

# Associate of Science in Radiologic Sciences Program Student Handbook 2023-2024



The GBC Radiology Program is accredited by the Joint Review Committee on Education in Radiology Technology (JRCERT). You may review the Program Effectiveness Data or visit the JRCERT website to receive more information or review the JRCERT standards. The GBC Radiology Program is currently in an 8 year accreditation cycle, the longest awarded by JRCERT.



*Excellence in Education*

Contact information for JRCERT:  
20 N. Wacker Dr., Ste 2850  
Chicago, IL 60606-2850 Phone:  
(312) 704-5300  
Fax: (312) 704-5304

E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)  
Website: [www.jrcert.org](http://www.jrcert.org)

***Great Basin College is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU) which is a postsecondary accrediting agency recognized by the US Department of Education and the Council for Higher Education Accreditation (CHEA)***

***8060 165<sup>th</sup> Avenue N.E., Suite 100,  
Redmond, WA 98052  
Phone: 425-558-4224***

## WELCOME!

***Welcome to Great Basin College's Health Science and Human Services Department. The programs offered by this department are dynamic professions that offer almost unlimited opportunities and challenges. They play a key role in the delivery of health care. The roles continually diversify and the need for more healthcare providers will be greater than ever in the coming decade. You will be joining more than 400 GBC graduates who are making a difference in the health of their patients and in the dramatic changes taking place within the health care system!***

***The Health Science and Human Services faculty support the Mission of Great Basin College to enrich lives through student-centered educational programs. We are committed to enriching your life and those you care for in the future by preparing you to provide high quality health care and to engage in life-long learning.***

***Amber Donnelly, PhD, RN, CNE  
Dean, Health Science and Human Services  
Nursing Programs Director***

### **Purpose of the Student Handbook**

The purpose of this handbook is to assist you in understanding more fully the policies, practices, and procedures of the Health Science and Human Services Department of Great Basin College. This handbook serves as **the** source of information about the policies and procedures in the programs offered in the Health Science and Human Services Department (nursing, radiology, paramedic, and human services programs). You are required to sign a statement indicating you understand and agree to abide by these policies and guidelines each year that you are in the program. Because policies and procedures are continuously subject to change by external and internal sources, the faculty review and modify these policies and practices as necessary. Students will be notified in writing of any changes made during the academic year.

This handbook is not all-inclusive, nor does it replace the Great Basin College *General Catalog* or the Nevada System of Higher Education (NSHE) Board of Regents Code Title 2, Chapter 6 which addresses misconduct. The provisions of this document are not to be regarded as an irrevocable contract between the student and the GBC HSHS programs.

**IMPORTANT NOTE: In most cases where a conflict may exist between the guidance in this handbook and the GBC Catalog, the GBC Catalog shall take precedence. However, some unique aspects of the healthcare education require policies different from those for other GBC students, for example, student health requirements.**

#### **Nondiscrimination for Disability**

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. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

**GREAT BASIN COLLEGE**  
**HEALTH SCIENCE AND HUMAN SERVICES PROGRAMS**  
**STUDENT AGREEMENT FOR THE 2023-2024 ACADEMIC YEAR**

\_\_\_\_\_ I have read, understand and agree to abide by the policies and guidelines stated  
*(initial)* in the Great Basin College Health Science and Human Services Programs  
 2023-2024 Student Handbook.

\_\_\_\_\_ I understand that as a condition of enrollment in a program offered through the Great Basin  
*(initial)* College Health Science and Human Services Department, I agree that a clinical facility/agency  
 may, at any time, require a “for cause” drug and/or alcohol screen. I agree to execute a  
 consent for release of the results of the drug and/or alcohol screening information to the clinical  
 facility/agency should they request such information.

\_\_\_\_\_ I authorize Health Science and Human Services Department to release my immunization, CPR,  
*(initial)* background and drug screening reports to the clinical education facilities as mandated by the  
 affiliation contract.

\_\_\_\_\_ I understand and acknowledge that once admitted to one of programs offered by the Great  
*(initial)* Basin College Health Science and Human Services Department, failure to maintain the  
 professional and/or ethical standards of the program may result in dismissal from the program.  
 I also understand that the Health Science and Human Services Department Admission and  
 Progression committee may at any time request information from the Administrative Officer of  
 Great Basin College to determine whether I have ever violated NSHE (Nevada System of  
 Higher Education) Code.

\_\_\_\_\_ I understand and acknowledge that no resources or information from any Health  
*(initial)* Science and Human Services course can be shared outside the classroom or lab.

My emergency contact person(s) are listed below. I understand that this individual or individuals are  
 responsible for ensuring that I am transported home in the event one of my faculty or the Health Science  
 and Human Services Department Dean determines that I am not able to continue being present in the  
 classroom, lab, or clinical setting.

Name	Phone #	Relationship
------	---------	--------------

Name	Phone #	Relationship
------	---------	--------------

Printed Name	Student Signature	Date
--------------	-------------------	------

Witness: (Faculty / Dean)	Date
---------------------------	------

***Keep this copy in this handbook for future reference. The Student Agreement at  
 the back of this handbook must be signed and returned to the GBC Health  
 Science and Human Services Department.***





**CONFIDENTIALITY AGREEMENT  
AND CONSENT FOR  
PHOTOGRAPHY AND VIDEO  
RECORDING**

During your participation at the Great Basin College Practice Lab, you will be an active participant and observer of the performance of other individuals in the management of acute medical, surgical, and other health care events in simulated experiences.

The objective of the simulation experience program is to educate pre-licensed and licensed health care practitioners to better assess and improve their performance in evolving health care situations. Simulations are designed to challenge a healthcare professional's response and judgment in stress environments.

Due to the unique aspects of this form of training, you are required to maintain and hold confidential all information regarding the performance of specific individuals and the details of the scenarios.

There may be continuous audiovisual digital recording during all simulations which will be used for educational purposes. This video recording is considered a QUALITY ASSURANCE TOOL and is protected by Federal Law.

By signing this agreement, you agree to maintain strict confidentiality regarding both your and others' performance, whether seen in real time, on video, or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

To maintain optimal simulation experiences for other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specifics of the scenarios. A breach of confidentiality may result in loss of privileges in the Practice Lab.

By signing below, you acknowledge you have read and understand this statement and agree to maintain the strictest confidentiality about the performance of individuals and the simulation scenarios you observe.

\_\_\_\_\_ I agree to maintain strict confidentiality about the details of the scenarios and the performance of other participants during scenarios at Great Basin College Practice Lab.

I authorize the Great Basin College Practice Lab to use the video recording(s) and photographs made in the Practice Lab for the following purposes:

- \_\_\_\_\_ 1) Debriefing scenario participants,
- \_\_\_\_\_ 2) Administrative review,
- \_\_\_\_\_ 3) Educational research,
- \_\_\_\_\_ 4) Commercial purposes, which can include public relations, promotional advertisements, and/or fund-raising activities. I understand that, unless otherwise approved by me, I will not be specifically identified.

\_\_\_\_\_  
Students Last Name, First Name (*Please Print*)

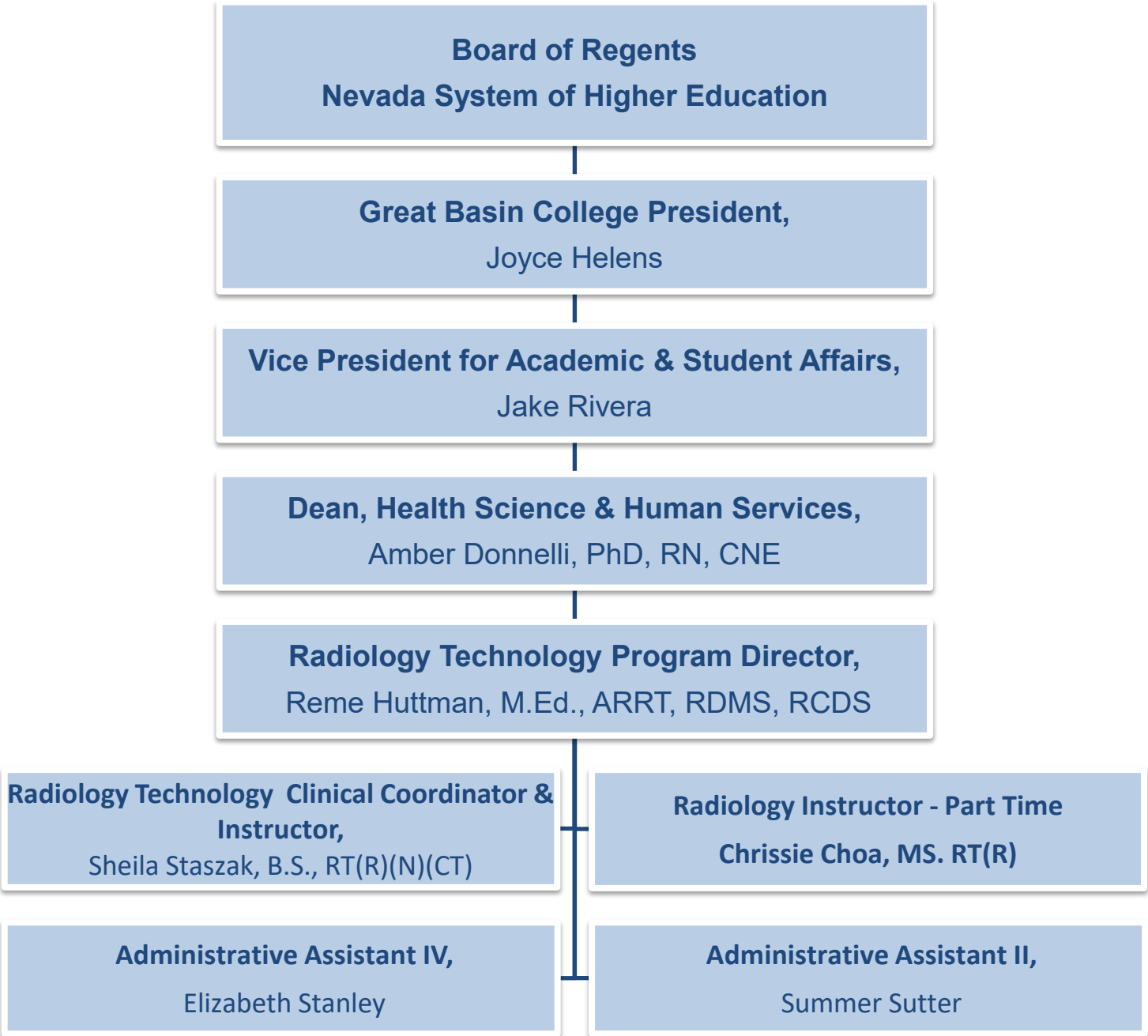
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

***Keep this copy in this handbook for future reference. The Agreement at the back of this handbook should be signed and returned to the GBC Health Science and Human Services Department.***

# Radiology Technology Organizational Chart



**Health Science and Human Services Department  
Contact Information**

**Dean, Health Sciences and Human Services  
& Nursing Program Director**

Dr. Amber Donnelly, PhD, RN, CNE  
775-327-2320(Office)  
[amber.donnelly@gbcnv.edu](mailto:amber.donnelly@gbcnv.edu)

**Radiology Faculty / Program Director**

Reme Huttman, M.Ed.  
RT (R)(CT), RDMS(AB)(OB/GYN), RVT(VS)  
RDCS(AE)  
775-327-2319  
[reme.huttman@gbcnv.edu](mailto:reme.huttman@gbcnv.edu)

**Radiology Clinical Coordinator  
& Instructor**

Sheila Staszak, BS, RT(R)(CT)(N)  
775-327-2312  
[sheila.staszak@gbcnv.edu](mailto:sheila.staszak@gbcnv.edu)

**Radiology Instructor - Part Time**

Chrissie Choa, MS. RT(R)  
[chrissie.choa@gbcnv.edu](mailto:chrissie.choa@gbcnv.edu)

**Administrative Assistant IV**

Elizabeth Stanley  
775-327-2322 (Office)  
[elizabeth.stanley@gbcnv.edu](mailto:elizabeth.stanley@gbcnv.edu)

**Administrative Assistant II**

Summer Sutter  
775-327-2317 (Office)  
[summer.sutter@gbcnv.edu](mailto:summer.sutter@gbcnv.edu)

Help Desk	327-2170
Registrar	327-2059
Bookstore	753-2270
Student Financial Services	327-2095

## TABLE OF CONTENTS

### GBC Building Facilities

12-13

Building Hours  
Building Use Guidelines  
Security  
Fire Evacuation Plan  
Food and Drink in Classrooms  
Personal Computer Use  
Children and Non-student in Campus Facilities  
Pets  
Tobacco Use/Smoking  
Copies

### Radiologic Sciences Foundations

14

GBC Mission Statement  
Radiologic Sciences Program Mission Statement  
Radiologic Sciences Program Philosophy  
Radiologic Sciences Program Learner Outcomes with Assessment Measurements  
Essential Skills

### Health Sciences and Human Services Academic Policy and Procedures

15-19

GBC Academic Regulations  
Academic and Professional Dishonesty  
GBC Student Conduct Policy  
Distance Learning  
Policies and Guidelines for Non-discrimination for Disability  
Procedure for accommodation on the Basis of Disability  
Sexual Harassment  
Unsatisfactory Student Progress Policy  
Unsatisfactory Progress Process for Conduct  
Unsatisfactory Process Procedure  
Process for Admission and Progression Committee Review  
Voluntary Withdrawal  
Dismissal and Readmission to the Program  
Withdrawal and Readmission to the Program  
Unsatisfactory Progress After Readmission Limitations  
Student Appeal of Admission and Progression Committee Decision  
Grievance Procedure



- Address, Name, and Phone Changes
- Admissions
- Advisement
- ALARA
- ARRT Eligibility
- Artificial Intelligence
- Attendance and Absenteeism
- Background Reports and Drug Testing
- Substance Use Policy
  - Philosophy
  - Illegal Drugs
  - For Cause/Reasonable Suspicion Testing
  - Impairment
  - Positive Drug Test Results/Sanctions
  - Program Re-Entry
- Bereavement Leave
- Brain Fuse
- Breaks and Holidays
- Bulletin Boards
- Cancelled Classes
  - Faculty Illness
  - Weather
  - Catastrophic Even
- Plan Cellular Telephones
- Civility in the Classroom GBC
- Classroom Conduct
- Classroom Dress Code
- Classroom Taping
- Clinical Absences
  - Definitions
- Clinical Absences Impact
- Clinical Education Experiences
  - Mammography Observation
  - Modality Observation
  - Schedule Changes
- Clinical Examination Obligation
- Clinical Expectations
  - Dress Code
  - Radiation Monitor
  - Hygiene
  - General Information
- Authority and Responsibility in Clinical Settings
- Clinical Facilities
  - Site Selection
- Clinical Rotations
- Clinical Site Dismissal
- Competencies
  - Carry-over Competencies
  - Incomplete Competencies
- Complio Clinical Information
- Conduct
  - Academic Misconduct
  - Personal Misconduct
- Contrast Examinations Policy

