



**ASSOCIATE OF APPLIED SCIENCE IN
RADIOGRAPHY
(AASR)**

PROGRAM HANDBOOK

2024-2025

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To the Student:

Welcome to The Christ College of Nursing and Health Sciences! We are excited about the opportunity to partner with you as you begin your educational journey within the profession Radiology.

The *Radiology Program Handbook* is an important document to guide you through and promote your successful completion of the program. Please read the document thoroughly and familiarize yourself with the policies, procedures, and regulations within the *Program Handbook*. The faculty, professional staff, and administration are available to assist you with policies, procedures, or regulations in the *Program Handbook* as necessary.

Occasionally it is necessary to introduce new or revise existing policies, procedures, or regulations in the *Program Handbook*. New policies and revisions will be posted on the College's electronic learning management system.

As you begin your journey, we encourage you to interact with your class peers and faculty members to help enhance and diversify your learning opportunities. Together we can enrich the culture of radiology through caring, collaboration, integrity, and excellence!

Best wishes for success in your educational endeavors!

Sincerely,

Faculty, Staff, and Administration

The Christ College of Nursing and Health Sciences
Department of Health Sciences

FOREWORD

The Christ College of Nursing and Health Sciences [College Catalog](#) (link) and Associate of Applied Science in Radiology Program Handbook are guidebooks for our students in the AASR program.

It is the responsibility of each student to know the contents of both documents and to respect and maintain the rules and standards of the College and the Department of Health Sciences.

The College and Department of Health Sciences reserve the right to change any provision or policy in the interest of the College, AASR program, or students.

The Program Handbook can be accessed through the College's electronic learning management system.

PLEASE NOTE

The Christ College of Nursing and Health Sciences is committed to a policy of non-discrimination on the basis of race, color, creed, national origin, citizenship, religion, ethnicity, age, gender, gender identity, genetics, marital status, sex, pregnancy, sexual orientation, military or veteran status, disability, or any other status protected by local, state or federal law (collectively, "protected statuses") in the administration of its educational, recruitment, and admissions policies; scholarship and loan programs; and athletic or other College-administered programs. All institutional processes and policies follow applicable federal and state laws and regulations related to discrimination.

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HISTORY OF THE COLLEGE



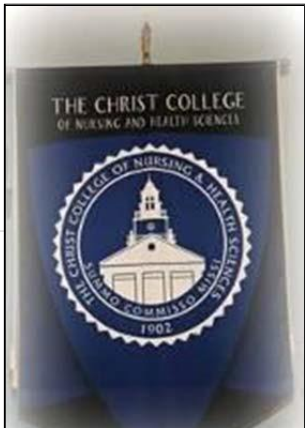
Founding of the Predecessor: The Christ Hospital School of Nursing

The Christ Hospital School of Nursing (TCHSN) was born in a tradition of caring. In 1888, a group of local citizens, led by soap maker James N. Gamble, invited Ms. Isabella Thoburn to come to Cincinnati. Their expectation was that she would start a program to train deaconesses and missionaries to carry on religious, educational, and philanthropic work to alleviate the appalling poverty that existed in the city. They could not have imagined the impact their invitation would have on the city at that time or now, more than a century later.

Conversion to The Christ College of Nursing and Health Sciences (TCCNHS)

National and regional developments pointed to an evolving health care delivery system, increased needs, and desires of consumers for higher-quality patient care, augmented educational and skill requirements of the nursing workforce, and national trends toward degree granting educational programs for nursing. In the 2002–2003 academic year, the administration and faculty of TCHSN determined that it was essential for the school to evolve to address these trends by proposing that a new, independent institution be developed prompting the conversion to The Christ College of Nursing and Health Sciences.

The expanded course offerings and intensive curriculum within the College help prepare graduates for work in a broad array of health care settings. In the future, as the College assesses its progress, the infrastructure and foundation being laid will open doors for curricular and extracurricular innovations allowing for continued attention to the excellence in education and community engagement that has been at the core of the institution’s mission and history. TCHSN officially closed its doors



with its last graduating class in 2007. The College opened its doors in academic year 2006–2007, accepting its first class of students.

TCCNHS is accredited through the Higher Learning Commission, North Central Association of Colleges and Schools.

Institutional Learning Outcomes:

1. Apply an expanded knowledge base within one’s chosen profession with the disposition to engage in life-long learning.
2. Demonstrate responsible engagement with social-political-cultural issues of local, regional, or global significance.
3. Demonstrate academic and professional competency in written and oral communication.
4. Demonstrate academic and professional competency within the sciences.
5. Engage in intellectual inquiry and critical thinking by identifying assumptions, making inferences, marshaling evidence, and giving coherent account of reasoning.

HEALTH SCIENCES

Health Sciences Purpose

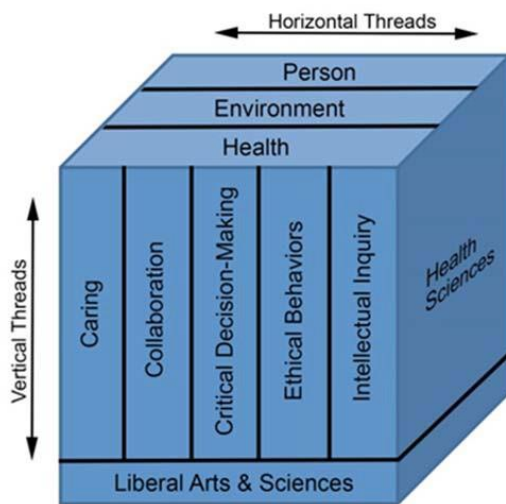
The purpose of the Health Sciences is to support the mission, vision, and values of The Christ College of Nursing and Health Sciences by providing a course of study with a foundation in the liberal arts and sciences. Students will acquire a fundamental understanding of the relationship between the person, environment, and health. The health science graduate will be a life-long learner who models ethical behavior, integrity, and excellence. Earning a health science degree from The Christ College of Nursing and Health Sciences, graduates will be equipped to participate in the healthcare arena as caring professionals engaging in critical decision making, intellectual inquiry, and collaboration.

Health Sciences Philosophy

The faculty believe:

- A **person** is a unique individual having intrinsic value. Everyone has diverse physical, emotional, social, developmental, and spiritual needs in varying degrees of fulfillment and deserves caring interventions. The person and environment are constantly interacting.
- The **environment** includes all internal and external factors affecting and affected by the individual. A part of this dynamic environment is society, which consists of individuals, families, communities, and institutions. Any change in the environment may require varying degrees of adaptation. Health Sciences graduates engage in assessment of both the environment and people to identify opportunities to promote, maintain, or restore health.
- **Health** is the dynamic process of balance and harmony within the person, including physical, mental, and social well-being. A person's state of health is influenced by personal, societal, and cultural variables and may be affected by prevention and treatment strategies.

Health Sciences Framework



Horizontal Threads for Health Sciences

For the Health Sciences, **person, environment, and health** constitute horizontal threads, which are those integrated concepts presented early, strengthened through repeated exposure and application, and woven throughout the curriculum for Health Science programs.

Vertical Threads for Health Sciences

Caring, intellectual inquiry, ethical behavior, critical decision making, and collaboration comprise the vertical threads. These concepts and skills are arranged to build upon one another in alignment with a general sequence of learning. Scaffolded through the curriculum for Health Science programs, vertical threads guide the student's progression toward proficiency.

- **Caring** behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust, where individual choices related to cultural values, beliefs, and lifestyle are respected.
- **Intellectual Inquiry** is a persistent sense of curiosity that informs both learning and practice, which stimulates visionary thinking. Intellectual inquiry invites the exploration of possibilities, allowing for creativity and innovation.
- **Ethical Behaviors** are characterized by conduct within legal, ethical, and regulatory frameworks; commitment to standards of professional practice; and accountability for one's own actions.
- **Critical Decision Making** encompasses the performance of accurate assessments, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate evidence-based conclusions.
- **Collaboration** is working together with open professional communication to plan, make decisions, set goals, and implement strategies. Collaboration requires consideration of need, priorities and preferences, available resources, shared accountability, and mutual respect.

Description of the Radiography Profession

The practice of radiography is performed by health care professionals responsible for the administration of ionizing radiation for diagnostic, therapeutic or research purposes. A radiographer performs a full scope of radiographic and fluoroscopic procedures that create the images needed for diagnosis at the request of and for interpretation by a licensed practitioner.

Radiographers must demonstrate an understanding of human anatomy, physiology, pathology and medical terminology. Radiographers must maintain a high degree of accuracy in radiographic positioning and exposure technique. They must possess, apply and maintain knowledge of radiation protection and safety.

Radiographers independently perform or assist the licensed practitioner in the completion of radiographic procedures. Radiographers prepare, administer and document activities related to medications and radiation exposure in accordance with federal and state laws, regulations or lawful institutional policy.

Radiography Technologists are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence. Radiologic Technologists use independent, professional, ethical judgment, and critical thinking to safely perform diagnostic radiologic procedures.

A fundamental approach to the safe use is to apply elements of the As Low As Reasonably Achievable (“ALARA”) Principle including lowest output power and the shortest scan time consistent with acquiring the required diagnostic information. The Radiologic Technologist uses proper patient positioning, tools, devices, equipment adjustment, to promote patient comfort and to produce quality images for radiologist interpretation.

