



WEST KENTUCKY
COMMUNITY
& TECHNICAL **COLLEGE**

**RADIOGRAPHY PROGRAM
HANDBOOK**

2020-2021

Faculty Member preparing this document:

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Copies: Chief Academic Officer and Library

Application: Information contained in this *Student Handbook* is applicable for students enrolled in West Kentucky Community and Technical College Radiography program as of the fall semester 2020. Information is updated each year. The policies in this *Handbook* take precedence over the policies in any previous version of this *Handbook*.

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Introduction

In order to ensure effective education in the Radiography Program, each individual participating in the program must have a full understanding of the responsibilities and considerations involved. This handbook has been designed as a guide to provide the student with the necessary information regarding the policies, procedures, and expectations which govern the students enrolled in the program. This handbook may not be considered a complete statement of all policies of West Kentucky Community and Technical College. It is meant to be a guide and assist the student in reaching his/her goal to be a radiographer.

Please read the following pages and ask for further explanation on points you feel need clarification.

Faculty and Administration

Stacey Crider, B.S., RT(R)(M)(CT)
Radiography Clinical Coordinator
270/534-3359

Patty Buchanan, M.S., R.T.(R)(M) (CT)
Radiography Program Coordinator
270/534-3431

Amy J. Smith
Division Administrative Assistant – Allied Health & Personal Services
270-534-3471

Carrie Hopper CDA, MS
Dean, Allied Health and Personal Services
270-534-3412

Dr. Uppinder Mehan
Vice President of Academic Affairs
West Kentucky Community and Technical College
(270) 534-3388

Dr. Anton Reece
President
West Kentucky Community & Technical College
270-534-3082

Clinical Affiliates and Clinical Instructors

Mercy Health - Lourdes Hospital

1530 Lone Oak Rd.
Paducah, KY 42001
(270) 444-2177, Fax: 444-2287
Clinical Instructor:
Donna Bayan, R.T. (R)

Paducah Diagnostic Center at Mercy Health Pavilion

225 Medical Center Drive
Paducah, KY 42001
(270) 441-4113, Fax: 441-4965
Clinical Instructor:
Kathy Turner, R.T. (R)

Mercy Health - Marshall County Pavilion

83 Wellness Way
Benton, KY 42025
(270) 252-3222
Clinical Instructor:
Vickie Farmer-Sigler, R. T. (R)

Baptist Health

2501 Kentucky Avenue
Paducah, KY 42001
(270) 575-2600, Fax: 575 -2611
Clinical Instructors:
Micah Elder, R.T. (R)
Kellyn Whittaker, R.T. (R)

Baptist Health Imaging

2509 Kentucky Avenue
Paducah, KY 42001
(270) 415-7242 Fax: 270-415-7241
Clinical Instructors:
Lisa Weaver, R.T. (R)
Tammy Richardson, R.T. (R)(CT)

Massac Memorial Hospital

28 Chick Street – Memorial Heights
Metropolis, IL 62960
(618) 524-2176

Clinical Instructor:

Nicole Fox, R.T. (R)(CT)(MR)

Murray-Calloway County Hospital

803 Poplar St.
Murray, KY 42071
(270) 762-1140, Fax: 767-3606
Clinical Instructor:
Mitzi Cathey R.T. (R) (M)

Jackson Purchase Medical Center

1099 Medical Circle Drive
Mayfield, KY 42066
(270) 251-4251, Fax: 251-4255
Clinical Instructor:
Monica Veatch, R.T. (R)

Marshall County Hospital

615 Old Symsonia Rd.
Benton, KY 42025
(270) 527-4895, Fax: 527-4853
Clinical Instructor:
Dawn Mohler, R.T. (R) (M) (CT)

Crittenden Health Systems

P.O. Box 386
520 W Gum Street (HWY 60 West)
Marion, KY 42064
Main Hospital Line: (270) 965-5281, then
connect to Radiology Department
Fax: 270-965-1061
Clinical Instructor:
Alyssa Hodges, R.T. (R)(CT)

Lundberg Medical Imaging

2421 Broadway
Paducah, KY 42001
(270) 442-8272, Fax: 444-0539
Clinical Instructor:
Chip Brandstetter, R.T. (R)

West Tennessee Healthcare Volunteer Hospital

P. O. Box 967

161 Mt. Pelia Road

Martin, TN 38237

(731) 587-4261 Fax: 731-588-3258

Clinical Instructor:

LaVonda Stanley, R. T. (R)

Primary Care Medical Center

1000 S. 12th St.

Murray, KY 42071

(270) 767-3170, (270)759-9200,

Fax: (270) 767-3197

Clinical Instructor:

Julie Morgan, R. T. (R)(CT)

Caldwell Medical Center

100 Medical Center Drive

Princeton, KY 42445

(270) 365-0300

Clinical Instructor:

Robbie Wells, R. T. (R)(CT)

Radiography Program Mission, Program Goals and Student Learning Outcomes

Mission: West Kentucky Community and Technical College Radiography Program's mission is to prepare students for a career as a diagnostic radiographer by providing a continually improving educational program that allows graduates to meet the needs of a diverse patient population in an ethical and compassionate manner.

Program Goals and Student Learning Outcomes:

Goal 1: Students will demonstrate clinical competence.

Student Learning Outcomes:

- 1.1 – Students will demonstrate competence in positioning skills.
- 1.2 – Students will demonstrate radiation protection.
- 1.3 – Students will select appropriate technical factors.

Goal 2: Students will demonstrate communication skills.

Student Learning Outcomes:

- 2.1 – Students will demonstrate written communication skills.
- 2.2 – Students will demonstrate oral communication skills.

Goal 3: Students will demonstrate critical thinking skills.

Student Learning Outcomes:

- 3.1 – Students will adapt standard procedures for non-routine patients.
- 3.2 – Students will critique images to determine diagnostic quality.

Goal 4: Students will demonstrate professional growth and development.

Student Learning Outcomes:

- 4.1 – Students will demonstrate professional work ethic.
- 4.2 - Students will summarize the value of lifelong learning.

Program Effectiveness Outcomes:

Students will complete the program in 24 months.

Graduates will express satisfaction with their education.

Graduates will pass the ARRT certification exam on first attempt.

Graduates will be gainfully employed within 12 months post-graduation.

Employers will express satisfaction with program graduates as entry-level radiographers.

The curriculum involves didactic course and clinical course work. The curriculum (didactic and clinical) is designed in accordance with the guidelines established by the American Registry of Radiologic Technologists (ARRT). The assessment procedures include written and oral tests/exams, assignments, laboratory experiments and performance evaluations, and a competency based clinical education system utilizing a checklist format.

Students must maintain CPR, Healthcare Provider Level certification through American Heart Association or American Red Cross throughout the program. Students must have a "C" or higher in the math and science courses, and each radiography course to continue with the program.

Students failing to achieve a “C” or higher may apply for re-admission to the program. Please see Re-Admission Policy in the handbook.

Program Accreditation Information and Policy for Reporting Non-Compliance

The Radiography Program meets the requirements outlined in the “Standards for an Accredited Educational Program in Radiologic Sciences”. The Joint Review Committee on Education in Radiologic Technology (JRCERT) awards accreditation to radiography programs demonstrating substantial compliance with these standards. If a student, faculty, or community of interest feel that the program is not in compliance with the JRCERT Standards, he/she is requested to notify the program coordinator in writing of any allegations or complaints within fifteen business days of the time when the student reasonably should have gained knowledge of the issue.

Program Coordinator Contact Information:

Patty Buchanan, M.S. RT(R)(M) (CT)
West Kentucky Community and Technical College, AHB
PO Box 7380
Paducah, KY 42002-7380 or at patty.buchanan@kctcs.edu

The program coordinator will investigate the complaint and will answer the complainant within ten business days.

If the complainant is not satisfied with the response, he/she should notify the Dean of Allied Health and Personal Services within 10 days after the response from the program coordinator. The Dean will investigate and respond to the complainant within 10 working days.

If the complainant is not satisfied with the written response from the Dean, he/she may appeal to the appropriate Vice-President. This appeal must be made within ten business days after the reply from the Dean. The Vice-President has ten business days to reply in writing to the student.

If the complainant is not satisfied with the Vice President’s response, he/she may appeal to the College President within ten business days after the reply from the Vice-President. The President will then discuss the complaint with all concerned parties and adjudicate the issue within ten business days after receipt of the correspondence and notify the complainant of his/her decision.

If the complainant is not satisfied with this response, he/she should notify the JRCERT at:

The Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300

Website: www.jrcert.org

The Radiography program prepares the individual to become a radiographer. The radiographer is prepared to administer ionizing radiation for medical diagnostic imaging purposes. Emphasis is on radiation protection and quality patient care. The curriculum is comprised of specialized courses in radiography with concentrated study in the basic sciences, mathematics and general education. Students enrolled in the Radiography program must achieve a minimum grade of “C” in each Radiography course, required natural science course, and quantitative reasoning course. Upon completion of the program, the graduate is eligible to apply to take the American Registry of Radiologic Technologists (ARRT) registry examination to become a registered radiographer. Radiographers may find positions in facilities as hospitals, health clinics, physicians’ offices, pain management centers, industrial firms, or healthcare travel companies. CPR certification, Healthcare Provider Level from the American Red Cross or American Heart Association, and BIO 137 Human Anatomy & Physiology I must be completed before beginning the fall semester of the program. The curriculum requires attendance in the summer, fall, and spring semesters during the two-year program.

Radiography Program Competencies

- Accurately demonstrate anatomical structures on imaging receptors.
- Determine exposure factors to achieve optimum radiographic image results with the minimum radiation exposure to the patient necessary without compromising diagnostic quality.
- Evaluate radiographic images for appropriate positioning and quality.
- Practice radiation protection for the patient, self, and others; maintaining the “As Low and Reasonably Achievable” (ALARA) principle.
- Explain the importance of remaining current on changes in medical imaging technology, imaging procedures, and contrast studies.
- Provide comfort and patient care.
- Recognize emergency patient condition and initiate life-saving first-aid and basic life support procedures.
- Evaluate the performance of radiologic systems, know the safe limits of equipment operation, and report malfunction to the proper authority.
- Exercise independent judgement and discretion in the technical performance of medical imaging procedures.
- Participate in radiologic quality assurance programs.
- Collaborate with members of the health team.

Radiography Program Technical Standards

The radiographer works in a hands-on situation providing patient services. Therefore, to work successfully with patients, all applicants should possess:

1. Sufficient visual acuity, such as observation necessary for administering patient care and reading equipment gauges and settings used in treatments.