- CPR Card
- Critical Behaviors
  - Accountability
  - Collaboration
  - Self-Leadership
- Critical Care Area/Patients
- Distance Learning
- Documents Required for Clinical Participation
- Early Release from Clinical Setting
- E-mail
- Faculty Evaluation
- Financial Aid/Scholarships
- Flu Vaccine
- GBC Name Badge
- Gifts
- Grading Specific to the Radiology Technology Program
- Grading Criteria
- Health Policies and Information
- HIPAA
- Immunizations
  - Exemptions
    - Medical
    - Religious
- Insurance
- JRCERT Standard Complaint Policy
- Lambda Nu
- Lead Identifying Markers
- Lunches and Breaks
- Mandatory Classes at the Elko Campus
- Mandatory In-service's
- Make Up Schedule
- Magnetic Resonance Imaging (MRI) Education and Safety
- Modification Plans
  - Academic Modification Plan
  - Behavioral Modification Plan
- Personal Leave Time
- Physical
- Pregnancy Policy
- Professional Meetings
- Program Costs- Estimated
  - Estimated Program Cost Breakdown
- Program Dismissal
- Program Re-application
- Program Testing
- Program Withdrawal
- Radiation Exposure/Protection
- Radiation Monitoring Device
- Radiation Monitoring Device - Lost
- Radiation Monitoring Report
- Radiation Advisory Statement
- Radiation Safety Policies
  - Lead Shielding Inspections
  - Radiation Protection Philosophy: ALARA
  - Occupational Exposure Limits
  - Student Exposure Limits

- Public Exposure Limits
- Radiation Monitoring
- Safe and Unsafe Practice Policy
  - Safe Practice Policy
  - Unsafe Practice Policy
- Scholarships and Financial Aid
- Services for Students with Disabilities
- Sexual Harassment
- Social Media and Online Communication
- Student Advisement and Counseling
- Student Clinical Schedule
- Student Clinical Supervision
  - Direct Supervision
  - Indirect Supervision
- Student Government Association (SGA)
- Student Injury
- Student Messages-General Emergency
- Student Records
- Student Representative
- Student Time Commitment
- Tardiness
- TB Skin Test
- Terrorist Attack
- Time Tracking
- Trajecsys
- Tuberculosis
- Working as a Technologist Aide
- Working While in the Program

## Radiology Curriculum Information

55-56

- All Courses Curriculum Pattern
- Course Descriptions

## GBC Graduation Information

57-58

- Application for Graduation
- Graduation Requirements
- Caps and Gowns
- Pinning Ceremonies
- Pinning/Graduation Cost Estimates
- GBC Graduation Ceremony
- GBC Graduation Delays

## Appendices

59- 104

- Functional Abilities
- Bloodborne Pathogen Exposure and Prevention Policy
- Health Sciences Admission and Progression Committee
- Writing Expectations for Radiology Technology Students
- GBC Standards of Conduct for HSHS Students

ARRT Code of Ethics

Forms and Agreements

Injury Report Form

Exposure to Bloodborne Pathogen Form

Notification of Unsatisfactory Student Progress Form

Radiology Student Clinical Evaluation Form

Radiology Student Competency Form (*example*)

Radiology Student Orientation Form

Radiology Student Log of Clinical Exams

MRI Safety Education Form

Prior Conviction Statement of Understanding

Radiology Technology Program Release Form

Radiation Monitoring Information Request Form

Request for Report of Previous Radiation Exposure

Radiology Clinical Documentation Checklist

Student Health Form

Declaration of Pregnancy

Student Agreement Form

Agreement to Participate in Practice Lab Procedures

Consent for Photography and Video Recording

## GBC BUILDING FACILITIES

### Building Hours

Building hours vary based on classes and locations. Health Science faculty offices close at 5 pm.

### Building Use Guidelines

Great Basin College maintains open centers available to faculty, staff, students and the local community during normal hours. During those days and hours classes, meetings and special events are scheduled security will have staff on site to provide assistance.

Open access to site facilities is provided with the understanding that:

- All persons will be treated with courtesy and respect;
- All buildings and equipment are used in the manner originally anticipated;
- All persons will comply with any posted signage;
- All persons will follow normally accepted safety and behavior standards.

The offer of open access may be revoked should any person be found to cause damages to any Great Basin College property or be involved in harmful, unsafe or illegal behavior while on GBC property.

### Security

Security and law enforcement on all Great Basin College centers is dependent upon GBC personnel working well with their respective local law enforcement agencies. Knowledge of any crime or emergency should be reported to the center security or center director immediately. Any crime or emergency requiring immediate assistance should be reported immediately to the police or sheriff by dialing 911 on any center phone.

Security may be contacted by dialing the Elko site operator (Dial "0") from any extension and requesting assistance. On the Elko site assistance may be obtained by activating any of the call boxes located on the pathways or phoning the security cell phone at 934-4923. If the police department, fire department or ambulance are required dial, 9-911 from any extension and tell the dispatcher of the emergency.

### Fire Evacuation Plan

#### **Before a fire happens know the following:**

- Know the location of the exit nearest your area (evacuation maps posted).
- Know the location of the fire alarm pull box nearest your area.
- Know the location of fire extinguishers in your area.
- Know how to use a fire extinguisher.

#### **Upon discovery of a fire:**

1. Pull fire alarm and give verbal warning.
2. Call 911.
3. Follow evacuation procedures.
4. Close doors to contain fire and smoke.
5. If it is safe to do so, and you have been properly trained, you may attempt to extinguish the fire.
6. Determine if it is safe to re-enter the building.
7. On the Elko site, notify your respective Vice President. On all other centers notify the Director and the Vice President of Academic Affairs (Elko Center 775.753.2266).

### **Food and Beverages in Classrooms**

The Leonard Center across the parking lot from the Dorothy Gallagher Health Science Building has food services, vending machines and a microwave for student use.

Food and beverage are allowed in the HS building classrooms if the instructor approves but cannot be taken into the radiology lab (room 102). Students are expected to clean up after themselves if bringing food or drink into the classroom.

### **Personal Computer Use**

GBC is not responsible for loss or damage to personal property owned by faculty, staff, or students, including personal computers, which are used or left in the building. The college is also not responsible for any thefts or damages done to vehicles parked on the premises. Most areas of the parking lot and the interior of the building are under video surveillance. If a student's personal computer is used in one of the buildings, a multi-dimensional surge protector (common and transverse spikes) should be purchased and utilized to prevent electrical damage.

### **Children and Non-Students in Campus Facilities**

Great Basin College is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, fitness center(s) and lab facilities.

### **Pets**

The only pets (dogs, cats, birds, rabbits, ferrets, etc.) that are allowed anywhere on our campus and inside the buildings are those trained and licensed as service animals. Please do not bring any type of animal into any GBC building or clinical-related facility you enter. We will have Security help you remove your animal if needed. Please be courteous to our faculty, staff and students and leave your pets at home.

### **Tobacco Use/Smoking**

Tobacco use and smoking is prohibited in GBC buildings. Please use outdoor designated areas only. In addition, students must comply with all clinical agency policies regarding use of tobacco and smoking while on site.

### **Copies**

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

## RADIOLOGY PROGRAM FOUNDATIONS

### Great Basin College Mission Statement

Transforming lives through education.

### AS Radiologic Sciences Program Mission Statement

The Mission of the Great Basin College Associate of Science in Radiologic Sciences program is to continually provide a high quality, accessible, and affordable undergraduate radiography program that will graduate competent entry-level radiographers for the local and national healthcare community.

Furthermore, graduates will acquire problem solving, communication and critical thinking skills through a program that focuses on patient care, professionalism, and ethical conduct, enhancing the healthcare experience of the patients and communities they serve (reviewed December 2022).

### AS Radiologic Sciences Program Philosophy

Radiology faculty endorse the mission, goals, and outcomes of Great Basin College. The Radiology faculty act on the college mission and values through the pursuit of excellence in teaching, promoting student success, and providing service to rural Nevada citizens to enhance their health and quality of life.

The faculty of the Radiologic Sciences 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 interdisciplinary approach.
2. Through the development of sound radiologic sciences 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 potential. 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.

### 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).

## HSHS ACADEMIC POLICIES AND PROCEDURES

### **GBC Academic Regulations**

All faculty and students are responsible for following the Great Basin College regulations and guidelines as printed in the Great Basin College Catalog.

### **Academic and Professional Dishonesty**

Academic dishonesty ("cheating") involves all methods or techniques that enable a student to gain unfair advantage in the clinical or classroom setting (see the Great Basin College Catalog for the definition of cheating in the Academic Honesty section). Cases of academic dishonesty ordinarily result in a grade of F for the assignment and/or the course, in accordance with published course policies. The violation may lead to the student's dismissal from the Great Basin College HSHS Programs and, in some cases, dismissal from Great Basin College. Students who are dismissed from the program for violation of academic integrity are not eligible for readmission into the program. The student will also be referred to the Vice President of Student Services for appropriate disciplinary action.

GBC and NSHE policies and procedures related to student conduct and academic honesty will be followed. Academic and/or professional dishonesty may occur in a variety of situations, including but not limited to the following:

**Individual Assignments, Quizzes, Tests, and Examinations:** copying from a neighbor's paper during the exam (quiz or test); talking or sharing information during an exam; using crib notes when taking a closed book examination; arranging for another person to substitute in taking an examination; giving or receiving unauthorized information when taking an examination.

**Plagiarism** is knowingly representing the work of another as one's own, without proper acknowledgement of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one's own work the work of another person or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source (**including the Internet**) without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

Faculty expects that students will demonstrate professional and academic integrity at all times. Faculty will explain their course expectations and students are expected to ask questions when clarification is needed.

### **Great Basin College Student Conduct Policy**

All students are held accountable for their behavior under GBC's *Standards of Conduct for Students* located in the college catalog and NSHE Code, Title 2, Chapter 6. Section 6.2.2 regarding misconduct. Nursing, Paramedic, and Radiology students are also responsible for additional standards of conduct (see Appendices Section).

### **Distance Learning**

All courses in the Health Science and Human Services Department are internet enhanced. Some are completely online. It is the intent of all programs to keep access to student information private. The sign on to the course content is available through [www.gbcnv.edu](http://www.gbcnv.edu) and is password protected for student confidentiality. It is the student's responsibility to have compatible internet access to the GBC website to



complete the courses. If you are having problems with the access or have concerns about privacy and security, please contact the Help Desk at (775)327-2170..

### **Policies and Guidelines for Nondiscrimination for Disability**

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. The Students with Disabilities Office, located in the Leonard Center, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775-327-2336.

### **Procedure for Accommodation on the Basis of Disability**

The ADA Officer will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids and services.

Questions regarding appropriate accommodations should be directed to the GBC's ADA Officer in Elko at 775-327-2336.

### **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.

The radiology program requires each student accepted into the program to complete the GBC sexual harassment seminar before or within the first semester or when made available by NSHE. This will be an online course student will complete at their convenience. This must be completed prior to the stated due date.

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 general catalog for the entire policy. Each case of accused sexual harassment will be reviewed on a case by case basis.

### **Unsatisfactory Student Progress Policy**

Students who are admitted to an HSHS Program must maintain their status as a student in good standing in both academic and academic-related areas based on the following criteria:

- a. Must maintain a minimum average of 76% on clinical or academic assignments,
- b. Must meet expected performance, safety, or conduct standards, and
- c. Must earn greater than 76% on all exams at any time during a course (or two exams if so, indicated in the course syllabus)

Failure to meet these criteria will result in the acquisition of a Notification of Unsatisfactory Progress Form. Students receiving this notice must meet with the faculty member(s) or a program representative to complete the form and review expectations/policies. In cases of severe breach of safety or conduct standards students may be immediately dismissed from the program without going through the Notification of Unsatisfactory Progress process.

### **Unsatisfactory Progress Process for Conduct**

Conduct consistent with professional standards of ethical, academic, and clinical behaviors must be exhibited at all times, including within classrooms. **See Appendices Section 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 setting and given a failing grade for the course prior to the end of the semester. This may be due to a single significant event or a pattern of unsafe behavior.
- 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, 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 or classroom setting, if the faculty determines it is warranted. When appropriate, site security or its equivalent in clinical settings may be called, in addition,
- 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. All paperwork including immunizations, lab, physical, etc., required for clinical placement must be authentic and original. Attempts at altering or forging paperwork is considered ethical misconduct.
- e. All students must have a C or above in all courses including general education courses that are used towards the AS degree.

### **Unsatisfactory Progress Procedure**

Students failing to meet any of the criteria above will receive a written Notification of Unsatisfactory Student Progress (See Appendices Section).

Faculty will identify area(s) of performance needing improvement in either academic or academic-related (clinical/simulation/skill performance) areas and outline recommendations and suggest an action plan for improvement. Students will also provide input for an action plan. Documentation of unsatisfactory performance must be included with the unsatisfactory student progress form. The completed form will be signed by faculty member(s) and student. Copies will be distributed to faculty member(s), student, student file, student's advisor, and the Admission and Progression Committee Chair. If a student chooses not to sign this form, the process will be completed without the student signature.

- The Admission and Progression Committee will review student's academic or clinical performance to determine if the student can continue progression in the program or is dismissed from the program.
- Students who receive three (3) Notifications of Unsatisfactory Student Progress forms within one semester must meet with the Admission and Progression Committee.
- Students who receive a total of four (4) Notification of Unsatisfactory Student Progress forms over the course of the HSHS program must meet with the Admission and Progression Committee. Students may at any time be referred to the Admission and Progression Committee for serious infraction(s) of professional, academic, or academic-related performance.
- Upon receiving the sixth (6) Notification of Unsatisfactory Student Progress at any time during the program, the student will be dismissed from the program without appearing before the Committee. This number will be different for students re-entering the program. See below for Notification of Unsatisfactory Student Progress limitations in those circumstances

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

One of the responsibilities of the Admission and Progression Committee is to review student academic problems referred by faculty and on matters related to progression, dismissal or reinstatement of students.

- a. All students undergoing review by the Admission and Progression Committee must submit a letter to the Committee describing their plan for correcting deficiencies. The letter **must be received as soon as possible prior to the next scheduled meeting** of the Admission and Progression Committee.

- b. The committee will review the student's course grades and overall academic and academic-related (clinical/ simulation/ skill performance) record, the course faculty's evaluation, and the student's written plan for improvement. Course faculty whose students are undergoing review by the Admission and Progression Committee are requested to be available to consult with the committee if needed during the review.
- c. The Admission and Progression Committee reviews all the information received and recommends to the Dean that:
  - 1. The student shall implement their plan for improvement and be allowed to continue in the program. The Committee may require additional steps or conditions the student must meet after reviewing the student's plan for improvement. Or,
  - 2. The student should be dismissed from the program.
- d. The Committee Chair notifies the student and faculty member(s) of the decision in writing.
- e. Students who do not request to meet with the committee (for voluntary withdrawal) or submit their letter and plan for improvement to the committee will be recommended for dismissal from the program.

### **Voluntary Withdrawal**

Students who, for personal reasons, voluntarily withdraw from the program must immediately notify their instructor(s) and the Admission and Progression Committee in writing. Students have the option of withdrawing from a course prior to completion of 60% of that course (specific date disclosed in college calendar). It is the student's responsibility to formally withdraw at the Registrar's office from a course. Program instructors/directors cannot complete this task. After the official withdrawal date, a grade of "F" will automatically be assigned as per Nevada System of Higher Education Board of Regent's Policy, Chapter 6.

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

Students who have failed any program course will be dismissed from the program and may request readmission through the Admission and Progression Committee. If readmission is granted by the Committee, the student must meet all required specifications for re-entry as stated below along with any additional remediation recommendations made by the Committee. All requirements and recommendations must be completed by the date specified by the Committee.

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 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.

Students who have been out of the program for more than one year must re-apply. 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. Specific competency guidelines for readmission to each program are outlined in the following program-specific area of this student handbook.

### **Withdrawal and Readmission to the Program**

Students withdrawing from the program for personal reasons may request readmission to the program the following year by submitting a letter of request for readmission to the Admissions and Progressions Committee. If approved, the student will be allowed to complete finals in all courses successfully completed in their first admission. Courses for which the student passes the final and is deemed competent by the program director will not need to be repeated. Any final not successfully completed or any area the program director does not deem the student is competent will need to be repeated within the normally scheduled semester.

### **Unsatisfactory Progress after Readmission Limitations**

Students being readmitted to the program in the first semester will be accountable to the same Notification of Unsatisfactory Student Progress limitations as new students.