Radiography Credentialing

Only medical imaging and radiation therapy professionals who have completed the appropriate education and obtained certification(s) should perform radiographic procedures. Radiographers prepare for their roles on the interdisciplinary team by successfully completing a program in radiography that is programmatically accredited or part of an institution that is regionally accredited, and by attaining appropriate primary certification from the ARRT.

Those passing the radiography examination use the credential R.T.(R). Those passing the ARRADIOGRAPHY examination(s) use the credentials RRADIOGRAPHY , RDCS and/or RVT. Those passing the CCI examination(s) use the credentials RCS and/or RVS. Eligibility to take the post primary examinations in radiography requires appropriate primary certification, documentation of structured education and clinical experience at the time of application. Those passing these examinations use the credentials R.T.(S), R.T.(VS) and/or R.T.(BS).

Graduates of the Radiologic Technology program at The Christ College of Nursing Health Sciences are prepared to become Registered in Radiologic Technology by the ARRT.

American Society of Radiologic Technologists (ASRT)

Standard One – Assessment

The medical imaging and radiation therapy professional collects pertinent data about the patient, procedure, equipment and work environment.

Rationale: Information about the patient’s health status is essential in providing appropriate imaging and therapeutic services. The planning and provision of safe and effective medical services relies on the collection of pertinent information about equipment, procedures and the work environment.

Standard Two – Analysis/Determination

The medical imaging and radiation therapy professional analyzes the information obtained during the assessment phase and develops an action plan for completing the procedure.

Rationale: Determining the most appropriate action plan enhances patient safety and comfort, optimizes diagnostic and therapeutic quality and improves efficiency.

Standard Three – Education

The medical imaging and radiation therapy professional provides information about the procedure and related health issues according to protocol; informs the patient, public and other health care providers about procedures, equipment and facilities; and acquires and maintains current knowledge in practice.

Rationale: Education and communication are necessary to establish a positive relationship and promote safe practices. Advancements in the profession and optimal patient care require additional knowledge and skills through education.

Standard Four – Performance

The medical imaging and radiation therapy professional performs the action plan and quality assurance activities.

Rationale: Quality patient services are provided through the safe and accurate performance of a deliberate plan of action. Quality assurance activities provide valid and reliable information regarding the performance of equipment, materials and processes.

Standard Five – Evaluation

The medical imaging and radiation therapy professional determines whether the goals of the action plan have been achieved, evaluates quality assurance results and establishes an appropriate action plan.

Rationale: Careful examination of the procedure is important to determine that expected outcomes have been met. Equipment, materials and processes depend on ongoing quality assurance activities that evaluate performance based on established guidelines.

Standard Six – Implementation

The medical imaging and radiation therapy professional implements the revised action plan based on quality assurance results.

Rationale: It may be necessary to make changes to the action plan based on quality assurance results to promote safe and effective services.

Standard Seven – Outcomes Measurement

The medical imaging and radiation therapy professional reviews and evaluates the outcome of the procedure according to quality assurance standards.

Rationale: To evaluate the quality of care, the medical imaging and radiation therapy professional compares the actual outcome with the expected outcome. Outcomes assessment is an integral part of the ongoing quality management action plan to enhance services.

Standard Eight – Documentation

The medical imaging and radiation therapy professional documents information about patient care, procedures and outcomes.

Rationale: Clear and precise documentation is essential for continuity of care, accuracy of care and quality assurance.

Standard Nine – Quality

The medical imaging and radiation therapy professional strives to provide optimal care.

Rationale: Patients expect and deserve optimal care during diagnosis and treatment.

Standard Ten – Self-Assessment

The medical imaging and radiation therapy professional evaluates personal performance.

Rationale: Self-assessment is necessary for personal growth and professional development.

Standard Eleven – Collaboration and Collegiality

The medical imaging and radiation therapy professional promotes a positive and collaborative practice atmosphere with other members of the health care team.

Rationale: To provide quality patient care, all members of the health care team must communicate effectively and work together efficiently.

Standard Twelve – Ethics

The medical imaging and radiation therapy professional adheres to the profession's accepted ethical standards.

Rationale: Decisions made and actions taken on behalf of the patient are based on a sound ethical foundation.

Standard Thirteen – Research, Innovation and Professional Advocacy

The medical imaging and radiation therapy professional participates in the acquisition and dissemination of knowledge and the advancement of the profession.

Rationale: Participation in professional organizations and scholarly activities such as research, scientific investigation, presentation and publication advance the profession.

Standards of Ethics – Source: AART Standards of Ethics (Revised: September 1, 2023, pgs. 1-11)

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to the following:

- Persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT,
- and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates.

Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, radiography, bone densitometry, vascular radiography, cardiac-interventional radiography, vascular-interventional radiography, breast radiography, and radiologist assistant. The Standards of Ethics are intended to be

consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

A. Code of Ethics

Patients are at the heart of the radiography profession. Protecting patients' best interests and safety must always be the priority. ARRT emphasizes our ethics requirements for certification and registration. Patients and their families want to know that their medical professionals, including technologists, are qualified, responsible, and trustworthy.

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team.

The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

8. Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients

B. Rules of Ethics

Rules of Ethics are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and Candidates. ARRT certification and registration demonstrates to the medical community and the public that an individual is qualified to practice within the profession.

The Rules of Ethics are intended to promote the protection, safety, and comfort of patients. Accordingly, it is essential that Registered Technologists and Candidates act consistently with these Rules.

The Rules of Ethics are enforceable. Registered Technologists are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence or during their annual renewal of certification and registration, whichever comes first. Applicants for certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence.

Registered Technologists and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

Fraud or Deceptive Practices

Fraud or Deceptive Practices Fraud Involving Certification and Registration

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain or reinstate certification and registration as issued by ARRT; employment in radiologic technology; or a state permit, license, or registration certificate to practice radiologic technology. This includes altering in any respect any document issued by ARRT or any state or federal agency, or by indicating in writing certification and registration with ARRT when that is not the case.

Fraudulent Communication Regarding Credentials

2. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding any individual's education, training, credentials, experience, or qualifications, or the status of any individual's state permit, license, or registration certificate in radiologic technology or certification and registration with ARRT.

Fraudulent Billing Practices

3. Knowingly engaging or assisting any person to engage in, or otherwise participating in, abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws. (ARRT © September 2023 Standards of Ethics)

Subversion

Examination/CQR Subversion

4. Subverting or attempting to subvert ARRT's examination process, and/or ARRT's Education Requirements, including the Structured Self-Assessments (SSA) that are part of the Continuing Qualifications Requirements (CQR) process. Conduct that subverts or attempts to subvert ARRT's examination, Education Requirements and/or CQR or SSA processes, includes but is not limited to:

- i. disclosing examination and/or CQR SSA information using language that is substantially similar to that used in questions and/ or answers from ARRT examinations and/or CQR SSA when such information is gained as a direct result of having been an examinee or a participant in a CQR SSA or having communicated with an examinee or a CQR participant; this includes, but is not limited to, disclosures to students in educational programs, graduates of educational programs, educators, anyone else involved in the preparation of Candidates to sit for the examinations, or CQR participants; and/or
- ii. soliciting and/or receiving examination and/or CQR SSA information that uses language that is substantially similar to that used in questions and/or answers on ARRT examinations or CQR SSA from an examinee, or a CQR participant, whether requested or not; and/or
- iii. copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination and/or CQR SSA materials by any means, verbal or written, electronic or mechanical, without the prior express written permission of ARRT or using professional, paid or repeat examination takers and/or CQR SSA participants, or any other individual for the purpose of reconstructing any portion of examination and/or CQR SSA materials; and/or
- iv. using or purporting to use any portion of examination and/or CQR SSA materials that were obtained improperly or without authorization for the purpose of instructing or preparing any Candidate for examination or participant for CQR SSA; and/or
- v. selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination and/or CQR SSA materials without authorization; and/or
- vi. removing or attempting to remove examination and/or CQR SSA materials from an examination or SSA room; and/or
- vii. having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination or CQR SSA of ARRT; and/or
- viii. disclosing what purports to be, or what you claim to be, or under all circumstances is likely to be understood by the recipient as, any portion of or "inside" information concerning any portion of a future, current, or previously administered examination or CQR SSA of ARRT; and/or
- ix. communicating with another individual during administration of the examination or CQR SSA for the purpose of giving or receiving help in answering examination or CQR SSA questions, copying another

Candidate's or CQR participant's answers, permitting another Candidate or a CQR participant to copy one's answers, or possessing or otherwise having access to unauthorized materials including, but not limited to, notes, books, mobile devices, computers and/or tablets during administration of the examination or CQR SSA; and/or

x. impersonating a Candidate, or a CQR participant, or permitting an impersonator to take or attempt to take the examination or CQR SSA on one's own behalf; and/or

xi. using any other means that potentially alters the results of the examination or CQR SSA such that the results may not accurately represent the professional knowledge base of a Candidate, or a CQR participant.

