions. The risk decreases during the subsequent period of fetal growth and development and, during the third trimester, is no greater than that of adults.

Special limits have been established for occupationally exposed pregnant women to ensure that the probability of birth defects is negligible.

The NCRP recommends the dose equivalent to the fetus not exceed 0.5 mSv (0.05 rem) in a month and the total dose equivalent not exceed 5 mSv (0.5 rem). These recommendations are easily achievable if the pregnant individual practices the "Cardinal Principles of Radiation Protection" of time, distance, and shielding. This should include but is not limited to:

1. Keeping the time of exposure to radiation as short as possible. This can be achieved by not holding patients, and limiting time spends in the radiographic room during fluoroscopy.
2. Maintaining a large distance between the source of radiation and the exposed individual. The technologist should stand as far from the radiographic table as possible during fluoroscopic examinations. Increasing the distance between the patient and self during portable and surgical examinations will reduce exposure as well.
3. Using appropriate shielding material between the source of radiation and the exposed person. Standing behind a primary protective barrier or using lead protective apparel when unable to leave the area of radiation (fluoroscopy, surgery, etc.) are means of reducing overall exposure.
4. Fetal radiation exposure is most frequently monitored by issuing the individual a second radiation monitoring device (known as the fetal monitoring device) to be worn under the apron at the waist when a protective apron is needed. This monitor reading shall not exceed

**Also, female student disclosure of suspected or confirmed pregnancy is strictly voluntary and may be withdrawn at anytime during pregnancy.**

# GLOSSARY OF TERMS

## **ACCOUNTABILITY**

The state of being responsible for one's behaviors and their outcomes when assuming the professional role. This is a critical behavior of the program.

## **ACCREDITATION**

A voluntary, self-regulating process that assist programs in meeting and exceeding standards and criteria for educational quality.

## **ALARA**

None to be "As Low As Reasonably Achievable." Concept used for radiation protection of personnel, public, and patients.

## **ARRT**

The American Registry of Radiologic Technologist. The regulatory body for Radiologic Technologists.

## **COLLABORATION**

The intentional act of professionals working toward a common goal. A critical behavior of the program.

## **COMMUNICATION**

The ability to employ therapeutic communication techniques and appropriate interpersonal relationship skills during interactions with instructors, clients, family members, health care team members, peers, and supervisors. Effective communication is an essential skill of the program.

## **CONCEPTUAL FRAMEWORK**

The visual model that is the systematic guide to successful student and program outcomes.

## **CRITICAL THINKING**

A reasoned, interactive and reflective process focused on deciding what to believe or do. This is demonstrated by the ability to: 1) identify and challenge assumptions, explore and imagine alternatives, make judgments based on evidence (fact), rather than conjecture (guesswork). This is an essential skill of the program.

## **CULTURE**

The learning process that begins at birth and continues throughout the lifespan. It is a guide in determining individual, family and group values, beliefs and practices. Culture effects interactions and response to the health-care system.

## **CURRICULUM**

All courses and planned nursing activities designated for completing the Associate of Applied Science (AAS) in Nursing

## **ENVIRONMENT**

The world in which the person functions.

**FAMILY**

The fundamental unit of society composed of individuals.

**GENERAL EDUCATION**

Non-nursing courses that are foundational to the nursing courses and the AAS degree, also called cognate courses

**GOALS/OBJECTIVES**

Desired general outcomes of the programs of Great Basin College and/or the nursing unit.

**GROUP**

A community of individuals cared for in a variety of settings. This is one element of the conceptual framework.

**HEALTH**

The adaptive interaction of the person and the changing environment.

**ILLNESS**

The ineffective adaptive interaction of the person and the changing environment.

**INDIVIDUAL**

The patient and client cared for in a variety of settings. This is one element of the Conceptual Framework.

**LEARNING**

A goal-directed, lifelong process which changes behavior.

**MISSION/PHILOSOPHY**

The institutional and program statement which designates fundamental characteristics and provides guidance and direction for the program and the services offered.

**OUTCOMES**

The documented performance indicators which provide evidence as to the effectiveness of the program and the graduates.

**SELF-LEADERSHIP**

The positive regard individuals have for themselves which, in turn, influences self-behaviors. A critical behavior of the program.

**STUDENT LEARNING OUTCOMES**

Documented performance indicators which provide evidence as to the effectiveness of the student in the roles of: Provider of Care, Teacher, Manager of Care, Future Member of the Profession and an Advocate for Others.