2. Sufficient auditory perception to receive verbal communication and to execute patient care through the use of monitoring devices.
3. Sufficient strength and gross and fine motor coordination to respond promptly and to implement patient care skills, such as the manipulation of equipment, and positioning and lifting patients.
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's interest.
5. Sufficient intellectual and emotional functions to implement the plan of care.

Reasonable accommodations will be made for individuals entering the radiography program who cannot meet these technical standards due to a disability. Please understand you must meet these technical standards with or without accommodations. If you need special accommodations to meet these standards, contact Patty Buchanan, 270-534-3431, AND schedule an appointment with the Office of Accessibility Services to discuss individual needs and concerns in order to develop an Accommodation Request Form.

The Accessibility Services Office
Anderson Building Advising Center
West Kentucky Community and Technical College
4810 Alben Barkley Drive
P. O. Box 7380
Paducah, KY 42002
Telephone: 270-534-3406
Fax: 270-554-627

American Registry of Radiologic Technologists (ARRT)

The American Registry of Radiologic Technologists (ARRT) is the national organization that oversees and administers the requirements for education, ethics, and the certification examination. The WKCTC Radiography Program is an ARRT approved educational program. The ARRT Standards of Ethics is one of the governing documents for the profession. It articulates the types of behavior expected of Registered Technologist (RT) and describes the behaviors not tolerated. The document includes the Code of Ethics, guidelines to which an RT aspires and the Rules of Ethics, which are the mandatory and enforceable standards, and information regarding the ethics review process. If you have concerns about a potential ethics violation—and you're more than six months away from graduation—consider requesting an ethics review before applying for ARRT certification and registration. This may also be an option if you are not yet enrolled in a program. With this option, you'll submit information and documentation regarding your potential ethics violation before you apply for certification and registration. The ARRT Ethics Committee will review your submission and determine if it warrants a sanction. If you receive a sanction, you might be ineligible to apply for certification and registration for a set period of time. If you have fewer than six months until graduation, the ethics review preapplication isn't an option. You'll have to wait and report any potential ethics violations on your application for certification and registration. Staff members can explain the steps of the ethics review process to you, however, they can't advise you on possible outcomes, and they won't have any effect on the outcome. All official communication regarding your ethics review will come in writing from the Ethics Committee.

The *ARRT Standards of Ethics* defines the following as ethical violations:

- Fraud or deceptive practices
- Subversion
- Unprofessional conduct
- Scope-of-practice violations
- Being unfit to practice
- Improper management of patient records
- Violation of state laws, federal laws, or regulatory rules
- Failure to report violations or errors
- Use the ethics review preapplication if you've faced:
- Misdemeanor or felony charges or convictions
- Military courts-martial
- Disciplinary actions taken by a state or federal regulatory authority or certification board
- Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. You don't have to report offenses such as poor grades or falling asleep in class.
- The ethics review pre-application form and additional information can be found online at arrt.org in the Ethics section. You can also call the ARRT ethics department at 651.687.0048, ext. 8580 to speak to someone directly about specific questions.

The above ARRT information can be found online at arrt.org in Ethics.

Radiography Certification and Registration

The ARRT sets the education requirements for radiography programs and offers the certification credentials in radiography. (The ARRT didactic and clinical competency requirements can be found in the Forms section of the handbook). Students must demonstrate competencies in didactic coursework and clinical procedures as indicated by the ARRT. Upon successful completion of the radiography program, graduates are eligible to apply for the radiography examination of the American Registry of Radiologic Technologists. Passing the examination is required to become a certified RT.

During the final semester of the program, the radiography program director (coordinator) will be distributing applications for the ARRT examination three months prior to graduation, since the ARRT permits mailing of the application and fee within three months prior to graduation. The ARRT application is completed by the student and program director, after which, it will be ready to be mailed in with the application fee of \$200. Once ARRT approves the application, students will receive an ARRT notification called the Candidate Status Report - an examination window to schedule the day, place, and time for taking the examination. Students are encouraged to schedule the examination soon after graduation because most employers require the RT(R) credential for employment. There is a three-year limit allowed for submitting ARRT applications: the application must be received and processed for eligibility within three years following graduation. After eligibility for ARRT certification and registration, graduates are allowed three exam attempts during the three years after becoming eligible. Once certification and registration are attained, it is important to renew your licensure each year and complete the continuing education (CE) activities required by the ARRT, which is presently 24 CE's each biennium. Continuing education details can be found as a downloadable pdf document on their website, <https://arrt.org> and in the search bar enter continuing education requirements.

State Radiation Operator Licensure

The Kentucky Board of Medical Imaging and Radiation Therapy (KBMIRT) requires state licensing of radiographers working in Kentucky. This must be renewed yearly. The CE requirements are the same as the ARRT, which is presently 24 CE's each biennium. KBMIRT requires radiographers are ARRT certified and registered. A temporary license may be granted to eligible program graduates for one year only, allowing time to become ARRT certified and registered. During the final semester of the program, the program director will provide the KBMIRT licensing application forms to students planning to seek employment in Kentucky. A copy of a government issued ID and recent background check is required when submitting applications and details of the background requirements are on the application. Kentucky licensure requirements and forms can be found at the KBMIRT website: <https://kbmirt.ky.gov> Each state has different licensure requirements, so it is important to investigate state licensing when applying for employment. The American Society of Radiologic Technologists (ASRT) has

individual state licensure information and this can be found on their website:
<https://www.asrt.org> and in the search bar, enter the phrase - state licensure.

Professional Organizations

Student participation in professional organizations provides a vehicle for networking with fellow students, future employers, and co-workers. Many professional organizations offer educational publications, professional liability insurance, scholarship opportunities, and educational seminars. Affiliation with a professional organization can be the beginning of your life-long learning experiences. Professional organizations also allow members a voice in the overall health care community.

Online information for applying to professional organizations:

The American Society of Radiologic Technologists (ASRT): <https://www.asrt.org>

The Kentucky Society of Radiologic Technologists (KSRT): www.ksrtinc.com/

General Policies

Emergency Contact

In the event of an emergency, individuals may call the Allied Health Division Assistant, at 270-534-3471. The Division Assistant has a copy of the schedule for the Radiography program and will relay the message. Such calls should be true emergencies.

In order to facilitate the Division Assistant's ability to forward messages, you must make sure your family and others realize you are enrolled in the Radiography program (not nursing, ultrasound, etc.). You may not be on campus every day. Family and others who may need to contact you need to know about:

- field trips,
- lab competency days
- clinical rotations,
- dates,
- locations,
- contact persons, and
- phone numbers.

Classroom and Laboratory Attire

CLASSROOM: Students may wear regular attire.

LABORATORY: Students will wear the school-approved clinical uniform.

Classroom Visitors

West Kentucky Community and Technical College Radiography program policy prohibits classroom attendance by anyone not currently enrolled in the course. An exception is made for guest lecturers, speakers, etc. Students may not bring children, spouses, friends, or other relatives to class.

Instructor Absence

The instructor will notify students of any planned absences. If the instructor experiences an unexpected absence due to illness or other event, efforts will be made to contact the student, which is typically by email, but student contact is not guaranteed. If the instructor is detained on the way to class, students should wait.

Cellular Phones

Cellular phone usage during class periods is disruptive and is not allowed. Phones should either be left outside the classroom, turned off, or silenced. Students who violate this policy will be subject to the syllabus policy on cell phone usage.

1st offense – Verbal/written warning
2nd offense – Letter grade deduction
3rd offense - Letter grade deduction
A student must maintain a C or above to remain in the program

Radiography Program Computer Use and Requirements

Radiography students utilizing e-books will be required to have a laptop computer/tablet, however, students may choose to purchase paper textbooks for the radiography courses if desired. Computers must be of minimum requirements and software for e-book compatibility. Radiography students can purchase the e-book bundle for the radiography program at the WKCTC bookstore.

It is the student's responsibility to be prepared for every class. This includes, but is not limited to, having your laptop/tablet for every class, having the battery fully charged before class starts, having the computer in working order with updates and software, and having your e-books downloaded and updated.

Students should only be on servers and websites that is required for class. For example, the instructor may ask students to log onto Blackboard or another particular site relating to the unit of study. It is not acceptable to be logged into email, social media site(s), and/ or other websites that are not related to that particular study. If you are on an unapproved website or sever during class time, the following actions will take place:

1st offense – Verbal/written warning
2nd offense – Letter grade deduction
3rd offense - Letter grade deduction
A student must maintain a C or above to remain in the program

Social Networking Policy (Facebook, Twitter, E-mail, etc...)

When utilizing any social networking site, be careful about sharing information about classmates, clinical sites, clinical instructors, and/or patients. Permission MUST be obtained from classmates, clinical sites, and clinical instructors PRIOR to any information and/or pictures shared on ANY social network site. This may include volunteer or other activities relating to the program. Patient information is covered under HIPAA guidelines and is PROHIBITED from being shared in any manner. The program policy is that all patient pictures/information is confidential and is not to be posted in any setting.

If you are not sure whether or not something would be appropriate to share on a social networking site, you should error on the side of caution and not post it. Understand that social

networking sites are NOT closed to the public. Information on these sites can easily be shared with others who you may not have intended.

If a student is found to have posted patient information on a social networking site of any kind, the student will be dismissed from the program, and the clinical site where the information was obtained will be notified.

If the student is found to have posted information about classmates, clinical sites, and/or clinical instructors without obtaining their permission PRIOR to the posting, the student will receive a letter grade reduction in the current semester clinical rotation. Any further violation of the social networking policy after the first violation will result in the students being dismissed from the program immediately.

Work Recommendations

Course work in the Radiography Program can be demanding. Students need to be aware that full-time clinical/practicum experiences are required during the semester. The clinical/practicum experience will require travel on the part of the student. Personal and/or work activities will not interfere with course work or clinical education responsibilities.

Class Scheduling

1. The instructors make every effort to schedule laboratory competency during regular laboratory times. However, lab competencies sometimes take longer than scheduled. Be prepared to stay later than posted laboratory time on these days, especially if you are scheduled for a late competency time.

Due to the need to schedule some class activities off campus, class hours may need to be altered from the original timeline and published class schedule. Students will be informed of such changes as soon as possible. Students are required to follow the altered class schedule.

E-Mail and Text Communication Guidelines

Students enrolled in the Radiography Program at West Kentucky Community and Technical College have an e-mail address issued to them by KCTCS. The KCTCS e-mail account will be the one used for all correspondence. Check your email often. Students who do not currently have an internet provider may access the internet from computers located in the Allied Health lobby, Matheson Learning Center library, Emerging Technology computer lab. Digital communication between faculty and student should be limited to college e-mail accounts whenever possible.

Note: Check for the location and hours of availability since this will vary during the pandemic.