Education Requirements Subversion

5. Subverting, attempting to subvert, or aiding others to subvert or attempt to subvert ARRT's Education Requirements for Obtaining and Maintaining Certification and Registration ("Education Requirements"), including but not limited to, continuing education (CE), clinical experience and competency requirements, structured education activities, and/or Continuing Qualifications Requirements (CQR).

Conduct that subverts or attempts to subvert ARRT's Education Requirements or CQR Requirements includes, but is not limited to:

i. providing false, inaccurate, altered, or deceptive information related to CE, clinical experience or competency requirements, structured education or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or

ii. assisting others to provide false, inaccurate, altered, or deceptive information related to education requirements or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or ARRT © September 2023 Standards of Ethics Page 4 of 11

iii. conduct that results or could result in a false or deceptive report of CE, clinical experience or competency requirements, structured education activities or CQR completion; and/or

iv. conduct that in any way compromises the integrity of ARRT's education requirements, including, but not limited to, CE, clinical experience and competency requirements, structured education activities, or CQR Requirements such as sharing answers to the post-tests or self-learning activities, providing or using false certificates of participation, or verifying credits that were not earned or clinical procedures that were not performed.

Failure to Cooperate with ARRT Investigation

6. Subverting or attempting to subvert ARRT's certification and registration processes by:

i. making a false statement or knowingly providing false information to ARRT; or

ii. failing to cooperate with any investigation by ARRT in full or in part.

Unprofessional Conduct

Failure to Conform to Minimal Acceptable Standards

7. Engaging in unprofessional conduct, including, but not limited to:

i. a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice or scope of practice; or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice.

ii. any radiologic technology practice that may create unnecessary danger to a patient's life, health, or safety. Actual injury to a patient or the public need not be established under this clause.

Sexual Misconduct

8. Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient; or engaging in sexual exploitation of a patient or former patient. This also applies to any unwanted sexual behavior, verbal or otherwise.

Unethical Conduct

9. Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.

Scope of Practice

Technical Incompetence

10. Performing procedures which the individual is not competent to perform through appropriate training and/or education or experience unless assisted or personally supervised by someone who is competent (through training and/or education or experience).

Improper Supervision in Practice

11. Knowingly assisting, advising, or allowing a person without a current and appropriate state permit, license, registration, or ARRT certification and registration to engage in the practice of radiologic technology, in a jurisdiction that mandates such requirements.

Improper Delegation or Acceptance of a Function

12. Delegating or accepting the delegation of a radiologic technology function or any other prescribed healthcare function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.

Actual or Potential Inability to Practice

13. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness; use of alcohol, drugs, chemicals, or any other material; or as a result of any mental or physical condition.

Inability to Practice by Judicial Determination

14. Adjudication as mentally incompetent, mentally ill, chemically dependent, or dangerous to the public, by a court of competent jurisdiction.

Improper Management of Patient Records

False or Deceptive Entries

15. Improper management of records, including failure to maintain adequate patient records or to furnish a patient record or report required by law; or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record and/or any quality control record. Failure to Protect Confidential Patient Information 16. Revealing a privileged communication from or relating to a former or current patient, except when otherwise required or permitted by law, or viewing, using, releasing, or otherwise failing to adequately protect the security or privacy of confidential patient information.

Knowingly Providing False Information

17. Knowingly providing false or misleading information that is directly related to the care of a former or current patient.

Violation of State or Federal Law or Regulatory Rule

Narcotics or Controlled Substances Law

18. Violating a state or federal narcotics or controlled substance law, even if not charged or convicted of a violation of law.

Regulatory Authority or Certification Board Rule

19. Violating a rule adopted by a state or federal regulatory authority or certification board resulting in the individual's professional license, permit, registration or certification being denied, revoked, suspended, placed on probation or a consent agreement or order, voluntarily surrendered, subjected to any conditions, or failing to report to ARRT any of the violations or actions identified in this Rule.

Criminal Proceedings

20. Convictions, criminal proceedings, or military courts-martial as described below:

- i. conviction of a crime, including, but not limited to, a felony, a gross misdemeanor, or a misdemeanor; and/or
- ii. criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters an Alford plea, a plea of guilty or nolo contendere (no contest); or where the individual enters into a pre-trial diversion activity; and/or
- iii. military courts-martial related to any offense identified in these Rules of Ethics; and/or
- iv. required sex offender registration.

Duty to Report

Failure to Report Violation

21. Knowing of a violation or a probable violation of any Rule of Ethics by any Registered Technologist or Candidate and failing to promptly report in writing the same to ARRT.

Failure to Report Error

22. Failing to immediately report to the Registered Technologist's or Candidate's supervisor information concerning an error made in connection with imaging, treating, or caring for a patient. For purposes of this rule, errors include any departure from the standard of care that reasonably may be considered to be potentially harmful, unethical, or improper (commission). Errors also include behavior that is negligent or should have occurred in connection with a patient's care but did not (omission). The duty to report under this rule exists whether or not the patient suffered any injury

Source of Code of Standards and Ethics: ARRT September 2023, pg. 1-11

Radiography Functional Abilities

The Christ College of Nursing and Health Sciences (TCCNHS) Radiography program has a responsibility to educate students with the goal of becoming competent radiography technologist to care for their patients (persons, families, and/or communities) with critical judgment, broadly based knowledge, and functional abilities. The TCCNHS Radiography program has academic as well as functional abilities that students must be able to perform, with or without reasonable accommodations, to successfully progress in, and graduate from radiography program.

Individuals interested in applying for admission to the radiography program should review these functional abilities to develop a better understanding of the skills, abilities, and behavioral characteristics necessary to succeed in the program. These functional abilities and examples are not all-inclusive and serve as guidance, not as hard rules. Accommodation requests by students, even those related to functional abilities, will be analyzed and determined on a case-by-case basis and such accommodations will be granted when the College determines it is reasonable to do so.

Functional Abilities

The TCCNHS radiography program provides the following description/examples of functional abilities necessary to successfully complete the requirements of the radiography program. Key areas for functional abilities in radiography include the possession, or acquisition, of abilities and skills in the areas of: (1) exhibiting sensory and motor coordination and function; (2) acquiring fundamental knowledge; (3) developing communication skills; (4) interpreting data; (5) demonstrate cognitive knowledge and comprehension of information; and (6) incorporating appropriate professional attitudes and behaviors into radiography practice.

If you believe you require accommodations to perform these functional abilities, please contact our College Support Services, Student Success Department regarding services and resources.

The TCCNHS radiography program provides reasonable accommodations, in conjunction with clinical agencies and community partners, to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program, or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the radiography program.

Functional Abilities	Examples
Exhibit Sensory, Motor Coordination, and Function	
<ol style="list-style-type: none"> 1. Execute the use of exteroceptive sense (touch, pain, temperature), proprioceptive sense (position, pressure, movement, stereognosis, vibration), physical strength, visual acuity, and motor function to use radiography imaging equipment, and provide general patient care. 2. Demonstrate manual or physical skills, use of basic motor skills, coordination, and physical movement. 3. Respond promptly to emergencies as to not hinder the ability of coworkers to provide prompt treatment and care. 	<ul style="list-style-type: none"> • Perform hand and upper extremity repetitive movements and sustained positions, for extended periods of time, which requires fine and gross motor skills for both hands and upper extremities. • Push, pull, bend and stoop routinely to move and adjust radiographic equipment and perform studies. • Transport, move, and/or lift patients from a wheelchair or stretcher to the examination table or patient bed, and physically assist patients into proper positions for examination. • Exert up to 20 pounds of force occasionally, 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. • Use both hands, wrists, and shoulders to maintain prolonged arm positions necessary for scanning and recording radiographic images. • Lift up to 50 pounds. • See and function in semi-dark settings with the ability to distinguish 16 shades of grey and color distinctions on ultrasound images. • Recognize and respond to soft voices, faint body sounds, auditory timers, equipment alarms, call bells, and distinguish audible doppler signals.
Acquire Fundamental Knowledge	
<ol style="list-style-type: none"> 1. Ability to learn in classroom, clinical, simulation, community educational settings. 2. Ability to find sources of knowledge and acquire the knowledge. 3. Apply an expanded knowledge base within one's chosen profession with the disposition to engage in life-long learning. 4. Display adaptive thinking. 	<ul style="list-style-type: none"> • Acquire, conceptualize, and use evidence-based information from demonstrations and experiences in the basic and applied sciences including, but not limited to, information conveyed through online coursework, lecture, group seminar, small group activities, physical demonstrations, and clinical practice.