Students re-entering the program in the second, third, or fourth semester will go before the Admission and Progression committee upon receiving two (2) Notifications of Unsatisfactory Student Progress in one semester or a total of three (3) throughout the remainder of the program. Readmitted students will be dismissed from the program upon receiving the fourth (4) Notification of Unsatisfactory Student Progress without an option for readmission.

### **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 3 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 program curriculum and the safety and well-being of patients 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 patients and other 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(s) within 3 working days of the alleged occurrence. Within 3 working days of the scheduled meeting, the faculty member(s) 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 3 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(s) 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 3 working days of the meeting. The decision may be delivered to the student by email, U.S. mail, or personally delivered.



Resolution

(Note: Dates given in this procedure may be adjusted if the Dean is not available due to absence or semester break.)

## RADIOLOGY SPECIFIC ACADEMIC AND CLINICAL

### **Address, Name and Phone Changes**

Students must notify the department Administrative Assistant and the Admissions and Records Office when any changes are made in name, address, email address, or phone numbers so that contact information is updated, and emergency messages can be delivered

### **Admissions**

Great Basin College's AS Radiologic Sciences 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 April 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. All application process and selection of students is completed by the HSHS Admission and Progression Committee.

Selection of the student is based on a prescribed set of selection criteria available for viewing on the Great Basin College website at [https://www.gbcnv.edu/programs/health\\_sciences/as\\_rad/index.html](https://www.gbcnv.edu/programs/health_sciences/as_rad/index.html)

### **Advisement**

Throughout the two years, students should work closely with their radiology program advisor. The faculty member is available to students for educational counseling. 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 student services to address their needs.

### **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 advisable (time, distance, shielding). This is a concept the students will learn, be evaluated on and utilize during the education process of becoming a Radiology Technologist. **At no time is a student allowed to hold an image receptor or patient during an exposure in their clinical rotation. Students will not, under any circumstances expose fellow students or others in the GBC lab or at a clinical site without a physician's order. Intentional disregard of this policy will result in dismissal from the program for all involved parties.**

### **ARRT Eligibility**

Successful completion of the Radiologic Sciences program and possession of an Associate of Science Degree from Great Basin College does not guarantee eligibility for certification with the American Registry for Radiology Technologists (ARRT). Graduates must apply to the ARRT to take the certifying examination. The application process requires the graduate to declare previous felony or misdemeanor convictions. Students who have been released from an educational program or

have 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.

**Students intending to work outside the state of Nevada after graduation should review state requirements for licensing at the ASRT website.**

## **Artificial Intelligence**

All work submitted in this program must be your own. Contributions from outside sources, including AI, must be properly cited for each individual use. Failure to do so constitutes an academic integrity violation. **See HSHS Academic Dishonesty Policy.**

## **Attendance and Absenteeism**

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.

1. Students are expected to meet all class and clinical requirements. Assignments not completed will reflect in the student's grades. Students may not be allowed to proceed in the program without completion of all assignments. Student progress is monitored throughout the program. Content missed during an absence is still the responsibility of the student to know.
2. **Students missing more than 2 didactic classes at their assigned location without instructor authorization in one semester will be given a written Notification of Unsatisfactory Progress.**
3. Radiologic Science 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** the expected report time at the clinical facility. The instructor of the course must be notified by **phone** at least one hour before the scheduled clinical shift. It is the student's responsibility to notify the instructor **and** the clinical area. An email is not acceptable.
4. 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.
5. If a student is requested to leave the clinical site **for any reason**, the student should leave immediately and 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. After the review a decision will be made by the Program Director and faculty whether the student will be allowed to return to the clinical site, assigned to another clinical site, if available, or dismissed from the program.
6. At no time should a student visit a clinical site regarding the GBC program without being scheduled to work or without permission from GBC faculty. This could lead to dismissal from the program.
7. Students will never attempt to sway, in anyway, a technologist's grading of an evaluation of a competency. If the student has concerns of fairness regarding either of these evaluations, they should immediately contact the Program Director who will consider the situation and evaluate if additional steps should be completed.

## **Background Reports and Drug Testing**

Clinical affiliation agreements require that Great Basin College assure clinical students have a background and drug screen completed. These reports will be done by an external vendor at a time defined by the program (dates will vary by student location and clinical placement). The results are disclosed to the participating lab or clinical facility. Clinical 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 may be placed at an alternative site or dismissed from the HSHS program.***

If requested by the clinical facility/agency, Great Basin College students may be asked to 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

### **Substance Use Policy**

Great Basin College maintains a zero-tolerance position with regard to the use, sale and possession of any illegal drug. Violation of any state or federal drug laws will subject the student to disciplinary action, which may include legal action concurrently. Illegal use or abuse of legal and/or prescription drugs will subject the student to similar disciplinary action.

**Philosophy:** Faculty believe safety for the student and patient is of the utmost concern. Faculty believe personal and health problems arising from substance use can affect academic and clinical performance, making students a danger to self and patients. Faculty are committed to confidential handling of recognition and treatment of substance use/abuse.

**Illegal Drugs:** For purposes of this policy, ‘illegal drugs’ means illegal use of controlled or illegal (i.e. prohibited) substances: any drug defined as such under the regulations adopted pursuant to *Nevada Revised Statutes* 453.146. Many of these drugs have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician. The definition of illegal drugs does not mean prescription drugs that are lawfully being taken by a student as prescribed by a licensed health care professional; the student must be under the direct medical care of the licensed health care professional and must not be using any substances that impair judgment while in the clinical environment. Although marijuana is legal in the State of Nevada, marijuana is a Schedule 1 substance under federal law and continues to be an illegal substance for purposes of this policy; thus, its use is prohibited. In addition to other illegal drugs as described above, the overuse and/or abuse of alcohol is also prohibited under this policy.

**For Cause/Reasonable Suspicion Testing:** If requested by the clinical facility/agency, Great Basin College students may be asked to 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.

If faculty has a reasonable suspicion that a student is using illegal drugs or is demonstrating signs of impairment while engaged in college-related activities, faculty must immediately remove the student from the classroom, laboratory, or clinical environment. If reasonable suspicion exists faculty may ask the student to submit to “for cause” drug and/or alcohol screening at the student’s expense. Great Basin College is responsible for identifying and providing safe travel to and from a designated vendor for the testing/screening. If a student refuses to submit to a reasonable suspicion drug and alcohol screening test, the refusal will be considered a presumptive positive/admission of impairment, which poses a risk of harm to self and patients.

Students who have a medical condition, injured, or taking any substance that impairs judgment (including prescription medications, medical marijuana, and alcohol) are not suitable for and cannot be present in the clinical environment where patient safety is the topmost concern.

**Impairment:** To determine reasonable suspicion, the following factors may be considered, but are not an exclusive list of factors justifying a drug or alcohol screening:

- The physical symptoms or manifestations of drugs or alcohol use and impairment such as altered or slurred speech or repeated incoherent statements, disorientation, chronic

- drowsiness and/or sleepiness, dilated or constricted pupils, flushed skin, excessive sweating, tremors of the hands, excessive drowsiness or loss of consciousness;
- Unexplained, abrupt or radical changes in behavior such as violent outbursts, hyperactivity, extreme suspiciousness, frequent and/or extreme fluctuations of mood swings without explanation, deteriorating hygiene/appearance;
  - Inability to walk steadily or in a straight line, or perform normal manual functions essential to clinical treatment without reasonable explanation;
  - Accident or “near misses” in a clinical environment that appear related to unexplained sensory or motor skill malfunctions;
  - Perceived odor of alcoholic beverages or marijuana
  - The direct observation of drug use or alcohol use immediately prior or during program related activities

\*Faculty must document student characteristics that warrant reasonable suspicion.

### **Positive Drug Test Results/Sanctions**

All students must satisfactorily pass any required drug test at the time of admission as well as when requested by program for cause/ “reasonable suspicion”. A refusal to undergo a drug screening test will be considered a presumptive positive.

Students who do not pass a required drug test will face disciplinary action, including rescinding of their admission, administrative withdrawal from courses, placement on a leave of absence, or dismissal from the academic program. Students should be provided with resources for counseling services for evaluation and treatment. Any costs incurred or required as part of a treatment program or ongoing monitoring are the responsibility of the student.

### **Program Re-Entry**

Students re-entering the program after receiving disciplinary action for a positive drug and/or alcohol screening test will be required to submit to a drug screening test prior to re-entry. Documentation or counseling and/or physician acknowledgement of prescribed medications and presumed safety in the clinical setting may also be required.

NSHE Code Title 2, Section 10.2.1 Prohibited Conduct (c), (s), (t) & (ee). Any violation will also become a GBC/NSHE Student Code of conduct violation in addition to any program/department action.

#### References

American Association of Colleges of Nursing (1998). Policy and guidelines for prevention and management of substance abuse in the nursing education community. Retrieved from <http://www.aacnursing.org/News-Information/Position-Statements-White-Papers/Substance-Abuse>

Nevada System of Higher Education (2017). Bylaws of the Board of Regents. Retrieved from <https://nshe.nevada.edu/leadership-policy/board-of-regents/handbook/> University of Colorado (2017). University of Colorado College of Nursing Student Handbook. Retrieved from

<http://www.ucdenver.edu/academics/colleges/nursing/students/Pages/handbooks.aspx> Western Nevada College (2017). Associate of Applied Science Nursing Student handbook.

### **Bereavement Leave**

Upon notification to the program faculty and presentation of documentation, the student will be allowed a maximum of three consecutive clinical day 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.



## **Brain Fuse**

Brainfuse is a free tutorial service offered by GBC through the student's WebCamvas account. Students are encouraged to take advantage of 24/7 tutoring opportunities, practice testing, student study groups and more.

## **Breaks and Holidays**

Students do not attend classes or clinical assignments:

1. on college holidays
2. during Spring Break

Students should not attend clinicals on these holidays and breaks unless arrangements are made through the Program Director and Dean.

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 for up to 10 hours.

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.

## **Bulletin Boards**

Student bulletin boards are posted in the hallway near the office suite in the Health Science building. The purpose of the boards is to share official college and departmental notices of importance to students and information about educational and job opportunities. Nothing should be posted on the bulletin boards without permission from the Administrative Assistant or Dean in Health Science and Human Services Department.

## **Cancelled Classes**

**Faculty Illness:** A notice will be posted on the classroom door or online in WebCanva 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 or email.

**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 unless otherwise communicated to the students. 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.

## **Catastrophic Event Plan**

GBC Radiology Program has a catastrophic event plan in place to implement if required by unforeseen environmental, social or health events require. While many events cannot be predicted or planned for, this plan is in place to address policies in emergencies and provide direction if the need arises. The plan may not accurately address all unforeseen events and will therefore be adjusted as necessary to fit the requirements of the respective event. A copy of this plan is housed in the HSHS Group drive and can be evaluated upon request.

## **Cellular Telephones**

Use of cellular phones including calling, texting or online activity **is not acceptable in the classroom/lab**

**or clinical setting.** Cellular phone ringers must be silenced during class and clinical. Unauthorized use of these devices in both settings will result in the following:

1. Verbal warning for first offense,
2. Behavior modification plan second offence
3. Notice of Unsatisfactory Progress third offence

Cellular phones must be stowed away during clinical shifts. These can be accessed on official student breaks but **should not be on the student's person at any other time.**

### **Civility in the Classroom**

Successful learning experiences are enhanced by mutual respect and courtesy. As a member of the larger college and healthcare communities, GBC faculty would like to encourage students to keep this in mind in their interactions with other students, faculty, patients and clinical staff.

For more specific GBC Conduct Policy information, see [https://www.gbcnv.edu/rights\\_responsibilities/conduct.html](https://www.gbcnv.edu/rights_responsibilities/conduct.html)

### **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. Students must purchase and wear their GBC Radiology uniform during positioning testing in RAD116 and RAD126. Uniform order instructions will be provided to students after receiving the student's letter of intent to enroll in the Radiology Program.

### **Classroom Taping**

No classroom content of any type may be videotaped, audiotaped, recorded, or transmitted in any manner without the written permission of the instructor and each member of the class. Any content recorded becomes the property of the course instructor. This is for the protection of the confidentiality of patients, students, instructors, and GBC staff. Students in the class will be required to sign a release form to allow recording in the course. Recordings must be destroyed at the end of the semester.

## Clinical Absences

Students who are unable to attend an assigned clinical session **are required to report** this information to the clinical instructor at their assigned clinical facility **and** 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. Students failing to notify the program faculty and clinical instructor of clinical absences are considered as no call/no show which is classified as unacceptable absence. The student will receive a Notice of Unsatisfactory Progress for the first offence and may be released from the program for a subsequent offence. Students who are sick more than one shift must call in each day of absence. If successive days are missed and daily notification is not made, each missed day without a call will result in an unsatisfactory notice for a no call no show.

### Definitions

1. **Absences** - 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. Scheduled absences can only be allowed if the student has available Personal Leave Time (PLT).
3. **Unacceptable Absence** - If the clinical site and the course instructor are not notified before the scheduled start of the clinical shift or an absence occurs exceeding the student's available PLT, without program director approval, it is considered an unacceptable absence. This will result in the student receiving a Notice of Unsatisfactory Progress for the first occurrence and possible dismissal from the program for subsequent occurrence.
4. **Personal Leave Time (PLT)**: An absence for illness or other circumstances where all the appropriate contacts were notified in the required time frame.
  - a. Students are allowed one 10-hour PLT day in RAD 225
  - b. Students are allowed two 10-hour PLT days in RAD 226
  - c. Students are allowed two 10-hour PLT days in RAD 227
5. **Trading Shifts** - Students are not allowed to trade clinical shifts with other students unless authorized by both students the clinical coordinator and the program director.

**Sick days**- Students are required to notify faculty and the clinical instructor/clinical site before the start of their scheduled shift. Time will be deducted from PLT.

### Clinical Absences Impact

If a student misses clinical hours beyond those provided as Personal Leave Time (PLT), without making arrangements with the program director in advance, the student may be dismissed from the program due to inability to meet course objectives.

## **Clinical Education Experiences**

Clinical instruction is provided in conjunction with classroom theory. This instruction is provided in various locations, including regional hospitals and clinics. Although most clinical experiences take place during the day, the student may be scheduled for other shifts 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 students.

Each clinical course will define the required number of clinical competencies expected in that course, in the course syllabus. It is the student's responsibility to make sure the correct number of competencies are obtained during each clinical course. Students missing required clinical competencies will be subject to a grade deduction and corresponding Notice of Unsatisfactory Progress.

**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.**

**Mammography Observation:** Students will be allowed to observe mammography upon site approval. Students who are not allowed to complete mammography observations at their assigned site, may seek out other clinical sites to obtain these observations. GBC Radiologic Sciences program is not required to arrange mammography observations for all students.

**Modality Observation:** Students who are invited by their clinical site to observe advanced modality medical imaging may do so, on an occasional basis, as long as it does not affect his/her ability to obtain radiology competencies and as long as the site clinical instructor provides explicit approval. Modality observations will be encouraged for two weeks in the RAD 227 course if the student is on track to obtain all radiology competencies.

**Schedule Changes:** No one is allowed to change the 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.

\*\*Students will not request specific schedules from their clinical site under any circumstances.

## **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 by their clinical site. 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:** GBC radiologic sciences students must utilize the designated Radiologic Sciences uniform. Shoes will be clean, white, nursing or athletic shoes with minimal

colored decorations. 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 standard designated navy uniforms with the GBC patch on left sleeve and a white lab coat if desired

1. 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.
2. 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.
3. GBC uniforms are to be worn each day to the clinical area. Students must not wear the GBC uniform as a 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.
4. Uniform pants should reach the level of the shoe and sleeves should not be rolled or altered.

