

HANDBOOK FOR ASSOCIATE OF APPLIED SCIENCE RADIOGRAPHY STUDENTS AT NORTH CENTRAL TEXAS COLLEGE

PREFACE

This Radiological Technology Student Handbook is to be used as an adjunct to the North Central Texas College Student Handbook and the North Central Texas College Policies and Procedures Manual. It contains guidelines specific to the Radiological Technology Program. This handbook contains extremely important information. It is your responsibility to become familiar with the contents. Information in this handbook is current at the time it is printed. However, policies, guidelines, and procedures are subject to change without notice. Final interpretation of program policies and procedures will be made by the Dean of Health Sciences.

To The Student:

This handbook contains general rules, policies, and regulations. Keep this handbook with you for reference. College rules and regulations are made to assure fairness and uniformity for all students. This handbook is to be part of the clinical as well as didactic portion of your training and experience in the program. The information contained in this handbook is specific to the Radiological Technology Program and serves as a supplement to the NCTC Student Handbook as well as the Policy and Procedures Manual of each clinical affiliate. The information provided in this handbook must be read and compliance with listed policies is mandatory. It is also the responsibility of the student to thoroughly read and utilize the information on an on-going basis throughout the entire program.

This handbook belongs to:

Name: _____

Address: _____

Telephone: _____

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1978, North Central Texas College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

NCTC complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices.

Program Accreditation

The Radiological Technology Program is accredited by the Southern Association of Colleges and Schools™ and is seeking programmatic accreditation through the Joint Review Committee on Education in Radiologic Technology (JRCERT).

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Chapter 1

NORTH CENTRAL TEXAS COLLEGE

Radiological Technology Program

PROFESSIONAL GUIDELINES

DEFINITION OF TERMS

American Registry of Radiologic Technologists (ARRT): The purposes of the Registry include encouraging the study and elevating the standards of radiologic science, as well as the examining and certifying of eligible candidates and periodic publication of a listing of registrants.

American Society of Radiologic Technologists (ASRT): As the one professional voice for all radiologic technologists, the American Society of Radiologic Technologists represents individual practitioners, educators, and managers/administrators in radiography, radiation therapy, nuclear medicine, sonography, mammography, computerized imaging and special vascular imaging.

The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care.

Attending Physician: The physician who is responsible for a particular patient. This is the physician generally responsible for ordering the radiographic examinations to be carried out by radiologists and radiographers.

Radiology or Imaging Director: The person directly responsible to the hospital administration and who supervises radiographers, clerical staff, and other support personnel of the radiology department.

Clinical Coordinator: The NCTC faculty member that is directly responsible for communications between the clinical facility and NCTC.

Clinical Instructor: The qualified radiologic technologist (or radiographer) designated at each clinical facility to be responsible for the supervision of the clinical education of students assigned to that facility.

Computed Tomography (CT): A computer generated image of precise areas of the body acquired in a cross-sectional or axial plane.

Coronary Care Unit (CCU): A specially equipped hospital area designed for the treatment of patients with sudden, life-threatening cardiac conditions.

Dallas Area Radiologic Technologists' Society (DARTS): The professional organization for radiologic technologists in the Dallas area. Affiliated with TSRT.

Intensive Care Unit (ICU): A hospital unit in which patients requiring close monitoring and intensive care are located.

Joint Review Committee on Education in Radiologic Technology (JRCERT): The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Magnetic Resonance Imaging (MRI): Medical imaging that uses a magnetic field and radio waves to create detailed images of the organs and tissues within your body.

MRT: Medical Radiologic Technologist as defined by the Texas Medical Board for licensing purposes.

Nuclear Medicine: The use of radioactive substances to image certain parts of the body.

Radiation Therapy (Oncology): The treatment of neoplastic diseases by using x-rays or gamma rays to deter the proliferation of malignant cells by decreasing the rate of mitosis or impairing DNA synthesis.

Radiographer: A person who, under the supervision of a physician radiologist, operates radiologic equipment and assists radiologists and other health professionals, and whose competence has been tested and approved by the American Registry of Radiologic Technologists.

Radiologist: A medical physician who had a 3 to 4-year residency in the specialty of radiology.

Radiology: The branch of medicine concerned with radioactive substances and, using various techniques of visualization, with the diagnosis and treatment of disease using any of the various sources of radiant energy.

Texas Medical Board: In addition to many other health related functions, this agency is responsible for enforcing the state certification act. All working radiologic technologists within the state of Texas must be certified as a medical radiologic technologist with this agency. This agency also controls and registers sources of radiation.

Texas Society of Radiologic Technologists (TSRT): The professional organization for radiologic technologists in the State of Texas. It is affiliated with the ASRT.

Ultrasound: Medical examination of internal structure by using sound waves.

Philosophy

We believe that radiological technology is an art and science dedicated to the restoration of health to the ill and impaired.

We believe that the radiological technologist occupies an essential role in the total pattern of patient care and that the radiological technologist can gain certain knowledge and technical skills in a specific period of time in a well-planned educational program which will enable them to assist in the care of clients.

We believe that emphasis should be placed on the specific role of the radiological technologist as a member of the health care team. The radiological technologist performs technical duties for which they have been trained.

We believe that both instructor and student must understand the duties of the radiological technologist in relationship to their respective roles on the health care team.

We believe that the radiological technologist will be prepared to sit for the national certification exam upon graduation. It is recognized that there is an increasing body of knowledge dealing with new complex procedures and that the radiological technologist will gain competency in these areas through active participation in continuing education and professional organizations.

Program Mission Statement

It is the mission of the Radiography Program to deliver quality education that provides the means for each student to gain and apply the knowledge and skill necessary to be successful in the field of radiography.

Program Goals and Student Learning Outcomes

STUDENTS WILL BE CLINICALLY COMPETENT

Learning Outcomes:

- Students will apply positioning skills.
- Students will select appropriate technical factors.
- Students will practice radiation protection.

STUDENTS WILL COMMUNICATE EFFECTIVELY

Learning Outcomes:

- Students will effectively communicate with patients.
- Students will demonstrate effective presentation skills.
- Students will demonstrate written communication skills.

STUDENTS WILL USE CRITICAL THINKING AND PROBLEM-SOLVING SKILLS

Learning Outcomes:

- Students will perform non-routine examinations.
- Students will evaluate images (Ones they didn't produce)

STUDENTS WILL GROW AND DEVELOP PROFESSIONALLY

Learning Outcomes:

- Students will demonstrate professional behavior.
- Students will understand ethical decision skills.

THE PROGRAM WILL GRADUATE ENTRY LEVEL TECHNOLOGISTS

Learning Outcomes:

- Students will complete the program.
- Students will be satisfied with their education.
- Graduates will pass the ARRT national certification on the 1st attempt.
- Of those pursuing employment, graduates will be gainfully employed within 6 months post-graduation.
- Employers will be satisfied with the graduate's performance

This approach not only facilitates learning but, since you enter the clinical environment with a good foundation in the principles of radiographic imaging and safety, you will be actively reducing unnecessary exposures to patients and personnel. The ultimate goal of the Program is to prepare outstanding staff technologists who have the potential to become effective supervisors, instructors, and leaders.

Initially, close clinical supervision is essential; however, the quicker you learn to function under limited supervision, the easier it will be for you to make the transition from student to technologist upon graduation. Students are integrated into the work schedule and rotated through all work centers, including reception office. In the first

semester of clinical/practicum education, students must be supervised closely. Thus they contribute little, if any, toward the total workload of the department. By the second semester of clinical/practicum education, most students are ready to function under limited supervision. The final semester of clinical/practicum is used to perfect clinical skills and to prepare for the transition from student to technologist by assuming more and more patient responsibilities.

PROGRAM BENCHMARKS

The program has set the following benchmarks:

1. A pass rate on the ARRT exam of 75% of first attempts.
2. A 75% job placement rate within 1 year of graduation
3. 75% of students will complete the program
4. 80% of employers will be satisfied with our graduates.
5. 80% of students will express satisfaction with their education in the Radiological Technology Program.

PROGRAM OFFICIALS

Full-time Instructor- Leslie Appling, MSRS, R.T. (R)(ARRT)
940-668-3392
Office: Health Science Center Room 2427B
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Clinical Coordinator- Janice Libick, BSRS, R.T. (R)(CT)(ARRT)
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STUDENT TUITION

Residency	Tuition	General Use Fee	Out-of-District	Total per Hour
In-District (Cooke County Residents)	\$57.00	\$48.00	N/A	\$105.00
In-District Branch Campus (Graham ISD)	\$57.00	\$48.00	\$20.00	\$125.00
In-State	\$115.00	\$48.00	\$32.00	\$195.00
Out-of-State	\$206.00	\$48.00	\$46.00	\$300.00

Tuition - In District/In State	\$	4,200.00
Tuition – Branch Campus	\$	5,000.00
Tuition – In state	\$	7,800.00
Tuition – Out of State	\$	12,000.00

\$	104.00	Criminal Background Check & Drug Screen
\$	26.00	Professional Liability Insurance
\$	184.00	Film badges, Lead Markers
\$	200.00	Uniform, shoes, lab coat
\$	200.00	Physical Examination and immunizations
\$	225.00	ARRT exam fee
\$	1566.00	Radiology Books
\$	417.00	Registry Review Materials/ Kettering
\$	55.00	Composites

Radiological Technology Curriculum

The curriculum is organized into the areas recommended by learning objectives. The learning objectives will address the cognitive, affective and psychomotor domains of learning as conceived by Bloom and will be reflected in the objectives throughout the curriculum.