**TEACHING**

The role of the teacher is to facilitate the learner in a positive manner.

**GREAT BASIN COLLEGE  
ASSOCIATE OF APPLIED SCIENCE  
RADIOLOGY TECHNOLOGY PROGRAM**

**AGREEMENT FOR THE 2011-2013 ACADEMIC YEAR**

I have read, understand and agree to abide by the policies stated in the Great Basin College Associate Degree Radiology Technology 2011-2013 Student Handbook. (This original copy will be placed into the student's program file.)

---

Signed

---

Date

**APPENDIX A**

**FORMS**

**GREAT BASIN COLLEGE**  
**RADIOLOGY TECHNOLOGY PROGRAM**  
**NOTICE OF STUDENT INJURY**

**STUDENT COMPLETES:**

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

DATE AND TIME OF ACCIDENT: \_\_\_\_\_

DATE AND TIME REPORTED TO INSTRUCTOR: \_\_\_\_\_

DESCRIPTION OF HOW AND WHERE THE ACCIDENT HAPPENED:

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

TYPE OF INJURY:

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

ACCIDENT WITNESSED BY:

\_\_\_\_\_

WHERE WERE YOU TREATED? In ER or name of Physician seen:

\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE TO STUDENT: Emergency first aid treatment may be given by the clinical faculty. However, neither the affiliated clinical agencies nor the college assumes the cost of the treatment and students should report to their own physician for care as needed.

INSTRUCTOR COMMENTS:

What caused the accident:	What needs to be done to prevent this from happening again?

INSTRUCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**GREAT BASIN COLLEGE**  
**Official Advisement Form**

Student's Name: \_\_\_\_\_ Interview Date: \_\_\_\_\_

NOTICE OF UNSATISFACTORY PERFORMANCE IS ISSUED FOR THE FOLLOWING REASONS: (Select which one or all that may apply)

- |  |                                       |  |   |
|--|---------------------------------------|--|---|
| <input type="checkbox"/> Skills        | <input type="checkbox"/> Appearance   | <input type="checkbox"/> Professional Growth | <input type="checkbox"/> Departmental Procedure |
| <input type="checkbox"/> Dependability | <input type="checkbox"/> Patient Care | <input type="checkbox"/> Attitude            | <input type="checkbox"/> Academic Performance   |
| <input type="checkbox"/> Other _____   |                                       |  |   |

FACTUAL EXPLANATION AND OR DOCUMENTATION OF THE ABOVE:

INSTRUCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT COMMENTS:

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OPPORTUNITIES FOR IMPROVEMENT:

**GREAT BASIN COLLEGE  
RADIOLOGY TECHNOLOGY PROGRAM**

I, \_\_\_\_\_, wish to voluntarily complete more  
print name

than 40 hours of clinical experience per week in an effort to make up  
some missed clinical experience in a short period of time.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**GREAT BASIN COLLEGE  
RADIOLOGY TECHNOLOGY PROGRAM  
PROGRAM FORMS  
PRIOR CONVICTION STATEMENT OF UNDERSTANDING**

I,  
\_\_\_\_\_

(please print)

understand that graduation from the GBC Radiology Technology program does not guarantee certification as a Radiology Technologist. Certification is granted by the American Registry for Radiology Technologists and they have the final determination of eligibility or ineligibility to take the ARRT examination for radiographers. I also understand that prior felony or misdemeanor conviction(s) may affect my eligibility status and that it is my responsibility to request and submit a pre-application screening by the ARRT regarding prior felony or misdemeanor conviction(s).

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

**GREAT BASIN COLLEGE  
RADIOLOGY TECHNOLOGY PROGRAM  
PROGRAM FORMS  
RELEASE FORM**

I, \_\_\_\_\_,

(please print name)

give the R.T. program permission to do the following:

- Post the radiation exposure record which will include my name\*\* and ID number in the R.T. program classroom.
- Release my training information (OSHA, HIPAA, Blood Borne Pathogens), immunization information, CPR expiration date, and insurance verification to the clinical education facilities as mandated by the facility contract.
- Release my name and social security number to the clinical education site when needed for clinical site security access.
- Post clinical schedules in the clinical site which will include my name, initials, and clinical hours.
- Include my name with other students on clinical education site schedules which will be released to other RT program students, RT program clinical sites, and RT program faculty.
- Include my name and contact information for class information contacts.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Faculty Signature