Functional Abilities	Examples
Develop Communication Skills	
<ol style="list-style-type: none"> 1. Communicate quickly and effectively in oral and written English. 2. Exhibit abilities for sensitive and effective interactions with patients (persons, families and/or communities). 3. Display abilities for effective interaction with the health care team (patients, their supports, other professional and non-professional team members). 4. Exhibit sense-making of information gathered from communication, oral and written. 5. Display social intelligence. 	<ul style="list-style-type: none"> • Read and record in patient records in English accurately and efficiently. • Accurately elicit or interpret information such as medical history and other info to adequately and effectively evaluate a client or patient's condition. • Accurately convey information and interpretation of information to patients and the health care team. • Effectively communicate in teams. • Connect with others to sense and stimulate reactions and desired interactions: <ul style="list-style-type: none"> • Employ empathy, perceive verbal and nonverbal cues, recognize and appropriately respond to emotions such as sadness, worry, fear, and anger in patients. • Elicit pain levels from patients, provide patient teaching, and report changes in patient status to other members of the health care team.
Observe, Collect and Analyze Data	

Functional Abilities	Examples
<ol style="list-style-type: none"> 1. Observe patient conditions and responses to health and illness. 2. Assess and monitor health needs. 3. Observe and interpret verbal and nonverbal cues. 4. Implement computational thinking. 5. Analyze radiographic findings in relation to imaging factors, image quality and anatomical orientation. 	<ul style="list-style-type: none"> • Obtain and interpret information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc. • Identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving and coming to appropriate conclusions and/or courses of action. • Obtain and interpret radiographic information and modify exam as indicated by findings. • Measure, collect, and analyze written, verbal and observed data. • Conceptually visualize anatomy and pathology in three dimensions. • Follow safety protocols to minimize radiation exposure to patients, themselves, and others in the vicinity. • Adhere to federal, state, and institutional regulations regarding radiologic procedures and radiation safety. • Maintain accurate records of procedures performed and the amount of radiation used. • Position patients correctly to obtain the best quality images while ensuring their comfort and safety. • Shield patients from unnecessary exposure to radiation by using protective devices.
<p>Demonstrate Cognitive Knowledge and Comprehension of Information</p>	

Functional Abilities	Examples
<ol style="list-style-type: none"> 1. Demonstrates the following elements of cognitive understanding: knowledge of subject matter, mental skills; observable and unobservable skills, such as comprehending information, organizing ideas, and evaluating information and actions for persons, families, and/or communities across the health continuum within the associated environments of care. 2. Display intellectual and conceptual abilities to accomplish the essential tasks of the medical assistant professional program: <ol style="list-style-type: none"> a) Observing b) Organizing Ideas c) Comprehending d) Evaluating information 	<ul style="list-style-type: none"> • Literacy in, and ability to, understand concepts across disciplines. • Represent and develop tasks and work processes for desired outcomes. • Recognize and respond to critical radiographic findings. • Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
Incorporate Appropriate Professional Attitudes and Behaviors into Radiography Practice	
<ol style="list-style-type: none"> 1. Demonstrate concern for others, empathy, composure, integrity, ethical conduct, accountability, interest, and motivation. 2. Employ interpersonal skills for professional interactions with a diverse population of individuals, families and communities. 3. Employ interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professionals and team members. 4. Display skills necessary for promoting change for quality health care needs. 5. Maintain the emotional health required to: sustain full capacity of intellectual abilities; exercise good judgment; complete responsibilities related to patient care in a timely manner; development and maintain professional, culturally sensitive, and effective relationships with patients. 	<ul style="list-style-type: none"> • Maintain effective, professional, and sensitive relationships with clients/patients, students, faculty, staff, and other professionals under all circumstances while protecting patient confidentiality. • Make proper judgments regarding safe and quality care. • Function effectively under stress. • Demonstrate professional role in interactions with patients, intra and inter-professional teams. • Operate in different cultural settings. • Work productively, drive engagement, and demonstrate presence as a member of a health care team. • Demonstrate the ability to be aware of, and appropriately react to, one's own immediate emotional responses and biases. • Adapt to changing environments, display flexibility, and learn to function under conditions of uncertainty inherent in clinical practice. • Accept appropriate suggestions and criticisms, and respond by modifying behavior when necessary.

Non-Discrimination Statement

The Christ College of Nursing and Health Sciences is committed to a policy of non-discrimination on the basis of race, color, creed, national origin, citizenship, religion, ethnicity, age, gender, gender identity, genetics, marital status, sex, pregnancy, sexual orientation, military or veteran status, disability, or any other status protected by federal, state, or local law (collectively, “protected statuses”) in the administration of its educational, recruitment, and admissions policies; scholarship and loan programs; or other College-administered programs. All institutional processes and policies are in compliance with applicable federal, state, and local laws and regulations related to discrimination.

Title IX

For more information about who can handle specific inquiries regarding non-discrimination policies, contact the Dean of Student Affairs and Title IX Coordinator (Meghan.Hollowell@TheChristCollege.edu) and/or [click here to access Compliance Bridge](#) and search Non-Discrimination Statement.

Associate of Applied Science Radiography

Program Description

The Associate of Applied Science Degree in Radiography program is to prepare graduates who are competent in the art and science of radiography. The comprehensive curriculum consists of a broad base of knowledge and diverse clinical experiences within cognitive, psychomotor, and affective learning domains. The program is a careful blend of didactic, laboratory, and hands-on clinical experience that prepares the successful graduate to enter the workforce as an entry-level radiologic technician and to pass national exams that lead to credentialing.

Program Learning Outcomes:

A graduate of the Associate of Applied Science in Radiography program at The Christ College of Nursing and Health Sciences will be able to:

- PO 1. Apply positioning skills. (ILO 1, 4, 5)
- PO 2. Select appropriate technical factors. (ILO 1, 5)
- PO 3. Practice radiation protection. (ILO 1, 4, 5)
- PO 4. Use effective oral communication skills in the clinical environment. (ILO 1, 3, 5)
- PO 5. Practice written communication skills. (ILO 1, 3, 5)
- PO 6. Manipulate technical factors for non-routine examinations. (ILO 1, 4, 5)
- PO 7. Adapt positioning for trauma patients. (ILO 1, 4, 5)
- PO 8. Determine the importance of continued professional development. (ILO 1, 2, 5)
- PO 9. Understand appropriate ethical decisions. (ILO 1, 2, 5)

Rigor of Radiography Program

The Rad Tech program is very rigorous, demanding determination, stamina, personal planning, and time devoted to study. Preparation for both theory and clinical activities requires fulltime effort. Therefore, students are encouraged to reduce employment to a minimum to maintain the education focus. Clinical days and hours will vary each semester. Flexibility of time as well as reliable personal transportation is

required. Time management is a key to student success. Each student is responsible for meeting program requirements, including availability for assigned clinical experience. Clinical experiences begin in the fall semester. Time commitment will range from 1–8-hour day to 3-8 hour days each semester. Therefore, flexible work scheduling and childcare arrangements are essential. Clinical courses, (i.e., those involving clinical experience), require additional study time beyond the actual scheduled classroom and clinical hours.

Radiography Program Curriculum/Major Requirements

The Christ College of Nursing and Health Sciences AASR program was developed utilizing recommendations from the Joint Review Committee on Education in Radiological Technology (JRCERT). Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare.

The Standards require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). The JRCERT Standards incorporate many of the regulations required by the USDE for accrediting organizations to assure the quality of education offered by higher education programs. Accountability for performance and transparency are also reflected in the Standards as they are key factors for CHEA recognition. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process not only helps to maintain program quality but stimulates program improvement through outcomes assessment.

Radiology Program Standards

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- Explanation - provides clarification on the intent and key details of the objective.
- Required Program Response - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- Possible Site Visitor Evaluation Methods - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation in determining compliance with the particular objective. Review of supplemental materials and/or interviews is at the discretion of the site visit team. Regarding each standard, the program must:
 - Identify strengths related to each standard
 - Identify opportunities for improvement related to each standard

- Describe the program’s plan for addressing each opportunity for improvement • Describe any progress already achieved in addressing each opportunity for improvement

- Provide any additional comments in relation to each standard The self-study report, as well as the results of the on-site evaluation conducted by the site visit team, will determine the program’s compliance with the Standards by the JRCERT Board of Directors

Course Number	Course Name	Credit hours	
MAT 105	College Algebra	3	
HLSC 101	Medical Terminology	3	
PHY105	Introduction to Physics	3	
RAD 114	Introduction to Radiography	2	
RAD 116	Radiographic Anatomy and Positioning I	2	
RAD 116CL	Radiography Clinical Practicum I *	1	14 credits
ENG 101	English Composition	3	
BIO102	Structure and Function of the Human Body	4	
RAD 123	Radiographic Anatomy and Positioning II	3	
RAD 123CL	Radiography Clinical Practicum II	2	
RAD 127	Radiographic Equipment and Computers	3	15 credits
COM 110	Introduction to Interpersonal Communication	3	
BIO 104	Advanced Structure and Function	4	
RAD 132	Radiographic Anatomy and Positioning III	3	
RAD 132 CL	Radiography Clinical Practicum III	2	
RAD 133	Radiographic Pathology	2	14 credits
PHI103	Introduction to Ethics	3	
SOC 101	Introduction to Sociology	3	
RAD 227	Radiographic Anatomy and Positioning IV	2	
RAD 227CL	Radiography Clinical Practicum IV	3	
RAD 228	Radiographic Imaging and Analysis	3	14 credits
xxx	General Education Elective (example – IS200,)	1	
RAD 234	Radiographic Anatomy and Procedures V	2	
RAD 234CL	Radiography Clinical Practicum V	3	
RAD 236	Radiation Safety	2	8 credits
	Total credit hour for program	65	

*CPR- must have certification to enter clinical

Course Descriptions

For a description of the above-identified courses in the curriculum, [click here](#) to access the Course Catalog.