Prerequisites

Course	Name	Type	Lec	Lab	Ext hrs	Cont hrs	Cred hrs
BIOL 2401	A & P I	ACGM	3	2	0	80	4
BIOL 2402	A & P II	ACGM	3	2	0	80	4
ENGL 1301	Comp I	ACGM	3	0	0	48	3
MATH 1314	College Algebra	ACGM	3	0	0	48	3
MATH 1342	OR Elem Stats	ACGM	3	0	0	48	3
Totals			9	4		176	14

1st Year—First Semester (fall)

Course	Name	Type	Lec	Lab	Ext hrs	Cont hrs	Cred hrs
RADR 1201	Introduction to Radiography	WECM	2	0	0	32	2
RADR 1411	Basic Radiographic Procedures	WECM	2	2	0	80	4
RADR 1303	Patient Care	WECM	2	2	0	64	3
Totals			6	4		176	9

1st Year—Second Semester (spring)

Course	Name	Type	Lec	Lab	Ext hrs	Cont hrs	Cred hrs
RADR 1313	Principles of Radiographic Imaging I	WECM	2	2	0	64	3
RADR 2401	Intermediate Radiographic Procedures	WECM	2	2	0	80	4
RADR 2209	Radiographic Imaging Equipment	WECM	2	0	0	32	2
RADR 1166	Practicum I (7 week)	WECM	0	0	16	112	1
Totals			6	4	16	288	10

1st Year—Third Semester (summer III)

Course	Name	Type	Lec	Lab	Ext hrs	Cont hrs	Cred hrs
RADR 2313	Radiation Biology & Protection	WECM	3	0	0	48	3
RADR 1267	Practicum II	WECM	0	0	30	270	2
Totals			3	0	30	318	5

2nd Year First Semester—Fourth Semester (fall)

Course	Name	Type	Lec	Lab	Ext hrs	Cont hrs	Cred hrs
PSYC 2301	General Psychology	ACGM	3	0	0	48	3
RADR 2217	Radiographic Pathology	WECM	2	0	0	32	2
RADR 2205	Principles of Imaging II	WECM	2	0	0	32	2
RADR 2466	Practicum III	WECM	0	0	30	480	4
Totals			8	0	30	562	11

2nd Year Second Semester—Fifth Semester (spring)

Course	Name	Type	Lec	Lab	Ext hrs	Cont hrs	Cred hrs
ARTS 1301	Art Appreciation	ACGM	3	0	0	48	3
MUSI 1306	OR Music Appreciation	ACGM	3	0	0	48	3
RADR 2333	Advanced Medical Imaging	WECM	3	0	0	48	3
RADR 2335	Radiologic Tech Seminar	WECM	3	0	0	48	3
RADR 2267	Practicum IV (8 week)	WECM	0	0	30	240	2
Totals			9	0	30	384	11

Program Totals

	Lec	Lab	Ext hrs	Cont hrs	Cred hrs
1 st Year	24	12	46	958	38
2 nd Year	17	0	60	946	22
Totals	41	12	106	1904	60

Radiological Technology Instruction

Full-time Program Director

- Assures effective program operations,
- Oversees ongoing program assessment,
- Participates in budget planning,
- Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development, and
- Assumes the leadership role in the continued development of the program.

Full-time Clinical Coordinator

- Correlates clinical education with didactic education,
- Evaluates students,
- Participates in didactic and/or clinical instruction,
- Supports the program director to help assure effective program operation,
- Coordinates clinical education and evaluates its effectiveness,
- Participates in the assessment process,
- Cooperates with the program director in periodic review and revision of clinical course materials,

- Maintains current knowledge of the discipline and educational methodologies through continuing professional development, and
- Maintains current knowledge of program policies, procedures, and student progress.

Full-Time Didactic Program Faculty

- Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress,
- Participates in the assessment process,
- Supports the program director to help assure effective program operation,
- Cooperates with the program director in periodic review and revision of course materials, and
- Maintains appropriate expertise and competence through continuing professional development.

Part-Time (Adjunct) Didactic Program Faculty

- Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress,
- Participates in the assessment process, when appropriate,
- Cooperates with the program director in periodic review and revision of course materials, and
- Maintains appropriate expertise and competence through continuing professional development.

Clinical Instructor(s)

- Is knowledgeable of program goals,
- Understands the clinical objectives and clinical evaluation system,
- Understands the sequencing of didactic instruction and clinical education,
- Provides students with clinical instruction and supervision,
- Evaluates students' clinical competence,
- Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development, and
- Maintains current knowledge of program policies, procedures, and student progress.

Clinical Staff

- Understand the clinical competency system,
- Understand requirements for student supervision,
- Support the educational process, and
- Maintain current knowledge of program policies, procedures, and student progress.

Example Schedule of Classes

First Semester

RADR1201	Introduction to Radiography	Monday	2:00	3:50	Lecture
RADR1303	Patient Care	Tuesday	8:00	9:50	Lecture
RADR1303	Lab	Tuesday	10:00	11:50	Lab
RADR1411	Basic Radiographic Procedures	Wed.	8:00	10:50	Lecture
RADR1411	Lab	Wed.	12:00	2:00	Lab
	Second Semester				
RADR1313	Principles of Radiographic Imaging I	Tuesday	9:00	11:50	Lecture
RADR2401	Intermediate Radiographic Procedures	Wed	9:00	11:50	Lecture
RADR2209	Radiographic Imaging Equipment	Monday	9:00	10:50	Lecture
RADR2401	Lab	Wed	1:00	2:50	Lab
RADR1166	Practicum I (16 hrs/week; 7)	TBA	TBA		Clinical
	Summer				
RADR2313	Radiation Biology and Protection	Monday	9:00	11:50	Lecture
RADR1267	Practicum II (30 hrs/week; 9)	TBA	TBA		Clinical

	First Semester Second Year				
RADR2217	Radiographic Pathology	Monday	11:00	12:50	Lecture
RADR2205	Principles of Radiographic Imaging II	Monday	9:00	10:50	Lecture
RADR2466	Practicum III (30 hours/week; 15)	TBA	TBA		Clinical
	Second Semester Second Year				
RADR2333	Advanced Medical Imaging (1 8 hr day/month)	TBA Monday	9:00	TBA	Lecture
RADR2335	Radiographic Tech Seminar (1 8 hr day/month)	TBA Monday	3:00	TBA	
RADR2367	Practicum IV (30 hrs/week; 8)	TBA	TBA		Clinical

Revised fall 2021

NORTH CENTRAL TEXAS COLLEGE

Radiological Technology Program

ADMISSION TO THE PROGRAM

Admission Requirements

POLICY

With respect to the admission and education of students; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, it is the policy of North Central Texas College not to discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services. With regard to both students and staff, North Central Texas College will take positive actions to ensure that all persons are given an opportunity to share in the educational, employment and business activities of the College. The NCTC Student Handbook reflects policies aligned with all students, whether enrolled in credit or non-credit courses.

In addition to the admission requirements of North Central Texas College, the student must meet qualifications for admission into the Radiological Technology Program.

The Radiologic Technology Program at North Central Texas College does not advance place any transfer students from any other Radiologic Technology program. Those students who wish to transfer into the Radiologic Technology program at North Central Texas College from another JRCERT accredited college program must apply to the program as a first-year student.

PURPOSE

Requirements for admission into the Radiological Technology Program will be clearly defined.

PROCEDURE

1. The applicant must:
 - a. Complete an information session to obtain additional information about the Radiological Technology Program.
 - b. Complete the admission process into NCTC.
 - You must fill out an application for admission to NCTC.
 - If you have attended college before, official transcripts from each college you have attended are required.
 - If you have not attended college before you must have a high school transcript or GED scores.
 - Contact financial aid if you need financial assistance.
 - c. Spaces available in the Radiological Technology program are limited. Selection of students admitted is competitive based upon entrance exam score plus the priority points for completed course work.
 - d. A letter will be emailed informing students that they have been accepted into the program.
 - e. Students who are admitted:
 - Must be CPR certified for the Healthcare Provider.
 - Must have a physical examination completed by your private physician.
 - Must provide documentation of immunizations and hepatitis B vaccines.
 - Must receive annual PPD testing and seasonal Flu vaccinations.

2. Applicants are encouraged to self-identify their accommodation needs. It is important to note that in order to successfully progress through the radiological technology curriculum and function as a practicing radiological technologist upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory, and dexterity requirements. Early contact by individuals with an accommodation need will enable the program director to carefully consider each request on a case-by-case basis. In order to accomplish the objectives of the radiology program, students must have the:
 - a. Critical thinking ability sufficient for clinical/placement judgment
 - b. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
 - c. Communication abilities sufficient for effective interaction with others in expressive and written English, including computer literacy
 - d. Ability to speak clearly and succinctly when explaining procedures, describing patient conditions, and giving directions to the patient.
 - e. Visual acuity, with corrective lenses to identify cyanosis, the absence of respiratory movement in patients, and to read small print on medication containers, physicians' orders, monitors, gauges, and equipment calibrations.
 - f. Hearing ability, with auditory aids to understand the normal speaking voice without viewing the speaker's face and to hear monitor alarms, emergency signals, call bells, and stethoscope sounds originating from a patient's blood vessels, heart, lung, and abdomen.
 - g. Physical ability to:
 - Stand and walk for prolonged periods of time
 - Perform cardiopulmonary resuscitation

- Lift patients to move onto and off of the radiographic table
 - Lift and manipulate patients in the radiographic room as well as in hospital beds for proper placement of radiographic imaging receptors
 - Move from room to room, maneuvering in limited spaces
 - Move, push, maneuver heavy, mobile radiographic machines into and out of patient rooms, surgery, intensive care units, and all other patient areas
- h. Strength to lift approximately a minimum of 30 lbs. and walk a minimum distance of approximately 30 feet unassisted.
 - i. Shoulder range of motion to reach up, push, pull, and maneuver radiographic equipment with overhead suspension and manually position, tilt, and angle radiographic tube housings in accurate relationship to the patients and image receptors.
 - j. Fine motor skills to write legibly and correctly in the legal documentation of radiographic procedures and patient conditions/occurrences.
 - k. Manual dexterity to use sterile techniques, to insert catheters, and to prepare and administer contrast media and medications (IV and IM) as directed by a physician.
 - l. Ability to function safely and accurately under stressful conditions, and to be able to quickly adapt to rapidly changing clinical situations involving patient care.
 - m. Ability to present professional appearance and attitude, implement measures to maintain personal physical and mental health and emotional stability

Responsible Person	Action
Applicant	1. Meet all criteria for admission to North Central Texas College

Revised summer 2020

Progression/Graduation

POLICY

To successfully complete the Radiological Technology Program, earn an Associate of Applied Science Degree, a student must complete a designated number of credit hours.

PURPOSE

The student receives academic advisement during each semester; however, it is the student's responsibility to follow the curriculum as outlined in the Individualized Degree Plan.

PROCEDURE

To earn an Associate of Applied Science Degree in Radiological Technology and apply for graduation, a student must complete a total of 60 semester hours of Radiological Technology courses and the required support courses.

Graduation Criteria

Upon satisfactory completion of the curriculum as outlined for this program, a student will be eligible to receive an Associate of Applied Science in Radiologic Technology from North Central Texas College.

The general requirements are:

1. Admission to the program
2. Satisfactory completion of the course of study as required with a minimum grade of 75 in all courses
3. Good standing financially with North Central Texas College.
4. Make a formal application by the announced deadline.

North Central Texas College graduation exercises are held during the month of May on the main campus at Gainesville, Texas. All graduating students are required to apply for graduation. Degrees are officially conferred when the Registrar's Office certifies that all requirements have been met; therefore, participation in the graduation ceremony, in itself, does not confer on a student any rights to a degree. Nevertheless, candidates for graduation are highly encouraged to attend and participate in the designated graduation ceremony. NCTC makes a special effort to give graduates (and their families) a beautiful and memorable ceremony to mark this important milestone in their lives. It truly is an event not to be missed. Graduates will wear NCTC designated graduation attire. Student's graduation degree will be issued by mail to the student.

Revised spring 2022

North Central Texas College

Radiological Technology Program

Faculty/Student Policies

STUDENT HEALTH

POLICY

A file will be maintained to document the health status of the radiological technology student for the duration of the clinical experience. Students are responsible for the accuracy of the information in their files. Any changes in status, as well as, changes in name, address, or phone number must be submitted to the Radiological Technology program director in a timely manner.