**Radiation Monitor:** The dosimeter is part of the student uniform and must be worn at all times during lab and 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.

1. The Radiation Monitor 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.
2. A student cannot attend clinicals without a functioning dosimeter.
3. The dosimeter must be returned to the GBC campus within 2 days of clinical completion or request from the clinical coordinator.

#### **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 site corporate policies. These may need to be covered during clinical working hours.

**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 will be docked PLT for the time missed.

#### **Authority and Responsibility in Clinical Settings**

- Students are legally responsible for their actions as a student in clinical settings. The professional working with a student is legally responsible for the patient.

Students are subject to the rules and regulations defined in the personnel policies of the facilities with which the GBC HSHS Program affiliates. It is the student's responsibility to be aware of the facilities' policies. If policies are not followed clinical rotation experiences will be discontinued until there is evidence that the student's progress meets the criteria for competent clinical performance.

## **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. Students are guests at the clinical sites.
4. Students are not allowed to leave the clinical sites during scheduled hours without permission.

**Site Selection:** In planning clinical learning experiences for HSHS courses, the faculty tries to assure that each student is scheduled for the clinical facilities that are most likely to provide a variety of learning situations appropriate to the unit or course content currently being studied. Clinical site selection is based on the following criteria:

- Type of facility/agency and accreditation status
- Adequacy of staffing and staff preparation for their roles
- Number of students who can be accommodated at one time
- Site selection is completed GBC faculty and based off student location of residence and student ranking of location
- Every attempt will be made to keep students as close to their home location as possible, but due to limitation of sites in most area's students will likely be required to complete a minimum of 1 out of town rotation
- GBC is not responsible for arranging student housing for students on out of town rotations
- Students are financially responsible for travel and housing during out of town rotations
- If any student does not have evening, night or weekend shifts available at their clinical site or a rotation scheduled at an outpatient clinical site, a written request should be made to the clinical coordinator and placement in a site offering these opportunities for a minimum of 2 weeks will be arranged. Most clinical rotations offer these opportunities.

## **Clinical Rotations**

Due to the rural nature of Great Basin College and its service area, we are affiliated with clinical sites outside of the city of Elko, NV. Sites could be up to 7 hours away from the Elko area. Each student will be in a rotation at a minimum of two clinical sites. Students are required to complete three clinical rotations as follows:

- Summer- 8 weeks of 38 hours per week
- Fall- 16 weeks of 37.5 hours per week
- Spring- 16 weeks of 37.5 hours per week

## **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 will be immediately dismissed from the program.

If a student is dismissed from a clinical site, the student will receive a Notice of Unsatisfactory Progress and an investigation of the dismissal will be completed. If appropriate after the investigation, the student will be reassigned to another site as soon as possible, if one is available. If there are no openings at another clinical site to accommodate the student or if the program director deems appropriate after the investigation, the student may be dismissed from the program.

If the student is allowed to continue, time missed during this process must be made up. Should the student be requested to leave the second site, the student will be dismissed from the program.

## Competencies

**Competencies:** Each clinical course syllabus will outline the required number of competencies for each course. If a student completes all required competencies, they may complete additional competencies to count toward graduation. These competencies, however cannot be counted toward future semester clinical competency requirements.

**Incomplete Competencies:** During RAD 225, RAD 226, students having not completed the required number of competencies will be given a Notice of Unsatisfactory Progress for each missing competency. A 2% course grade deduction will be taken for each missing competency. All clinical competencies must still be completed by the end of RAD 227. If a student has not completed a competency, they can request opportunity to simulate the exam in writing to the program director. The program director will investigate the reason for missing the clinical competency, and if deemed that there was not adequate opportunity for the student to complete the specific exam, simulation will be allowed. If investigation shows the student was negligent in their responsibility to obtain the competency or is incompetent in the exam, simulation may not be allowed, and the student may be dismissed from the program for inability to prove competency.

## Complio Clinical Information

All students need to upload clinical paperwork to the Complio system. This will be reviewed during orientation. Students attending lab and positioning testing outside of the GBC Elko lab, will need to complete this during the first week of the program to be able to enter the off-site lab. The student will not be cleared to attend the lab until all requirements are met. This may affect the student's ability to meet program objectives and lead to the dismissal of the student.

Students are responsible for completion and maintenance of Complio records. If a student is experiencing difficulty with Complio, they should reach out to a faculty member or HSHS Administrative Assistant immediately. If a student's Complio account is not in compliance at the time clinical rotations are requested, the student will receive a Notice of Unsatisfactory Progress and they will not be allowed in the clinical site until he/she proves compliance. Delay in clinical experience due to student negligence may affect the his/her ability to meet program objectives and lead to the dismissal of the student.

Students must renew their Complio subscription annually while in the program at their own expense.

## Conduct

Any violation of the following could result in a verbal warning, modification plan, Notice of Unsatisfactory Progress, or immediate dismissal from the program.

1. Discriminating of other students, faculty, patients or technologists 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 to include performing radiology examinations by oneself without successful completed competency of the examination.
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, hi/her physical, mental or emotional condition impairs his ability to act in a manner consistent with established or prudent 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 or other student'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 including time logs, patient logs, evaluations, competencies or student clinical documentation
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 prudent 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.
20. Showing up at a clinical affiliation site without being scheduled or without approval from GBC faculty in regard to the program.
21. Students not practicing ALARA standards to include but not limited to holding image receptors for a radiology examination.

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 116 and RAD126.
2. been involved in the exam at least once and performed the examination with supervision,

The student will use the Log of Examinations to document their experience with each particular examination. It is important to adhere to the clinical rotation's procedures 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.

### **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 offered by an American Heart Association (AHA) and be certified before being allowed in the clinical areas and in some lab areas. It is 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 must be made up. CPR documentation must be in compliance in the Complio system at all times.

### **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. The faculty believe the initial groundwork for accountability is laid during the first semester 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 control their own behavior.

### **Critical Care Area/Patient**

Students are not, **under any circumstances**, allowed to independently:

1. perform examinations outside the department,
2. radiograph patients in critical care areas or critical condition without direct technologist supervision

### **Distance Learning**

***All courses in the Radiology Technology program are internet enhanced. Some are completely online.*** It is the intent of the program to keep access to student information private. The sign on to the course content is available through [www.gbcnv.edu](http://www.gbcnv.edu) and is password protected for student confidentiality. It is the student's responsibility to have compatible internet access to the GBC website to complete the courses.

Students attending live online sessions through BlueJeans, Zoom or other real time interactions are responsible for keeping all session information private which includes attendance in a room only occupied by the student, the use of headphones, and other measures to protect the privacy of other students.

### **Documents Required for Clinical Participations**

The following are required from students prior to attending any clinical rotation:

1. Documentation of current health physical. Document is provided under forms in this handbook.
2. Documentation of a negative TB skin test or Quantiferon.
  - a. If the student chooses the skin test, he/she must present proof of a 2-step TB followed by an annual 1 step each year since the 2-step was completed. If this documentation cannot be provided the student may need to repeat a 2 step TB.
3. Documentation of current AHA CPR certification (health care provider status).
4. Documentation of HIPAA orientation
5. Documentation of Background Check.
6. Documentation of Title IX Training (when available).
7. Documentation of MRI Safety Training.
8. Completion of a drug test.
9. Documentation of all immunizations or positive titers for: T Dap, MMR, Varicella, Hepatitis B, Flu, and other immunizations or titers required by the clinical site.

***All documents must have clearly written dates and signatures. They must clearly state the name of the facility where procedures were done. The name of the student must match the name registered into Complio.***

***These documents must be scanned in and uploaded in the correct orientation. Photos of documents may not be accepted.***

***Students needing immunization copies may contact the HSHS Administrative Assistant II to obtain them.***

Students are responsible for:

1. Completing all documents in the timeline set
2. Uploading all documents to Complio
3. maintaining a personal file of this information, and
4. all expenses associated with obtaining this documentation
5. Maintaining compliance in Complio

Documentation checklist has been provided in the Appendix section at the end of this handbook.

### **Early Release from Clinical Setting**

There is no early release from the clinical setting under normal circumstances.

### **E-mail**

Email is an essential form of communication in this program. All students must have email access and are required to check their e-mail daily as it is the primary route used for official departmental and course communications. Changes to email addresses must be reported to the department and Admissions and Records immediately.

### **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**

Radiologic Sciences 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.

### **Flu Vaccine**

Most clinical sites require an annual flu vaccine for students to perform clinical rotation. If the student chooses not to complete a flu vaccine, they will be required to put this in writing with the reason why. It is up to the affiliated clinical site whether or not the student will be able to attend clinical at their site. If the student is denied attendance at the scheduled site, every effort will be made to place the student at another location, if one is available. This will be a case by case basis and depends on available clinical sites.

### **COVID Vaccine**

Some clinical sites require a COVID vaccine to perform clinical rotation. If the student chooses not to complete this vaccine, they will be required to put this in writing. It is up to the affiliated clinical site whether or not the student will be able to attend clinical at their site. If the student is denied attendance at the scheduled site, every effort will be made to place the student at another location, if one is available. This will be a case by case basis and depends on available clinical sites.

### **GBC Name Badge**

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, dosimeter, etc. If the clinical site requires students to wear a site badge, the student must wear both badges.

### **Gifts**

Radiology Faculty is not allowed to accept gifts from students during the Radiology program.

### **Grading Specific to the Radiology Technology Program**

A minimum cumulative GPA of 2.5 must be maintained throughout the Radiology Technology Program. A minimum grade of "C" (76%) is required in both radiology and non-radiology courses applying toward the Associate of Applied Science Degree in Radiology Technology Program.

A formative clinical evaluation is conducted twice during each clinical rotation. Students have the responsibility to review the evaluation tool and work to improve performance if necessary. A failed clinical evaluation will result in a Notice of Unsatisfactory Progress.

If two failed clinical evaluations are received by the student, the student may be dismissed from the program.

Any student who receives less than a 76% on the clinical or didactic portion of a course will fail the course and be dismissed from the program.

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.

### **Grading Criteria**

The following is grading criteria used unless specified differently by the course syllabus:

100-94%	A	93-90%	A-
89-87%	B+	86-84%	B
83-80%	B-	79-77%	C+

76%	C	75-70%	C-
69-67%	D+	66-64%	D
63-60%	D-	Below 59%	F

1. Criteria for grading is provided on every course syllabus. Clinical performance and theory performance will be combined to give the student one overall grade for clinical courses. A passing grade is required in both the clinical and theory component of the courses.
2. Ten percent (10%) of a grade will be deducted per day from any assignment turned in later than the scheduled time.

### Health Policies and Information

- The HSHS programs require clinical work performed in hospitals and other facilities that involves providing direct care or exposure to clients with a variety of illnesses and diseases, including the handling of and/or contact with human body fluids. Students must understand that they may or will be exposed to disease-carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant or immune compromised.
- Students who have a latex allergy must inform their instructor at the beginning of each semester so arrangements can be made to protect the student from exposure.
- After hospitalization, surgery, serious illness, injury, childbirth, etc. a student must submit a release statement from a health care provider indicating their medical clearance to return to full time status to the program. A copy of this medical release statement will be placed in the student's file.

### HIPAA

The National HIPAA regulations apply in all school and clinical settings. Students must demonstrate knowledge of the regulations prior to entering the clinical setting. HIPAA training is provided in the GBC Radiology Pre-Clinical course as well as RAD 112. Documentation will be maintained in Complio.

### Holding Image Receptors During Exposures

At no time is a clinical student allowed to hold an image receptor during an exposure. Failure to comply with this policy will result in a behavior modification plan on the first offense and a Notice of Unsatisfactory Progress on any subsequent offense.

### Immunizations

The following immunizations must be current. You can obtain any required immunizations from your physician/physician's assistant or nurse practitioner. Any immunizations that are still current do not have to be repeated.

1. **Quantiferon or a Two-step tuberculosis (TB) skin test:** Be sure you receive the two-step Mantoux or PPD. (This baseline is valid for 12 months. One-step renewals can then be done each 12 months thereafter.) **Step One:** Go to your physician's/physician assistant's/nurse practitioner's office or a clinic and have the skin test done; return 48-72 hours later to have it read.  
**Step Two:** One week later, go back and have the skin test done again; return 48-72 hours later to have it read. A tine test is not acceptable, and the one-step TB test is not acceptable. If you have had a positive skin test in the past, you must have documentation of a negative chest x-ray.
2. **Measles/mumps/rubella (MMR):** Series only to be done once in a lifetime.
  - a. If you were born in 1957 or after and have no serological evidence of immunity, no physician-diagnosed measles or mumps disease, or prior vaccination evidence, obtain two doses of MMR vaccinations.
  - b. If you were born before 1957, show proof of one of the following:
    - history of physician-diagnosed measles and mumps disease
    - laboratory evidence of measles and mumps immunity
    - laboratory evidence of rubella immunity
    - MMR or Rubella vaccination evidence
3. **Tetanus, diphtheria, pertussis:** A Td booster is required every 10 years following the completion of the primary 3-dose series. A 1-time dose of Tdap to those younger than 65 years of age who have direct patient contact is required.
4. **Hepatitis B series:** The Hepatitis B series is a series of three immunizations. If you have not been previously immunized, the first immunization must be completed by the end of July, the second

completed one month after the first, and the third immunization completed five months after dose #2. Check with your health care provider if you have questions.

**Note: Hepatitis A series:** Currently, clinical facilities do not require immunization for hepatitis A; however, it is highly recommended due to exposure at various clinical sites. This is a series of two immunizations. If you have not been previously immunized, the second dose should be completed 12-18 months after the first. If the combined hepatitis A and hepatitis B vaccine (Twinrix) is used, 3 doses at 0, 1, and 6 months; alternatively, a 4-dose schedule may be used, administered on days 0, 7, and 21-30 followed by a booster dose at month 12.

5. **Influenza:** Proof of immunization with vaccine(s) recommended for health care providers by CDC for the current year. Some clinical sites will require flu shots for students to perform clinical rotation in that facility. If the student does not want the flu vaccine, they will be required to put this in writing with the reason why. It is up to the affiliated clinical site whether or not the student will be able to attend clinical at the site. If the student is denied attendance at the scheduled site, every effort will be made to place the student at another location, if one is available. This will be a case by case basis and depends on available clinical sites.
6. **COVID:** COVID vaccines may become required by some clinical sites. If a student chooses not to obtain this vaccine, it will be up to the clinical site whether or not to place the students. If denied placement, other placements will be examined.

### **Exemptions**

There are two types of exemptions to the immunization requirements.

**Medical:** This exemption requires a licensed physician to provide a signed statement that a medical condition prevents the student from complying with this regulation.

**Religious:** This exemption requires a statement from the student that the vaccines are contrary to his/her religious beliefs.

***The HSHS Department and facility reserves the right to restrict clinical placements of students who are not fully immunized for any reason.***

### **Insurance**

1. GBC radiology technology students are covered by the Nevada System of Higher Education's liability insurance.
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. Yearly proof of medical insurance is required during clinical assignments. Documentation is maintained in Complio.

### **JRCERT Standard Complaint Policy**

The purpose of this policy is to give the students a procedure to follow if they feel the Radiologic Sciences 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 the concern.
2. If the student(s) does not feel the concern has been addressed, the student must make an appointment with the Program Director.
3. This appointment will be within three working days of student request.

4. At this time, the student will submit 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.

If the student(s) still feels the complaint has not been resolved, the student must make an appointment with the Dean of Health Sciences and Human Services and the Program Director of Radiologic Sciences Program to see if resolution can be obtained. The Dean of Health Sciences and Human Services may be contacted at (775) 753-2135. At this point, the Dean or Program Director may request the student attend a meeting with the Health Sciences and Human Services Admission and Progression Committee.