Students must submit a test e-mail message to the Radiography faculty by the end of the second week of class. Communication between the student and faculty via text messaging must follow The Family Educational Rights and Privacy Act (FERPA) guidelines and should be limited to emergency situations.

Faculty e-mail addresses are as follows:

Patty Buchanan: patty.buchanan@kctcs.edu

Stacey Crider: stacey.crider@kctcs.edu

Where can I access my email?

Students can access the site at <https://welcome.kctcs.edu/email/>

Students who don't have access at home can use computer labs at West Kentucky Community and Technical College.

- Allied Health Building, 2nd floor, Computer Lab W201, or the 1st floor, Commons Area
- Matheson Learning Resource Center - Library - 2nd floor
- Emerging Technology Building, Room 245
- Anderson Building Room 225B

Computer lab times and contacts can be found at: <https://westkentucky.kctcs.edu/current-students/academic-resources/assistance/computer-labs.aspx>

Note: Check for the location and hours of availability since this will vary during the pandemic.

New Users, Activate Your Account

The primary means of communication between students and the college is through the KCTCS e-mail account. Students should check this e-mail account at least daily. To access your e-mail account, go to <https://westkentucky.kctcs.edu> and click on "MyPath" to access email. If you have forgotten or need to reset your password, go to the above address, click on "My Path" and then click on "User Account Center". Follow the steps to reset your password.

Course Management System

KCTCS uses Blackboard as the course management system. Blackboard is in Eastern Time. Please note this when submitting assignments. The KCTCS Blackboard Web Site URL is: <https://elearning.kctcs.edu> .

Laboratory Safety Policies

To ensure student safety in the laboratory setting, the following procedures will be observed:

1. Students will follow the policies outlined in the West Kentucky Community and Technical College *Campus Safety Policies & Procedures* manual. A copy of this document is located by the Radiography Room, AHB-W110 entrance in the wall mounted holder.
2. Students will refrain from practicing laboratory activities until faculty have demonstrated skills.
3. Students in the laboratory are not covered by liability insurance and engage in laboratory activities at their own risk.
4. Students with pre-existing conditions, those in poor health, pregnant, or those who feel that performing a laboratory activity may potentially cause harm due to a disability or physical problem, should inform the laboratory faculty immediately. Faculty have the authority to try to develop reasonable accommodations to allow students to meet laboratory competencies if the student meets criteria defined by the Americans with Disabilities Act (ADA). If reasonable accommodations cannot be made and this essential skill is required to complete the program, the student can fail the course. For more information about the ADA, please contact the Accessibility Coordinator, at 270-534-3406.
5. Students need to practice on one another in order to master laboratory skills. Students are encouraged to participate to the fullest in order to improve skills and to learn how the patient perceives treatment techniques. Students who do not wish to be a "patient" for a laboratory activity should immediately inform the faculty in charge of the laboratory. Faculty have the authority to exempt students from role-playing a "patient" during specific laboratory activities if necessary. Exemptions will be granted at the discretion of the faculty. The student will assume responsibility for refraining from participating in that activity in all future labs and practical examinations.
6. Safety in the use of equipment is the responsibility of the supervising faculty member(s). Electrical outlets located in the laboratory are protected by Ground Fault Circuit Interrupter (GFCI) receptacles and are safe for the use of electrical equipment. Questions regarding the functioning of any piece of equipment should immediately be reported to the faculty in charge of the laboratory.
7. Laboratory sessions are a very important part of the Radiography Program because practice involves mastering manual skills. During laboratory sessions, students will be in physical contact with one another. Students are required to conduct themselves in a professional manner during all laboratory sessions - sexual harassment of any kind will not be tolerated. Sexual harassment should be reported to faculty and the Title IX Coordinator.
8. Students will follow the safety and emergency procedures of the facility in which the activity is held. These include but are not limited to: bloodborne pathogen procedures, hazardous material procedures, security and evacuation procedures, and emergency procedures. The facility in which the activity is held will provide the student with

protective equipment as needed to practice standard precautions and other safety procedures. The students are expected to apply bloodborne pathogen training and safety procedures from program course work.

Energized Laboratory Rules and Regulations

The following rules and regulations govern the use of the energized x-ray laboratory facilities:

1. The x-ray unit is NEVER to be used to expose any individual to ionizing radiation. The x-ray equipment has been installed solely for the experimental use to expose the various phantoms and test tools.
2. When making an x-ray exposure, the door to the radiographic room must be closed and all individuals must be outside the radiographic room.
3. X-ray exposures are to be made only in the presence of the laboratory instructor.
4. Each student is expected to wear a radiation monitoring device (dosimetry badge) while in the laboratory. Dosimetry badges are to be worn near the collar. Any student who forgets his/her dosimetry badge will not be permitted to participate in the lab session. The student will need to leave, obtain the dosimetry badge, and return to campus. He/she will be expected to make-up all missed lab experiences.
5. Care should be exercised in the use of all laboratory supplies and equipment since it is easily damaged and quite expensive. Laboratory instructors are available to provide instruction on the proper use of all supplies and equipment. However, the digital image receptor is to be handled only by the supervising instructor.
6. Each lab group is expected to keep the radiographic room and classroom in proper order. All supplies and equipment should be returned to their proper place upon completion of their use.
7. No food or beverages are permitted in the laboratory.
8. Students may be granted permission to utilize the laboratory outside of scheduled lab sessions and under indirect supervision for positioning practice. This utilization is designed to provide the student with additional opportunities to practice performing radiographic procedures and gain additional experience in equipment manipulation.
9. Program faculty must be present for exposures made in the lab on the lab phantoms/manikins.

Kentucky Community and Technical College System, (KCTCS) Institutional Policies

KCTCS Student Rights

KCTCS Code of Student Conduct Statement/Title IX

Kentucky Community and Technical College System (KCTCS) faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles.

Students may direct complaints of discrimination, harassment, or sexual misconduct to the Title IX Coordinator (Anderson Technical Building 204, 270-534-3081) for resolution pursuant to the Code of Student Conduct: <https://westkentucky.kctcs.edu/about/student-life/title-ix/index.aspx> or in accordance with the Sexual Misconduct Procedure: <https://westkentucky.kctcs.edu/about/student-life/title-ix/policies-and-procedures.aspx>

Students may refer to the KCTCS Code of Student Conduct for more information on student rights, academic offenses, and the student's right to appeal:

ADA Statement

Students requesting ADA accommodation should:

- Contact Accessibility Services (270-534-3406 or wk-accessibilityservices@kctcs.edu) to make an appointment or
- Go to Advising Center in the Anderson Technical Building

Do this at the beginning of EVERY semester to ensure academic success.

Accessibility Services will:

- Review documentation
- Work with the student to determine if accommodations are appropriate
- Complete an accommodation request form for your instructors

Students should:

- Discuss accommodation needs with their instructor only after instructors have the form
- Contact Accessibility Services regarding building evacuation in an emergency
- Visit this link: <https://westkentucky.kctcs.edu/about/student-life/accessibility-services/index.aspx>

Drug-Free Policy

KCTCS colleges are committed to providing a safe environment for students, faculty, and staff. The KCTCS colleges have adopted the following drug-free policy.

Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1000 yards of campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety and welfare of members of the KCTCS college community and shall result in disciplinary action up to and including suspension or termination. The KCTCS Colleges are in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act amendment of 1989.

The term “campus” includes classroom, laboratory, and clinical settings. According to Article III of the KCTCS Code of Student Conduct, Section 3 of the KCTCS *Code of Student Conduct*, manufacturing, possessing, using, selling, or distributing any type of controlled substance or illegal drug is considered a punishable disciplinary offense.

Radiography Program Attendance

Philosophy:

West Kentucky Community and Technical College Radiography program faculty feel attendance is important in order to allow students the opportunity to attain sufficient cognitive, psychomotor, and affective skills necessary to ensure patient safety in the clinical area. Therefore, attendance is required for all classes, labs and clinical rotations.

Policy:

Attendance will be taken in each class. When a student misses up to and including 20%, the West Kentucky Community and Technical College Radiography Program Coordinator will issue a letter indicating that the student will receive a failing grade for the course in the event of future absence. In the event a student is absent following issuance of this warning, a grade of “E” will be awarded. Any combination of tardiness, leaving early, and absences will count toward that 20%. Circumstances will be evaluated by faculty. (Please refer to the 18. Covid section of the clinical policies of the handbook). Major religious holidays are defined as excused absences. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays. Students absent for any reason are expected to call and notify the instructor of the first morning class prior to the beginning of that class. Voice-mail and e-mail is available for messages if the instructor is unavailable to answer the phone. The office phone number and email address for radiography faculty:

Patty Buchanan's phone is 270-534-3431, email is: patty.buchanan@kctcs.edu
Stacey Crider's phone is 270-534-3359, email is: stacey.crider@kctcs.edu

Tardiness:

Students are expected to arrive before or at the designated start time. Tardiness is arriving past the designated start time. Every effort should be made to avoid tardiness.

It is suggested for you to schedule doctor or other appointments around the school schedule. If this is not possible, inform faculty of this before class begins.

Clinical Absence:

Clinical attendance will be recorded on time sheets or using time clocks if scheduled at Lourdes and Baptist Health (main hospital). Students will be allowed a maximum of one day of absence for Radiography Practicum I and a maximum of two days of absence each for Radiography Practicum II - V. When a student is absent from clinical, the Clinical Absence Follow-up Form should be completed by the student and signed by the clinical instructor at the assigned clinical site. The form should be submitted in the student's clinical binder in the classroom within 7 days of absence. Absences beyond the allowed absence days must be made up by the end of the semester and may result in a letter grade deduction to the semester clinical grade, or a "W", or an "E". After the student's third absence, the student will be informed that any further absence may result in a letter grade deduction. After the student's fourth absence the student will receive a letter stating that a letter grade reduction will occur, and any further absence will result in another letter grade deduction. Further absences beyond the fourth absence will result in a letter grade deduction for each day missed. The circumstances causing the absence will be evaluated by the program faculty in determining the grade outcome. (Please refer to 18. Covid section in the clinical policies of handbook). If a student is going to be absent from clinical, the student must call the clinical instructor at the assigned clinical site and email radiography program faculty prior to the beginning of regular clinic hours. Failure to notify the clinical site AND clinical coordinator WILL result in a letter grade deduction to the semester clinical grade. A second offense of not notifying the clinical site AND the clinical instructor WILL result in dismissal from the program.

Snow Day/Inclement Weather

Students should check for radio/television/SNAP announcements regarding school closings and delayed schedule. On clinical days, students need to use their own judgment about driving if school is declared open but hazardous driving remains a concern for the student. Students choosing not to drive that day will contact program faculty and the clinical facility to inform the clinical instructor. This should be done prior to the expected time of arrival.