PURPOSE

Health and Safety Policies

Students enrolled in the Radiological Technology program of NCTC spend a great deal of time in critical care areas of the program's affiliations, and are therefore exposed to blood-borne pathogens and other dangerous health hazards, such as x-rays and anesthetic gases. These policy guidelines were created to outline those work-related hazards and to offer specific methods to protect the student during clinical instruction. Guidelines are also offered for student responsibilities concerning health-related policies for the program.

Radiological Technology students will take responsibility for maintenance of their health to enhance their educational experience. In addition, radiological technology students will meet the requirements of clinical agencies and regulating agencies of the State of Texas.

PROCEDURE

1. Radiological technology students are required to provide a completed physical examination form prior to admission to the program. Each student must also provide documentation demonstrating that the student is in compliance with the immunization requirements for students enrolled in health-related career education courses as set forth by the Texas Department of State Health Services.
 - a) Tetanus/Diphtheria booster must have been within the past 10 years.

- b) Measles For students born on or after January 1, 1957, verification of 2 doses of measles vaccine administered on or after their first birthday and at least 30 days apart or serologic confirmation of immunity is required. Students born prior to January 1, 1957 must show proof of either, one dose of measles vaccine on or after their first birthday, and since January 1, 1968 or serologic confirmation of measles immunity.
- c) Mumps Students must show documentation of one dose of mumps vaccine administered on or after their first birthday or a physician-validated history of mumps illness or serologic confirmation of immunity.
- d) Rubella Students must show documentation of one dose of rubella vaccine administered on or after their first birthday or a serologic confirmation of immunity. A physician-validated history of rubella is not acceptable documentation of immunity.
- e) Hepatitis B Students must show they have received the entire Hepatitis B series or serologic confirmation of immunity.
- f) Varicella Students must show documentation of immunization history or serologic confirmation of immunity to varicella (chicken pox)
- g) Tuberculin test Students must have 2 negative TB tests within 3 weeks.
- h) Flu vaccination Students must show documentation of one dose of the flu vaccine administered seasonally. Should any student elect to not receive the vaccination, he/she will be required to wear a mask during any and all patient contact in the clinical setting.
- i) Covid vaccination The hospitals and clinics are full of patients with the delta variant of COVID-19 at this time. This makes healthcare areas extremely high risk for contracting COVID-19 and at risk for hospitalization if students contract the disease and are not protected. As of August 2022, all sites are requiring the students to be vaccinated. Boosters are recommended at this time but not required.

Clinical agencies may require additional tests prior to using their facilities.

2. A radiological technology student should not attempt to attend class or clinical lab when the student's illness might be contagious.
3. A radiological technology student who has been ill or injured may, upon return to class, be requested by an instructor to submit a written statement (absence form) regarding the status of health from the attending physician. The physician's statement must include the following
 - a) Any limitations imposed by illness, condition, or prescribed medications.

4. Students are responsible for all financial obligations incurred with any illness/accident. Clinical facilities require proof of major-medical insurance. A copy of the insurance face sheet must be submitted upon acceptance into the program. A student will not be permitted to attend clinical if this documentation is not available.

Responsible Person	Action
Student	<ol style="list-style-type: none"> 1. Provide the Radiological Technology Department with written proof of compliance with the immunization requirements for students enrolled in health related career education courses as set forth by the Texas Department of Health Services. 2. Provide the Radiological Technology Department with a copy of the insurance card or face sheet of the student's major-medical insurance.
Radiological Technology program director	<ol style="list-style-type: none"> 1. Verify and maintain required health records and insurance documentation in students' folders.
Clinical Coordinator	<ol style="list-style-type: none"> 1. Verify student's compliance with requirements prior to clinical experience.

Revised summer 2020

RECRUITMENT and ADVISING

POLICY

Accurate and consistent information about the North Central Texas College Radiological Technology Program will be provided to the general public, prospective students, and current students.

PURPOSE

Recruitment and advising are essential to the maintenance of a viable radiological technology program.

PROCEDURE

1. Recruitment and advising sessions are scheduled throughout all semesters.
2. Radiological Technology faculty will participate in community recruitment opportunities as scheduled and as requested.
3. Radiological Technology faculty will promote and facilitate community awareness of the program during telephone, email, and personal contacts.

4. Radiological Technology faculty will maintain professional relationships with clinical affiliates and within professional organizations to promote and facilitate awareness of the program.

Responsible Person	Action
Department Assistant	<ol style="list-style-type: none"> 1. Respond to telephone and personal inquiries for information packets and brochures. 2. Mail packets within one week of request.
Faculty and program director	<ol style="list-style-type: none"> 1. Participate in recruitment and advisement activities.

Revised summer 2017

PROFESSIONAL LIABILITY INSURANCE AND MEDICAL/ACCIDENT INSURANCE FOR STUDENTS

POLICY

North Central Texas College Radiological Technology Department requires that all radiological technology students have professional liability insurance. The clinical facilities require that students be covered by personal medical/accident insurance.

PURPOSE

Insurance offers the student some financial protection in cases of injury or litigation.

PROCEDURE

1. Students in the radiological technology program are covered by enrollment in a Student Malpractice Blanket Liability Insurance Program.
2. Professional Insurance premiums are collected at the time of registration, and the cost is included with the bill for tuition and fees.
3. Students are also required to provide evidence of accidental injury insurance at the beginning of the clinical experience. Students will not be permitted to enter any clinical course until documentation of insurance is provided. An accident policy is available through the Office of the Dean of Students at NCTC.
4. If a student is involved in any kind of accident, the department supervisor and the clinical instructor should be notified immediately. Procedures for filing an incident/accident report will be followed according to hospital policy. A copy is to be given to the Clinical Coordinator for the student's file. The student is responsible for filing any claims.

5. Students are responsible for their own expenses for accidental injury or illness.

Responsible Person	Action
Program director	1. Informs prospective student of the policy concerning liability insurance and the method of payment.
Radiological Technology student	1. Enrolls in the Student Malpractice Blanket Liability Insurance Program when paying class fees. 2. Supplies copy of personal medical/accident insurance card or policy face sheet to Radiological Technology office prior to attending clinical.
Program director and NCTC Business Office	1. Maintains a copy of malpractice insurance policy as proof of coverage and remit annual premium to the insurance company.

Revised summer 2022

FELONY CONVICTION

North Central Texas College Criminal History Policy for Health Sciences

North Central Texas College will not admit a prospective student to any of the Health Sciences Programs whose criminal history disqualifies him or her from participating in a clinical rotation pursuant to the policy of the Dallas-Fort Worth Health Council (DFWHC) or the associated clinical site(s).

Applicants must meet eligibility guidelines outlined in the DFWHC's [Community Standards for Drug Screening & Background Checks](#), which exclude applicants with the following criminal histories:

- Felony convictions, including deferred adjudications, nolo contendere, no contest,
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse),
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, theft over \$1,500, computer crimes of fraud, etc.),
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances,
- Registered sex offenders,
- OIG, GSA and Medicaid Sanctions,
- Terrorist Suspect List,
- Pending charges and warrants for arrest

Additionally, clinical sites may have more restrictive eligibility requirements. In determining whether to admit an applicant with a criminal history, the North Texas Central Texas College will consider various factors including, but not limited to:

- Whether the student’s criminal history prevents him or her from being eligible to participate in a rotation at one or more clinical sites;
- The nature and seriousness of the crime;
- The extent to which the program might offer an opportunity to engage in further criminal activity of the same type as that in which the person previously had been involved; and
- The relationship of the crime to the ability, capacity, or fitness required to participate in the program.

North Central Texas College does not guarantee clinical placement and reserves the right to dismiss a student who commits any violation of law during the program.

Responsible Person	Action
Program director	1. Maintain documentation that the student has received information until one year after student graduates from the program.
Student	1. Complete the written verification form acknowledging that information has been presented.

Revised fall 2012

MENTAL ILLNESS/SUBSTANCE ABUSE

POLICY

Any student enrolled in the radiological technology program that demonstrates behavior that exposes a patient or other persons unnecessarily to a risk of harm because of impaired status due to mental illness or chemical dependency will be suspended from the program during an investigative period.

In keeping with community standards, all radiological technology students will be required to have a substance abuse screen at their expense prior to beginning their clinical rotation and after each break of enrollment. A break of enrollment is defined as nonattendance of one full semester (fall or spring) or more. In addition, the faculty reserves the right to require random drug screening from any student at any time during the program if there is reasonable cause to believe the student may be engaging in the intemperate use of alcohol or drugs. The charges associated with random drug screening will be paid by the student and reports will be submitted to the program director.

This policy has been patterned after the Community Standard for Drug Screening & Background Checks developed by the DFW Hospital Council. (See Appendix).

PURPOSE

The North Central Texas College radiological technology students will adhere to community standards related to mental illness/substance abuse.

PROCEDURE

1. If a radiological technology faculty member has reasonable cause to suspect the ability of a student to perform the services of the profession due to impairment by chemical dependency or mental illness, the student will be reported to the program director and suspended from the radiological technology program during an investigation. Behaviors that support the reasonable cause to suspect the ability of a radiological technology student to perform services of the profession due to impairment by chemical dependency or mental illness include but are not limited to the following:
 - Inappropriate and/or unprofessional behavior
 - Odor of suspicious nature
 - Unkempt appearance
 - Slurred speech
 - Clinical behavior inconsistent with level in program
 - Involvement in an incident or occurrence that requires an incident report
 - Erratic attendance or tardiness
 - Unexplained absences from assigned clinical location
 - Verbalizations regarding substances known to be commonly abused
 - Speech patterns that indicate interruption of thought processes
 - Inappropriate affect
 - Undiagnosed skin lesions
 - Changes in penmanship
2. Incidents occurring at a clinical site will require a written clinical warning describing the behaviors and incident.
3. The student will be escorted to the hospital emergency room for a drug and alcohol screen at the expense of the Radiological Technology program, and the results will be released to the program director.
4. The student will be asked to leave the clinical site and will not be permitted to operate a motor vehicle.
5. The Student Counseling Procedure will be followed. The student may also be required to contract to have a psychiatric evaluation by a licensed Psychologist or a Psychiatrist with a written report submitted to the program director.
6. Following a positive drug or alcohol screen, the student must petition to continue in the Radiology Program and may be required to attend a recommended treatment program. The Radiology faculty reserves the right to deny any student with a positive drug screen continuing in or readmission to the Radiology Program.

Responsible Person	Action
Program director	1. Informs the radiological technology student of the policy for impairment by alcohol/drugs and/or mental illness.
Student	1. Accepts full responsibility for actions and follows the terms of their contract.
Clinical Coordinator	1. Verifies student compliance by monitoring clinical behavior and drug screens if required.

Revised fall 2007

ATTENDANCE POLICY

POLICY

Students are expected to attend all classes, clinicals, and laboratory periods.