Please refer to the HSHS Department's grievance procedure in the Department Program Handbook. The student would place in Step 2 of the Grievance Procedure Steps.

1. This appointment will be made within three working days of student request.
2. At this time, if the student does not feel the complaint has been resolved, the student may contact the JRCERT at:  
20 N. Wacker Dr., Ste 2850  
Chicago, IL 60606-2850  
Phone: (312)704-5300  
Fax: (312)704-5304  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)  
Website: <http://www.jrcert.org>

### **Lambda Nu**

Lambda Nu is the only National Honor Society for Radiologic and Imaging Sciences. GBC's chapter is Gamma chapter of Lambda Nu students meeting the requirements for chapter membership will be invited to join the Gamma Chapter of Lambda Nu. Lambda Nu members are encouraged to apply for Lambda Nu scholarships and wear society regalia at pinning and graduation ceremonies. Students will be inducted into the society in an annual pinning ceremony.

### **Lead Identifying Markers**

The lead right and left initial markers used during clinical will be purchased out of lab fees and issued to the students before their initial clinical experience. If these markers are lost, it is the student's responsibility to replace them immediately at their own expense.

### **Lunches and Breaks**

Radiology 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 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.

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 get the approval of the clinical instructor or clinical liaison and ensure they are back within 30 minutes.

Students will not clock out for lunch breaks. At the end of the semester, a 30 minute lunch for each clinical day will be deducted from the semester total clinical time.

### **Mandatory Classes at the Elko Campus**

Prior to the first semester, all students may be required to attend orientation at the Elko or Pahrump Campuses. Students based in Pahrump will be expected to attend 1-2 Elko campus sessions each semester for the first year and finals week of their final semester of the program. Every attempt to limit these visits will be made. Students will be responsible for travel expenses.

## **Mandatory In-Services**

All program students are required to complete blood borne pathogens, OSHA, AND HIPAA in-service sessions. These will be covered in the students' pre-clinical course as well as in most individual clinical facility orientations.

## **Make Up Schedule**

If a student is approved by the Program Director to make up missed clinical time, it will be scheduled by GBC faculty at the clinical site's convenience.

## **Magnetic Resonance Imaging (MRI) Education and Safety**

During the course of the radiology technology program education, students will be in clinical locations with MRI equipment. Due to this possible exposure to the MRI suite, students will be educated regarding the operation, possible hazards, and safety protocol regarding Magnetic Resonance Imaging (MRI) during the pre-clinical course. Proof of this completion must be uploaded to Complio.

Upon completion of MRI Safety Education, the student will be able to demonstrate understanding of the importance of the following items, in regard to safety of self, fellow health-care team members, general public, and patients:

1. Composition of a ferromagnetic object
2. The hazard ferromagnetic objects represent in relation to MRI
3. A Quench Procedure along with the possible effects and safety implications
4. The unique O2 Monitoring system, vent and fire system of the MRI area
5. The safety procedures and possible hazards of the MRI imaging equipment.
  - a. This form should be printed out by the student to be kept with their clinical paperwork. This form will be kept by the clinical coordinator in the student's clinical documents
6. Reasons a person entering the magnet room shall be checked by MRI personnel for ferromagnetic items that may exhibit a missile effect.
7. Reasons no student shall enter the MRI area without permission from supervising technologist.

All students will have completed a screening form prior to entering a clinical/MRI area. This document will be uploaded to Complio and saved with student clinical documents.

At all clinical sites containing an MRI suite, the student will be oriented to:

1. The magnetic exclusion zones. Documentation of this MRI orientation of the clinical sites will be on the site orientation form completed in Trajecsys.
2. Upon completion of the training, the student verify education on Trajecsys orientation checklist.

## **Modification Plans**

All radiology students are subject to behavioral or academic modification plans. The purpose of these plans is to provide early interventions to students whose academic performance or behavior is not in alignment with the Radiology program expectations and practices.

**Academic Modification Plan:** Students who have demonstrated academic difficulty but have not yet obtained a Notice of Unsatisfactory Progress may receive an Academic Modification Plan. The intent of this plan is to provide early intervention to improve student performance. It will consist of the faculty developed plans and goals. If improvement is not made students will be subject to a Notice of Unsatisfactory Progress.

**Behavioral Modification Plan:** Students who demonstrate poor ethical judgement, rude, intrusive or unkind behavior or other negative behavioral events that are expected to disrupt their clinical experience, will result in the student acquiring a Behavior Modification Plan. GBC Faculty will create this plan and discuss it with the student. In the plan, the student will be provided a plan for improvement and given a follow-up date to monitor for change. If change is not appropriate according to the plan, the student will receive a Notification of Unsatisfactory Progress.

Clinical instructors are encouraged to contact GBC faculty regarding student behavioral concerns in the clinical site. The Instructor and GBC Faculty will evaluate the behavior and may determine to proceed with a modification plan or a Notice of Unsatisfactory Progress depending on the severity and regularity of the behavior.

### **Multifactorial Authentication (MFA)**

NSHE and GBC require the use of MFA to access webcanvas, school email and other essential documents/programs to ensure privacy and security. Students will need to maintain access to a phone to utilize the MFA.

### **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, sick days or circumstances which may arise that are not able to be scheduled outside of program parameters. Personal leave days include prearranged days off and sick days. PLT may be denied if the student is currently being monitored in a behavior or academic modification plan. No additional PLT will be allowed once the allotted time per semester is used. Students whose absences exceed their allotted PLT will receive a Notice of Unsatisfactory Progress and will be required to make up the time. Refer to Clinical Absence section for details. PLT allotted for each semester will be clearly stated in the course syllabus.

### **Physical**

Student must provide evidence of a satisfactory physical examination. Please see the form in the Appendix. The physical examination validates the student is able to meet the demands of the program without compromising the patient or themselves. In addition, certain psychomotor abilities must be validated. The student must be able to:

1. Manipulate equipment necessary to assist the individual, family and/or group to desired outcomes.
2. Lift and move individuals and to provide safe care and emergency treatment at a minimum of 50 pounds.
3. Perform cardiopulmonary resuscitation.
4. perform tasks independently
5. demonstrate cognitive abilities to measure radiation dose, reason and analyze situations.

### **Pregnancy Policy**

Student disclosure of 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.

### **Professional Meetings**

Students may be offered compensatory time or extra credit for attending scheduled professional meetings, conferences, field trips or seminars as identified by the program faculty. During the professional meetings all conduct policies apply as the student is a representative of Great Basin College and the radiology program.

### **Program Cost- Estimated**

The costs over the two years will vary from year to year. Fees are added to courses utilizing lab supplies.



### **Estimated Program Cost Breakdown:**

Tuition: **\$14,950 (includes tuition, differential fees and technology fees)**

Textbooks/Course Material: **\$1,750.00**

Housing and travel to courses and clinical sites: **Varies depending on location of site**

Health examination and vaccinations: **Varies depending on needs of student and physician**

Background Check: **\$110.00-\$135.00** (depending on number of states the student has resided in)

Health Insurance: **Varies per student**

Uniforms: **\$200.00 (estimate, varies depending on student selections)**

ARRT Exam Registration: **\$200.00**

### **Program Dismissal**

Program dismissal is at the discretion of the Program Director and faculty. Immediate dismissal by the Program Director may result from significant events of academic misconduct, program misconduct, and failure to meet expectations of the program. Every situation will be investigated, discussed with the student and documented. If possible, every attempt will be made to correct a problem prior to dismissal from the program. Dismissed students will be informed whether they will be considered for re-admission to the program. The student has the right to an appeal.

Most dismissals will proceed through the admissions and progressions policies. ***Please see the HSHS Admission and Progression Committee Information for complete details of the process.***

### **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 director to document resolution of problem areas identified in the exit interview. Students reapplying must meet all current GBC and program application and admission policies. The student will be required to complete competency testing to identify placement in the program and which classes must be repeated.

### **Program Testing**

Finals week of the final semester of the program, a mandatory board review and final exam mock testing for RAD227 will be completed on the Elko campus. The testing times will be announced in the course. If students do not attend, they will not be able to complete their final exam testing and may be dismissed from the program.

### **Program Withdrawal**

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

### **Radiation Exposure/Protection**

***Please see the radiation protection in the appendix.***

During the course of the Radiologic Sciences program, students will be exposed to ionizing radiation. All students, when working with ionizing radiation, must adhere to the ALARA concept. **See ALARA.**

### **Radiation Monitoring Device (Dosimeter)**

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

The Radiation Monitoring Device must be returned to the Clinical Coordinator within five (5) days of the end of rotation or expiration date. If the device is not returned within this time, all late fees will be borne by the student.

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 in the Appendix Section of 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 student will not be able to attend clinical or lab in the time they are without the monitor.
2. The lost radiation monitoring device will be replaced at the student's expense (a \$30.00 fee) which must be paid by the student directly to the Controller's office.
3. Prepare and deliver a letter addressed to the GBC Radiology Technology Program Director explaining how the radiation monitoring device was lost.
4. Pick up the replacement radiation monitoring device as directed by the faculty. Once step 4 is completed, the student will be allowed to return to clinical. Time missed during this process must make up missed clinical time.

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 filed in the HSHS computer shared drive. Students will receive an email with their dose information when each report is complete. If students have questions regarding his/her dose, they should contact the clinical coordinator.

Upon graduation, each student will receive their individual cumulative dose report from GBC faculty. Students should retain this report for the extent of their career in Radiology.

The maximum radiation exposure allowed for a student is .5 rem or 500 mrem. If the student exceeds this dose, they will be dismissed from the program.

The radiation monitoring report will be reviewed upon arrival by the clinical coordinator. If a student's radiation limits are outside of the programs designated exposure limit of 50 mrems quarterly, 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 need to:

1. cease clinical assignment until investigation into the radiation monitoring report is completed to ensure 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. be dismissed from the program due to overexposure.

If this continues to be a repeated problem with the student, even after counselling the student will be dismissed from the program. (Please review Appendix-Radiation Safety)

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.

## 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. ***Female student disclosure of suspected or confirmed pregnancy is strictly voluntary and may be withdrawn at any time.*** Please review Appendix-Radiation Safety.

## Radiation Safety Policies

**Lead Shielding Inspection in Clinical Facilities:** All lead aprons and thyroid shields will be visually inspected to identify obvious tears or holes in the vinyl and lead (or lead equivalent). The shields will also be visually inspected to assure all clips, belts and straps are in working order.

A fluoroscopy inspection will be performed on an annual basis to review for holes or cracks in the lead shielding. The kVp should be set at 100.

If the aprons and/or thyroid shields do not pass the inspection, they will be removed from service, repaired or destroyed in accordance with state and/or federal guidelines.

**Radiation Protection Philosophy: ALARA (As Low as Reasonably Achievable)**

All exposures must be justified and kept as low as reasonably achievable (ALARA concept). The ALARA concept applies to radiation workers as well as to the general public. The ALARA represents a commitment on the part of Great Basin College to provide the resources and environment in which ALARA is implemented. Safe radiation protection practices will be practiced by the faculty and students by utilizing the ALARA concepts with the practice of the shortest exposure time, utilizing the most distance from the radiation source and wearing of protective shielding when needed.

An important part of the ALARA program is an annual review of the working conditions and personal monitoring records. This is designated to the Radiology Technology Program Director, Dean of Health Sciences and Human Services and the Director of Environmental Health, Safety and Security.

**Occupational Exposure Limits (annual):**

- 1. Effective dose equivalent limit (internal plus external (stochastic effects))
  - a. Whole body exposure 50 mSv or 5 rem
  - b. Cumulative effective dose, whole body lifetime to age 10 mSv(years x 1 rem)
- 2. Dose equivalent limits for tissues and organs (non-stochastic effects)
  - a. Lens of the eye 15 rem
  - b. All other (e.g. red bone marrow, breast, lung, gonads, skin and extremities) 50 rem

**Student Exposure Limits (annual):**

***This program does not accept students under the age of 18 years.***

- 1. Effective dose limit
  - a. Whole body exposure:
    - Over 18 years of age 50 mSv or 5 rem
    - Under 18 years of age 1 mSv or .1 rem
  - b. Lens of the eye 15 mSv or 1.5 rem
  - c. Skin, hands, and feet 50 mSv or 5 rem

**Public Exposure Limits (annual):**

- 1. Effective dose equivalent limit, continuous or frequent exposure 1 mSv or .1 rem
- 2. Effective dose equivalents, infrequent exposure .5 rem
- 3. Remedial action recommended when:
  - a. Effective dose equivalents (Internal and External) >.5 rem
- 4. Dose equivalent limits:
  - a. Lens of the eye, skin and extremities (Internal and External) 5 rem

These limits do not include exposure from natural background and exposures received as a patient for medical purposes. Occupationally exposed workers are limited to an annual effective dose equivalent of 5 rem. The dose equivalent limits for the general public are typically 1/10<sup>th</sup> or less of occupationally exposed individuals. Partial body exposures and exposures of individual organs are accounted for by establishing the limits in terms of effective dose equivalent, which weighs the dose equivalent in terms of the risks resulting from partial body or organ exposure. Students under the age of 18, where in training jobs with a potential exposure, should not receive more than .1 rem per year from their education activities.

**Radiation Exposure in Lab**

Great Basin College (GBC) maintains a live lab on the Elko Campus. Students will often be required to complete exposures for lab assignments. Students should only complete exposures with approval by program faculty. Students can only utilize the campus lab when program faculty is on site. Exposures should never be completed with students in the x ray suite outside the control room. If an accidental exposure occurs, the program director and radiation officer should be notified immediately. Intentional exposure of a fellow student or person will result in investigation and dismissal of all responsible parties.

### **Radiation Monitoring**

Great Basin College (GBC) upon acceptance by the state will implement the following radiation monitoring system.

1. A radiation monitor (TLD) will be furnished by Great Basin College to all students currently in the Radiology Technology Program. The monitor will be issued at the start of the radiology lab portion of the curriculum, fall of first year and will be continued until graduation.
2. The radiation dose monitor should be worn at the collar level.
3. A radiation monitor (TLD) will be furnished by Great Basin College to all radiology faculty members currently working in the Radiology Technology Program during school sessions.
4. The radiation monitor will be issued and processed quarterly.
5. Collection and distribution of the radiation dose monitor will be the responsibility of the faculty and students. It will be the Program Directors responsibility to ensure this is completed.
6. If pregnant students and/or faculty members choose to declare their pregnancy, a declaration of pregnancy form must be completed and submitted to the Program Director. At this time, a fetal monitor will be ordered to be worn at the waist level. If being worn while wearing a lead apron, the monitor should stay at waist level under the apron.
7. The estimation of radiation exposure can be made only if the following rules are adhered to:
  - a. The radiation monitor is to be worn at all time when working in clinical sites and in the radiology lab.
  - b. The radiation monitor should be worn at the collar area. If the individual is wearing a lead apron, then the radiation monitor should be worn outside the apron at the collar level.
  - c. The film badge should be left at a designated area at the clinical site or in the radiology lab.
  - d. Students shall never wear another individual's radiation monitor.
  - e. Students must not purposely tamper or damage the radiation monitor.
  - f. Students must report the loss of the monitor immediately. (See Radiation Monitoring Device in the R.T. Student Handbook, page 52.)
  - g. Report any incident relative to the wearing or not wearing of the radiation monitoring device, such as, taking the monitor outside and exposure to environmental sources.
    - a. **Dosimeters should be stored at the clinical site or program lab only.**
  - h. It is the responsibility of the Program Director and Clinical Coordinator to ensure that the above rules are observed and to report radiation safety problems to the Radiology Technology Program Director, Dean of Health Sciences and Human Services and the Director of Environmental Health, Safety and Security.