The inclement weather policy can be found online at the following:

<https://westkentucky.kctcs.edu/current-students/student-resources/weather.aspx>

Classroom Grading Policies

Tests/exams will be given at scheduled intervals according to the individual course syllabus or classroom schedule. Refer to the individual course syllabus for specific grading policies for each class. Taking the exam early is permitted if arrangements have been made with faculty. If an test

is missed, the final exam grade will be the grade for the exam missed. Additional exams missed will result in a "0".

An opportunity to review exams and ask questions will be given after exams are graded. The instructor will serve as the test authority. In each instance, the student is to choose the best available answer. Test items may be taken from any assigned learning experience or lecture material.

Students are expected to use correct written and verbal grammar. All written work is expected to be college level in style and content. Points will be deducted for grammatical and spelling errors. Written assignments for lecture classes are due at the beginning of the class period on the day they are due. Any assignment submitted after the beginning of the class period will be considered late. Unless otherwise addressed in the course syllabus, students must submit late work when the student returns to class. Work not submitted on the designated due date will receive the grade designated in the course syllabus for late work. Each student will receive a clinical/practicum assignment schedule prior to each rotation. Assignments turned in after the scheduled due date will receive no points. The only exception to this is for an excused absence on the due date, then the assignment may be turned in on the next due date. Failure to complete assigned tasks, such as written assignments, field trips, or clinical course work, may result in either failure, or an incomplete course grade. Incomplete grades will be awarded sparingly, and only if it appears likely the student will complete the incomplete work before the next semester begins. Point distribution for each class, written work assignments, test information, and other specific course information is located in the course syllabus.

Successful completion of all radiography courses requires the following:

- a unit exam average of 77% or above, AND
- a 77% or above for the overall grade average for the course

This requirement is intended to better prepare students for the comprehensive certification exam to be taken upon graduation.

Courses may have additional requirements for successful completion, please refer to the individual syllabus for each course for specific requirements.

The final course grade will be recorded as the nearest whole number. The grading scale is as follows:

- | | |
|---|---------------------------------------|
| A | 93 - 100% |
| B | 85 - 92% |
| C | 77 - 84% |
| D | 69 - 76% (failure in program course) |
| E | below 69% (failure in program course) |

Laboratory Grading Policy

In courses with a lab, students will be evaluated on selected clinical skills. Although students will be given laboratory time to practice skills some students require longer than others to master specific motor skills. Students who require additional laboratory practice time must notify the instructor, so times may be arranged.

Students enrolled in DMI 106, DMI 108, DMI 114, DMI 118, DMI 128, and DMI 214 will be assigned lab activities which include positioning skills, radiographic exposures, and quality assurance testing. Students will be given specific criteria for each lab activity. Successful completion of a lab practical requires the following:

- The student will practice laboratory activities during scheduled laboratory sessions.
- The student will ask for assistance if the student experiences difficulty with a specific laboratory activity.
- As with studying for a test, the student will use his or her own time to practice laboratory skills if needed.
- Students will arrive prepared for the lab practical with dosimetry badge, R.L. markers, pen and paper for documentation if needed, etc.
- Students will clarify points of procedure or protocol with the instructor prior to the lab practical. Questions asked during lab practical will be interpreted as an inability to perform the task and may result in failure of part or all of that skill.
- Students serving as “patients” during a lab practical will take their role seriously and will follow the instructions given to them by the student being evaluated. Students serving as “patients” will refrain from offering corrections, criticisms, and/or instructions to the student being evaluated. It is important for the radiography student demonstrating their skills to have the opportunity to correct themselves when their instructions have been unclear or incorrect.
- During all lab sessions, students are expected to respond to suggestions and criticism with a positive attitude (such as, be receptive to feedback, avoid a defensive attitude, etc.), utilize feedback constructively to remedy identified area(s) of weakness(es), and to rely on personal resources before approaching others for help.

If a student is not ready to complete the lab practical on the scheduled day, the student must make arrangements with the instructor to complete the activity on a mutually agreed upon date. Students who fail all or part of a lab practical will be allowed a second opportunity to complete the lab practical. Students who fail all or part of a laboratory competency assume the following responsibilities:

1. Determine exactly how the skill should be correctly performed,
2. Arrange additional practice time to complete the clinical skill, and
3. Arrange a make-up date and time with the instructor.

A third attempt may be scheduled after the student has arranged time with the instructor to review the skills needed, and only at the discretion of the instructor. Failure to complete a lab practical on the third try will result in failure of the specific course, regardless of the theory grade.

Code of Conduct

The Kentucky Community and Technical College System (KCTCS) faculty and students are bound by principles of truth, honesty, and respect which are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic and nonacademic policies. Examples of misconduct are but not limited to: cheating in courses, including falsifying time cards, falsifying procedure records in clinical books; harassment, fighting, possession of a weapon on college property; use of alcoholic beverages; conviction and/or use of, distribution of, possession of illegal or controlled substances. The college affirms that it will not tolerate academic/nonacademic misconduct and violations could result in dismissal from the program. For a complete review of academic rights,

academic/nonacademic offenses and the student's right to appeal, refer to the KCTCS Code of Conduct available in the classroom file by the entry door to AHB W110, and online at:

<https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>

Discussion regarding plagiarism, cheating, student co-responsibility, and falsification of records are noted below.

Plagiarism

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

Cheating

Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to

unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in preparation of homework assignments, is a form of cheating.

Student Co-responsibility

Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

Misuse or Student Falsification of Academic Records

The misuse or actual or attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic offense. As used in this context, “academic record” includes all paper and electronic versions of the partial or complete academic record.

School Related Accidents

Any student involved in an accident during regularly scheduled class or clinical time must report the occurrence to the Radiography Program Coordinator immediately. An Accident Form will be completed by a faculty member and the student involved. The school recommends that each student carry his/her own medical/hospitalization insurance in addition to the student liability insurance purchased for the clinical experience. West Kentucky Community and Technical College nor any affiliating agency will be responsible for any medical care expenses incurred as a result of a student's own negligence. A sample of the Accident Claim Form is in the FORMS SECTION at the end of this handbook.

Use of Lab and Library Materials

Library Materials

Scientific journals are available for student use. These journals are to be used in the lab/classroom and may not be check out or “borrowed”. Reference books and educational CD’s are also available for student use. These books and CD’s may be used in the lab/classroom or checked out by students.

Lab Phantoms and Quality Control Testing Equipment

Positioning phantom body parts are available for student use. These phantoms may be used in the lab or may be checked out for use in the clinical setting.

The following is a list of the phantom body parts and QC test tools available for student use. Also listed is the approximate replacement cost for each:

Phantoms

| Quantity | Phantom Description/Type | Replacement Cost |
|----------|-------------------------------|------------------|
| 1 | Skull | \$2,480.00 |
| 1 | Full Leg/Hip | \$3,625.00 |
| 2 | Foot/Ankle | \$1,065.00 each |
| 2 | Hand/Wrist | \$935.00 each |
| 1 | Hand/Wrist (oblique position) | \$935.00 |
| 1 | Knee | \$875.00 |
| 1 | Knee (90° Flexion) | \$875.00 |
| 1 | Thorax | \$5,770.00 |
| 1 | Pelvis | \$4,520.00 |
| 1 | Elbow | \$620.00 |
| 1 | Flex Elbow | \$2,154.00 |
| 1 | Full Body | \$13,000.00 |

QC Tools

| Phantom Description/Type | Replacement Cost |
|----------------------------|------------------|
| Timing and MAS Kit | \$216.00 |
| Focal Spot Evaluation Tool | \$200.00 |
| Collimator Test Kit | \$115.00 |
| Beam Alignment Test Tool | \$163.00 |
| Radiation MR/MAS Monitor | \$1,084.00 |
| Wire Mesh Screen | \$129.00 |
| Line Pair Resolution Tool | \$295.00 |
| KVP Test Cassette | \$695.00 |

Checking Items Out

To use books, CD's, phantoms, or test tools outside of the lab/classroom, the student must sign a sheet indicating the item being taken, the date of check-out, the student's signature and the instructor's initials acknowledging that the student is taking the book, phantom, or test tool. When a student signs this form, he/she is assuming full responsibility for the book or equipment he/she is using. When the student is finished with the item, he/she must return it to the lab and have an instructor initial the check-out sheet acknowledging that the student has returned the item. Failure to return a book, phantom, or test tool by the end of a semester will result in the withholding of the student's grades. This could result in a delayed graduation date and interfere with the student's eligibility to take the ARRT Registry Exam. Please note if you check-out a piece of equipment, book or phantom, do not pass it on to another student as you will be responsible for its return or replacement if it is lost.

Withdrawal, Continuance, And Readmission/Transfer Policies

Withdrawal

Students withdrawing prior to or at midterm will receive a letter grade “W”. After midterm the grade of “W” will be assigned at the discretion of the instructor. It is the student's responsibility to complete the Withdraw/Drop Form when withdrawing from a class. The form can be found online at: <https://westkentucky.kctcs.edu/admissions/records/>
Select Drop or Withdraw Class(es) to complete and submit the form online.

Continuance in the Program

Students must achieve a grade of "C" or higher in each lecture and clinical in order to continue with the program. Students who make a “D” or “E” in a math, science, or radiography course, will not be allowed to continue in the Radiography program.

Re-Admission/Transfer Guidelines

Readmission

1. Readmission to the Radiography Program will be dependent upon available resources;
2. In order to be considered for readmission by the Radiography Admissions Committee, the applicant must submit a written request to the Radiography Program Director and meet current admission guidelines; and
3. Students who wish to apply for readmission to the program must do so three (3) months prior to the expected date of enrollment.

Further Considerations

1. If more than one year has elapsed since the end of enrollment in the Radiography Program, an applicant must repeat all radiography courses unless the student has demonstrated current competency by passing exams equivalent to comprehensive course final examination (both written and clinical skills) if available at the college where the student is applying for admission;
2. A student may be readmitted to the Radiography one time. The Radiography Admissions Committee may recommend readmission a second time, if a student furnished sufficient evidence of remedial study, additional preparation, or resolution of factors contributing to unsuccessful course completion;
3. Application is not a guarantee of readmission to the program
4. If an individual student fails the American Registry of Radiologic Technologists ARRT certification exam three times, he or she must repeat the Radiography courses of the curriculum.

Transfer

Applicants who wish to transfer from one Radiography Program to another must:

1. meet all admission requirements of the receiving institution;
2. apply at least three months prior to the expected date of enrollment;

3. notify the Coordinator of the Radiography Program in writing, stating anticipated entry date and reason for transfer,
4. submit a letter of recommendation to the receiving institution from the program director of the previous institution; and
5. submit an official transcript for evaluation by the Admissions Committee.