PURPOSE

Students will place emphasis on developing a sense of responsibility for their education.

PROCEDURE

Attendance

Absences are divided into two categories, didactic and clinical. Exceeding the absences in either category may result in failure of the course. Two (2) absences are allowed in the didactic portion, and two absences (8/10 hour days) are allowed in the clinical portion of this program each semester. Students must fill out the Absence Form after 1 absence. A doctor's note is required after two consecutive didactic or clinical absences. After two (2) absences, the student will be required to meet with the clinical coordinator or program director to discuss the policy and sign a counseling form.

If the student is unable to participate in the clinical portion of the program for personal, physical, or financial reasons, the student may withdraw from the course and reenter the program the following year.

Classroom

1. Students are expected to attend all lecture classes.
2. Come prepared for class sessions.
3. Class rolls will be kept at each scheduled class and each student is expected to document attendance.
4. If an untoward circumstance arises and the student must miss a lecture class, the student must provide the instructor with a valid reason for the absence and complete and absence form. A student must send an email 30 minutes before class begins.
5. Request conferences when needed.
6. Request and take all make up tests.

7. Conduct self in a respectful manner to classmates, instructor, and others.
8. Cell phone should not be used during class.

Attendance Policy

This program and all of its components are very physically and emotionally demanding. Attendance indicates maturity, motivation, responsibility, and reliability—not only for the program, but also for the hospitals. Punctual and regular class attendance is required of all students attending the NCTC Radiological Technology Program. Excessive absences/tardies are grounds for course failure.

1. A student is required to report to us if they are expected to be late. A conference will be scheduled with the student if tardiness is consistent.
2. A student is required to report an absence at least 1 hour prior to clinical start time to both the clinical instructor at the facility and the clinical coordinator at NCTC.
3. If a student is hospitalized or treated by a physician at any time during the program, the student must provide upon return a statement signed by the attending physician. This statement must designate the days missed and clearance, without restrictions, to continue in the program. If the statement is not provided upon return, the student will be dismissed each day until the statement is provided. Absences will occur with each dismissal.
4. The hours of absences can be made-up at the discretion of the clinical instructor but will still count as an absence.
5. All clinical absences must be made up within a 2 week period or will not be allowed to be made up and will result in a 5 point deduction in the student's clinical grade.
6. An absent form must be completed for any absence that occurs.

Revised summer 2022

DISCUSSING GRADES WITH CLASSMATES: Students discussing their clinical grades with their classmates is prohibited. A student found discussing his/her clinical grade will receive a written warning and a reduction in clinical grade by 1 letter. If the student discusses another student's grade, all students involved will receive a written warning (those discussing the grade and the owner of the grade), and a reduction in grade by 1 letter. A second incident of discussing grades will result in failure of the course.

Appearance

In an effort to maintain a professional image, students are required to abide by the following dress and personal appearance code in the classroom and clinical area. Failure to abide by the clinical guidelines can result in dismissal for the day. The student will adhere to appropriate hospital policies in addition to the following:

1. The approved uniform color is navy blue tops and pants unless the clinical site requires another color. Clean tennis shoes can be worn. Only white or navy undershirts are to be worn under scrubs.
2. Tattoos and hickey that are visible must be covered.

3. No tongue, nose, or other face or visible piercings are permitted. Must be covered up or taken out.
4. Personal cell phones are not permitted. They can be stored in the provided lockers and checked as time permits.
5. The College insignia is to be permanently sewn on the left sleeve of the lab coat/jacket with the top of the insignia three inches below the shoulder seam line.
6. Moderation must be used in the application of makeup, perfume, hair spray, and after-shave lotion.
7. Nails should be short, free of dirt and manicured. (No colored nail polish and/or artificial nails are permitted.) Jewelry is to be kept to a minimum.
8. Hair must be a color that could occur naturally and pulled back if past shoulder length. Headbands worn should be a neutral color or navy blue and no wider than 1 inch.
9. Good personal hygiene is mandatory for efficiency both in the classroom and in the clinical setting and for a positive relationship with coworkers.
10. Identify and abide by the rules and regulations of each hospital and your clinical instructor for specific circumstances such as calling in, etc.
11. ID badge and dosimeter should be worn at all times in your clinical site.

Each clinical site has its own set of rules and regulations regarding dress. The student is responsible for knowing these rules and adhering to them.

Responsible Person	Action
Student	<ol style="list-style-type: none"> 1. Attends all scheduled classes/labs/clinicals. 2. Reports to clinicals fully prepared as designated by the course syllabus. 3. Notifies the following of any expected absences: <ol style="list-style-type: none"> a) clinical coordinator b) clinical area 4. After any absence presents a justification of same and a completed absence form; and if due to illness or injury will, on request, submit a written statement regarding the status of health from the attending physician. 5. Exhibits appropriate professional behavior at all times.
Clinical Instructor	<ol style="list-style-type: none"> 1. Reviews student performance and considers appropriate action.

Revised summer 2022

TESTING POLICY

POLICY

The students will have the privilege of abiding by and upholding the honor system.

PURPOSE

Testing is a component of the teaching/learning process.

Examination Policy

1. The student will have one class period to complete the test, unless otherwise informed by the instructor.
2. No paper, books, notes, or any other material is permitted on the desk unless specified by the instructor.
3. A green Scantron sheet and a number 2 pencil are to be provided by the student when required. Scantron answers are your final answers.
4. Cheating will result in immediate failure of the course.
5. Students will be instructed to not talk.
6. When finished with the exam, the student is to quietly leave the room and may not re-enter until all students have finished the exam.
7. Missing scheduled exams is discouraged. Makeup exams will be given at the instructor's discretion.
8. Due to covid-19, some exams may be taken in an online format. Online testing will require lockdown browser and responsus monitor. If the instructor suspects cheating, a 0 may be given for the test.

Grading Policy

The student must maintain a grade of "C" (75) or better during the semester. A student who does not maintain a 75 or better will be dismissed from the program. Students may re-enter the program one time only. After the second withdrawal or drop, the student will not be permitted to re-enter.

Grades are calculated as follows:

- A = 100-90
- B = 89-80
- C = 79-75
- F = BELOW 75

Anyone caught cheating on a test will receive a "0" for that test and will be disciplined as written in the North Central Texas College Student Handbook.

PROCEDURE

1. Academic dishonesty is grounds for failure of the course. Academic dishonesty or misconduct is not tolerated at North Central Texas College. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standards, but without deliberate intent or use of fraudulent means.
2. Students who are having academic difficulties are urged to seek counseling from their clinical or course instructor or their advisor.

- Testing and grading policy for each course, as well as test dates and is listed in each course syllabus. Most tests will be in an objective format. Some tests shall be taken on red Scantron answer sheets and can be purchased through the North Central Texas College Bookstore. A #2 pencil is required for marking the answer sheet. The answer marked on the answer sheet is accepted as the student's answer.
- The instructor(s) controls the options of seating arrangement, movement, leaving the room and stopping an exam for violation of the honesty policy.
- Students are expected to complete all tests as scheduled. If a student is unable to take an exam at the appointed time, that student must schedule a makeup exam at the discretion of the instructor.
- Assignments are to be handed in on the due date. The instructor has the privilege to refuse late assignments.

ENERGIZED LABORATORY POLICY

1. Students are **NOT** permitted to use the energized lab unless an instructor is available. All students must log energized lab use accordingly.
2. All students must wear their radiation monitors to all class and lab sessions. Students will **NOT** be permitted to participate in lab sessions if radiation monitors are not worn which may adversely affect the student's grade. Get into the habit of bringing your monitor to class with you each day!
3. The doors to the x-ray room must be completely closed while exposures are being made with the equipment.
4. All persons must be behind protective walls or outside the room during an exposure.
5. Exposures are to be made **ONLY** on the x-ray manikins, phantoms, or other imaging devices deemed appropriate by the program. Under no circumstances can exposures be made on human beings!

Any student found in violation of this policy will result in immediate failure of the course.

6. Proper exposure factors and cassette size should be used at all times
7. The x-ray room is to be clean and orderly after each use. Please respect the value of the resources.
8. Proper collimation must be used at all times.
9. The lab is for the benefit of all students in the Radiologic Technology Program. The program encourages the students to utilize the lab, especially outside of regularly scheduled class time. Any one not in the Radiological Technology Program is not allowed in the lab.
10. In the case of equipment failure, notify the lab or clinical instructor immediately.
11. In the case of fire turn power off, leave the room immediately and notify proper authorities.
12. Lab instructor or program director must be informed immediately if any infraction of the above rules occurs. **Failure to do so could result in failure of the course.**

LOST MARKER/RADIATION MONITOR POLICY: The Radiologic Technology Program will issue left/right markers and radiation monitors to all students prior to the first day of Laboratory use. If a student loses their markers or monitor, it is the student's

responsibility to contact the program director to order new ones at the student's expense to replace.

MARKER USE POLICY: Students are not permitted to use their left/right markers assigned by the program during hospital/facility paid job assignments. There must be a clear delineation between clinical time, as assigned by the program, and non-program job responsibilities as assigned by the facility. The student is responsible to make best efforts in using their markers on every exam. Students are **NOT** permitted to use other technologists or student markers for performing exams. **A student found in violation of this policy may be failed from the course.**

POLICY

Students shall have sufficient opportunities in a simulated setting to develop physical technical skills essential for safe, effective practice.

PURPOSE

Students may receive faculty demonstrations, practice skills, perform simulated exercises and remedial receive instruction from an instructor in a supervised setting.

PROCEDURE

1. Students and faculty may use the Radiological Technology lab. Unless you are enrolled in RADR classes, you may not be in the lab. Each lab is equipped with equipment for student practice.
2. Food and drink are not permitted in the lab.
3. The instructor is responsible for the up-keep of the lab and equipment and for ordering supplies. Instructors and students are responsible for returning supplies to their proper storage areas, securing the labs at the end of the lab experience, and maintaining the lab in a neat and clean manner. The instructor must be available when students use the lab.
4. Students may check out approved lab phantoms/materials with the appropriate documentation and instructor approval with the understanding of financial responsibility in the case of damage or loss.

Responsible Person	Action
Instructor	1. Maintains labs and equipment for student and faculty use. Orders supplies as necessary. Schedules appointments to assist students with learning/practice needs.
Radiological Technology students	1. Schedule labs and equipment with the instructor. 2. Keeps lab supplies in proper storage

	containers. 3. Maintains clean, neat environment.
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Revised fall 2022

RADIATION SAFETY PRACTICES

Each student will be furnished a personal dosimeter badge, to be exchanged by the Program Director on a 3 month basis, for recording radiation exposure received, and to ensure that occupational limits are not exceeded. Radiation dosimeter badges must be worn during all assigned clinical rotations & while practicing in the college’s positioning laboratory. Students are responsible for submitting used dosimeter badges to the Program Director when prompted and will receive a new dosimeter.