#### **Program Director:**

Reme Huttman  
Office Phone:(775)327-2319  
Email: [reme.huttman@gbcnv.edu](mailto:reme.huttman@gbcnv.edu)

#### **Clinical Coordinator:**

Sheila Staszak  
Office Phone: 775-327-2312  
Email: [sheila.staszak@gbcnv.edu](mailto:sheila.staszak@gbcnv.edu)

#### **Dean of Health Sciences and Human Services:**

Dr. Amber Donnelly

Email: amber.donnelli@gbcnv.edu  
Office Phone:(775)753-2135

## **Safe and Unsafe Practice Policy**

### **Safe Practice Policy**

1. Safe practice in a clinical setting includes those patterns of prudent professional behavior that follow legal and ethical codes and promote well-being of clients and self. This will be demonstrated through accountability in preparation, documentation, and continuity of care, as well as in showing respect for the rights of individuals.
2. Unsafe practice includes those behaviors which may endanger a patient, family member, staff, peer, or faculty in the physiological, psychological, spiritual, or cultural realm. Specific behaviors of endangerment may include acts of commission or omission in the clinical agency and/or behavior that causes the faculty to question the student's potential for safe practice.
3. A student whose actions or omissions endanger a patient, family, peer, staff member, or faculty may receive verbal or written warning, removal from the clinical experience or program dismissal depending on the severity of the infraction.
4. Documented evidence from faculty, staff, clients, families, or peers will be used in the decision process.

**Unsafe Practice Policy:** If a student is deemed to be unsafe by clinical faculty, the student will be excluded from clinical rotation, may not self-drop the course, will be assigned a grade of F, and will fail the course. This is applicable at any time during a semester. Behaviors that may result in immediate dismissal include, but are not limited to:

1. Performing acts beyond the scope of practice
2. Unauthorized use or distribution of equipment or drugs
3. Falsification or alteration of agency documents
4. Patient abuse, neglect, or abandonment
5. Engaging in criminal activities
6. Violation of ethical principles
7. Violation of the GBC AS Standards of Conduct policy

If **an agency** refuses to allow a student to continue in clinical rotation, and the student cannot be placed at another site, or the program director chooses not to place the student at another site due to the severity of the incident, the student may not self-drop, will be assigned a grade of F and will fail the course.

### **Scholarships and Financial Aid**

Financial Aid is intended to help students pay for their education after high school. Scholarship/Grant criteria varies for each program. The aid available at Great Basin College includes grants, loans, employment and scholarships, some of which are specifically designated for HSHS students. Awards are made in the fall and spring semesters. Only students who have completed the application will be considered for a scholarship. Federal Student Aid Programs become available after completion of the FAFSA application. Submit a Free Application for Federal Student Aid (FASFA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are encouraged to contact Student Financial Services at 775-753-2399 for further information.

Specific Program Costs can be found in the Program Specific section of this handbook.

### **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.

The radiology program requires each student accepted into the program to complete the GBC sexual harassment seminar within the first semester. This will be completed with an online education opportunity.

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 general catalog for the entire policy. Each case of accused sexual harassment will be reviewed on a case by case basis.

### **Social Media and Online Communication – Ethics and Legal Liability**

Students are reminded that they are legally liable for anything they write or present online.

Students can be disciplined by GBC for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

Students can also be sued by GBC employees, clinical agencies, and any individual or company that views their commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

To avoid negative impacts resulting from unwise or inappropriate use of social media, be aware of the following:

- If you post anything about GBC or the Health Science and Human Services programs, make it clear that you do not represent the college or any of the programs, nor their views.
- Be aware not only of the content you post, but of any content that you host (e.g. comments others post on your site). Content you host can have the same effect as content you post.
- Potential employers may use social media to evaluate applicants. Inappropriate content may eliminate job opportunities.
- Once you have posted via social media, it is out of your control. Others may forward it, save it, repost it, etc. It is almost impossible to retract after it is posted.
- If you disclose confidential information about patients, other health care providers, fellow students, or faculty, the college and/or health care facility may take legal action against you. Disclosing patient confidential health information is a violation of HIPAA and can result in severe fines and immediate program dismissal.

The faculty recognizes that social media sites - Facebook, Twitter and others offer alternative ways to reach and communicate with friends and other students. The responsible use of social media strengthens our programs' reputation within the community and expands public awareness of our varied educational options.

**The following policies and procedures must be adhered to in all use of social media that in anyway relates to or mentions GBC and/or the Health Science and Human Services programs:**

1. The social media site content must not replicate information that is available on the college web page.
2. Material and content from classes may not be copied and placed on social media sites, including personal information regarding patients, students, instructors, or other GBC staff.
3. Personal blogs should have a clear disclaimer that the views expressed by the author in the blog is the author's alone and do not represent the views of GBC or the Health Science and Human Services Department.
4. Information with GBC affiliation should only be information that could be contained in a resume.
5. Information published on a blog should comply with HIPPA, FERPA, and GBC confidentiality policies.
6. Students must be respectful of all persons and their right to privacy.
7. Do not reference GBC faculty, staff, or students without their written consent. Do not use their images or likeness without consent.
8. Respect copyright laws and site sources appropriately. Plagiarism still applies to online content. GBC logos may not be used without written consent from Department Chair.
9. Any press or media contacts should be referred to Social Media Specialist at 775-753-2105.
10. All requests for social media development should include its purpose and objectives, name of the social media site, and the name of the moderator, with request forwarded to the Dean of the Health Science and Human Services Department at 753-2135.
11. Student must not be friends with faculty on Facebook until such time as the student has graduated or left the college.

### **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. 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 non-GBC course during the final 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 the student's 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 will 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 or program director. All hours and days are assigned to provide each student equal learning opportunities.

### **Student Clinical 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** 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.

### **Student Injury**

In case of student injury:

1. Notify immediate supervisor and/or site clinical instructor
2. Fill out appropriate forms for clinical site.
3. Notify GBC Faculty
4. Fill out student injury form located in Appendix A of this book.

### **Student Messages - General Emergency**

Great Basin College, in compliance with the Clery Act, will issue timely warning notices in the event a situation occurs on one of our centers or in the areas adjacent to our centers that constitutes a potential ongoing or continued threat to students, faculty and staff. Timely warning notices will be issued upon the recommendation of the Director of Environmental Health, Safety & Security (EHS&S), the Center Director or the local Police agency. Timely warnings will be issued on a case-by-case basis when approved by the GBC Executive Administrators based on the available facts, the risk to the center community, and the risk of compromising law enforcement efforts.

Timely warnings will be issued via the GBC email system, posted on the home page of the GBC web site, posted via video signage, printed notices and personal contact. Warnings will include the date, time and reported location of an incident, a brief summary of the incident, a description of the suspect(s) and vehicles if known. Warnings will include safety information specific to the type of incident and contact information to obtain additional information.

Students must ensure their email and phone number are kept up to date in the GBC Peoplesoft system to ensure receipt of these messages.

### **Student Records**

The Admission and Records Office maintains official GBC files for all students who apply to the college. A cumulative, confidential file of program documents is kept for each student in the Health Science and Human Services Department. The confidential file contents may include: application materials, immunization records, copies of the CPR card, transcripts, student agreements, test scores, clinical assignment and performance forms, skills checklists, Student Counseling forms, *Notification of Unsatisfactory Progression* forms, *Practice Lab Remediation* forms, and action plans (if applicable). Class work, tests, quizzes and projects may also be included in this file. Records of individual student conferences and clinical evaluation conferences will be read and signed by the student and faculty prior to becoming a part of the student's cumulative record. Records are retained and stored in the Health Science and Human Services Department for five years and are then may be destroyed or erased.

All student files are maintained in designated, locked file cabinets or password protected electronic files. Student files are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). For further information, refer to the section on Family Educational Rights and Privacy Act in the GBC catalog.

### **Student Representative**

Student representation is requested and appreciated on radiology technology department committees and advisory 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 radiology program will be 40 hours/week or less. Every credit of didactic coursework will require a minimum of 3 hours per week of student study commitment outside of class and lab time. Every credit of clinical experience will require 60 hours of clinical time.

### **Tardiness**

Program faculty is committed to starting class sessions on time. The student's obligation is to be punctual for scheduled clinical, classes and lab sessions. Tardiness is inconsiderate, disruptive to the class and will be dealt with individually. Information covered during the student's absence will be up to the student to obtain. It will not be repeated. If tardiness is a continual problem the student will receive a behavior modification plan and if adequate improvement is not made, in the set timeframe, the student will receive a Notice of Unsatisfactory Progress.

Students that are tardy for clinical experience will not receive credit for time missed. Time missed will be deducted from PLT. Students who are tardy are not allowed to make up the time missed at lunch or the end of the clinical day without approval from the clinical coordinator. Weather is not an excuse for tardiness (see weather under Cancelled Classes). After one late arrival, during a clinical rotation, a verbal official reprimand will be given. After a total of two late arrivals, a behavior modification plan will be given. After three total late arrivals at clinical sites, the student will receive a Notice of Unsatisfactory Process.

### **Terrorist Attack**

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 Tracking**

Clinical time is reported on the Trajecsyst tracking system. Students must log on to an onsite computer and clock when they are prepared to work. A 30-minute lunch will be allowed for each student. **Students will not clock in and out for lunch.** In the event a clock in or out is missing, as student can enter an addendum to their time or request their clinical instructor or faculty member to make a time correction. A student who habitually misses or addends timecards may receive a Notice of Unsatisfactory Progress for inaccurate documentation at the program faculty discretion. Any suspected falsification of time will be investigated, if a student is found to have falsified records they will receive a Notification of Unsatisfactory Progress or may be dismissed from the program.

### **Trajecsyst**

Trajecsyst is an online time and record tracking system. Radiology lab funds pays for one, one-year subscription to this system for each student. Students are expected to register on the Trajecsyst system by the due date outlined in the Spring semester of the students' first year. Trajecsyst will be used to track student time records, exam logs, competencies and evaluations. It is the student's responsibility to maintain a working username and password throughout their clinical rotations. Students must maintain logs of all examinations completed in the clinical site on a weekly basis. These logs should be entered outside of the clinical site on the student's free time at least once a week. Grade deductions will be taken

if exam logs are not up to date. If logs are not complete by the end of each semester, the student will receive an incomplete until the logs are updated. If the course is incomplete, by the beginning of the next clinical course, the student will not be able to proceed in the program and will be dismissed.

### **Tuberculosis**

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

### **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. Students may not obtain competencies, evaluations or clinical hours during working hours.

***The student uniform (including the GBC radiation monitoring device and name tag) cannot be worn while working for pay.***

### **Working While in the Program**

The Radiologic Sciences program is physically, emotionally, and academically demanding. Students may work during the program, but it is recommended that they keep working hours to a minimum. 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, give an academic or behavioral modification plan to address the issue. If work shifts interfere with class or clinical attendance, it will be treated as absences and addressed as each specific policy outlines.

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.

## RADIOLOGY CURRICULUM INFORMATION

Admission to the AS in Radiologic Sciences programs 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. Students in the Great Basin College service area are provided admission preference. 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 from radiology technology instructor.

### Curriculum Pattern for AS degree

<b>PREREQUISITE COURSES</b>			<b>CREDITS</b>
BIOL	190	Introduction to Cell and Molecular Biology	4
BIOL	223	Anatomy & Physiology I	4
BIOL	224	Anatomy & Physiology II	4
RAD	101	Exploration of Radiology ( <i>online</i> )	.5
MATH	126	Precalculus 1	3
NURS	130	Current Nursing Assistant Certification <i>or</i> Current Licensure	6
ENG	101	Composition I	3
<b>FIRST SEMESTER- Fall</b>			
RAD	112	Radiology Medical Terminology/Patient Care	3
RAD	116	Radiology I	3
RAD	118	Electrical and Radiation Physics	3
RAD	238	Radiation Safety and Protection	2
PSC	101	Introduction to American Politics	3
<b>SECOND SEMESTER- Spring</b>			
RAD	126	Radiology Procedures II	3
RAD	128	Imaging Equipment	3
RAD	124	Radiographic Photography and Techniques	3
ENG	102	Composition II	3
HMS	200	Human Services Ethics ( <i>online</i> )	3
FIN ARTS		Select from Catalog Fine Arts courses	3
<b>SUMMER SEMESTER</b>			
RAD	225	Clinical Radiology I ( <i>300 hours</i> )	5
<b>THIRD SEMESTER- Fall</b>			
RAD	226	Clinical Radiology II ( <i>600 hours</i> )	10
RAD	243	Medical Imaging Pathology ( <i>online</i> )	3
COM	113	Fundamentals of Speech Communications	3
<b>FOURTH SEMESTER- Spring</b>			
RAD	227	Clinical Radiology III ( <i>600 hours</i> )	14
RAD	240	Culmination of Radiology Topics ( <i>online</i> )	1
PHIL <sup>1</sup>	102	Critical Thinking and Reasoning	3
MATH	126	Precalculus I	3
OR			
STAT	152	Intro to Statistics	3

<sup>1</sup> recommended, may be fulfilled with other humanities course



**RAD 227** **Clinical Radiology III** **(10 Credits)**  
This is a continuation of RAD 226. 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 238** **Radiation and Safety and Protection** **(2 Credits)**  
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 240** **Culmination of Radiography Topics** **(1 Credit)**  
This course builds on knowledge and experience gained from previous radiology courses to develop a deeper understanding of radiographic physics, positioning, anatomy, image production and evaluation and anatomy, physiology and pathology topics. **(Online)**

**RAD 243** **Medical Imaging Pathology** **(3 Credits)**  
This online course will cover medical imaging pathology. The student will study disease utilizing medical imaging processes. It is critical for medical imaging professionals to understand the basic pathologic processes, therefore, this course will review pathological terms, etiology of disease, disease manifestation, and the role medical imaging plays in the diagnosis of disease. **(Online)**

## GBC GRADUATION INFORMATION

### Application for Graduation

The GBC graduation is the ceremony that celebrates graduation from the college. It is a cap and gown ceremony held at the Convention Center. You **MUST** submit an application for graduation before the set deadline in order to participate and receive a degree. Please refer to the Great Basin College catalog for further information.

### Graduation Requirements

Students must complete all program and general education courses by the end of the fifth semester to be eligible for graduation. The general education courses have been placed in the curriculum to augment the program course content. Scheduling arrangements are made with other GBC faculty to assure there will be no time conflict with program classes. If a program course is taken out of sequence, there is no guarantee it will be taught at a time that does not conflict with other required program courses.

Students are responsible for ensuring that Admission and Records receives an official transcript for transfer courses one month prior to graduation. It is also each student's responsibility to know and to meet all course requirements and to maintain a 2.5 or high GPA throughout the program.

The Office of Admission and Records uses the year of your admission to the program to determine catalog year and course requirements for graduation.

It is the student's responsibility to make certain all graduation requirements are met. Failure to complete requirements will delay your application to take the American Registry of Radiologic Technology (ARRT), credentialing exam. Failure to submit information for ethical clearance at least 6 months in advance of graduation may also result in a delay in approval for ARRT testing. Each situation will be dealt with on an individual basis by the faculty.

### Caps and Gowns

Cap and gown orders are available with the GBC Bookstore. The cost is approximately \$25.00.

### Pinning Ceremonies

Upon successful completion of a Great Basin College Health Science and Human Services Program, there is a pinning ceremony. The pinning ceremonies held in the GBC Theatre are separate from the GBC graduation. In order to participate in the pinning ceremony, a student must have completed all program requirements. Because the pinning ceremony is a tradition, certain guidelines regarding student appearance, program format and reception activities are followed. Graduating students, with assistance from the Student Organization officers and faculty representative will collaborate in planning the pinning ceremony. Date and time will be chosen to accommodate graduating students without conflicting with the GBC graduation and other activities held on site.