\_\_\_\_\_  
Date

**GREAT BASIN COLLEGE**  
**NEVADA SYSTEM OF HIGHER EDUCATION**  
**RADIATION MONITORING INFORMATION REQUEST**

1. (Last Name)    (First Name)    (Middle)    (Maiden)	2. Birth date	3. SSN	
4. Have you previously had a film badge or been on a radiation monitoring program at the University of Nevada System/GBC? YES ___ NO _____			
5. Have you worked with or have you received occupational exposure to non-ionizing radiation? YES ___ NO _____ (If yes, please complete the back of this form)			
6. Have you worked with radioactive materials or with radiation producing equipment or in areas requiring the wearing of a radiation measuring device at locations other than at the University of Nevada System/GBC? YES ___ NO _____			
7. If you checked YES above, list the organization(s) where radioactive work was done. Please print and provide COMPLETE mailing address including zip code. Do not abbreviate.			
ORGANIZATION	MAILING ADDRESS/ZIP CODE	Period of Employment	
		From	TO
9. I certify that the above information is correct and complete to the best of my knowledge. I HEREBY AUTHORIZE RELEASE BY FORMER EMPLOYERS OF MY OCCUPATIONAL RADIATION EXPOSURE HISTORY (FROM INTERNAL AND/OR EXTERNAL SOURCES) TO THE NEVADA SYSTEM OF HIGHER EDUCATION/GBC.			
Signature _____ Date _____			
The above information is used to develop a data of your exposure history. The information is used for your protection, is confidential and is released to others under controlled circumstances. Personal information (name, age, Social Security Number, etc.) will be used to develop an accurate and unique identification.			

**NEVADA SYSTEM OF HIGHER EDUCATION**  
**Great Basin College**

Complete this form only if you have had previous occupational exposure to radiation.

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

**REQUEST FOR REPORT OF PREVIOUS RADIATION EXPOSURE**

To Whom It May Concern:

You are hereby authorized to release my radiation exposure records to the Nevada System of Higher Education, Great Basin College, Radiology Technology Program, 1500 College Parkway, Elko, NV 89801. Please include any records of radiation exposure you may have accumulated concerning my previous employment.

Please supply the radiation exposure records for the individual indicated below. He/She has reported working at your installation for the period \_\_\_\_\_ to \_\_\_\_\_.

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Signature and date

Name: _____	
Social Security No: _____	Birth date: _____
Date(s) of employment at your institution: _____ to _____	
Department in which employed: _____	

**GREAT BASIN COLLEGE**  
**STATEMENT OF UNDERSTANDING**

Radiology Technology Program Handbook 2010-2012.

TO: Program Coordinator  
Radiology Technology Program

- I have read the Radiology Technology Program Handbook.
- I have had an opportunity to seek clarification regarding the Radiology Technology Program Handbook.
- I understand the Program Handbook.
- I agree to abide by the policies contained within.
- I agree to provide my current e-mail address and be responsible to check and manage my mailbox on a regular basis.

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

Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**GREAT BASIN COLLEGE**  
**STATEMENT OF UNDERSTANDING**  
**(Student Copy)**

Radiology Technology Program Handbook 2009-2010

TO: Program Coordinator  
Radiology Technology Program

- I have read the Radiology Technology Program Handbook.
- I have had an opportunity to seek clarification regarding the Radiology Technology Program Handbook.
- I understand the Program Handbook.
- I agree to abide by the policies contained within.
- I agree to activate my GBC e-mail address and be responsible to check and manage my mailbox on a regular basis knowing that all communications from the RT program will be sent to my GBC e-mail instead of other e-mail addresses that I may have.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**GREAT BASIN COLLEGE  
RADIOLOGY TECHNOLOGY PROGRAM  
DECLARATION OF PREGNANCY**

I, \_\_\_\_\_  
(Print Name of Student)

have informed Great Basin College Radiology Technology Program instructors of my pregnancy on

\_\_\_\_\_. Estimated delivery date is

(Date)

\_\_\_\_\_.

(Date)

I have been counseled, read, and understand the policy outlined in the program handbook, regarding radiation safety for the pregnant occupational worker/student. I understand I need to incorporate the ALARA(as low as reasonably achievable) concept, which uses the three cardinal principles of radiation safety precautions: time, distance, and shielding.