If more than one year has elapsed since enrollment in a Radiography Program, the entire sequence of radiography courses must be repeated.

Acceptance of any transfer student will be dependent upon available resources.

The Radiography Admissions Committee of the receiving institution will review all documentation and may recommend admission as a transfer student.

Student Harassment or Discrimination Grievance Procedure

A. The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks he/she may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below. Complaints relating to sexual misconduct should be made to the College Title IX Coordinator or other college administrator. Such complaints shall be handled in accordance with the Sexual Misconduct Procedure.

The Chief Student Affairs Officer (CSAO) or his/her designee shall be responsible for investigating student discrimination grievances. If appropriate, this shall be conducted in collaboration with the college human resources director.

1. If a student thinks that he/she has been discriminated against, the student shall inform the CSAO or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The CSAO or his/her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, CSAO or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days.
The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal pursuant to Section D below.

B. Academic

Students may file appeals when they believe a violation of their academic rights has occurred. The scope of a grievance does not include matters a student simply does not like or disagrees

with, unless the matter represents a violation of the student's academic rights. Students have the academic right to:

- timely receive information about course content and grading criteria
- hold and express a contrary opinion
- fair and impartial academic evaluation
- confidentiality of academic records
- informed evaluation of student character and ability

More information about student academic rights may be found in the Student Code of Conduct, Student Bill of Rights, particularly #1, 4, 5, 9, 10, 11, 13, and 14.

Lying, misrepresenting, or omitting relevant facts otherwise known at the time may subject students, faculty, or staff to disciplinary action, possibly up to and including dismissal or termination.

Grievances Involving Academic Rights of Students

Step 1: Informal Resolution

The student should first speak with the instructor and try to resolve the issue. All interactions must reflect civility and mutual respect, even where the parties' views or positions differ. If a satisfactory resolution is not achieved, the student should proceed to Step 2 below.

Step 2: Formal Grievance

To file a formal grievance, the student must submit a clear, succinct written appeal specifying each alleged violation, along with supporting facts and relevant dates to the appropriate division chair/dean within thirty (30) business days of the alleged violation or posting of grade. Untimely appeals will be barred, dismissed, and not further considered. The division chair will resolve the issue within fifteen (15) business days.

Step 3 Formal Appeal

If no resolution is reached at Step 2 within 15 business days, or if the student does not accept the decision of the division chair, the student may within fifteen (15) business days appeal the division chair's decision to the KCTCS College President or designee. Such appeal must be in writing and shall clearly identify the relevant facts, the reason for the appeal, the specific relief requested, and why the appeal should be granted. No new matter may be appealed which was not included in the student's original appeal to the division chair. The College President or designee will consider the appeal and issue a written decision within 15 business days.

Step 4 College Appeals Board (CAB) Hearing

If no decision is rendered by the College President at Step 3 within 15 business days or if the student does not accept the decision of the College President or designee, the student has fifteen

(15) business days to submit a written request for a hearing before the College Appeals Board (see Section E in the WKCTC Student Handbook). The request for hearing must clearly identify the relevant facts, why the College President's decision was wrong, and the specific relief requested. No new matter may be appealed which was not included in the student's original appeal to the division chair. The CAB shall consider all matters and render its decision in accordance with Section E or as soon thereafter as practicable.

Websites/Information for Grievance Procedures

Harassment Free Education: <https://policies.kctcs.edu/administrative-procedures/3-3-1-P.aspx>

WKCTC Student Handbook: <https://westkentucky.kctcs.edu/current-students/student-handbook/index.aspx>

Title IX - Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in college programs and activities. Sexual harassment, including sexual violence, and retaliation are forms of discrimination prohibited by Title IX.

The Title IX Compliance officer is: Chevene Duncan-Herring and can be contacted at: 270-534-3209; Room 113 Anderson Building; chevene.duncan-herring @kctcs.edu Contact to make a report, request information for support resources and sexual misconduct procedures. <https://westkentucky.kctcs.edu/about/student-life/title-ix/index.aspx>

Compliant Process for Current Residents of Kentucky

The Kentucky Council on Postsecondary Education (CPE) serves as the coordinating agency for postsecondary education in the Commonwealth of Kentucky. The CPE is the agency that handles complaints about West Kentucky Community and Technical College and has the ability to act on those complaints from students residing in Kentucky. Students should attempt to resolve the complaint through the established protocol at West Kentucky Community and Technical College before contacting CPE.

Kentucky Council on Postsecondary Education

1024 Capital Center Dr. #320

Frankfort, KY 40601-7512

Email: cpeconsumercomplaint@ky.gov

http://cpe.ky.gov/campuses/consumer_complaint.html

Overview of Clinical Education

The clinical education course work helps to integrate the classroom or theory aspect with the performance aspect of the Radiography program. Clinical education involves three phases: observation, assistance, and performance.

Clinical education begins at mid-term of the fall semester of the student's first year. Each clinical course is one semester in length, beginning with an orientation assignment, Radiography Practicum I and ending with Radiography Practicum V. Each clinical course is designed to develop basic skills and using those skills advance to more complex procedures and more independence in performing radiographic examinations. Successful completion of each clinical rotation is required before the student may progress to the next clinical rotation. The rate at which the student progresses will be dependent upon the ability of the student to comprehend and perform the various assigned tasks.

Each clinical affiliate site has one or more designated clinical instructors. Clinical instructors are employees of the clinical site and serve as voluntary faculty for the program. Students will be instructed and supervised by both clinical instructors and staff radiographers. Qualified staff radiographers, those certified by ARRT, may evaluate a students' performance of a radiographic examination using the clinical competency instrument form. Staff radiographers may also provide input to the clinical instructors for the purpose of professional evaluation. The position responsibilities of the clinical instructor are:

- Work with hospital education department when applicable and clinical coordinator to provide an adequate student orientation to the department and facility
- Provide clinical instruction and appropriate supervision
- Evaluate students' clinical competence by directly observing performance of radiographic procedures and provide continuing feedback to the student
- Evaluate students' clinical progress using the Professional Development Evaluation instrument or the First Year Assessment form. The clinical instructor will obtain feedback from clinical staff during this evaluation process.
- Communicate information related to students' participation in the clinical education process directly to the clinical coordinator or appropriate program faculty in a timely manner
- Communicate information related to program policies, and procedures to clinical staff
- Work with clinical coordinator to assure clinical staff provide instruction and appropriate supervision
- Track student attendance with the assistance of clinical staff
- Assure confidentiality of all student information and records in the clinical setting

Student Supervision Requirements - Direct and Indirect Supervision

As the student develops skills and gains experience in various examinations, he/she moves to an independent clinical performance stage. At this point, the student is actually performing the

radiographic examination under the direct supervision of a radiographer. Direct supervision means that the qualified radiographer:

1. Reviews the request for the examination in relation to the student's achievement;
2. Evaluates the condition of the patient in relation to the student's achievement; and
3. Is present during performance of examination.
4. Reviews and approves radiographic images.

After demonstrating competence in performing a specific radiographic procedure, the student may be permitted to perform procedures under indirect supervision. "Indirect supervision" is defined as that supervision provided by a qualified radiographer **immediately** available to assist the student regardless of the level of student achievement. "**Immediately available**" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use, including surgical and bedside procedures. It is the student's responsibility to report inadequate supervision to the Clinical Coordinator or Program Coordinator.

The Radiography Program at West Kentucky Community and Technical College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT has set forth requirements for a quality clinical education and quality patient care, consisting of best practices for radiation safety and student supervision while in radiography practicum.

- Students must perform radiographic procedures under the direct supervision of a registered radiologic technologist (RT) until the student has demonstrated competency through the completion of a competency evaluation (check-off). This means a radiographer reviews the procedure, the patient's condition in relation to the student's knowledge, is present during the procedure and evaluates the images.
- After a student demonstrates competency in a procedure, it may be performed under the indirect supervision of an RT – meaning, the RT is immediately available to assist the student. This requirement includes mobile and surgical imaging - an RT must be immediately available to assist.
- All students, regardless of the student's level of competency, must be under the direct supervision of an RT when performing a repeat radiograph.
- The student to radiography clinical staff ratio must be maintained at 1:1 at all times. If an uncommon procedure is performed (e.g., skull imaging), it is acceptable that more than one student may be temporarily assigned to one technologist.
- Students are not allowed to hold patients or imaging receptors during radiation exposure except for instances of extenuating circumstances. The use of an immobilization method should be employed and is the appropriate standard of care.
- A dosimetry radiation badge must be worn while in radiography practicum. This dosimeter should be worn in the area of the collar. If a lead apron/collar is worn, the dosimeter should be outside, not covered underneath the lead protection.

During the student's clinical education, his/her performance is evaluated the clinical instructors on an on-going basis. The student is evaluated on specific radiographic examinations as well as on their over-all performance. A student's over-all performance is assessed by the clinical instructors and/or staff radiographers at predetermined intervals. In addition, program faculty make clinical site visits to check on the students' clinical progress during the semester.

Clinical Education Components and Grading Procedures

The grade a student earns for each clinical rotation consists of a number of components. Each component has a point value and represents a percentage of the total grade. A description of the course work and grading system for each rotation follows.

Components of the clinical grade include:

Examination Information Reports: During Radiography Practicum I, students will begin their clinical experience by first observing and assisting radiographers in the performance of radiographic examinations. These reports will provide the student with a foundation for asking questions and gathering information to be used as the clinical experience progresses. The fast pace at which some radiographers perform procedures may make it difficult for beginning students to understand why things are done the way they are. Taking time to ask questions and record this information reinforces that which the student is observing. Form provided.

Competency evaluations are designed to evaluate the student's performance of a specific radiographic examination. A radiographic examination can be defined as a series of radiographic exposures of an anatomical part. After completing the didactic course work for a specific radiographic examination and completing competency lab, observed and assisted by a radiographer during the procedure, the student may show competence in performing a specific examination. It is the student's responsibility to determine when he/she feels ready to be evaluated on a specific exam. Students must contact the clinical instructor or qualified radiographer to identify their readiness to be evaluated. As part of the specific competency evaluation, students are expected to perform the examination entirely unassisted. This does not include assistance with moving a large or uncooperative patient. The evaluation of the student's performance will be recorded on the competency evaluation form by the radiographer observing the procedure. The student must score a minimum of 46 of the 50 possible points on all competency evaluations. If unsuccessful, the student may re-attempt that competency at another time. (Form provided)

Demonstration of competence (including simulations) includes: preparation, room preparation, patient assessment, patient management, equipment operation, technique selection, patient positioning, radiation safety, image processing and evaluation, and exam follow-up.