OCCUPATIONAL DOSE LIMITS: The National Council on Radiation Protection and Measurements and the International Commission on Radiological Protection have recommended the following values for the dose limits of radiation for occupational exposure. The primary objective of these recommendations is to keep the exposure of the radiation worker well below the level at which adverse effects are likely to be observed during his lifetime.

1. Emergency dose. When, for life saving or equivalent purposes the equivalent dose may approach or exceed 0.5 Sv (50 rem) to a large portion of the body in a short time, the workers need to understand not only the potential for acute effects, but they should also have an appreciation of the substantial increase in their lifetime risk of cancer. (The use of volunteers for exposures during emergency actions is desirable. Older worker with a low lifetime accumulated effective doses should be chosen from among the volunteers, whenever possible.)

2. Weekly and Annual dose for exposed personnel. For those people engaged in occupations involving exposure to radiation, the dose should not exceed 1 mSv (.1 rem) in any single week in order not to exceed a total of 50 mSv (5 rem) per year.

3. Medical dose. Radiation exposures resulting from necessary medical and dental procedures shall be assumed to have no effect on the radiation tolerance status of the person concerned. When unusual exposures have occurred (exposure in excess of 50 mrem for one month), the Program Director shall direct and participate in an investigation of the circumstances of such exposures to determine the causes and take steps to reduce the likelihood of similar future occurrences. For each such occurrence, the Program Director should be able to demonstrate that such an investigation has been carried out, that conclusions were reached as a result of the investigation and that corrective action was taken, as appropriate.

The need to minimize exposure to patients, students and technologists is paramount. In order to assure that this is done, the concept known as “ALARA” will be utilized by all students and program faculty involved in the Radiologic Technology program.

“ALARA”, “As Low As Reasonably Achievable” is accepted by all regulatory agencies. This means that our goal in radiation protection is to keep exposure as low as we possibly can without compromising the quality of the exam.

It is the policy of the North Central Texas College Radiologic Technology Program that **students never hold image receptors or patients during radiographic examinations.**

Any student who must repeat a radiograph on a patient must request a registered technologist to give them direct assistance. Any student who does not follow this policy will be subject to dismissal from the program. The student is responsible for documenting all repeats that he/she is responsible for on the appropriate form.

The student shall also follow the guidelines concerning radiation protection for the patient as well as radiation personnel.

1. Gonad shields shall be used on patients of reproductive age or younger who have not been permanently sterilized, when the presence of the shield will not obscure clinically significant information. The patient should be shielded if their gonads lie within the primary beam, or with close proximity (about 5 cm) despite close beam limitation.
2. Collimation is to be used to restrict the primary beam to the area of clinical interest. At **no time** should the beam be larger than the image receptor.
3. Lead aprons are to be worn by all personnel conducting or assisting in fluoroscopic examination. Lead gloves are to be worn if the hands must be within 6 inches of the primary beam.
4. Doors to the radiographic and fluoroscopic rooms are to be closed during all radiographic examinations.
5. Fluoroscopy is **NEVER** to be used by STUDENTS as a substitute for routine positioning skills.
6. **Students are NEVER permitted to hold image receptors** during radiographic examinations. Whenever absolutely necessary, the holder, whether patient’s family or hospital personnel, must wear protective apron and/or gloves.
7. **Students are NEVER permitted to hold patients** during radiographic examinations. Whenever absolutely necessary, the holder, whether patient's family or hospital personnel, must wear protective apron and/or gloves.
8. Any student who becomes pregnant during their training is not required to notify the Program Director and/or Clinical Coordinator, but in the interest of radiation safety, it is advisable. The information will be kept confidential. (See Pregnancy Policy)

9. Students must complete and abide by the MRI screening form when in the MRI environment.

EXPOSURE MONITORING (DOSIMETERS) AND IDENTIFICATION

North Central Texas College provides dosimetry badges (Optically Stimulated Luminescent Dosimeters or OSL Luxel+) for the Radiologic Technology students. The students will always wear the OSL while working with any form of ionizing radiation. It is to be worn around the upper chest area (on the collar) at all times. When wearing protective lead apparel, the dosimeter is to be worn outside this apparel. No student will be allowed to work in the clinical areas or classroom energized laboratory area without this OSL badge. Appropriate protective wear will be used according to the procedure protocol.

Under no circumstance is a student to hold a patient or image receptor for an exposure.

Goal: It is the goal of this program to keep radiation exposure to students as low as reasonably achievable.

NCRP Report # 102 will be used to establish maximum dose values.

- Dosimeters will be obtained for each starting class in sufficient time for them to be available the first time students use the energized laboratory.
- Students will wear the dosimeters at collar level in front, outside of the protective apron. Also, the dosimeters will be worn during each laboratory session utilizing the energized laboratory, regardless of whether or not exposures are being made.

Quarterly dosimeter reports will be reviewed by the NCTC Radiation Safety Officer and students are to initial report indicating knowledge of exposure. The reports will be kept on file by the NCTC Radiation Safety Officer and will be available for students' inspection at any time. The Clinical Coordinator will supply a printout from the vendor who provides the OSL's each quarter in the College classroom for each student to be able to identify his/her radiation exposure reading.

The NCTC Clinical Coordinator will conduct an investigation if a student's exposure for a quarterly period that is over 100 millirems. Results of the investigation will be documented and given to the programs' director.

Students will wear their dosimeters according to the section above and will follow the storage policy and other related policies of the clinical affiliate.

If a student performs radiographic procedures when not engaged in clinical education activities, the personnel monitor which is used for clinical education will not be used.

Additional rules to be followed concerning dosimeter use are:

- Dosimeters should not be allowed to get wet.

Badge inserts are changed quarterly, and it is the responsibility of each individual student to see that the badge insert is changed before the end of that month. **Should a student not turn in their badge prior to the deadline, points may be taken off the final grade of the clinical course in which they are enrolled and charged the additional fee.** Failure to adhere to this policy may result in an inaccurate radiation exposure reading since the rest of the badges will be mailed to the dosimetry service with the "control" badge. However, students should wear their badge even if it is past the expiration date until a new badge is obtained.

POLICY ON PREGNANCY

Informing the program officials of pregnancy is done strictly on a voluntary basis and is not a requirement of this program.

If a student declares pregnancy to the program director, the Clinical Coordinator, Clinical Instructor and NCTC Radiation Safety Officer will meet with the student and determine the best course of action for the student.

Some factors to be considered are:

- The number of fluoro and portable competencies to be completed.
- The clinical time remaining.
- The clinical rotations remaining.
- The clinical site policies

If the student wishes to inform the program officials of her pregnancy, it must be done in writing. In the absence of this voluntary, written declaration, a student cannot be considered pregnant. If the student informs, in writing, the program officials of her pregnancy, the program officials will then supply the student with a copy of the NRC Regulatory Guide # 8.13. (This guide is also posted in the RT classroom on the Bulletin Board.)

A student who voluntarily informs the program officials of her pregnancy may also choose to withdraw this declaration of pregnancy. If the student wishes to withdraw her declaration of pregnancy, it must be done in writing. Once this written withdrawal is received, the student will no longer be considered pregnant. In the absence of this voluntary, written withdrawal, the student will continue to be considered pregnant.

Any student who informs the program officials of her pregnancy may choose either of the following options:

- 1. To continue in your current status as a student radiographer without modification or interruption, with the understanding that radiation exposure to the embryo/ fetus must be limited. This option includes an additional radiation monitoring badge to be worn by the student at waist level.** The radiation safety procedures to be carried out for pregnant technologists are outlined in the National Council on Radiation Report Number 116, page 38, which states, "The NCRP recommends a monthly equivalent dose limit of 0.5 mSv (0.05 rem) to the embryo-fetus (excluding medical and natural background radiation) once the pregnancy is known."

With all student radiographers & technologists, the use of proper radiation safety practices should be exercised at all times. The need to minimize exposure to an embryo/ fetus is also paramount. In order to assure that this is done, the concept known as "**ALARA**" must always be utilized. **ALARA, As Low As Reasonably Achievable**, is accepted by all regulatory agencies and refers to reducing the exposure to radiation as much as possible by using the appropriate technical settings, increasing the distance from the radiation source, and using proper shielding.

This policy shall apply to every student who is enrolled in the NCTC Radiologic Technology Program, as well as to any who becomes pregnant and makes such a declaration in writing to the Program Director and/or the Clinical Coordinator.

- 2. To modify or interrupt your current status as a student radiographer, which may affect your graduation date. This option includes an additional radiation monitoring badge to be worn by the student at waist level. If this option is chosen, you may ask the program officials to reassign your clinical areas and/or to modify your schedule so that you can continue in the program while minimizing radiation exposure. Some such modifications may include:**

No Mobile radiography performed or observed by the student unless the student wears a lead apron of at least 1 mm lead thickness.

No Fluoroscopic procedures performed or observed by the student unless the student wears a lead apron of at least 1 mm lead thickness and stays as far as possible from the Fluoroscopy equipment.

No holding patients will be allowed for any student under any circumstance.

No Surgical procedures performed or observed by the student, including any operation of the C-ARM, unless the student wears a lead apron of at least 1 mm lead thickness and stays as far as possible from the Fluoroscopy equipment.

No known exposure to communicable diseases during the pregnancy will be allowed.

No lifting and pulling on patients without adequate help (DO NOT LIFT/ PULL ALONE) will be allowed.

If at any time the pregnant student feels that she is working in an unsafe area, or conditions arise that she feels are detrimental to her or the baby, she should stop and report to her supervisor immediately.

- 3. Elect to withdraw from the program due to your pregnancy. If this option is chosen, readmission to the program will be handled according to the Category B policy on readmission to the program as listed in the RT Student Handbook.**

Whichever option is chosen, it should be chosen without delay. An unborn embryo/ fetus is more sensitive to radiation during the first 3 months of pregnancy.

I have read and I understand the above information and I have received a copy of the NRC Regulatory Guide #8.13.

I have chosen option # _____.

Student Name (please print)

Student Signature

INJURIES /ACCIDENTS IN LABS OR CLINICAL SITES

If a student incurs or is involved in an activity resulting in an injury or potential injury, including but not limited to needle sticks, the student is responsible for notifying their instructor and the clinical coordinator whether in the classroom, lab or clinical affiliate within 24 hours. The instructor will advise the student of the appropriate procedures and direct the student to complete appropriate paperwork and incident report.

LATEX SENSITIVITY

Students with known latex sensitivity or allergies should be aware that the college cannot guarantee non-exposure to latex in the clinical area.

INTERRUPTION OF NORMAL PROGRESSION

POLICY

Interruption of normal progression requiring readmission will occur when the student

- a) Does not achieve a grade of “C” or better (numerical grade of 75 or better) in one or more courses
- b) Requests permission to delay progression for a period of one long semester or more
- c) Is dismissed from the radiological technology program.

Readmission is not guaranteed. Once readmitted, a student will not be readmitted a second time.

PURPOSE

To enhance retention of knowledge and skills competency, progression is expected to occur in a timely manner.