### Pinning/Graduation Cost Estimates

Graduation fee (apply by March)~y	\$25.00
Pinning Ceremony Announcements	\$0.25 each
GBC Graduation announcements	\$1.00 each
Cap and Gown	\$25.00

**GBC Graduation Ceremony**

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

**GBC Graduation Delays**

The student should be aware that pandemic, local epidemic, long-term illness or a major injury of the student may result in an extension of the program accompanied by a delay in the normal graduation date. This would also delay the student's ability to complete the American Registry Examination for Radiographers. Each situation will be dealt with on an individual basis by the faculty.



## APPENDICES

- APPENDIX A Functional Abilities
- APPENDIX B Bloodborne Pathogen Exposure and Prevention Policy
- APPENDIX C Health Sciences Admission and Progression Committee
- APPENDIX D Writing Expectations for Radiology Technology Students
- APPENDIX E GBC Standards of Conduct for HSHS Students
- APPENDIX F ARRT Code of Ethics
- APPENDIX G Forms and Agreements
  - APPENDIX G-1 Injury Report Form
  - APPENDIX G-2 Exposure to Bloodborne Pathogen Form
  - APPENDIX G-3 Notification of Unsatisfactory Student Progress Form
  - APPENDIX G-4 Radiology Student Clinical Evaluation Form
  - APPENDIX G-5 Radiology Student Competency Form (*example*)
  - APPENDIX G-6 Radiology Student Orientation Form
  - APPENDIX G-7 Radiology Student Log of Clinical Exams
  - APPENDIX G-8 MRI Safety Education Form
  - APPENDIX G-9 Prior Conviction Statement of Understanding
  - APPENDIX G-10 Radiology Technology Program Release Form
  - APPENDIX G-11 Radiation Monitoring Information Request Form
  - APPENDIX G-12 Request for Report of Previous Radiation Exposure
  - APPENDIX G-13 Radiology Clinical Documentation Checklist
  - APPENDIX G-14 Student Health Form
  - APPENDIX G-15 Declaration of Pregnancy
  - APPENDIX G-16 Student Agreement Form
  - APPENDIX G-17 Agreement to Participate in Practice Lab Procedures
  - APPENDIX G-18 Consent for Photography and Video Recording
  - APPENDIX G-19 Behavior Modification Plan
  - APPENDIX G-20 Academic Modification Plan

### Functional Abilities (Technical Standards)

The Health Science and Human Services Programs require the following functional abilities with or without reasonable accommodations:

1. Visual acuity must be adequate to assess patients and their environments, as well as to implement radiographic procedures and evaluate images. Examples of relevant activities (nonexclusive):
  - a. Detect changes in skin color or condition
  - b. Collect data from recording equipment and measurement devices used in patient care
  - c. Detect a fire in a patient area and initiate emergency action
  - d. Draw up the correct quantity of medication into a syringe
  - e. Evaluate subtle gray scale changes and spatial resolution integral to image evaluation
2. Hearing ability must be of sufficient acuity to assess patients and their environments and to implement required radiographic practices. Examples of relevant activities (nonexclusive):
  - a. Detect sounds related to bodily functions using a stethoscope
  - b. Detect audible signals generated by mechanical systems that monitor bodily functions
  - c. Communicate clearly in telephone and in person conversations
  - d. Communicate effectively with patients and with other members of the healthcare team
3. Olfactory ability must be adequate to assess patient and to implement the required radiographic procedures. Examples of relevant activities (nonexclusive):
  - a. Detect foul odors of bodily fluids or spoiled foods
  - b. Detect smoke from burning materials
4. Tactile ability must be sufficient to assess patient and to implement radiographic procedures. Examples of relevant activities (nonexclusive):
  - a. Detect changes in skin temperatures
  - b. Detect unsafe temperature levels in heat-producing devices used in patient care
  - c. Detect anatomical abnormalities, such as subcutaneous edema, or infiltrated intravenous fluid
  - d. Perform techniques such as anatomic positioning and positioning point palpitation
5. Strength and mobility must be sufficient to perform patient care activities and emergency procedures. Examples of relevant activities (nonexclusive):
  - a. Safely transfer patients in and out of bed and assist them with ambulation using appropriate assistive devices
  - b. Safely control the fall of a patient, by slowly lowering the patient
  - c. Transfer immobile patients from bed/stretchers to radiographic table
  - d. Move patient extremities/body parts with or without assistance
  - e. Manipulate radiographic equipment including the tube/table/c arm and portable units
  - f. Lift patient for image receptor placement with or without help
  - g. Perform cardiopulmonary resuscitation
6. Fine motor skills must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities (nonexclusive):
  - a. Safely dispose of needles in sharps containers
  - b. Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
  - c. Adjust tube and bucky in alignment
  - d. Manipulate patient body parts in subtle movements to obtain appropriate positions for imaging

- e. Manipulate small equipment and containers, such as syringes, vials, ampoules, and medication packages, to administer medications
7. Physical endurance sufficient to complete assigned periods of clinical practice and to function effectively under stress in acute health care situations.
  8. Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear and effective communication.
  9. Emotional stability to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.
  10. Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.
  11. Other abilities sufficient to demonstrate competencies such as the ability to arrive to a clinic on a timely basis; to meet the demands for timely performance of duties; to meet the organizational requirements to perform these duties in a professional and competent manner.

## **Bloodborne Pathogen Exposure and Prevention Policy**

The HSHS Programs have developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to bloodborne pathogens and guidance should such exposure occur.

The purpose of this policy is to reduce the risk of student exposure to air and body substance pathogens such as, but not limited to, Tuberculosis, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and the Human Immunodeficiency Virus (HIV).

### **HIV Screening**

The GBC HSHS programs will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician.

### **Standard Precautions**

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens regardless of diagnosis. Standard precautions will be the minimum standard of practice throughout courses offered in the HSHS programs at GBC where bloodborne pathogen exposure could occur.

### **Methods of Compliance**

Students must become familiar and comply with the GBC HSHS Pathogen Exposure and Prevention Policy. Students must also become familiar and comply with the exposure plan (needle stick policy) of the clinical sites to which they are assigned.

### **Prevention of Bloodborne Pathogen Exposure**

- Students are required to participate annually in Bloodborne Pathogen Exposure Prevention and Control Class. The student must also have satisfactorily demonstrated skill in using protective equipment and procedures before receiving a patient care assignment.
- Students must have documented immunity to hepatitis B, Measles, rubella, varicella, and diphtheria prior to going to any clinical site.
- The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.
- All students must have medical insurance upon entering and throughout their enrollment in the HSHS programs. It is the student's responsibility to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance they maintain or is maintained on their behalf.

### **Occurrence of Exposure or Incident**

#### **Student**

A student in the GBC HSHS programs who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and cuts with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irrigates
- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse at the clinical facility **AND**
- Notify clinical faculty who will then implement the process below. (If there is a witness to the incident, have them do this immediately if possible.)

### **Faculty**

The clinical faculty will be responsible for coordinating the following procedures:

- Identify the source of the exposure.
- Obtain consent from source client, if not in chart.
- Determine who will be the health care provider for the student for counseling and treatment if needed.
- Send the student to their health care provider to obtain medical evaluation and post-exposure follow-up within 1 to 2 hours of the exposure.
- Student should bring a copy of the documents with as much completed information as possible related to the incident to their health care provider. They should also have the contact number for source information (such as employee health office) so that the health care provider may obtain results.
- Initiate the documentation needed for GBC and the clinical agency.

### **NOTE:**

The National HIV/AIDS Center provides a PEPline, a Clinicians' Post-Exposure Prophylaxis Hotline which offers up-to the minute advice on managing occupational exposures (needlesticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-488-4911.

### **Documentation and Follow-up:**

#### **Student and Faculty**

- Notify the Dean of Health Science and Human Services of the incident as quickly as possible
- Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.
- Complete a GBC HSHS *Exposure to Bloodborne Pathogens* form.
- It is the student's responsibility to make his/her healthcare provider aware of the result of any blood panel drawn as a result of an exposure.

***The National HIV/AIDS Center provides a PEPline, a Clinicians' Post-Exposure Prophylaxis Hotline which offers up-to the minute advice on managing occupational exposures (needle sticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-488-4911.***

**Department of Health Science and Human Services****HEALTH SCIENCE ADMISSIONS AND PROGRESSION COMMITTEE****Membership:**

1. Six (6) Faculty:
  - a. One (1) teaching in the AAS Nursing Program, one (1) teaching in the RN-BSN Program, one (1) teaching in the Radiologic Sciences Program and DMS program one (1) teaching in the EMS/Paramedic Program, one (1) teaching in the Human Services Program, and one (1) at-large Health Science and Human Services Department faculty member.
  - b. At least one of the faculty must be tenured.
  - c. Faculty members of the committee will be elected spring semester at the last departmental faculty meeting.
  - d. In the event that a committee member cannot attend an Admission and Progression meeting, that member shall find a representative from within their program, if possible, to serve as proxy for that meeting. If there are no student appearances expected for the meeting, written proxy of vote(s) on the issues addressed on the agenda for that meeting is also an acceptable substitute.
2. The Dean 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:**

1. 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.

## Writing Expectations for Radiology Technology Students

### Purpose:

- Articulate writing competencies required of HSHS students.

### Expectations for Written Assignments:

All written assignments are to be in APA 6<sup>th</sup> Edition format and submitted by *Word* document on the due date, unless otherwise specified by faculty. Writing competencies to be demonstrated by students are as follows:

- Use terminology, sentence construction, citation style, formatting, grammar, and punctuation consistent with scholarly writing.
- Write content that is purposeful, logically sequenced, organized, and, derived from evidence-based materials such as peer reviewed journals, course textbooks, best practice guidelines, outcomes management reports or other scientifically based literature.
- Reference scholarly content consistent with APA 6<sup>th</sup> Edition; refrain from using web sites intended for layman, medical consumers, marketing sites, or references less rigorously reviewed for scientific merit, unless appropriate for specific purposes such as patient education. Deviation from required APA formatting will be indicated by faculty when warranted.
- Document reflective thought, thinking, reasoning and judgment when responding to specific questions and assignments such as patient education, journaling, and peer evaluations.
- Pursue academic writing in a manner consistent with the standards of academic integrity adopted by Great Basin College. This includes scrutinizing written materials to assure that authors, sources and websites are properly cited.
- Acknowledge late assignments will not be accepted or will be penalized unless prior arrangements are made with faculty.
- If the writing requirements are not met for an assignment then points may be deducted, the assignment may need to be rewritten, or the assignment may receive a failing grade.

**GBC STANDARDS OF CONDUCT  
FOR HEALTH SCIENCE AND HUMAN SERVICES STUDENTS**

All HSHS students are held to the GBC and NSHE Student Conduct Policies as published in the GBC Catalogue.

It is expected that HSHS students will come to class, practice lab, clinical assignment and/or testing sessions in a condition conducive to competent and safe performance. Faculty are held legally and professionally accountable for taking prompt, appropriate, and decisive action if a student is unable to perform the essential functional abilities required for satisfactory completion of all aspects of the program.

Examples of physical, cognitive, behavioral problems and lack of competency which may be questioned include, but are not limited, to:

- Frequent absenteeism and/or tardiness (no documented medical reason for absence).
- Drowsiness or sleepiness.
- Smell of alcohol on the breath/body.
- Increased inability to meet schedules and deadlines.
- Slurred/incoherent speech or speech pattern different from normal speech.
- Unusually aggressive behavior.
- Unexplained change in mood.
- Change in appearance.
- Lack of manual dexterity.
- Lack of or decreased coordination in body movement.
- Inappropriate responses to stimuli.
- Unexplained work-related accident or injury.
- Inattentiveness to work.

Students who arrive to class, practice lab, clinical assignment and/or testing sessions who are considered by their instructor to be unable to safely or effectively carry out required program related activities may be subject to:

1. having their work performance and behavior witnessed and documented
2. questioning in private as to the nature of the problem
3. meeting with the Dean
4. referral to the appropriate GBC administrative staff member
5. receiving a failing grade and dismissal from the program.
6. possible ineligible for readmission.



**AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)  
CODE OF ETHICS**

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which it has been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing the radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individuals or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.
11. Any student acting individually or in concert with others, who violates any part of the code of ethics, shall be subject to disciplinary procedures, including possible termination from the program.

GREAT BASIN COLLEGE  
HEALTH SCIENCE and HUMAN SERVICES  
INJURY REPORT

Name of Person(s) Injured: \_\_\_\_\_

Person Completing this Form (if different from above): \_\_\_\_\_

Date of Incident/Accident: \_\_\_\_\_ Date Incident/Accident Reported: \_\_\_\_\_

Exact location of the Incident/Accident: \_\_\_\_\_

Description of the injury: \_\_\_\_\_

Were there any witnesses to the accident? If yes, list below:

Describe the circumstances in which the incident/accident occurred:

Describe follow-up care: \_\_\_\_\_

Was person injured referred for follow-up care? If yes, which facility? \_\_\_\_\_

Any further comments: \_\_\_\_\_

Signature

Date

Signature of Instructor

Date

Signature of Dean

Date

GREAT BASIN COLLEGE

DEPARTMENT OF HEALTH SCIENCE AND HUMAN SERVICES

EXPOSURE TO BLOODBORNE PATHOGEN FORM

Complete the following form and return it to the Dean of Health Science and Human Services.

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

Exposed Individual's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Telephone number Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Source of exposure (state name of person if applicable): \_\_\_\_\_

Date of occurrence: \_\_\_\_\_ Time occurred: \_\_\_\_\_ Time reported: \_\_\_\_\_

Name and title of person initially notified: \_\_\_\_\_

Location of occurrence: \_\_\_\_\_

Check the following that apply to the occurrence:

- percutaneous exposure (break in the skin that causes bleeding)
- Mucous membrane contact (eyes, mouth, nose)
- chapped skin, abraded skin, dermatitis
- exposure to chemical
- other, explain: \_\_\_\_\_

Were bloodborne pathogens (blood, saliva, body fluids, contaminated solutions, etc...) involved?

Yes No (circle 1)

Explain: \_\_\_\_\_

Describe the incident precisely: \_\_\_\_\_

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What did you do after being exposed? \_\_\_\_\_

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How do you feel this incident can be prevented in the future? \_\_\_\_\_

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Signature of person making report: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of faculty if applicable: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Health Science & Human Services \_\_\_\_\_ Date: \_\_\_\_\_

**Great Basin College  
Department of Health Science and Human Services  
CONFIDENTIAL NOTIFICATION OF UNSATISFACTORY STUDENT PROGRESS**

Student Name:	Date:	Advisor:
Course:	Grade:	Instructor(s):

*Use the continuation sheet if more space is required*

**Areas Needing Improvement (documentation required):**

**Instructor Recommendations/Student Remedial Plan:**

**Student Response: (Optional):**

Follow-up appointment with Instructor (date/time): *Date/Time*  
 Follow-up appointment with Advisor (date/time): *Date/Time*

Student Signature: _____	Date: _____
(Signature signifies acknowledgement of this notification)	
only)	
<i>If a student believes that he/she is being treated unfairly or that an injustice of substantial proportion has occurred, the student should refer to the student handbook for information regarding grievance of this notice.</i>	
Instructor Signature: _____	Date: _____

**Instructions:**

1. Instructor prints two (2) copies.
2. Instructor and student sign both copies. Instructor gives one copy to the student and one copy to the Administrative Assistant for the student's records.
3. The Administrative Assistant will notify the student's advisor and the Admission/Progression Committee Chair.
4. If the student is not in Elko, the Faculty or, if requested, the Administrative Assistant will mail the form to the student for their signature or fax it to their location for their signature.
5. **THIS INFORMATION IS HIGHLY CONFIDENTIAL. In the event this form must be emailed, the email subject line must contain the wording CONFIDENTIAL DOCUMENT. The form must be attached to the email and the email must contain the following confidentiality notice: Confidentiality Notice: This message and any attachments are for the sole use of the intended recipient and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you have received this message in error, please contact the sender immediately (by phone or reply electronic mail) and then destroy all copies of the original message.**

GREAT BASIN COLLEGE  
 RADIOLOGY STUDENT CLINICAL EVALUATION FORM

The supervising technologist or clinical instructor is to evaluate the student's clinical performance by completing this form. It will be used to determine the student's clinical grade.