A list of imaging procedures has been issued by the American Registry of Radiologic Technologists (ARRT) for students to demonstrate skill competency. The ARRT comprehensive list of procedures can be found in the Forms section of the student handbook. The list consists of **37 mandatory** imaging procedures and at least **15** of the **elective imaging procedures**, which

must be completed before completion of the program will be recognized. **One** elective imaging procedure **must be from the head section** and **two** elective imaging procedures from the fluoroscopy section **must** be selected, one of which must be either an **Upper GI or a Barium Enema**

Procedures should be performed on patients; however, up to 8 mandatory procedures may be simulated if demonstration with patients is not feasible. **Simulated procedures should be performed on an RT but without the radiation exposure.** Institutional protocol will determine the positions or projections used for each procedure and may vary from one clinical affiliate to another.

To assure on-going proficiency 10 repeat competencies will be required during Radiography Practicum V. The repeats may be any of the competencies but must be 10 different procedures and may not be simulated.

The student's clinical experience includes a variety of procedures including: mobile (portable), surgical, and trauma, as well as fluoroscopic and routine procedures. Competency demonstration includes patient variations with imaging of the pediatric and geriatric patients. The competency evaluation contains an area to indicate patient's age in years (not birthdate please) and/or related trauma. Trauma specific competencies such as, shoulder, cross table laterals of spine and hip, refer to radiographic examination for which the patient is unable to assume the routine position. Radiographic equipment is moved around the patient to avoid additional injury or discomfort. These competencies are aimed at developing professional judgmental creativity.

The maximum number of evaluations which may be turned in for grading purposes is indicated on the grading system outline for each rotation and the syllabus for the clinical course. Due to fluctuations in department workloads all students are encouraged to perform as many competencies as possible each rotation. After the required number of competencies have been turned in for a particular rotation grade, any extras a student completes may be carried over into future terms to apply to those grades. The only exceptions are the 10 repeat competencies to be performed during Radiography Practicum V. (Form provided)

Incomplete Competencies: If at the mid-term of the clinical rotation, the clinical instructor determines that a student has not had sufficient opportunity to perform any required examination on an actual patient, the student may demonstrate competency through simulation. The American Registry of Radiologic Technologists has established guidelines which restricts the number of simulated competencies. Simulations may be performed on infrequent or "uncommon procedures", and only at the discretion of program faculty. Permission for a simulation to meet program requirements must be obtained prior to submitting the competencies. A simulation must be identified as such on the competency forms. Up to eight procedures may be simulated if demonstration on patients is not feasible. Simulated procedures should be performed on an RT but without the radiation exposure.

Personal Information: Students will be required to have access to a copy of their background check, drug screen, CPR certification, liability insurance, HIPAA and Bloodborne pathogen

trainings, TB skin test, and vaccination records. Most documents should be in the student's Castlebranch account. If required by the clinical site, students may need to present this information to their clinical site instructor on the first day of clinical and throughout their clinical rotation, unless instructed to do so earlier. The information may be copied by the clinical site for their records. Failure to have this information available each semester may result in delaying the student from beginning the clinical practice and a letter grade reduction. It is the student's responsibility to ensure the TB skin test is performed within a year's time, each year (this is typically every 11 to 11 1/2 months). Students are not allowed in clinical if the TB test is over 12 months; the student must obtain an acceptable TB skin test results before clinical can be resumed. Students should also ensure the CPR certification does not expire while in the program.

Clinical Rotation Checklist: Students will need to complete within the first two weeks of their clinical rotation at a new clinical site the radiography student checklist. This checklist will be filled out by the clinical site instructor or a registered radiographer. This checklist is to familiarize the student with the basic areas and information at the clinical site. The form should be dated, initialed, signed, and turned into the clinical coordinator. (Form provided)

Patient Logs: The student is responsible for maintaining a record of each case he/she is involved with each day. The log sheet must contain the date, the clinical affiliate, the exam and whether the student observed, assisted, or performed the exam, the name of supervising radiographer and any comments pertinent to the case. (Form provided)

Journal Article Summaries: Students will read articles from scholarly journals pertaining to radiography or related health fields and write 1 - 2 paragraph summaries of the articles. The summary must include the title and date of the publication, name of the article, author, and page number. (Form provided)

Repeat Analysis: Students will be assigned a personal repeat analysis to identify areas of weakness and develop skills to improve in these areas. This analysis will include the date the examination was performed, the view repeated, reasons for the repeat and the corrections made. The supervising technologist must also initial the form, indicating direct supervision of the repeat image. (Form provided)

Professional Development Evaluation/Assessments: Evaluations/assessments will be performed at regular intervals during each semester by the clinical instructors or staff radiographers. This provides feed-back to the student regarding his/her performance, as well as specific areas of strength and/or weakness. (Form provided)

Dosimetry Badge: Students must wear his/her own dosimetry badge in clinical. Each student will be responsible for the assigned dosimetry badge. Points will be assigned only if the dosimetry badge is turned in by the designated date and the student will be charged a late fee if the badge is not turned in by the designated time. Radiation exposure records are extremely important. It is imperative that the student develop a professional attitude toward his/her occupational exposure and corresponding records. In addition, students will be required to initial their dosimetry badge report.

Self-evaluation: Each student will be requested to complete a self-evaluation at the completion of Radiography Practicum II, III, and IV. These self-evaluations have been developed to help students critically examine personal roles as a student in clinical and to aid the student in developing responsibility for active participation within the radiology department. By examining his/her progress to-date, the student will be able to recognize current level of achievement, strengths, and areas which require additional instruction or participation in order to improve skills to a more satisfactory level. These self-examinations should enable the student to plan to meet these needs and expand his/her development throughout the remainder of the clinical training. (Form provided)

Evaluation of Clinical Education Experience: All students are requested to complete an evaluation of their clinical experience each semester. While this evaluation does not contribute to the clinical grade, each student's input provides useful information for ongoing program assessment. (Form provided)

Elective Advanced Modality Assignment: A student who is in good standing and has completed or it is apparent he/she will complete all required competencies, may choose an elective clinical experience during Radiography Practicum V. This elective will consist of 5 weeks in an imaging area of the student's choice. Elective choices may be based on site availability. Students may choose from CT, MR, Sonography, Cardiac Cath, Nuclear Medicine, Radiation Oncology, Surgical Radiography, and *Mammography. Please note, not all choices are available at all clinical affiliates. This elective clinical experience is intended to give the student an opportunity to investigate an area of interest prior to entering formal training for that area or to give hands-on experience for future employment opportunities.

*The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override a clinical setting policy that restricts clinical experiences in mammography to only female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

Professional Portfolio: Students need to indicate their personal progress and growth over time. This is accomplished by creating and maintaining a portfolio, which is a collection of those experiences and accomplishments while in the radiography program. Because this showcases the student's skills, the professional portfolio is beneficial when seeking employment. Assignments for the portfolio will be made each semester and stated in the syllabus. (Form provided)

An integral part of the clinical education grading system depends on accurate record keeping on the part of each student. Conferences may be scheduled with the clinical coordinator and/or program coordinator to review the student's progress and standing. These conferences may be initiated by the student as well as the instructor. Clinical assignments, i.e. patient logs, repeat

analysis, and so forth, are important clinical records as well as components of the clinical grade. Each student will receive an assignment schedule prior to each clinical rotation. Assignments turned in after the scheduled due date will receive no points. The only exception to this is excused absence on the due date in which instance the assignment may be turned in on the next due date. In addition, accurate attendance records are required. Attendance sheets are to be initialed only by the clinical instructor or other designated clinical personnel. The attendance sheet is provided in the Forms Section of this Handbook. An initialed attendance sheet, showing dates/times of attendance and/or absence, must be turned in each week.

Radiography Clinical Policies

Career Clothing / Professional Appearance:

Clinical Sites:

All radiography students will observe the following while in the clinical areas. The dress code is designed to project a professional appearance and inspire confidence when serving the public.

During the hospital and out-patient office clinical experiences, the school-approved caribbean blue uniform will be worn with the name pin. Used uniforms are not acceptable unless they are in good condition. Uniforms should look neat and clean. The uniform top must have the school monogram on the left breast area or a school patch placed two inches below the left shoulder. Uniform pants should be hemmed so that they do not touch the floor. New solid white leather shoes that are reserved for the clinical experience only. Clogs may not be worn. School approved white lab coats, with the school monogram on the left breast area or a school arm patch placed two inches below the left shoulder seam, may be worn with the uniform. A white or caribbean blue short or long sleeve plain t-shirts may be worn under a scrub top/uniform top but should not extend beyond the bottom hem of the shirt. All underwear should be full cut and should not show beyond the top of the pant when worn. No thong underwear should be worn.

Hair:

Long hair will be worn up or pulled back with a simple “ponytail” holder while in uniform. Hair should not fall over the shoulders. Hair framing the face will be pulled back from the face in an attractive and manageable style. No dog-ears will be allowed. Regardless of style, hair must be clean. Hair color must be conservative. Men should have clean, neatly trimmed facial hair. Men who work in clinical areas that require wearing a special mask for TB protection may not have a full beard due to OSHA fitting requirements.

Jewelry and Tattoos:

Jewelry must be simple. Jewelry presents a safety hazard i.e., dangly earrings, necklaces, bracelets. Jewelry can also harbor bacteria. Hair ornaments, necklaces, and bracelets will not be allowed. Rings should be limited to wedding bands. Watches with a second hand should be worn for taking vital signs. Earrings are limited to one pair of post earrings in the bottom of the ear lobe only. No visible tattoos and body/facial piercings.

Fingernails and Make-Up:

Make-up should be conservative. Fingernails should be short and clean. No acrylic fingernails. Acrylic nails are not to be worn due to the fact that it harbors bacteria. Nail polish should not be worn. Perfume and after-shave should not be worn. Chewing gum will not be allowed in the patient care area.

Any time you are visiting the clinical affiliate (outside of clinical practice) as a representative of the program you should wear your uniform or street clothes with your school approved lab coat. No shorts, midriff baring tops, or open toe shoes may be worn. Examples: Fund raisers such as bake sales, or other food sales, attending orientations, classes conducted in the hospital, and so forth.

Noncompliance:

Noncompliance with professional appearance guidelines will result in appropriate disciplinary action, which may include being sent home to change or for the remainder of the day and a letter grade reduction.

Clinical Attendance**Tardiness:**

Students are expected to arrive at the designated start time. Tardiness is arriving past the assigned start time. Every effort should be made to avoid tardiness. Punctuality is a quality that future employers look for in employees. The program acknowledges that events beyond student control may occasionally result in tardiness; therefore, a student will be allowed 3 tardy episodes without any effect to their grade each semester. Any additional tardiness will result in a deduction of one letter grade at the end of the semester.