Graduation Requirements

Students must complete required 65 credit hours of course work in the AASR Curriculum with a minimum grade of “C” or “S.” All required documentation must be completed, signed, and returned to the required faculty/department in a time manner as outlined. Graduates are encouraged to attend and participate in the college graduation ceremony.

Rad Tech Grading Policy (Should mirror DMS)

Minimum Passing Grades: A minimum grade of “C” or “S” must be earned in all radiography and general education courses. The formula for calculating grades is delineated in each course syllabus.

Rad Tech Grade Scale:

To successfully complete any course at The Christ College of Nursing and Health Sciences, a grade of at least a “C” or higher must be achieved. Please note a grade of “D” or lower constitutes a failing grade.

Letter grades are assigned to the final course grade according to the following:

Percentage	Letter Grade
96 – 100 %	A
92- 95.9 %	A-
88-91.9 %	B+
84-87.9 %	B
80-83.9 %	B-
78-79.9 %	C+
76-77.9 %	C
68-75.9 %	D
>67.9	F

NOTE: Percentages are not rounded up before conversion to letter grades.

Refer to course syllabi for more information about how grades are assigned in general education courses.

For more information about letter grades, grade point average, term and cumulative averages, incomplete courses, and non-attendance failures, please [click here to visit the Compliance Bridge Policy Portal](#) and search Assignment of Grades.

For more information about the assignment and definition of credit hours, please [click here to visit the Compliance Bridge Policy Portal](#) and search Credit Hour.

Faculty Responsibilities:

The faculty is responsible for consistent application of the grading policy and for following grading procedures.

- Students must be informed of how they will be evaluated at the beginning of each course via the course documents. A portion of time in the first class of each course will be used to verbally explain evaluation methods and other policies stated in the course documents course documents will be posted on blackboard. Any addition to those documents will be posted and an announcement of the changes will be made in class and/or via Blackboard as well.
- Grades are to be submitted to the Registrar in accordance with college policy.

Student Responsibilities:

- Read and follow policies outlined in the course documents and course information posted on Blackboard.

Requirements for RADIOGRAPHY Program Progression

First Year Curriculum – Semesters 1 and 2 of Technical Sequence

Students are accepted into the core curriculum of the program as a cohort class once per academic year. To progress into the second year (clinical level) of the program, the student must earn a letter grade of “C” or above in all curriculum courses to continue in the sequence. This includes technical and non-technical courses. If a student earns less than a “C” in a ***non-technical course***, *he/she must report the failure to the program director and repeat the course as soon as it is again offered (the following semester)*. It may become necessary for the student to withdrawal from the technical sequence if he/she has not successfully passed non-technical courses that serve as prerequisites to specific technical courses. Non-technical courses may not be repeated more than two times within a five-year period. Additionally, courses offered in sequence must be taken in the designated order.

Second Year Curriculum – Semesters 3 – 5 of Clinical Level

To register for clinical level courses, the student must meet the following requirements:

- Completion of all first-year curriculum courses with a “C” or better
- Cumulative GPA of 2.5 or better at the beginning of the third semester
- Cumulative GPA of ≥ 2.5 (*to remain in the clinical level*)
- Student health records must be complete and up to date (physical, TB test and immunizations, etc.)
- Drug testing must be completed as outlined in the RADIOGRAPHY enrollment steps. Click here to review [Enrollment Steps](#). Clinical agencies may require additional drug testing beyond enrollment if abuse is suspected.
- Immunization requirements outlined in the RADIOGRAPHY [Enrollment Steps](#).
- Basic Life Support (BLS) also known as Cardiopulmonary Resuscitation (CPR) is required.
 - All students are required to obtain and maintain CURRENT/ACTIVE certification for American Heart Association (AHA) BLS for Healthcare Providers. ARC is accepted if that is what your employer offers, you must provide proof that ARC for healthcare providers with a hands-on component was completed.
 - Certification from online programs are not accepted.

- Students will submit a copy of the current CPR card prior to the beginning of the first clinical course RADIOGRAPHY C 281.
- Students will be suspended if not submitted or certification expires.
- Mandatory Health Insurance
 - Facilities used by The Christ College of Nursing and Health Sciences to provide clinical learning experiences require that students have personal health insurance.
 - All students are expected to provide verification of such coverage prior to beginning clinical courses.
 - It is the student's responsibility to obtain and maintain insurance coverage.

To be eligible for program completion, the student must complete all courses in the RADIOGRAPHY curriculum with a grade of C or better and a minimum GPA of 2.5.

Program Dismissal:

Non-Academic Dismissals:

Program dismissal may result in the event of (but not limited to) the following:

- Students who test positive for controlled substances
- Students who have not obtained the required criminal background, health physical, immunizations and medical tests necessary by stated deadlines.
- Students whose background check and/or drug screening is not compliant with program requirements.
- Students who fail to follow the Student Code of Conduct, as stated in the College Catalog For the full Student Code of Conduct, [click here](#) to access the Compliance Bridge Policy Portal and search Code of Conduct.
- Students who fail to comply with policies stated in the Radiography Technology Program Handbook, course syllabi, documents and/or College Catalog
- Students not adhering to the Professional Code of Conduct in the clinical facilities.

Academic Dismissals:

Program dismissal will result in the event of (but not limited to) the following:

First Year Students – Semesters One and Two

- Students with less than an overall GPA of 2.5 may not remain in or register for second year, clinical level RADIOGRAPHY courses.
- Students with a grade of less than C in a technical course will be dismissed from the technical sequence.

Second Year Students – Semesters Three - Five

- Students that receive grades of “D”, “F”, “U”, or “W” for any technical course may be dismissed from the program.
- The inability to maintain an *overall GPA of 2.5* for all courses attempted at the college will result in dismissal from the program.

RADIOGRAPHY Course Remediation

Remediation is the act or process of correcting a deficiency. Students who are unsuccessful with *one* RADIOGRAPHY course during the curriculum courses *may* be eligible for remediation. Remediation is a one-time opportunity throughout the duration of the program. Eligibility will be determined at the discretion of the course instructor, clinical coordinator and/or program director.

Didactic Remediation:

- RADIOGRAPHY course failure of only one RADIOGRAPHY course within that semester with a final grade of $\geq 76\%$. Grades will not be rounded up.
- Student must have earned a grade of A or B in the prerequisite course(s) of the failed course.
- Student has initiated and followed through on meeting with the course instructor after each failed exam or scan proficiency.
- Student must have acceptable, passing grades in all other curriculum courses.
- Successful completion of all clinical competencies due to date
- No unexcused missed clinical days
- No other affective behavioral or professional issues in the program

Students who are eligible for remediation will receive an incomplete for the course. Students will be required to complete additional assignments and assessments. Students may be required to complete the process prior to the beginning of (during the semester break) or during the next semester. Remediation will consist of assignment(s) and or assessment testing and must be passed with a grade of 76% or better.

Clinical Course Remediation:

Students who experience difficulty in the clinical environment as reported or observed by the preceptor, clinical instructors or the program faculty must adhere to the following guidelines:

- First offense will require a meeting with the clinical coordinator and possibly the program director. A written incident report will be provided to the student with the meeting summary and action items to be completed.
- Second offense (of the same or different nature) will result in a clinical hearing. Students may not be able to return to the clinical environment until a hearing determination has been reached.
- Students demonstrating below average performance and/or receives a non- passing grade during any point in the semester, for the clinical portion of the program, will be referred to the health excel coordinator to conduct a clinical hearing. The clinical hearing is designed to formulate a plan of action the student must follow to improve performance. All action plans are approved by the division dean. The clinical grade is determined by scanability, affective and professional behavior. Students are responsible to adhere to the plan of action. Failure to do so is subject to program removal.

Non-Academic Voluntary Withdrawal

Voluntary program withdrawals will be evaluated on an individual basis and re-entry will be subject to the discretion of the program director and faculty.

For more information on policy relative to Leaves of Absence, [click here](#) to access Compliance Bridge Policy Portal and search Leave of Absence. For information on Non-Continuous Enrollment, [click here](#) to access and search the College Catalog.

Readmission

Re-admission to the Radiography Technology Program is determined by the RADIOGRAPHY Readmission Committee. Readmission is not automatic or guaranteed. Students seeking readmission must apply in writing within one year of leaving the program. Students must also adhere to the following:

- The student must submit a letter to the Program Director addressing the reason for the previous failure or withdraw. It is the student's responsibility to demonstrate that the reason(s) for the previous failure/withdraw has been altered and that the student has a strong probability of successfully completing the program at this time.
- The student must have a minimum cumulative GPA at TCCNHS of 2.00 to request readmission.
- Because all clinical competencies and clinical training verification expires within one year, some or all clinical courses must be repeated. All clinical competencies previously earned must be repeated.
- The committee may request a personal interview with the readmission candidate for clarification.
- Students may apply only once for re-admission into the RADIOGRAPHY Program.
- Students dismissed due to didactic course failure or withdrawal may apply for readmission depending on circumstance.
- Students dismissed from the program due to behavioral or unprofessional conduct are not eligible for readmission.
- Students will be considered for readmission based on available space, available clinical facility space and previous didactic and clinical performance. Readmission into the RADIOGRAPHY program is not guaranteed. Readmission is dependent on available "seats" in the RADIOGRAPHY program. Clinical placements are limited with priority given to enrolled RADIOGRAPHY students.
- The decision of the committee will be final.