Student Name \_\_\_\_\_ Date \_\_\_\_\_ Clinical Site \_\_\_\_\_

3 = Above Average    2 = Average    1 = Below Average

Grading Scale: >57 pts = A    50 – 57 pts = B    44 – 50 pts = C    <44 pts = failing

Skills	3	2	1
1. Properly identifies patients, exams and evaluates orders			
2. Obtains patient history			
3. Demonstrates knowledge of exam			
4. Demonstrates good patient relationships and education			
5. Completes proper documentation for medical records			
6. Adheres to college and facility's repeat policy (should be supervised on all repeats)			
7. Applies standard precaution measures consistently			
<b>Critical Thinking Skills</b>			
1. Demonstrates proper positioning techniques			
2. Selects appropriate technical factors			
3. Practices radiation protection principles			
4. Modifies exams according to patient condition			
<b>Personal Qualities</b>			
1. Demonstrates initiative and effort			
2. Follows instructions and is always prepared to work			
3. Uses time efficiently and responsibly			
4. Appropriately interacts with staff and patients			
5. Punctual and dependable			
6. Accepts and learns from constructive criticism			
7. Maintains a clean and professional appearance			
8. Communicates effectively			
9. Sensitive to patient needs and modesty			
10. Conducts self in a professional manner			
<b>Total (63 pts. Possible)</b>			

Technologist Signature \_\_\_\_\_ Date \_\_\_\_\_

Technologist Comments:

Area of Excellence:

Areas of Improvement:

GREAT BASIN COLLEGE

RADIOLOGY STUDENT COMPETENCY FORM

Student \_\_\_\_\_ Date \_\_\_\_\_ Pt. MR# \_\_\_\_\_

Evaluator \_\_\_\_\_ (Must be registered tech) Exam \_\_\_\_\_

Patient Condition 1. Ambulatory 2. Fair 3. Poor 4. Serious 5. Critical

**Passing Criteria: If all starred items are marked 'yes' (or N/A) the competency is passed. If repeat is necessary due to student error, competency is failed.**

***The following is only to be completed by Technologist:***

Were you asked to evaluate this exam for competency prior to the beginning of the exam?  
 ( )Yes ( )No

Yes	No	N/A	
			Patient/ Room Prep
			1. *Two identifiers were used in identifying the patient
			2. *Patient was asked for possibility of pregnancy
			3. *Patient history was obtained
			4. Properly identified self to patient
			5. Patient was properly dressed for the exam
			6. Room was clean
			7. Appropriate equipment was prepared
			8. Clear directions were given to the patient
			ALARA
			1. *Shielding was used
			2. * ALARA technique was selected
			3. Collimation was used
			Technical Factors
			1. * Proper marker placement
			2. Proper technique selected (Sensitivity or exposure index is within acceptable parameters)
			Positioning
			1. *Proper SID and Central Ray position used
			2. *All required images obtained
			3. * Adjustments were made for patient condition
			4. *All required anatomy was imaged
			Patient Care
			1. * Student interaction with patient and team members was courteous and professional.
			2. *Post procedure instructions/expectations were explained
			3. Proper breathing instructions were given
			4. Patient was observed for physical changes
			Image Evaluation
			1. *Diagnostic quality images were produced
			2. Were any repeat films necessary? (If due to student error comp is failed, if due to patient, it may be passed)
			<b>Please specify reason for repeat here:</b>

			3. *Student can identify appropriate anatomy and quality points on image
			4. Image is free of artifacts

Technologist's Signature \_\_\_\_\_ I was present for the entire exam (yes/no)  
 Technologist Remarks \_\_\_\_\_

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

**For Student Use**

Patient History \_\_\_\_\_

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

( ) AEC ( ) Manual Technique Technical Factors Used \_\_\_\_mAs \_\_\_\_kVP DI or SI Value \_\_\_\_

Remarks \_\_\_\_\_

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



**GBC RADIOLOGY STUDENT ORIENTATION**

Students are responsible for completing the student orientation on Trajecsys by the end of the second week of each clinical rotation or by other date specified in the course syllabus. It is the student's responsibility to ensure they are familiar with all the following information

EVALUATION	DATE	STUDENT INITIALS	EDUCATOR INITIALS	COMMENTS
<b>Equipment:</b> a. Telephone b. Portable Machines c. C-Arms d. Imaging Receptors e. Darkroom (if applicable) f. Wheelchairs/Stretchers g. Technique Charts h. 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 / HIPAA 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:				
<b>Department:</b> a. Nearest fire alarm and extinguisher b. Describe emergency				

<p>evacuation route</p> <ul style="list-style-type: none"> <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 or procedure for medical emergencies</li> <li>f. Policy and procedure location</li> <li>g. MQSA information location</li> <li>h. Substance abuse information</li> </ul>				
<p><b>Facility Specific Areas:</b></p>				



APPENDIX G-8

**Great Basin College  
Magnetic Resonance Imaging (MRI)  
MRI SAFETY EDUCATION**

Upon completion of MRI Safety Education received during RAD128-Imaging Equipment (Spring Semester), the student will be able to demonstrate understanding of the importance of the following items in regards to safety of self, fellow health-care team members, the general public, and patients:

- 1 The student will be able understand what ferromagnetic objects are and the hazard they could represent.
2. The student shall follow the screening processes:
  - a. All persons entering the magnet room shall be checked by MRI personnel for ferromagnetic items that may exhibit a missile effect.
  - b. No student shall enter the MRI area without permission from supervising technologist.
  - c. All students will have completed a screening form in class prior to entering a clinical/MRI area. This document will be kept with the student in their clinical packet and by the clinical coordinator in the student's clinical documents.
3. The students will be oriented to magnetic exclusion zones during the orientation to a clinical site. Documentation of this MRI orientation of the clinical sites will be on the site orientation form which will be signed by the student and the site clinical instructor.
4. The students will be able to describe a Quench Procedure along with the possible effects and safety implications.
5. The students will be able to describe the unique O2 Monitoring system, vent and fire system of the MRI area, which differs from other areas of medical imaging.
6. The students will complete a MRI screening form. This form should be printed out by the student to be kept with their clinical paperwork. The form will be kept by the clinical coordinator in the student's clinical documents.

I \_\_\_\_\_, understand MRI safety and have been educated and would be able to describe the procedures involving the above listed items.

Student signature and date \_\_\_\_\_

Educators' signature and date \_\_\_\_\_

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

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

GREAT BASIN COLLEGE  
RADIOLOGY TECHNOLOGY PROGRAM  
RELEASE FORM

I, \_\_\_\_\_, give the R.T. program permission to do the following:  
(Please print name)

- Post the radiation exposure record which will include my name and ID number in the clinical online course.
- Release my training information (OSHA, HIPAA, Blood Borne Pathogens), immunization information, CPR, 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 hour.
- 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  
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?				
5. Have you worked with or have you received occupational exposure to non-ionizing radiation?				
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?				
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	
<p>I certify that the above information is correct and complete to the best of my knowledge. I HEREBY AUTHORIZE, RELEASE MY FORMER EMPLOYERS OF MY OCCUPATIONAL RADIATION EXPOSURE HISTORY (FROM INTERNAL AND/OR EXTERNAL SOURCES) TO GREAT BASIN COLLEGE.</p> <p>Signature _____ Date _____</p>				
<p>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.</p>				

NEVADA SYSTEM OF HIGHER EDUCATION  
GREAT BASIN COLLEGE  
REQUEST FOR REPORT OF PREVIOUS RADIATION EXPOSURE

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

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

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

\_\_\_\_\_  
Date

Name: _____	
Social Security Number: _____	Birthdate: _____
Date(s) of employment at your institution: From _____	To _____
Department in which employed: _____	



**GREAT BASIN COLLEGE**  
**Radiology Clinical Documentation Checklist**

All of the below must be completed and uploaded to Complio by the stated due date. Students are responsible for ensuring compliance through Complio initially and throughout their clinical experience. Placement in the clinical site may be delayed or cancelled if documentation is not maintained in compliance.

## FILES:

1.  CPR: Copy of card. Expiration Date: \_\_\_\_\_
2.  Background and Drug Screening Reports completed. Please Note: Banner will have a separate background and drug screening.
3.  Immunization Record: Copies of TB, Hepatitis B, MMR, Tdap, Varicella
4.  Health Insurance: Copy of card.
5.  Health Physical Form
6.  Title IX Training Certificate
7.  HIPAA Training information
8.  Small passport photo
9.  MRI Safety Form and questionnaire
10.  Emergency contact information
11.  Other requested information

**GREAT BASIN COLLEGE  
RADIOLOGY TECHNOLOGY PROGRAM  
STUDENT HEALTH FORM**

**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			
Psychiatric illness or mental health issues			
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 the following?	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			
Psychiatric illness or mental health issues			
Seizure disorder			
Skin disease			
Smoking habit			
Tuberculosis or positive skin test			

**The following requirements must be validated:**

**Note to physician—**

By completing this physical you are **not validating the student's skill** in completing these procedures. Your answers will describe the student's physical ability to accomplish these tasks.

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 to provide safe care and emergency treatment. (50 pounds minimum)			
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 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 student's records, and one for the student.

GREAT BASIN COLLEGE

HEALTH SCIENCE AND HUMAN SERVICES PROGRAMS  
STUDENT AGREEMENT FOR THE 2023-2024 ACADEMIC YEAR

\_\_\_\_\_  
(initial) I have read, understand and agree to abide by the policies and guidelines stated in the Great Basin College Health Science and Human Services Programs 2023-2024 Student Handbook.

\_\_\_\_\_  
(initial) I understand that as a condition of enrollment in a program offered through the Great Basin College Health Science and Human Services Department, I agree that a clinical facility/agency may, at any time, require a “for cause” drug and/or alcohol screen. I agree to execute a consent for release of the results of the drug and/or alcohol screening information to the clinical facility/agency should they request such information.

\_\_\_\_\_  
(initial) I authorize Health Science and Human Services Department to release my immunization, CPR, background and drug screening reports to the clinical education facilities as mandated by the affiliation contract.

\_\_\_\_\_  
(initial) I understand and acknowledge that once admitted to one of programs offered by the Great Basin College Health Science and Human Services Department, failure to maintain the professional and/or ethical standards of the program may result in dismissal from the program. I also understand that the Health Science and Human Services Department Admission and Progression committee may at any time request information from the Administrative Officer of Great Basin College to determine whether I have ever violated NSHE (Nevada System of Higher Education) Code.

\_\_\_\_\_  
(initial) I understand and acknowledge that no resources or information from any Health Science and Human Services course can be shared outside the classroom or lab.

My emergency contact person(s) are listed below. I understand that this individual or individuals are responsible for ensuring that I am transported home in the event one of my faculty or the Health Science and Human Services Department Dean determines that I am not able to continue being present in the classroom, lab, or clinical setting.

Name	Phone #	Relationship
------	---------	--------------

Name	Phone #	Relationship
------	---------	--------------

Printed Name	Student Signature	Date
--------------	-------------------	------

Witness: (Faculty / Dean)	Date
---------------------------	------

**Complete this copy of the Agreement and return to the GBC Health Science and Human Services Department.**





**CONFIDENTIALITY AGREEMENT  
 CONSENT FOR PHOTOGRAPHY  
 AND VIDEO RECORDING**

During your participation at the Great Basin College Practice Labs, you will be an active participant and observer of the performance of other individuals in the management of acute medical, surgical, and other health care events in simulated experiences.

The objective of the simulation experience program is to educate pre-licensed and licensed health care practitioners to better assess and improve their performance in evolving health care situations. Simulations are designed to challenge a healthcare professional's response and judgment in stress environments.

Due to the unique aspects of this form of training, you are required to maintain and hold confidential all information regarding the performance of specific individuals and the details of the scenarios.

There is continuous audiovisual digital recording during all simulations which will be used for educational purposes. This video recording is considered a QUALITY ASSURANCE TOOL and is protected by Federal Law.

By signing this agreement, you agree to maintain strict confidentiality regarding both your and others' performance, whether seen in real time, on video, or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

To maintain optimal simulation experiences for other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specifics of the scenarios. A breach of confidentiality may result in loss of privileges in the Practice Labs.

By signing below, you acknowledge you have read and understand this statement and agree to maintain the strictest confidentiality about the performance of individuals and the simulation scenarios you observe.

\_\_\_\_\_ I agree to maintain strict confidentiality about the details of the scenarios and the performance of other participants during scenarios at Great Basin College Practice Labs.

\_\_\_\_\_ I authorize the Great Basin College Practice Labs to use the video recording(s) and photographs made in the Practice Labs for the following purposes:

- \_\_\_\_\_ 1) Debriefing scenario participants,
- \_\_\_\_\_ 2) Administrative review,
- \_\_\_\_\_ 3) Educational research,
- \_\_\_\_\_ 4) Commercial purposes, which can include public relations, promotional advertisements, and/or fund-raising activities. I understand that, unless otherwise approved by me, I will not be specifically identified.

\_\_\_\_\_  
 Last Name, First Name (*Please Print*)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Witness

**Complete this copy of the Agreement and return to the GBC Health Science and Human Services Department.**

**GREAT BASIN COLLEGE**  
**Medical Imaging**  
**Student Behavioral Counseling Form**

Student Name:	Click or tap here to enter text.
Course:	Click or tap here to enter text.
Meeting Location / Method:	Click or tap here to enter text.

Observed Behavior:

Student Response: Click or tap here to enter text.

Plan for Behavior Modification:

Follow up:

Time Frames for Plan: Immediately

Student Response: Click or tap here to enter text.

The following signatures acknowledge meeting details as described above. This meeting is being held for the student's benefit and does not represent a disciplinary action.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

A copy of this form will be given to the student and a copy will be placed in the student file.



## ADDENDUM STUDENT COUNSELING REPORT

Student Name:	Click or tap here to enter text.
Dated:	Click or tap here to enter text.
For Course:	Click or tap here to enter text.

This Addendum Date:	Click or tap here to enter text.
Follow-Up / Evaluation:	Click or tap here to enter text.

The following signatures acknowledge meeting details as described above. This meeting is being held for the student's benefit and does not represent a disciplinary action.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

A copy of this form will be given to the student and a copy will be placed in the student file.

**GREAT BASIN COLLEGE**  
**Medical Imaging**  
**Student Academic Counseling Form**

Student Name:	Click or tap here to enter text.
Course:	Click or tap here to enter text.
Meeting Location / Method:	Click or tap here to enter text.

Observed Behavior:

Student Response: Click or tap here to enter text.

Plan for Behavior Modification:

Follow up:

Time Frames for Plan: Immediately

Student Response: Click or tap here to enter text.

The following signatures acknowledge meeting details as described above. This meeting is being held for the student's benefit and does not represent a disciplinary action.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

A copy of this form will be given to the student and a copy will be placed in the student file.

## ADDENDUM STUDENT COUNSELING REPORT

Student Name:	Click or tap here to enter text.
Dated:	Click or tap here to enter text.
For Course:	Click or tap here to enter text.

This Addendum Date:	Click or tap here to enter text.
Follow-Up / Evaluation:	Click or tap here to enter text.

The following signatures acknowledge meeting details as described above. This meeting is being held for the student's benefit and does not represent a disciplinary action.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

A copy of this form will be given to the student and a copy will be placed in the student file.