I understand I will be issued a separate fetal monitor to be worn at waist level. During pregnancy the fetal dose should not exceed .05 rem/ .5mSv per month. Total fetal dose for pregnancy should not exceed .5 rem/5 mSv. Upon receipt of the monitor report the clinical coordinator will review it and notify the student if the dose is above the aforementioned levels.

I acknowledge receiving a copy of said policy and understand what is expected of me. I do understand that I can withdraw this declaration at any time and I may continue in the program without any modification to the schedule if I so choose.

\_\_\_\_\_  
Student's signature and date

\_\_\_\_\_  
Clinical coordinator signature and date

\_\_\_\_\_  
Program Director signature and date

Three copies should be made. One for the clinical site, one for the students records, and one for the student.

# GREAT BASIN COLLEGE

## Clinical Documentation Checklist —

All of the below must be completed prior to start of clinical rotation.

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

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

### FILES:

1.  CPR: Copy of card. Expiration Date: \_\_\_\_\_
2.  Background check completed. Do not hand in a copy to the college.  
Please Note: Banner will have a separate background check.
3.  Immunization Record: Copies of:  
TB, Hepatitis B, MMR, Tetanus, Chicken Pox
4.  Health Insurance: Copy of card.
5.  Health Physical Form
6.  Ordered Uniforms: Put down date ordered
7.  Malpractice Insurance proof  
This can be purchased through ASRT online.
8.  Sexual Harassment Education
9.  Hospital Orientation
10.  Banner Churchill County Hospital  
(This is only needed if you are scheduled for an Fallon rotation)
11.  Small passport photo
12.  Emergency contact information

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

Relationship: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Address: \_\_\_\_\_

This form with accompanied documentation must be submitted to the program director by May 1 prior to clinical assignment.

**GREAT BASIN COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE IN RADIOLOGY TECHNOLOGY**  
**STUDENT HEALTH FORM**  
**Updated May 4, 2010**

*To be completed by student:*

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

If you answer 'yes' to any of the following, please give an explanation.

DO YOU NOW OR HAVE YOU EVER HAD:	NO	YES	EXPLANATION
Alcoholism or drug dependency			
Allergies			
Back disorder			
Chronic headaches or migraines			
Communicable disease			
Diabetes mellitus			
Heart disease			
Hepatitis			
Hernia			
Hypertension or hypotension			
Seizure disorder			
Skin disease			
Smoking habit			
Tuberculosis or positive skin test			

I consider my general health status to be:

- Excellent     Good     Fair     Poor

STUDENT'S SIGNATURE: \_\_\_\_\_

**To be completed by Physician:**

If you answer 'yes' to any of the following, please give an explanation.

Does this patient now have or ever had:	NO	YES	Explanation
Alcoholism or drug dependency			
Allergies			
Back disorder			
Chronic headaches or migraines			
Communicable disease			
Diabetes mellitus			
Heart disease			
Hepatitis			
Hernia			
Hypertension or hypotension			
Seizure disorder			
Skin disease			
Smoking habit			
Tuberculosis or positive skin test			

**The following requirements must be validated:**

Is able to:	NO	YES	Explanation
Assess clients through auscultation, percussion, palpation, and other diagnostic maneuvers			
Manipulate equipment necessary to assist the individual, family and/or group to desired outcomes.			
Lift and move individuals and/or groups of individuals to provide safe care and emergency treatment.			
Perform cardiopulmonary resuscitation			
Perform independently of others			
Possess cognitive abilities to measure, calculate dosages, reason, analyze and synthesize.			

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_

**PHYSICIAN'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# GREAT BASIN COLLEGE RADIOLOGY TECHNOLOGY COMPETENCY FORM—updated 4/5/10

RAD 225B Clinical 1 (7 credits) 11 mandatory, 5 elective  
 RAD 226B Clinical 2 (7 credits) 11 mandatory, 5 elective  
 RAD 227B Clinical 3 (14 credits) 20 mandatory, 5 elective

RAD 225 \_\_\_\_\_ RAD 226 \_\_\_\_\_ RAD 227 \_\_\_\_\_

Student: \_\_\_\_\_

Exam: \_\_\_\_\_

Mandatory: \_\_\_\_\_ Elective: \_\_\_\_\_ Simulated: \_\_\_\_\_

Technologist/Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_ Facility: \_\_\_\_\_