Students who earn a grade of **D, F, U** or **W** due to extenuating circumstances, from any program technical or clinical course, will not be permitted to continue until they successfully complete the course. Because the courses are offered once each year, students may not be academically or technically ready to start that course a year later. To address this issue, students who are out of the program for one year for academic or personal reasons will be required to demonstrate competency in the prerequisite courses in one of the following ways:

1. Students must have earned an A or B in the semester courses preceding the failed course (i.e. all technical course prerequisites) and must display competency in the course material by earning a score of 80% or better on a comprehensive exam and/or lab competencies of the

prerequisite course(s) prior to reinstatement to the program. Documentation must be provided with your reinstatement information.

2. Students who earned a C or less in the technical course prerequisites must display competency in the prerequisite course material by either: earning a score of 80% or better on a comprehensive final exam and/or lab competencies of the prerequisite course(s) prior to reinstatement to the program; Or by auditing or retaking the prerequisite course(s) and earn a grade of B or better in the prerequisite course(s) prior to being granted reinstatement. Documentation must be provided with your reinstatement information as soon as grades are available. The committee will review all other documents prior and may grant contingent reinstatement based on the final grade outcome.

Students who meet the above requirements **will be eligible to apply** for reinstatement.

Reinstatement will be granted based on a reinstatement committee recommendations **and** space availability. Reinstatement is not guaranteed to any student. Once reinstatement is granted, successful completion of bridge course(s) and/or audit of previous RADIOGRAPHY courses may be required. All bridge course schedules will be determined by the program director and instructors. Students will be required to pass scan proficiencies prior to being placed in a clinical rotation.

It is the student's responsibility to maintain contact with the appropriate program faculty to formulate a suitable plan for success. We suggest emailing or calling regularly until you have been granted or denied acceptance. If reinstatement is not granted, students may re-apply to the program and follow the current RADIOGRAPHY progression requirements. Students returning after an absence of more than one year will be required to repeat all RADIOGRAPHY technical curriculum courses.

Radiation Safety

Radiation Safety Plan & Protocol

Radiography technology students are expected to wear their radiation *dosimeters while in the lab (during all energized activities) and the clinical setting.* Dosimeters will be provided to the students from the Individual Responsible for Radiation Protection (IRRP) on a quarterly basis.

Dosimeters must be worn and stored as directed by the manufacturer. Any lost dosimeter must be reported to the Program Director/Clinical Coordinator immediately. If a temporary dosimeter is unavailable, the student will not be allowed to participate in energized laboratory experiments or clinical practicum until this has been received.

Protection measures of time, distance, and shielding to keep personal radiation exposure As Low As Reasonably Achievable (**ALARA**) are expected to be followed under all circumstances. Basic radiation instruction, explanation and interpretation of radiation exposure reports will be discussed during the radiation protection course RAD 114. Additionally, occupational dose limits for students (and students under 18 years old) will be covered in the curriculum.

The Christ Hospital Health Network (TCHHN), Quality Assurance Committee (QAC), also know as the Radiation Safety Committee (RSC), the Certified Radiation Expert (CRE) and/or the College Program Director/Clinical Coordinator will review the radiation monitoring reports for all students. These

radiation exposure reports are given to each student annually and can be obtained by the Program Director/Clinical Coordinator upon request from Director of Imaging services at TCHHN. Should the radiation exposure for an individual student exceed

125mrem in any given quarter, the student will be counseled per the Mercy College Radiation Protection Policy. Radiation protection practices and the student clinical schedule will be reviewed to attempt to determine where/how the student received the exposure. A Counseling Form will also be completed and placed in the student's file. Students shall not exceed state and federal guidelines for radiation exposure.

A portion of the Radiation Protection Plan is available in Compliance Bridge.

DOSIMETER USAGE RESPONSIBILITIES

Responsibilities of the student include:

- Wearing a non-expired, student-issued radiation monitoring device during energized lab experiments and clinical practicum.
- Reporting the loss or damage of a monitoring device to the Clinical Coordinator immediately. Without a monitor, students MAY NOT participate in fluoroscopy, surgery, portable, or any potential ionizing radiation exposure area.
- College issued DOSIMETERS are only to be used for college requirements. If external employment is gained and it warrants the use a radiation monitoring device, this must be a separate device provided by the respective employer.
- Devices are not to be worn if the student technologist is undergoing a personal diagnostic imaging procedure as a patient.
- Students are to leave their clinical DOSIMETERS at the clinical site and stored on the dosimeter badge boards provided by the College, when not being used. However, when students rotate to outpatient imaging facilities, the DOSIMETER should go with the student for that rotation and then be returned to the storage board.

Responsibilities of the college employee assigned as the IRRP include:

- Annual distribution of DOSIMETER readings in the first quarter of the calendar year o Student will be asked to sign an acknowledgment statement
- A final DOSIMETER reading upon availability of the report after the student has completed the Program via mail
- Quarterly, designated college personnel will pick up expired DOSIMETERS from the clinical sites and exchange them with the new DOSIMETERS for use throughout that quarter.

PROGRAM PREGNANCY POLICY

Pregnant students should refer to the Pregnant Student policy in the College Catalog for guidelines and associated procedures for the protection and equal treatment of pregnant individuals or persons with pregnancy-related conditions at The Christ College. According to this policy, a

student who is pregnant is strongly encouraged to notify the College as soon as possible; however, the choice to declare a pregnancy is necessary for the safety of the student and unborn infant.

Because of the nature of the Radiologic Technology program, students in this program should be aware of the following information. The National Council on Radiation Protection (NCRP) recommends that the Dose Equivalent Limits for a declared pregnant radiation worker (students above 18 years of age) should be limited to 0.5 rem (5 mSv) for the entire gestation period. Also, the recommendation is that no more than 0.05 rem (0.5 mSv) be received by the embryo/fetus in any one month.

Academic Advising

ATTENTION: All students must schedule a meeting/planning session with an Academic Advisor prior to registering for classes.

Academic advisors are available through The Christ College of Nursing and Health Sciences through the Department of Student Success and in the Radiography Technology program preferably by appointment however, advisors are available on-site to assist when needed. Students are responsible for seeing an advisor to review program progress/completion and to discuss problems they might be facing.

Faculty of the program attempt to maintain an “open-door” policy for students; however, students are advised that the recommended and best policy is to schedule an appointment with their Advising Coach to ensure that adequate time is available to discuss their situation. Students can [click here](#) to make an appointment with their Advising Coach.

RADIOGRAPHY Course Attendance Policy

A primary learning outcome of both the College and the RADIOGRAPHY Program is the demonstration of student accountability through responsible self-directed behaviors consistent with the ethics and standards of radiography and patient care. Active participation in class and clinical is essential. Consistent attendance offers the most effective opportunity for students to gain command of radiography concepts and material. Daily attendance, prompt arrival, a positive attitude, respect, and active participation are expected.

- 100% attendance and prompt arrival are expected.
 - Attendance is taken in every class.
 - At course faculty’s discretion, students may be asked to sign an attendance sheet daily to document their presence in class. It is the student’s responsibility to make sure s/he signs the attendance record.
- Class Absence
 - There may be justifiable reasons for missing a class. These are generally restricted to illness, a family crisis, attendance at a family funeral, etc.
 - Documentation may be requested.

- If a student knows in advance that a class will be missed for any reason, s/he must notify the faculty before the class meets. If there is a last-minute emergency, students must notify the faculty as soon as possible.
- Students are responsible for any information and/or material missed due to absence.
- Impact of Absence
 - The consequences of missed activities, assignments, assessments, quizzes, and course exams will be addressed by course faculty and within course syllabi.
 - The consequences for absence and tardiness will be addressed in the course syllabus.
 - A full letter grade reduction of the final course grade may result:
 - After four absences in courses that meet three times a week.
 - After three absences in courses that meet twice a week.
 - After two absences in courses that meet once a week.
- Online and Hybrid Courses
 - Attendance is expected for all face-to-face class sessions for hybrid courses
 - Active participation is expected in all online activities, assignments, and projects.
 - Consequences of non-participation will be at the discretion of course faculty.

RADIOGRAPHY Grading Policy

1. Students must achieve a 'C' or higher in all RADIOGRAPHY program courses. Refer to the syllabus for course grading scale. Percentages are not rounded up before conversion to a letter grade.
2. The student must achieve a Satisfactory clinical rating in clinical radiography courses.
3. Students may request a conference with course faculty to discuss grades.
4. No special assignments or extra credit is provided to compensate for poor grades.
5. Final letter grades are posted in Jenzabar(J1).

Exams, Quizzes, and Assignments

1. The course syllabus lists the number of exams, assignments, and quizzes to be administered during the course as well as the weighted value assigned for grading. Based on student learning needs, faculty may make changes to the number of assignments, quizzes, and/or exams administered.
2. Course faculty reserves the right to assign penalties for late coursework which will be stated in the course syllabus.