PROCEDURE

1. Upon acceptance into the Radiological Technology Program, a student failing any course, clinical or lecture, within the program will no longer be eligible for progression and will immediately be dropped from the program.
2. When interruption of normal progression occurs, the student may petition by submitting a professionally written letter. The student must address the following:
 - a) Why the student was unsuccessful in being eligible to progress
 - b) How the student will remedy the situation
 - c) Why the student believes the remedy will aide in their success if given another opportunity to progress

The Radiological Technology faculty will review and consider the request for readmission on an individual basis and will review the student’s previous

performance in the program as a basis for program re-entry. Students are not automatically guaranteed readmission to the program. Students may be required to repeat the course(s) they have already successfully completed. Further appeal would require following the stated protocol outlined in the North Central Texas College Student Handbook.

Responsible Person	Action
Student	1. Notify the program director in writing within two (2) weeks of the time of course failure <u>or</u> an interruption of progress occurs.
Program director	1. Make official decision as to the requirements for re-entry within two (2)-three (3) weeks of receipt from the student OR 2. Deny re-entry into the program.
Program director	1. Notify the student of acceptance into a designated class OR 2. Dismiss the student from the program when appropriate and necessary.

Developed fall 2012

STUDENT COUNSELING PROCEDURE

POLICY

Student advisement and counseling assists students through the radiological technology program by providing guidance and encouragement as well as answers to many questions which normally arise. If a student has an overall grade below an 80 at mid-semester, a conference will be conducted between the student and instructor to discuss ways to improve their performance.

PURPOSE

Procedures are in place to keep students apprised of their status and/or progression.

Behavioral Conduct

While representing North Central Texas College, Radiological Technology students will be expected to conduct themselves in such a manner as to reflect favorably on themselves as individuals, as well as the Radiological Technology program and the college.

If a student acts in such a manner as to reflect immature judgment and disrespect for others, action can be taken by the faculty. This action can range from verbal reprimand or dismissal for the day resulting in an absence to being called before the program director or the Dean of Health Sciences to determine their status in the program.

- A. Inappropriate conduct – behavior that reflects unfavorably on the student, program and college
- B. Lack of physical and/or mental health necessary to function in the program
- C. Excessive absences or tardiness.

In addition to the General Rules and Regulations in the NCTC Student Handbook the student may be dismissed for the following reasons:

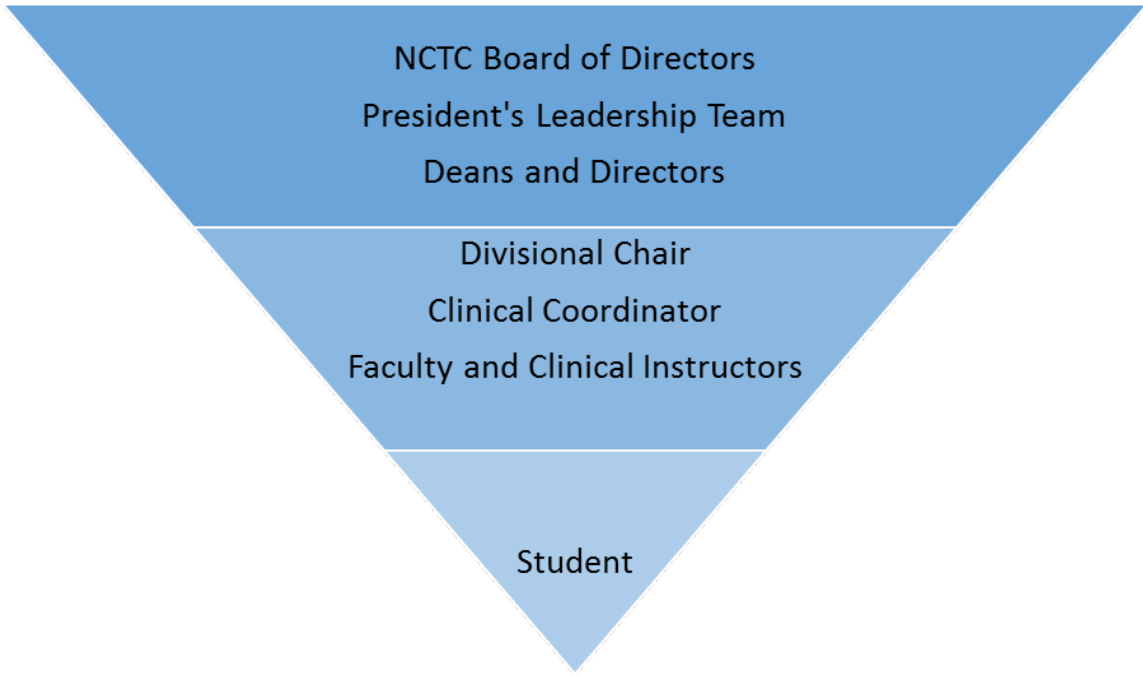
- i. Unsatisfactory work performance
- ii. Failure to maintain a 75% average in class work
- iii. Asking for medical advice and/or prescriptions from the physicians while at the clinical site.
- iv. For a violation or refusal to submit to drug screening, gossip, mistreatment of patients, abusive or profane language to faculty, staff, fellow students, or supervisors, lack of cooperation, habitual tardiness, absenteeism, uncleanliness, falsification of documentation, misrepresenting the truth, violation of confidentiality of patient information.

Professional Conduct: The student may be dropped from the program with a grade of “F” for unprofessional conduct.

PROCEDURE

1. Written student evaluations are conducted by the clinical instructors at least once during the semester using the tools in the course syllabi.
2. Students may be dismissed from the radiological technology program or denied readmission to the program for:
 - a. Dishonesty in any clinical situation which may or may not result in care that is less than acceptable to the faculty.
 - b. Academic dishonesty.
 - c. Unprofessional or inappropriate conduct.
 - d. Physical violence. The threat or commission of physical violence or the use of abusive or obscene language against any member of the college community is expressly prohibited. Student violators are subject to disciplinary action including possible suspension or expulsion from the program.

Academic/nonclinical grievances can be reported to the classroom instructor and then follow the NCTC Grievance Policy in the Academic Catalog.



Guidelines for Student Activities

Lambda Nu

Lambda Nu (LN) is a national honor society for the radiologic and imaging sciences.

Its objectives are to:

- Foster academic scholarship at the highest academic levels
- Promote research and investigation in the radiologic and imaging sciences
- Recognize exemplary scholarship

Lambda Nu's name is derived from the lower case Greek characters in the formula $\lambda\nu$, which represents the physics of the inverse relationship between wavelength and frequency an essential parameter across the diversity of modalities comprising the professions.

Lambda Nu uses the upper case Greek characters Lambda and Nu to represent the inverse relationship and delicate balance required between the art and the science inherent in the radiologic and imaging sciences.

Lambda Nu's colors are:

Maroon for the radiologic and imaging sciences

Green for the health professions

Gold the ancient color of honor

Radiologic Technology students, alumni, and faculty qualify for membership according to the following standards: Professional course GPA of 3.5 or higher on a 4.0 scale after one full-time semester (or equivalent) in the North Central Texas College's Radiologic Technology Program.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two-year college students, and NCTC's Psi Iota Chapter of PTK is one of the college's most active student organizations. Membership in PTK is by invitation only to students who have demonstrated outstanding academic achievement (with at least 12 credit hours completed and a cumulative grade point average of 3.5). In addition, members actively pursue various projects which promote scholarship, leadership and service to both the college and community. Membership also opens up opportunities for a wide range of scholarship assistance for those students seeking to continue their education.

Student Services: See Student Services Addendum June 2022

Room and Board: Each student must provide their own lodging and meals. When on duty, the hospitals have a cafeteria which is open to the student and meals may be purchased.

Transportation: Students are responsible for their own transportation and are expected to be in class and the clinical area on time as scheduled.

STUDENT SUPPORT SERVICES

The Office for Students with Disabilities (OSD) provides accommodations for students who have a documented disability. A disability is anything that can interfere with learning, such as a learning disability, psychological challenge, physical illness or injury. Accommodations may include extra time on tests, tests in a distraction reduced environment, volunteer note taker in class, etc.

North Central Texas College is on record as being committed to both the spirit and letter of federal equal opportunity legislation, including the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2009, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112)

Building Codes

There is no smoking or use of any tobacco products on the campus at any time, including the use of non-tobacco devices (e-cigarettes).

Release of Information

The student must fill out and sign a Release of Information form before information from the student's file will be released to employing agencies. Many agencies request references from the program before employing the student or graduate. It is to the advantage of the student to sign the release form before completing the course to avoid delay in employment.

Program Changes

It is sometimes necessary or appropriate to change the programs offered. North Central Texas College retains the right to terminate or change any of its policies, program requirements, fees, course offerings, class schedules, teaching assignments, and all other aspects of its educational programs at any time without prior notice.

Handbook Revisions

The student will be notified and given a copy of any additional statements and/or revisions that might be required of the Radiological Technology Student Handbook.

North Central Texas College

Radiological Technology Program

General Information

Breaks and Holidays

Students will receive all university holidays and breaks.

The ARRT Certification Examination

The ARRT Certification Examination is "The Registry". In order for you to qualify to take this examination, you must complete all the requirements for the AAS degree in Radiography. This includes all the Radiologic Science courses plus all the general academic courses. It is extremely important for you to pass this examination. Without it, you may not be qualified to work in certain facilities in Texas and other states. You are eligible to sit for the "Registry" after you graduate from the program and meet the of ARRT ethics requirements. Graduation from the NCTC Radiology Program does NOT guarantee successful completion of the ARRT "Registry" exam.

ARRT Ethics Requirements

Candidates who have been convicted of a felony or misdemeanor, with the exceptions of speeding and parking violations, must submit a pre-application review form to ARRT to determine whether you will be eligible to take the examination. The process may be completed at <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-review-preapplication> or contact the ARRT at (651) 687-0048. There is a fee associated with this process.

Certification in Texas

All graduates who pass the American Registry of Radiologic Technologists (ARRT) certification examinations are qualified for general MRT certification in Texas. Twenty-eight (28) days prior to completion of the NCTC program, students may apply for a temporary certificate from

the State of Texas. This temporary certificate is good for one (1) year and is non-renewable. Individuals who fail to pass the ARRT examination within one year will not be certified by the Texas Medical Board as an MRT.

Equipment Breakdowns and Malfunctions

All equipment is prone to break down and/or malfunction from time to time. If a machine or piece of equipment breaks down or appears to be malfunctioning, notify a member of the faculty immediately. Since the energized units emit ionizing radiation and operate with very high voltages, it is imperative that safety standards be maintained. A student will not be held responsible for a broken piece of equipment unless there is evidence that the damage was caused by gross negligence or willful destruction.

Student Course/Faculty Evaluations

Evaluation of courses and instructors by the students will be carried out in accordance with college policy. Individual instructors may develop their own, more specific, evaluation forms, and utilize these in addition to the university's form.