Pt. ID: \_\_\_\_\_ Pt. Age: \_\_\_\_\_

**RATING SCALE: 3=Excellent, 2=Average, 1=Needs Improvement**

	3	2	1
<b>1. Room Preparation</b>			
-is the room clean			
-is the room ready for the patient's exam, ie, sponges, IR			
2. Was needed patient history obtained?			
<b>3. Verbal Guidance</b>			
Given to patient			
<b>4. Technical Factors</b>			
-appropriate IR			
- marker placement			
-unwanted artifacts			
-change for patient condition			
<b>5. Proper Exposure/Evaluation of Image</b>			
-is all necessary anatomy included			
-is there proper density and contrast on image			
<b>6. ALARA</b>			
-uses shielding			
-uses collimation			
-adjust technique as needed for ALARA principles			
<b>7. Positioning</b>			
-performs needed images			
- central ray is in the correct location			
-all needed anatomy is included			
<b>8. Collimation</b>			
<b>9. Pt. Instructions</b>			
-breathing			
-observation of pt. Did the student watch the patient for changes?			
<b>Total (57 points possible)</b>			

**Grading:**

48 points and above	Competency passed
47 points and below	Competency needs to be repeated.

**(For a 100% scale, multiply each point by 1.75. For early release you need to have 52 or above on each competency.)**

Technologist/Evaluator Signature: \_\_\_\_\_

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

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

**If the exam needs to be repeated for any reason, the competency is failed. This form needs to be completed even if the competency needs to be repeated by the student. The student has the right to a second opinion on any failed competency exam (see clinical handbook).**

**\*\*If an image needs to be repeated by the student, this repeat needs to be done under direct supervision by a qualified practitioner.**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## GREAT BASIN COLLEGE CLINICAL EVALUATION FORM

The supervising technologist or clinical coordinator is to evaluate the student's decision making and performance abilities by completing this form. This form will be used to determine the student's **midterm** and **final grade**.

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

CLINICAL SITE/EVALUATOR SIGNATURE: \_\_\_\_\_

RATING SCALE: S=Satisfactory, U=Unsatisfactory, N=Needs Improvement  
All unsatisfactory and needs improvement ratings require additional comments.

SKILLS	S	U	N
1. Obtaining pt. history			
2. Pt. education/relationship			
3. Accuracy in evaluating images			
4. Documentation for medical records			
5. Practices radiation protection principles			
PERSONAL QUALITIES			
1. Initiative and effort (volunteers readily)			
2. Interaction with staff			
3. Dependability and Punctuality			
4. Acceptance of constructive criticism			
5. Professionalism and appearance			
6. Sensitive to pt. needs			
7. Efficiency and responsibility			
8. Effective communication			

Comments: \_\_\_\_\_

The student's grade is based on a percentage of satisfactory ratings. A minimum of 10 satisfactory ratings are required to obtain a passing grade.

100-90=A  
89-80 =B  
79-70 =C  
69-60 =D

**GBC Student Orientation: It is the student's responsibility to use this tool when starting a new clinical rotation. It is to be completed by the second week of the clinical rotation and kept in the student clinical handbook.**

EVALUATION	DATE	STUDENT INITIALS	EDUCATOR INITIALS	COMMENTS
<b>Equipment:</b> a. Telephone b. Portable Machines c. C-Arms d. Imaging Receptors e. Darkroom (if applic.) f. PACS unit (if applic.) g. Wheel chairs/Stretchers h. Technique Charts i. Other:				
<b>Scheduling/Procedures:</b> a. Knows where protocol book is for procedures and scheduling b. Knows where to find preps c. Knows where to locate orders and what has to be on a patient's order to be valid. d. Patient: confidentiality/HIPPA A guidelines. e. Obtaining previous exam results, films, etc...				
<b>Introduction of Personnel:</b> a. Dept. Director b. Radiologist c. Front office staff d. Technologists e. Other:				
<b>Helping Families and Public:</b> a. Nearest public restroom location b. Nearest public telephone c. Nearest public waiting area d. Directions to public elevators e. Directions to the main entrance f. Directions to the cafeteria g. Other:				

<p><b>Department:</b></p> <ul style="list-style-type: none"> <li>a. Nearest fire alarm and extinguisher</li> <li>b. Describe emergency evacuation route</li> <li>c. Location of the oxygen and medical gas shut-off valve</li> <li>d. Shortest route to stairwell</li> <li>e. How to call a code</li> <li>f. Other:</li> </ul>				
<p><b>Facility Specific Areas:</b></p>				