Tardiness is considered an un-excused absence. Tardiness will be calculated in 30-minute increments. 1 -30 minutes tardiness will count as 30 minutes tardy, 31 – 60 minutes tardiness will count as 60 minutes tardiness, etc.

Clinical Absence:

Clinical attendance will be recorded on time sheets. Students will be allowed a maximum of one day of absence for Radiography Practicum I and a maximum of two days of absence each for Radiography Practicum II - V. When a student is absent from clinical, the Clinical Absence Follow-up Form should be completed by the student and signed by the clinical instructor at the assigned clinical site. The form should be submitted in the student's clinical folder in the classroom with 7 days after the absence. Any absence beyond the allowed absences must be made up by the end of the semester and may result in a letter grade deduction to the semester clinical grade, or a "W", or an "E". After the student's third absence, the student will be informed that any further absence may result in a letter grade deduction. After the student's fourth absence the student will receive a letter stating that a letter grade reduction will occur, and any further absence will result in another letter grade deduction. Further absences beyond the fourth absence will result in a letter grade deduction for each day missed. The circumstances

causing the absence will be evaluated by the program faculty in determining the grade outcome. (Please refer to 18. Covid Section). If a student is going to be absent from clinical, the student must call the clinical instructor at the assigned clinical site and program faculty prior to the beginning of regular clinic hours. Failure to notify the clinical site AND program faculty WILL result in a letter grade deduction to the semester clinical grade. A second offense of not notifying the clinical site AND the clinical instructor WILL result in dismissal from the program.

Snow Day/Inclement Weather:

The student should check for SNAP, radio/television announcements regarding campus closings or delay in schedule. On clinical days, students need to use their own judgment about driving if school is not closed. Students choosing not to drive that day will call the clinical facility to inform the clinical instructor prior to the expected time of arrival.

The inclement weather policy can be found online at:

<https://westkentucky.kctcs.edu/current-students/student-resources/weather.aspx>

Transportation:

Students must provide their own transportation to and from the school and clinical affiliate.

Clinical rotations may require the student to travel over 25 miles one way. The list of the clinical affiliates can be found on the introductory pages of this handbook.

Professional Ethics:

Students in the radiographer program are bound by the ARRT Code of Ethics for the profession. Students should conduct themselves in a manner consistent with this code during classroom hours as well as at the clinical affiliates. Your conduct should be conducive to inspiring patient confidence.

- A. You are to be courteous, considerate, and tactful in dealing with instructors, patients, physicians, fellow students, other department, and hospital personnel. When you are asked to do a task, it is done without question unless it is something unreasonable. (The unreasonableness of the task will be evaluated by the program faculty.)
- B. Patients, hospital personnel and faculty are to be addressed as: Dr., Mrs., Miss, Ms., etc. This is a professional courtesy.
- C. You are to refrain from disturbing others with irrelevant noise, conversation or gossip in the classroom, department, or while walking through the halls of the hospital. Do not congregate at semi- public areas such as the patient reception area. Patients awaiting radiographic procedures do not understand the presence of (apparently) idle technologists; the patient may feel he is being kept waiting unnecessarily.
- D. Discussion of subjects other than those pertaining to the patient's welfare and the application of the radiographic procedure must be held to a minimum in all areas and the utmost discretion should be used when around patients or other non-hospital persons are present.
- E. Students must never disclose confidential information to anyone not directly concerned with the care of the patient. This specifically includes friends and family members. Any disclosure of information to persons other than those directly involved in the care of the patient would constitute a violation of the "right to privacy act."

- F. In adhering to HIPAA regulations, it is the patient's right to know that a student is involved in their care. Please introduce yourself and identify yourself as a radiography student. It is the patient's right not to have a student involved in their care. If this situation does occur, please honor that request.
- G. Cell phone use is reserved for the lunch break and turned off or silenced during clinical time.

Violations to the cell phone policy will result in one warning. After the warning, any use of the cell phone will result in a letter grade reduction. If cell phone use is an issue again, an additional letter grade reduction will occur. A student must maintain a C or above to continue in the program. (Cell phones may be used during lunch breaks but should be silenced or turned off when returning from lunch).

Computer Use Policy in Clinical

The radiography student should not be using personal electronic devices during clinical and should not be reading material unrelated to radiography during clinical time, and/or looking at or using their phone. This is considered unprofessional behavior. Violations will result in one warning. After the warning, additional violations will result in a letter grade reduction for each occurrence. The warnings do not reset each semester. It will carry over to throughout the program.

Students should be performing, assisting, and/or observing radiography procedures during clinical hours. Clinical time is a critical part of the radiography program learning experience and is the only time the students can work with patients, receive guidance on performing exams, and obtain needed competencies.

If the radiology department is not busy and the student isn't performing, assisting, and/or observing exams, the students should be asking their clinical instructors what else needs to be done within the department (cleaning of the rooms, stocking the rooms, etc.) and asking questions about working and performing procedures in radiography. If the student has free time during clinical, study the *Pocketguide to Radiography* relating to procedures and/or completing paperwork related to clinical.

Unprofessional Conduct

Examples of unprofessional conduct include but are not limited to:

1. Willfully disregarding the needs of patients
2. Intentionally leaving a patient unattended
3. Refusing to follow directions of supervising technologists
4. Unethical or unprofessional behavior during clinical hours. (Foul language in presence of patients, sleeping, reading non-radiography related material, smoking or eating in unauthorized areas, breach of confidence regarding patients)
5. Dishonesty regarding attendance
6. Dishonesty regarding competency evaluations
7. Use of personal electronic devices as cell phone, tablets, and laptops during clinical

Failure to adhere to ethical standards and practicing unprofessional conduct will result in disciplinary actions according to the KCTCS Code of Student Conduct where applicable. For situations not covered by the code of conduct, program faculty will complete a critical incident form and reduce the student's letter grade by one letter unless the violation is considered grossly negligent or severe by radiography faculty, in which case dismissal from the program may be instituted immediately. Examples of grossly negligent or severe include, but not limited to; sleeping during clinical, willfully hurting others, willfully disobeying clinical or hospital staff, etc. If immediate dismissal from the radiography program for unprofessional conduct is not instituted, the second incident of unprofessional conduct may result in dismissal from the program.

Insurance

- A. Health - Students are to provide their own health insurance.
- B. Liability - All students are required to have professional liability insurance. A blanket policy is provided through KCTCS at a cost to the student each semester with their clinical course.

Health Requirements

All students are required to complete the Student Health History form. This form is given out during the program orientation.

Communicable Diseases Capable of Being Transmitted From One Person To Another

1. Any student who has or contracts a communicable disease as so stated by a physician will be dismissed from theory and/or clinicals.
2. Make-up work will be assigned on an individual basis.
3. All theory and clinical work must be made up, i.e. assignments.
4. It is the students' responsibility to request make up work and to keep up with what he/she has missed.
5. Re-entry is contingent on a signed physician's statement stating the student is no longer communicable.

Please refer to section 18. Covid 19

DOSIMETRY BADGES - RADIATION PROTECTION

1. All students are required to wear their dosimetry badges whenever they are in the radiology department and/or school lab. Any student present without his/her dosimetry badge will be required to:
 - A. Leave, get their badge and return to the clinical area.
 - B. Make up the time lost while leaving to secure the badge. This will apply regardless of the type of rotations to which you are assigned.
2. Each student is responsible for his/her badge. If your dosimetry badge is lost or damaged, you will not be allowed to continue your clinical rotation. A written report must be made by the student to the Program Director (within 5 days). This could result in considerable loss of clinical time which must be made up and cost to the student.

3. Dosimetry badges are to be worn at the collar level AT ALL TIMES including fluoroscopic procedures. Care should be taken to keep the badge outside the lead apron and in a consistent location from day to day.
4. Students turning in dosimetry badges late will be assessed a late fee.
5. Students are to read the quarterly dosimetry badge report and initial it. Students failing to do this will receive an incomplete clinical grade.
6. In accordance with ALARA, the program has set the following limit for exposure that should not be exceeded: 500 mrem (5 mSv)/yr. or 125 mrem (1.25 mSv) during the one reporting period of deep, whole body radiation.

NOTE: In the event of a student has a dosimetry badge reading of more than 125mrem (1.25mSv) during a reporting period or a cumulative year to date reading of more than 500 mrem (5 mSv) the following steps will be taken:

1. Find out the area the student is working in.
2. Ask the student where they have been wearing their dosimetry badge.
3. Check for radiation protection carelessness such as not wearing aprons, standing in primary beams, peering around control area and/or holding patients.
4. First - Verbal warning with documentation placed in permanent file.
5. Second – Written warning with letter grade reduction for clinical course.
6. Third – Dismissal from the program.

Pregnancy Policy

Any student who becomes pregnant may choose to inform the program officials of her pregnancy. It must be in writing and indicate the expected date of confinement (delivery). In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. This policy is based on the Nuclear Regulatory Commission's (NRC) Guidelines.

In addition, it is recommended that the student discuss their situation with their physician. For students who choose Option I or 2, an additional dosimetry badge will be issued at the student's expense. During pregnancy, dosimetry badge readings may not exceed 500mrem (5mSv) as recommended by the National Council on Radiation Protection and Measurements. The same "excessive reading policy" above applies to the gestational badge.

Upon written declaration of pregnancy by the student in the program, the student will be advised by program faculty of protective measures as well as risks associated with radiation exposure to the fetus. The advice will include, but may not be limited to:

- Read and review the appendix to NCR 8.13.
- Additional dosimetry badge and proper placement at waist level for monitoring radiation dose to the fetus.
- The wearing of .5 mm or 1.0 mm lead equivalent protective apron to reduce dose to fetus.
- An opportunity to discuss questions and concerns regarding radiation safety during pregnancy.

Advisement will also include a copy of the Instructions Concerning Radiation Exposure

Regulatory Guide from the U.S. Nuclear Regulatory Commission, Regulatory Guide 8.13.

If the student chooses to disclose her pregnancy, she may choose one of the following options:

Option 1:

The student may continue in the radiography program with no change in clinical rotations. This option requires the student to sign the Pregnancy Student Waiver Form. The student should counsel with their physician prior to selecting this option. A release from the physician is required. This release should document that the student has the physician's permission to continue in the program with no adjustments being made to the clinical rotation schedule.