Borrowing Training Aids

You are permitted to sign out selected training aids and materials. You must check out the material from your instructor. You will be responsible for the cost of damage or lost materials.

Outside Employment

We are aware that some students must work. However, classes including Clinical Practicum, are scheduled with learning objectives in mind so student employment must be scheduled around courses. If it is not possible to adjust course schedules for individual employment needs. It is in violation of Texas State law for student radiographers to perform radiologic procedures outside of the scope of clinical courses. In accordance with this law, students may not log paid hours as a part of their clinical experience nor may they count paid experiences as a part of their course experience.

Students who wish to seek employment may be employed in the field of Radiologic Technology in the state of Oklahoma only after successfully completing their second semester of Positioning Procedures. Students who desire to work must not wear the radiation film badge provided to them by the college while employed, their employer must furnish a film badge. The student should be aware that the college is not liable for their actions while so employed, and that the liability insurance purchased through the college will not cover them while employed.

Part-time employment arrangements are between the student and the employing institution. The program and NCTC do not assume responsibility for students during their employment in such health care agencies. Radiation film badges and nametags issued by NCTC shall not be worn.

Students may not be employed in the field of Radiologic Technology in the state of Texas while enrolled in the Radiologic Technology Program because the state of Texas has a licensure law, which forbids students to work until after graduation.

Students must not miss clinical or class time because of any type of employment. If a student misses class or clinical because of employment, they may be subject to immediate dismissal from the program.

Mock Registry Tests

Students may be taking monthly comprehensive examinations beginning with their last semester in the program. The cost of these examinations is the students' responsibility.

Pictures

Pictures for class composites, as well as portraits, are taken during the students' last semester in the program.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. *These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."*

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to

disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

***All radiology program student records are maintained in a locked filing cabinet or secured computer system electronic files.**

NCTC Tuition Refund Policy

A 100% refund will be given only when a class is canceled by NCTC or if a student completely withdraws before the first class day*. For a class dropped after the first-day*, refunds will follow the state approved refund schedule. Please see refund schedules in NCTC Student Catalog for information on long semester refunds as well as flex entry classes, summer semesters, and mini-mesters.

*First class day is defined as the official start date of the term the class is in. The official start date for each class can be found on the student's schedule next to the course details.

Chapter 6

North Central Texas College

Radiological Technology Program

Addendum



NOTICE
**When Classes are
Cancelled
Due to Bad Weather**

Many students commute to the NCTC campus in Gainesville from out of town, so hazardous driving conditions due to weather can be a problem. Whenever the weather gets bad enough (icy roads, etc.) that you think NCTC might cancel classes, tune in to one of the radio or TV stations listed below. These are the ONLY stations that will be notified. By the way, if you don't hear or see a notice about NCTC classes right away, be patient. Please refrain from calling the station because it ties up the very busy lines, and the college may be trying to get through with a cancellation notice!

- KGAF Radio (1580 AM) Gainesville
- KXGM Radio (106.5 FM) Gainesville
- TCI Cable TV (Channel 3) Gainesville
- KRJT Radio (1410 AM and 100.7 FM) Bowie
- KXII TV (Channel 12) Sherman
- KICM Radio (105.7 FM) Ardmore
- KTEN TV (Channel 10) Ada/Ardmore
- Sammons Cable (Channel 25) Denton
- WFAA TV (Channel 8) Dallas
- KXAS TV (Channel 5) Fort Worth/Dallas
- WBAP Radio (820 AM) Fort Worth

If you miss the announcements on the air, you can call the campus switchboard at (940) 668-7731. On bad weather days, there will be a recorded message beginning at 6:45 AM announcing any class cancellations.

IMPORTANT: Class time missed as a result of unanticipated class cancellations due to weather **MAY HAVE TO BE MADE UP**. If so, you will be notified by the Office of the Dean of Instruction.

If classes are dismissed on the NCTC campus due to bad weather, clinical will also be dismissed.

If classes are not dismissed on the NCTC campus and driving conditions in the clinical areas are hazardous due to weather, the clinical instructor and the student will make the decision about safe driving conditions. If the surrounding area schools are closed due to weather, clinicals will also be dismissed. The student must contact their CI and the Clinical Coordinator in that situation.

Community Standards for Drug Screening & Background Checks (REVISED JANUARY 2010)

DRUG SCREENING

Prescreening requirements have been introduced into clinical student affiliation agreements. These prescreening requirements are the same as those required of employees (background checks and drug screens). The rationale for extending these requirements to clinical students and faculty was the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees. Competency extends beyond technical skills to an individual's criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management. Moreover, the public is now demanding greater diligence in light of the national reports of deaths resulting from medical errors.

Timing of Prescreening Requirements:

Drug screens and background checks must be conducted prior to a person's first clinical rotation following enrollment in the college/school or after a break in enrollment. Verification of the satisfactory results must be received by the participating hospital/agency prior to the student's rotation start date. Drug screen and background checks will be honored by all hospitals for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester (fall or spring) or more. The above information must be verifiable through the college/school. Drug screen and background checks of faculty will be honored for the duration of the employment of the faculty member at the college/school.

Reciprocity:

Students whose schools follow these standards need only meet these requirements prior to the start of their first clinical rotation. Other DFW Hospital Council members that follow these standards will honor the initial test results, provided that these results can be verified with the college/school.

Pre-Assignment Drug Screening:

Drug Screening can have up to four steps –

1. Collection Process

2. Laboratory
3. GC/MS Confirmation on all Non-Negatives
4. Medical Review Officer on all Non-Negatives

By following these steps, “everyone” is held to the same standards.

Collection Process:

Method by Urinalysis - we prescribe an unobserved collection of urine for initial screening. Reasonable suspicion situations will be observed as determined by the faculty. The collection process is done as a group either at the campus or at a designated collection site during the same time period. By taking these steps, students/faculty will be held to the same legal standards as it relates to the collection process. Distance Learning Students will meet the same standards by being tested on the same day in the same time frame at satellite collection locations. A completely random (surprise) collection is always the best scenario. Late admission students and absent students will be tested following a random protocol initiated by the primary collection facility. Following the HIPAA Privacy guidelines, the student is not allowed to discuss any MEDICATIONS with anyone. The discovery process is covered in detail when the students are together for the group meeting prior to the collection. They are told that the only person they will discuss their medications with is the independent Medical Review Officer (MRO) who will contact them. The pre-collection group meeting will cover the community standards, the legal statements on the Non-Federal Chain of Custody that they will be signing, the time and quantity requirements for specimen collection, privacy information and give students the opportunity to ask questions.

Laboratory:

All tests will be processed at a certified SAMHSA (Substance Abuse & Mental Health Services Administration) laboratory. The drug screen panel is a **Healthcare Professional 10-panel** with integrity checks for Creatinine and PH levels, acceptable and unacceptable test ranges will follow the 49 CFR Part 40 Federal Standards.

Test	URN CREATININE	Screen	GC/MS	Units
COCAINE METABOLITES		300	150	ng/ml
AMPHETAMINES (CLASS)		1000	500	ng/ml
BARBITURATES		300	300	ng/ml
BENZODIAZEPINES		300	300	ng/ml
MARIJUANA METABOLITE		50	15	ng/ml
OPIATES		2000	2000	ng/ml
MDMA		25	25	ng/ml
METHAMPHETAMINES		1000	300	ng/ml
METHADONE		300	300	ng/ml
OXYCODONE/OXYMORPHONE		100	100	ng/ml

SAMHSA laboratories are certified and regulated by the federal government assuring the highest standards. **All Non-Negative Specimens** are frozen and maintained in a secure area, with limited access, for one year in the event that a retest is required. Using the same SAMHSA laboratory for all tests within the group assures adherence to the same legal standards.

GC/MS Confirmation on all Non-Negatives:

All Non-Negative specimens will be confirmed via GC/MS confirmation. This step is performed at the SAMHSA laboratory. The result of the GC/MS confirmation is sent to an independent Medical Review Officer, along with a copy of the Chain of Custody.

Medical Review Officer (MRO) on all Non-Negatives:

The independent MRO is the impartial "quality assurance" component who advocates for the accuracy and integrity of the drug testing process. The quality assurance review of the drug testing process for the specimens, determines if there is a legitimate medical explanation for laboratory confirmed positive GC/MS, adulterated, substituted and invalid drug test results, ensure the timely flow of test result and other information to school / college and protect the confidentiality of the drug testing information. The MRO reviews all GC/MS results from the SAMHSA laboratory. If the result remains positive, the MRO contacts the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists, the test result is deemed to be "negative" and acceptable. The MRO is a medical doctor who specializes in the interpretation of drug screen results. Medical Review Officers do not make placement decisions; they simply pass along information regarding legal versus illegal drug use or consumption. Medical Review Officers are not required but are beneficial in making placement decisions. The MRO is completely independent of all parties in the testing process, including the collection, the SAMHSA laboratory, the school/college and the individual student/faculty. This is the defacto gold standard in drug testing. The MRO is the ONLY person who can make a final decision about a non-negative drug screen.

An individual with a positive drug screen will not be allowed to attend any clinical agency/rotation for a minimum of 12 months. Prior to returning to the clinical agency/rotation, a student must provide proof of a negative drug screen as verified by the college/school.

An agency reserves the right to remove a student/faculty from the facility for suspicion of substance use or abuse (including alcohol.) The agency will immediately notify the instructor/college/school to facilitate immediate removal and drug testing of the individual. The student/faculty will be required to consent to a drug test at a site identified by the instructor/college/school and the student/faculty or school will be responsible for the cost. Given the issue of safety and impairment, all reasonable attempts shall be made to contact the student's/faculty's family, friends, or police to provide transportation. Testing must be completed on the same business day. In all instances, the agency will provide written documentation of the student's/faculty's behavior(s) by two or more agency representatives to the college/school. Regardless of testing or test results, the agency reserves the right to remove from the facility any student or faculty member. A student/faculty may have drug testing "for cause" at the discretion of the clinical agency. Failure to comply will result in immediate expulsion from the clinical agency.

CRIMINAL BACKGROUND CHECK

Criminal Background Check:

Criminal background checks should review a person's criminal history seven (7) years back from the date of application. The check should include the cities and counties of all known residences, not just the DFW area. The following histories will disqualify an individual from consideration for the clinical rotation:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse),
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances,
- Registered sex offenders,
- OIG, GSA and Medicaid Sanctions
- Terrorist Suspect List
- Pending charges and warrants for arrest

NOTES:

(1) If a licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation.

(2) A school/college may request an exception from the first clinical agency for a student with a felony deferred adjudication and no alternative recourse through a licensing/registry authority, i.e. Board of Nurse Examiners of Texas. Following approval from the agencies, the student may progress as stated above.

I. Allocation of Cost

Each institution must bear the cost of these requirements or pass them along to their students/faculty as they see fit.