Academic Integrity and Honesty

The radiography students are always expected to demonstrate honesty and integrity. For the full TCC Honesty and Integrity Policy, [click here](#) to access Compliance Bridge and search Academic Honesty and Integrity.

RADIOGRAPHY Clinical Attendance Policy

A primary learning outcome of both the College and the RADIOGRAPHY Program is the demonstration of student accountability through responsible self-directed behaviors consistent with the ethics and standards of radiography. Active participation in class and clinical is essential. Consistent attendance offers the most effective opportunity for students to gain command of radiography concepts. Daily attendance, prompt arrival, a positive attitude, respect, and active participation are expected.

1. Clinical attendance is mandatory. All experiences are designed to facilitate the transfer of theoretical knowledge to clinical practice. Missed hours can prevent adequate development and assessment of the required knowledge, skills, attitudes, behaviors, and clinical judgment. Absence from clinical jeopardizes the student's ability to successfully meet the required clinical radiography course outcomes.
 2. Time management is a necessary professional skill and punctuality is expected in professional workplaces. Important information affecting patient care is communicated to students at the start of clinical experiences. Therefore, tardiness for clinical experiences jeopardizes the student's ability to provide safe patient care. Students are required to arrive on time for clinical and stay for the entire time allotted for that clinical experience.
- A. The clinical faculty has the responsibility to ensure patient safety is not compromised. Therefore, any student unable to participate fully to provide safe and effective care to patients will be dismissed from the clinical experience and incur a clinical absence as defined below.

Definitions

1. **Clinical absence** is defined as missing one (1) clinical day per clinical radiography course.
2. An **approved absence** from clinical does not constitute a clinical absence as defined above.

Approved absences are reserved for:

- a. Military duty.
- b. Death of an immediate family member.
- c. Required presence at a mandatory court appearance.
- d. Attendance at national, regional, or local College-sponsored events.

The determination of the student's ability to meet clinical outcomes following an approved absence will be made on an individual basis by the clinical faculty, course lead, and/or RADIOGRAPHY Program Director.

2. A **clinical tardy** is defined as arriving 1 to 59 minutes after the start of the clinical day or leaving 1 to 59 minutes prior to the end of the clinical experience.
 - a. Two tardies of 1 to 59 minutes after the start of the clinical day or leaving less than one hour prior to the end of the clinical experience are equivalent to one (1) clinical absence.
 - b. Arrival 60 minutes or more after the start of the clinical day or leaving more than 59 minutes prior to the end of the clinical experience constitutes one (1) clinical absence.

Notification of Clinical Tardy or Absence

1. All students are responsible for notifying their assigned unit/agency and their clinical faculty of a clinical absence at least 30 minutes prior to the scheduled clinical start time.
2. Failure to make appropriate notifications may result in a Clinical Learning Contract for lack of accountability and professionalism.

Consequences of Clinical Tardy or Absence

1. More than one (1) clinical absence may constitute failure of that RADIOGRAPHY clinical course. In the case of clinical failure for accruing more than one (1) clinical absence, the student may not be permitted to return to class or clinical.
2. The clinical faculty maintain the official student attendance record, which is noted on the student's Clinical Evaluation.
3. Students are responsible for tracking their own absences and tardiness. Failure to do so reflects a lack of accountability and professionalism.

Clinical absences will be made up with alternate assignments at the discretion of clinical faculty and the appropriate course lead. Approved absences, as defined above, are not required to be made up with alternate assignments.

RADIOGRAPHY Dress Code Policies

It is the position of the Radiography Technology program that professional appearance and demeanor are a demonstration of self-respect, respect for the patient, and respect for the profession of radiography. As representatives of the profession of radiography and of the College, students are expected to follow the dress code as outlined.

A clinical dress code is necessary for the purposes of infection control and safety for patients and students in clinical settings.

The RADIOGRAPHY Program clinical uniform must be purchased through the College's designated vendor. Instructions for the purchase of uniforms will be provided by the Program Director prior to the start of clinical experience.

All Clinical Activities

The following items must be readily available or observed during all clinical activities.

1. Picture ID badge with name facing outward at the collar.
2. Hair
 - a. Hair color must fall within natural occurring shades and be neat.
 - b. All hair lengths should be professional in style.
 - c. Hair longer than shoulder-length must be secured away from the face, off the collar.

d. Hair accessories, if required, should be professional in style, not excessive in size, and of a neutral color (white, navy, or Christ College logo). Christ College of Nursing headbands may be purchased through Joseph Beth.

e. Headwear may be worn if it is clean, and of neutral color (white, black, brown, or beige) and does not hang freely below the shoulders (i.e., turban). All headwear must fit under procedural head covering materials.

f. No hair ornaments (i.e., feathers) are permitted.

g. Facial hair must be neatly trimmed. Students without facial hair are expected to be cleanly shaven.

3. Natural fingernails must be clean, neatly manicured and support the functional use of hands and fingers.

a. Fingernails must be no longer than 1/4 inch from fingertip in length.

b. No artificial or long natural fingernails are permitted.

i. Artificial nails include, but are not limited to acrylic nails, overlays, tips, bonding, extensions, tapes, inlays, gels, shellac, and wraps.

c. Nail jewelry is not permitted.

d. Nail polish, if worn, must be clear and well maintained without chips.

4. Jewelry must be simple and professional and must not interfere with patient care or present a hazard to the student.

a. One ring or one wedding set may be worn.

b. Medic-Alert bracelet (if required) may be worn.

c. Two (2) pair of small post earrings or small hoop earrings in contact with the ear may be worn per ear. No space is permitted between the ear and hoop.

d. Facial piercing, Monroe or nose piercing must be a spacer of clear or natural skin tone color. Eyebrow, tongue, or lip piercing is prohibited.

e. No necklaces are permitted.

5. Makeup must be professional and worn in moderation.

6. No perfume, cologne, or scented lotions. Uniforms may not smell of smoke.

7. All visible body art must be completely covered.

8. Chewing gum during the clinical experience is prohibited.

B. Uniforms are required for the clinical experience:

1. For ALL students:

a. Student picture ID badge designated for The Christ College of Nursing and Health Sciences with name facing outward.

b. A fleece style jacket, royal blue, or white lab coat of the same material as the uniform may be worn for pre-conference, lunch breaks, and post-conference, but may not be worn while providing care.

c. Shoes

i. Fully enclosed, clean, non-permeable shoes with soft soles and heels, in good repair.

ii. Shoelaces must be clean.

iii. Athletic shoes must be approved by the Clinical Coordinator. No high-top athletic shoes, canvas, cloth fabrics, clogs with no backs, sling-backs, or crocs with holes are permitted.

d. Uniforms must not restrict movement. Skin must not be exposed while bending or moving.

2. Additional equipment:

- a. Conservative, inexpensive well-fitting wristwatch that displays hours, minutes, and seconds.
- b. Pens. Pens worn around the neck are prohibited.
- c. Radiological Dosimeter must be work according to standards and protocols. Each student will receive information regarding use and access of the dosimeter.

3. FEMALE students:

a. Scrub top and pants or skirt designated by the RADIOGRAPHY program of the same fabric, clean, freshly laundered, and free of wrinkles, stains, and odors which is of the appropriate size and fit and in good repair.

b. Skirt must be knee length (to knee or top of knee).

c. A plain, collarless, round-neck, freshly laundered, white short or long-sleeved shirt may be worn under the scrub top. No design, pattern, or thermal/waffle weave material may be worn. Short sleeves may not hang below the sleeve of the uniform top.

d. Full or half-length white or skin-toned slip must be worn with uniform skirt.

e. Plain black socks extending above the ankle (no exposed skin may show between sock and pants leg when the student is seated) when wearing uniform pants. No-show, ankle, or "flat" socks may not be worn.

f. No cuffs or gathering at bottom of pants.

g. Full-length, plain white hose (no patterns) when wearing uniform skirt. Socks may not be worn with hose.

4. MALE students:

a. Scrub top and pants designated by the RADIOGRAPHY program of the same fabric, clean, freshly laundered, and free of wrinkles, stains, and odors which is of the appropriate size and fit and in good repair.

b. A plain, collarless, round-neck, freshly laundered, white short or long-sleeved shirt may be worn under the scrub top. No design, pattern, or thermal/waffle weave material may be worn. Short sleeves may not hang below the sleeve of the uniform top.

c. Plain black socks extending above the ankle (no exposed skin may show between sock and pants leg when the student is seated). No-show, ankle, or "flat" socks may not be worn.

d. No cuffs or gathering at bottom of pants.

C. Specialty areas

- 1. Individual dress code as dictated by the specialty area.

2. Occupational, Safety and Health Administration (OSHA) standards prohibit hospital-provided scrubs to be worn outside of the hospital (i.e., home) to prevent cross contamination of patients and the public. Violation can lead to a fine for the hospital and student and result in failure of student learning outcomes related to functioning within the framework and policies of the College RADIOGRAPHY Program, and Agency.

Smoking Policy

There is no smoking permitted on the campuses of the clinical agencies during clinical experience. This includes electronic cigarettes. Uniforms may not smell of smoke.