Option 2:

The student may continue in the radiography program with the following restrictions being imposed on clinical rotations:

The pregnant student may elect to not participate in:

1. Fluoroscopic procedures
2. Portable procedures
3. Surgical procedures
4. Procedures involving radiation-implant patients

Substitute clinical rotations will not be provided. All clinical rotations missed by the student will be made up at the end of the program. This will result in a delay in the completion of the program. In addition to the clinical restrictions, the pregnant student will be expected to complete all of the requirements for a didactic course in which she is enrolled prior to enrolling in the next semester's course work. This is necessary since radiography courses are sequential and prerequisite courses must be completed prior to the beginning of the next course.

Option 3:

A pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses she is currently enrolled in. There would be a place reserved for the student in the next accepted class and it would not be necessary to submit another application for admission to the program.

Once a student has declared her pregnancy in writing to the program officials, the student may withdraw declaration of said pregnancy at any time. The withdrawal of declaration of pregnancy must be in writing and turned into the program officials.

Preparation and Administration of Intravenous Contrast Material Policy

Upon successful completion of the venipuncture lab component of the program and if a clinical affiliate policy permits student venipuncture, the radiography student may under direct supervision of a qualified radiographer, perform venipuncture. Direct supervision means that a qualified radiographer is present in the radiographic/imaging room during the venipuncture observing the student. Students may also prepare intravenous contrast material for administration under the direct supervision of a qualified radiographer. However, students are not allowed to

inject intravenous contrast per regulations set forth by the Kentucky Board of Medical Imaging and Radiation Therapy. Injection of the intravenous contrast material will be completed by the qualified radiographer and/or radiologist. Students should never be left alone with a patient who has just received intravenous contrast material. It is the student's responsibility to report incidents of inadequate supervision to the radiography clinical coordinator or program coordinator.

Students May Not Operate A Fluoroscope.

Guidelines for Universal/Standard Precautions

Students will complete bloodborne pathogen and guidelines for universal/standard precautions while in the program. The WKCTC Bloodborne Pathogen manual is kept in room W110 (radiography classroom) in the Allied Health Building.

Immunizations, CPR, Clinical Drug Testing and Background Check Requirements

Drug screening and criminal background checks will be through Castlebranch. Costs are the following: Drug screenings \$27.00 and background screenings - \$34.20. Costs are subject to change. The ordering process is done online and the Castlebranch website for WKCTC is:

<https://portal.castlebranch.com/wj77>

- Select Place Order
- Select Radiography

There are five options but only select the drug screening and for the background check.

If you need any other information or have any questions, please email patty.buchanan@kctcs.edu or call 270-534-3431. If you are taking any prescription medication at the time of the screening you should take a copy of the prescription or the container of the medication with the prescription label intact.

Immunizations and CPR: Results of the following should be uploaded into Castlebranch Document Manager.

CPR Certification Card (must be the American Heart Association – Basic Life Support)

- Must not expire while in the program.

Immunizations or titers showing immunity to the following:

- MMR
- T-DAP
- Varicella (or medical documentation of chicken pox)
- Flu
- Hepatitis B vaccinations (first of the series minimum) or a signed declination form

TB skin test (PPD), or Interferon Gamma Release Assay Blood Test (must be repeated within a years time while in the program)

WKCTC Student Screening Standards and Guidelines

As a precondition to assignment or placement with an affiliating clinical agency, West Kentucky Community and Technical College students must meet the screening requirements for all clinical/practicum programs. These requirements include criminal background checks and drug screens. The rationale for these requirements for students participating in clinical and practicum courses is based on the concept of due diligence and competency assessment of all individuals whose assignment brings them in contact with patients/clients, confidential personal and medical information, or clinical affiliation 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.

West Kentucky Community and Technical College conducts the screening requirement through the approved vendor, CastleBranch. All drug screen tests and background checks will be conducted after admission to the clinical program or enrolled in the course and students are will be provided with specific instructions for obtaining the screenings.

All students will be notified of screening requirements prior to enrollment in a course/program. This will give the student prior notice and an opportunity to decline program participation before investing their time and money in the classes.

Student Responsibilities

Initiate the process and pay the vendor directly for the screening.

Complete a FERPA (Family Educational Rights and Privacy Act) release and any other required documentation to permit the Vendor, the college, and the Affiliated Agency to share background and/or drug screening results with one another.

Failure or refusal to submit to the background and/or drug screening or evidence of manipulation of falsification related to either screening shall disqualify the student from clinical placement and make him/her subject to disciplinary action, including but not limited to immediate dismissal from the course and expulsion from the college, without right to refund or withdrawal.

“For Cause” Screening Requirement

Affiliated agencies or clinical instructors may require additional screening based on criminal activity or student behavior during the clinical placement. As a condition of enrollment or continued enrollment, students must comply with such reasonable request and pass those screenings. Testing must be completed on the same clinical day as the suspected drug or alcohol use/abuse was identified. Failure to comply will result in the student's immediate expulsion from the program.

A clinical affiliate reserves the right to remove a student from the facility for suspicion of substance use or abuse (including alcohol). The clinical affiliate will immediately notify the instructor/college to facilitate immediate removal of the student.

Dispute of Results

As the screening is a requirement of a clinical agency, review criteria and decision for clinical attendance ultimately rests with the clinical agency. Therefore, appeals are to be reviewed by the clinical agency. The program coordinator will provide contact information to the student should an appeal be requested. During the dispute process:

Students may not participate in the clinical experience while disputing the results.

Students who qualify for clinical placement after successfully disputing the background or drug screening results shall be provided an opportunity to make up clinical hours missed during the dispute period or permitted to withdraw if making up missed time is not feasible.

Students who do not achieve successful background drug screening results shall be permitted to withdraw from the course in accordance with WKCTC's withdrawal policies and procedures.

Procedures

Drug Screening

Students must complete drug screening requirements through CastleBranch. The vendor will perform the screening in accordance with industry standards and provide the results to the student and the designated program/course coordinator. An individual with a positive drug screen may be denied enrollment and participation in clinical or practicum rotation.

Students must obtain and pass a drug screening each year for the duration of their enrollment in the program. Students who leave the program for any reason must obtain and pass a new drug screening before readmission to a clinical placement. The student is responsible for any costs related to this review or additional testing.

Students may not choose an Affiliated Agency for clinical placement based on whether or not the agency requires a drug screening.

Criminal Background Check

Criminal background checks should review a person's criminal history. The check will include Social Security number and identity verification, criminal search national and county including maiden and alias names, Violent Sexual Offender and Predator search, Office of Inspector General (OIG) List of Excluded Individuals/Entities, General Services Administration (GSA) List of Parties Excluded from Federal Programs, and US Treasury Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN).

Eligibility for clinical placement will be determined by following the established guidelines for the clinical affiliate and are reviewed on a case by case basis. Factors for consideration include, but not limited to, type of conviction, date of conviction, and number of offenses.

Current guidelines may exclude students with a history of felony convictions. Additional misdemeanor convictions that may restrict clinical attendance include, but are not limited to, exploitation of an adult, assault, battery abuse, neglect, child endangerment, theft, robbery, and habitual convictions involving alcohol and drugs. Not all convictions apply to all programs. Please see your program coordinator for specific convictions that will restrict your clinical placement.

Students may not choose an Affiliated Agency for clinical placement based on whether or not the agency requires a criminal background check.

Students must obtain and pass a criminal background screening each year for the duration of their enrollment in the program. Students who leave the program for any reason must obtain and pass a new drug screening before readmission to a clinical placement. The student is responsible for any costs related to this review or additional testing.

Results Review

Students will have access to all results of the screenings on the vendor's secure website and summary results will be available to the program coordinator and/or designee.

The program coordinator or college designee will receive all reports concerning drug screening and criminal background through a password protected database. They may discuss flagged results with the clinical agency prior to placement without identifying the student. The clinical agency may request to review the specific screening flag and will make the final determination on whether a student qualified for clinical experiences at its facilities. If participation in a clinical experience is a required part of the program, students declined clinical access by a clinical agency due to unacceptable results shall be allowed to withdraw from the program.

Because clinical agencies are required by accreditation bodies to produce evidence of compliance, students are required to give written consent for the dissemination of their screening information to the requesting clinical affiliate upon enrollment in the course/program.

16. Student Code of Conduct: The colleges of KCTCS are more than just educational institutions -- they are vibrant and diverse communities. Therefore, KCTCS strives to maintain an atmosphere of academic freedom and personal respect that creates an environment in which all can be successful. As part of this commitment, KCTCS has developed a Code of Student Conduct that serves as a guide for the student's responsibilities and rights within our academic community.

MRI Rotation Policy

MRI scanners use strong magnetic fields for imaging, therefore metallic objects are prohibited in the MRI scanner room. The program has a Magnetic Resonance Imaging (MRI) safety protocol for students who choose to rotate through MRI while in the radiography program. The MRI policy requires students to sign the MRI safety screening protocol sheet, after review with WKCTC radiography program faculty, before the student may begin their MRI rotation. This

policy is designed as an initial safeguard for students rotating through MRI. Students must follow and adhere to existing clinical site policies and procedures. Students are not to be in the MRI scanner room unless approved to do so and properly screened for being in the MRI scanner room. Students must also be aware when observing in the MRI suite, only MRI approved medical equipment is allowed in the MRI room - not following this protocol can result in metallic objects pulled into the MRI scanner with such force causing injury or death to anyone in/near the MRI gantry.

COVID19

Students should self-check to ensure not to arrive to campus/clinical setting with covid19 symptoms.

#HealthyAtWKCTC

First and foremost, the health and safety of our students, employees, and communities is our highest priority. Taking a responsible approach in implementing safety protocols is key to having students back in campus buildings, classrooms, labs, offices, and other spaces. The expectation is that we will all engage in the following safety practices: ensuring no fever through temperature self-checks prior to coming to campus, wearing a face mask on campus, washing or sanitizing hands frequently, keeping appropriate social distancing, and cleaning desks/work spaces prior to using the spaces with provided cleaning supplies.

Covid-19 Statement

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

Clinical Covid Self Check

The clinical site may require the completion of a Covid specific form as well. Students should self-check temperature and if temperature is above 100.4 degrees, you will not be allowed to enter the facility. If you do not feel well, stay at home. Students who report a fever and/or any symptoms of COVID-19 should see their health care provider to be tested and then quarantine at home per their provider's instructions. If any student reports a positive test or displays COVID-19 symptoms, the student will not be allowed to return to clinical until cleared by a health care provider.

Students are required to wear a mask to the clinical site and are required to wear a mask while

at clinical. Masks that become wet or soiled, should be changed for a clean mask. Clinical sites will be monitoring entry into the building with the taking of temperature and completing a questionnaire.

Always monitor for symptoms. According to Centers for Disease Control and Prevention (CDC), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

It is important to consult with a health care provider if symptomatic and to quarantine / isolate when instructed to do so.