II. Verification of Compliance and Record Keeping

Verification of the compliance with these standards should be sent to the designated representative of the clinical agency prior to the clinical rotation start date. Verification is accomplished by sending a letter from the institution on letterhead stating that these standards have been met by the student/faculty, listing the student's/faculty's full name and clinical rotation start date. If more than one student is attending a clinical rotation, a comprehensive list with all the student's/faculty names may be submitted. It is the responsibility of each college/school to inform these persons of our requirements prior to enrollment in this curriculum. This will give the students/faculty prior notice and an opportunity to decline the clinical training before investing their time and money in the class.

Confidentiality Statement

Any information gained by the radiological technologist at any time concerning a client/patient is confidential. Unless the radiological technologist is authorized by the client or ordered by the court to disclose this information, the radiological technologist has a clear moral obligation to keep the information confidential.

The radiological technologist may use the knowledge to improve the quality of care for the client, but may never share information about the client with anyone not involved with the client's care.

Even when sharing information with caregivers, the radiological technologist must be extremely cautious. Health care professionals and students alike should take care to note their surroundings before discussing pertinent client care information; for example, client information should not be discussed in the cafeteria where those not involved with the client's care can overhear. Again, students should be very aware of confidentiality and be extremely careful with whom and where they discuss their assignments.

Additionally, confidentiality is to be maintained in all program situations including classroom discussions, student/instructor conferences, grades, and disciplinary actions.

Failure to abide by the confidentiality statement is grounds for course failure.

ACKNOWLEDGEMENT FORMS

By signing below,

- I acknowledge I have been informed that criminal background checks on all students are done prior to enrollment or attendance at clinical. Criminal background checks are also completed as part of the licensure application process.
- I give permission for the Radiologic Technology Department to obtain and provide my immunization records, criminal background check and drug screening information to all agencies and facilities used as clinical rotation sites during the semesters I am enrolled in the Radiologic Technology Program.
- I understand that clinical agencies and facilities have the right to refuse my attendance based on the information contained in the immunization record, criminal background check and drug screen.
- I understand that I may not be able to complete the Radiologic Technology Program clinical requirements resulting from agencies and facilities refusing my clinical attendance.
- I understand that the American Registry of Radiologic Technologists (ARRT) may refuse my application for licensure based on the information contained in the criminal background check and drug screen.

Student Signature _____

Date _____

NORTH CENTRAL TEXAS COLLEGE
Radiological Technology Program

NON-TOBACCO POLICY

It is the policy of the NCTC Health Sciences Department to provide an environment that is healthy and productive for faculty and staff. It is the responsibility of the faculty and students of the **Radiology Program** to portray a professional image and present as a role model for a healthy, safe environment. To provide that environment, a Non-Tobacco policy for faculty and students will be instituted with the following guidelines.

- 1) No smoking or use of any tobacco products is permitted on campus, even in the designated smoking areas.
- 2) No smoking or use of any tobacco products is permitted during clinical rotation, even in designated smoking areas.
- 3) No smoking or use of any tobacco products is permitted while the student is attired in the student uniform or lab coat.
- 4) No smoking or use of any tobacco products is permitted when the faculty and or/ student is representing the **Radiology Program** in community activities.
- 5) No use of non-tobacco (nicotine) devices will be permitted in the classroom.

Failure to comply with the Non-Tobacco Policy may result in immediate course failure.

By signing below, I acknowledge I have been informed of the Non-Tobacco Policy for Health Sciences at North Central Texas College.

Student Signature

Date



Radiologic Technology Program Absence Policy Form

1. Student name: _____

2. Department Course and Section _____ Date of Absence _____

3. Name of Instructor _____

4. Reason for Absence: (Check the response that applies)

_____ Physician documented personal illness _____ Legal proceedings

_____ Death or critical illness of an immediate family member

_____ Participation in local and national meetings with the approval of Academic Affairs (generally, this is considered to be students holding some office but other forms of representation may also qualify)

_____ Observance of a religious holy day _____ Orientation

Other: _____

Are you missing any clinical/mandatory obligations? _____ Yes _____ No

Make-up date for clinical absence: _____

5. In Case of Absence for illness, answer the following:

a. Did you visit a Health Center? _____ Yes _____ No When? _____

b. Did you see a doctor? _____ Yes _____ No

Doctor's name _____

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action in the event that the above facts are found to be falsified.

Signature _____ Date _____

You must provide documentation for local/national meetings and physician illness or an illness of any length that causes you to miss mandatory time.

* Signature verifies acknowledgement that you understand the absence policy and remediation policy stated in the Student Handbook.



Radiological Technology Program

Hospital / Clinic Employment Notification

I, (Print Name) _____, am informing the North Central Texas College Radiologic Technology Program of my employment at _____ that is currently affiliated with the college as a clinical site. In this employment area, I am functioning as an employee, not as a student. I understand that it is not in the best interest of the program for me to be employed at the same facility that I am a student radiographer.

Name of Employer: _____

Employer's Address: _____

Employer's Telephone Number: _____

Date Employment Begins: _____

I will inform the program of any termination date and/or change of employment status in at this practicum site.

Printed Name: _____

Student Signature: _____

Date _____



Radiological Technology Program

Radiation Area Employment Notification

In compliance with 25 Texas Administrative Code 289.231, administered by the Texas Department of Health:

I, (Print Name) _____, am informing the North Central Texas College Radiologic Technology Program of my employment in an ionizing radiation area. In this employment area, I am functioning as an employee, not as a student.

Name of Employer:

Employer's Address:

Employer's Telephone Number:

Date Employment Begins:

I will inform the RSO of any termination date and/or change of employment status in an ionizing radiation area.

Printed Name: _____

Student Signature: _____

Date _____



**Radiologic Technology Program
Pregnancy Policy Form**

To be completed by all female students:

I, _____ have read and understand the Radiography Program Pregnancy Policy. I am aware that disclosure of pregnancy is totally voluntary on my part. I also understand that I can go to the RSO to express any radiation protection concerns and have my questions answered fully, completely, and confidentially.

Student Name _____

Student Signature _____ Date _____

Clinical Coordinator:

Signature _____



Radiological Technology Program

Declaration of Pregnancy Form

I, _____ have read and understand the Radiography Program Pregnancy Policy. I am aware that disclosure of pregnancy is totally voluntary on my part and I am choosing to declare my pregnancy to the program. I also understand that I can go to the RSO to express any radiation protection concerns and have my questions answered fully, completely, and confidentially.

This is notification to the Clinical Coordinator that I am pregnant and choosing to:

_____ Provide a physician's note to continue in the program without modification

_____ Re-enter the program at a later date if she chooses to delay completion

_____ Submit a written withdrawal of declaration.

By signing below, I agree that the above statements are true and hereby release North Central Texas College from any complications that may occur from exposure to ionizing radiation or a magnetic field and assume responsibility for my decision to continue in the Radiology Program.

Student Name _____

Student Signature _____

Date _____

Expected due date: _____

Clinical Coordinator:

Signature _____

NCTC INCIDENT REPORT FORM for Students and Visitors



Privacy Notice: The information on this form together with any attachments is the property of North Central Texas College. State Law requires that you be informed that you are entitled to: (1) request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge to you.

Instructions: NCTC representative are to complete the following information within 48 hours of any incident involving injury to or property damage to a student or a visitor. Upon the completion of this form, please submit to:

STATUS	<input type="checkbox"/> Student <input type="checkbox"/> Visitor			
TIME & PLACE	Date/Time of incident _____	Location: Street, City, Building, Room No. (Be specific) _____		
PREMISES CONDITION	Type of Premises <input type="checkbox"/> Construction Site <input type="checkbox"/> Hallway <input type="checkbox"/> Parking Lot <input type="checkbox"/> Sidewalk <input type="checkbox"/> Lobby/Entrance <input type="checkbox"/> Stairway <input type="checkbox"/> Office <input type="checkbox"/> Street <input type="checkbox"/> Other: _____		Conditions <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snowy <input type="checkbox"/> Icy <input type="checkbox"/> Uneven Surface <input type="checkbox"/> Other: _____	Police Department _____ Case/Report No. _____ <input type="checkbox"/> Not Reported
	INCIDENT DESCRIPTION Describe What Happened <i>(Use additional sheet if necessary)</i> : _____ _____			
INJURED PERSON	Name _____	Age _____	Phone No. _____	
	Address _____		Social Security Number: _____	
DESCRIPTION OF INJURY & MEDICAL TREATMENT	Injury - <i>Describe the type, severity, and body part involved</i> _____			
	Was Medical Treatment Given? <input type="checkbox"/> Yes <input type="checkbox"/> No Will seek treatment later <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Name of Medical Facility/Doctor _____		Transported by Ambulance: _____ Transported by Other: _____	
PROPERTY DAMAGE	Owner's Name: _____	Address: _____	Phone # _____	
	Describe the property and the damage: _____ _____			
WITNESSES <small>Give the Full Name and Address of Each Witness Including Permanent Address</small>	Name _____	Address _____	Phone # _____	
	_____	_____	_____	
	_____	_____	_____	
Name of Person completing this Report _____		Title _____	Phone # _____	
NCTC Component: _____		Department: _____	Date: _____	



Photographic Consent and Release Form

I hereby authorize North Central Texas College and those pursuant to its authority to:

- a) Record my likeness and voice on a video, audio, photographic, digital, electronic, or any other medium.
- b) Use my name in connection with these recordings.
- c) Use, reproduce, exhibit, or distribute in any medium (e.g. print publications, video tapes CD-ROM, Internet/www) these recordings for any purpose that the college, and those acting pursuant to its authority, deem appropriate, including promotional and advertising efforts.

I release the college and those acting in pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of the college. I have read and fully understand the terms of this release.

Name: _____

Address: _____

Phone: _____

Signature: _____ Date: _____



Radiologic Technology Property

I acknowledge that while I am a student in the Radiologic Technology at NCTC, I will take proper care of all college equipment and supplies that I am entrusted with. I further understand that upon graduation or dismissal, I will return all property of NCTC and that the property will be returned in proper working order. I understand I may be held financially responsible for damaged property. This agreement includes, but is not limited to, the following: laboratory supplies and phantoms. I understand that failure to return equipment will be considered theft and may lead to criminal prosecution by NCTC.

Student Name (Please Print)

Student Signature

Date



CLINICAL ROTATION FORM
NCTC RADIOLOGICAL TECHNOLOGY PROGRAM

I, _____, understand my clinical placement will be determined by the clinic coordinator. As of August 2022, clinical sites are located in Gainesville, Denton, Dallas, Ardmore, Nocona, Decatur, Southlake, Irving, Carrollton, Frisco, Euless, and Plano. I understand I may have to drive anywhere up to 2 hours each way, 3-4 days a week to my designated clinical site.

Student Signature

Date



I have read, understand, and agree to abide by all of the regulations of the Radiological Technology Program at North Central Texas College as stated in the Radiological Technology Program Handbook. I understand my failure to abide by the rules and regulations may result in being dismissed from the Radiological Technology Program at NCTC.

Student _____

Date _____