Student Conduct While Providing Patient Care Policy

While providing care to patients in a clinical setting, a student shall essentially adhere to the following policies.

- A. A student shall implement measures to promote a safe environment for each patient.
- B. A student shall delineate, establish, and maintain professional boundaries with each patient.
- C. A student shall use standard blood and body fluid precautions.
- D. A RADIOGRAPHY student shall not:
 - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient.
 - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
 - c. Misappropriate a patient's property or engage in behavior to seek or obtain personal gain at the patient's expense.
 - d. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense.
 - e. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - f. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.
- E. Engage in verbal behavior that is sexually demeaning or may be reasonably interpreted by the patient as sexually demeaning, regardless of whether contact or verbal behavior is consensual, unless the patient is a student's spouse.
- F. A student shall not self-administer or otherwise take into the body any dangerous drug in any way not in accordance with a legal, valid prescription issued for the student, or self-administer any drug that is a schedule I controlled substance.
- G. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- H. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe patient care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- I. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe patient care because of a physical or mental disability.
- J. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- K. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception during practice.

- L. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- M. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- N. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- O. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Unsafe Practice Policy

- A. Purpose : To establish clear expectations regarding student performance in the clinical setting and to explain the consequences of unsatisfactory, unsafe, or unethical student clinical practice.
- B. Accountability Under the direction of the Chief Academic Officer and the Dean of Health Sciences, RADIOGRAPHY Program Director and all RADIOGRAPHY faculty will be responsible for implementing this policy.
- C. Applicability: This policy shall apply to every student enrolled in a clinical radiography course.
- D. Definitions
 - a. Unsatisfactory clinical practice is defined as a failure to perform up to the minimum standards established for the specific clinical experience.
 - b. Unsafe or unethical clinical practice is defined as an occurrence, event or pattern of repeated behavior that places the patient, family or other in jeopardy and/or at an unacceptable level of risk for physical, psychosocial, or emotional harm (Scanlan, Care, & Gessler, 2001). Every student in the program is expected to act in a safe and ethical manner.

Examples of unsafe or unethical practice include, but are not limited to:

- Negligence in patient care.
- Unprofessional behavior either in the lab/simulation setting, or at the clinical agency.
- Substantiated act(s) of patient abuse, either physical or verbal.
- Ongoing unsatisfactory performance documented by the clinical instructors.
- Neglect of duty with actual cause or potential to cause patient harm.
- Fraudulent or egregious acts.
- Demonstrated and /or documented incompetence.
- Personal conduct that adversely effects the learning environment and /or the instructor's ability to perform his/her responsibilities.
 - Exhibiting aggressive or intimidating behavior (e.g., Profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients/clients, or agency personnel.

- Falsifying a client's record.
- Violation of HIPAA regulations (i.e., breach of clients' confidentiality).
- Inadequate preparation for clinical responsibilities.
- Inability to recognize limitations and/or failure to seek appropriate help in time-sensitive situations.
- Dishonest communication with clients, families, faculty and/or agency staff.
- Denying responsibility for one's actions.

Confidentiality

Radiography Technology students will respect the privacy of all individuals encountered on campus and at clinical sites during the educational and professional experience. The students must hold all information concerning employees, students, and patients as strictly confidential. They may discuss this information only with medical personnel involved with the professional care of the patients and only in private patient care areas and conference areas. No patient identifiable records may be removed from any facility.

For more information on confidentiality of patient information, [click here](#) to access Compliance Bridge and search HIPAA.

Social Media

Online communication through social media and networking is a recognized form of daily communication. For more information on The Christ College's social media guidelines, [click here](#) to access Compliance Bridge and search Conduct in the Use of Social Media.

Equipment and Lab Maintenance

- After use of equipment and supplies all items should be returned to appropriate place.
- No equipment may be removed from the lab at any time.
- At the end of a lab session, students are expected to leave the laboratory in the order which includes:
 - Ensuring that all surfaces are clean
 - Making and straightening beds/exam tables
 - Returning models and equipment to appropriate location/spaces
 - Table and chairs are neat and in proper order and location
 - All trash and papers should be disposed of in proper manner
 - All equipment (IT/laboratory) should be returned to proper location
 - Mannequins must be secured on exam tables, chairs, or on carts
 - To conserve energy, lights are to be turned off when exiting classrooms

Inclement Weather and Other Emergencies

In the case of inclement weather or cancellation, refer to The Christ College policies regarding cancellations or delays.

[Click here to visit the Compliance Bridge Policy Portal](#) and search Emergency Action Plan. Aside from weather, the Action Plan also includes procedures for other emergencies like fire, tornado, active shooter, etc.

Clinical Rotations

The clinical education portion of the Radiography Program presents the student the opportunity to perform radiographic imaging/procedures under the supervision of qualified registered radiographers. Clinical rotations will begin the first year of the program. Clinical education centers vary in location and all students are expected to meet the same requirements. Students are responsible for transportation to and from clinical sites. Clinical experiences begin in the fall semester. Time commitment will range from 1-8 hour day to 3-8 hour days each semester. Therefore, flexible work scheduling and childcare arrangements are essential. Radiography students are assigned to the clinical rotations by the program director/clinical coordinator. Clinical Placements are determined by the program director/clinical coordinator and instructors' input on the students' needs and abilities.

Transportation

Students are to provide their own transportation for clinical experiences. Most clinical facilities are located throughout the Tri-State area although some may be as far as an hour and a half from campus. *Reliable transportation, as well as maintenance costs, should be planned for in advance of starting clinical rotations. If you experience an unexpected or temporary hardship and require some assistance for transportation costs, please [click here](#) to apply for hardship aid.*

Student Health Records

Physical Examination

Students are required to obtain a physical exam and drug screen through Employee Health of The Christ Hospital Health Network as a part of their [Enrollment Steps](#) (link) prior to the beginning of the RADIOGRAPHY program.

For more information about the requirements, [click here to visit the Compliance Bridge Policy Portal](#) and search Vaccination and Health Requirements. Additional testing may be required per agency policy and/or suspicion of drug or alcohol use, at the student's expense.

Protection from Blood Borne Pathogen Infections

RADIOGRAPHY students are required to provide care to patients in clinical settings during internship courses. This clinical practice assignment may include the care of patients with infectious diseases (HIV/AIDS) or other patients with infections transmitted by blood or body fluids if the instructor see the assignment as supportive to student learning. All students are required to follow guidelines established by the Center for Disease Control (CDC) and are required to follow [Occupational Safety and Health Administration \(OSHA\) Guidelines](#) (link).

To ensure safety and protection of all students from accidental transmission of the HIV or other infections transmitted by blood and bodily fluids, universal precautions as prescribed by the [CDC](#) (link) will be taught within the program theory and lab instruction.

The precautions are as follows:

- Use blood and body fluid precautions for all patients, since medical history and examination does not always provide reliable evidence of all patients' exposure to infection, HIV, and other fluid or blood-borne pathogens.
- Use of special precautions during pre-hospital and emergency care. The risk of blood exposure to health care employees may be increased and the infection status of the patient is generally unknown.
- Appropriate protective devices should be used to create a barrier between the student/employee to prevent exposure to skin and mucous membrane when in contact with blood and body fluids.
- Gloves should always be worn when in contact with blood, body fluids and mucous membranes. Handling items or surfaces soiled with blood or body fluids should always be handled with gloves on. Venipunctures and or other vascular access procedures always require the use of gloves.
- Masks and protective eyewear or face shields should always be worn during procedures likely to generate air-borne droplets nose and eyes.
- During procedures, gowns or aprons should be worn. (Procedures may generate splashes of blood or other bodily fluids).
- Always use caution to prevent injuries caused by needles, scalpels, and other sharp instruments. Always dispose of sharps in an appropriate manner in puncture resistant containers for appropriate disposal. To prevent needle sticks, needles should never be recapped, purposely bent or broken by hand.
- When doing CPR, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouth pieces and ventilation devices available in areas in which the need for resuscitation is predictable.
- Health care workers/students with open lesions or weeping dermatitis should refrain from all direct patient care and from handling equipment until condition resolves.
- Change gloves after caring for each patient, after procedures, as glove integrity cannot be assured with washing and repeated use.
- Proper handwashing prior to and immediately after patient contact is mandatory. Handwashing can help prevent illness. It involves five simple and effective steps (Wet, Lather, Scrub, Rinse, Dry). <https://www.cdc.gov/handwashing/> <https://www.cdc.gov/handwashing/show-me-the-science-handwashing.html>
- If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

Medical Situations

Any condition that impairs functioning and/or for which the student is currently being treated is to be individually evaluated by the faculty member, RADIOGRAPHY Program Director, and the Associate Dean,

Health Sciences or designee in regard to the student's ability to give patient care.

Infectious Conditions: If a student has symptoms of an acute communicable disease, arrangements are to be made for the student to be taken home or, if necessary, admitted to the hospital.

Surgery: If elective surgery is performed, upon return the student must be able to assume his or her full responsibility the first day of the return to class or clinical. A medical release submitted to the RADIOGRAPHY Program Director or designee, permitting a return to the College is required.

Hospitalization: Students who have been assigned to clinical areas and who have been hospitalized must provide a medical release to the RADIOGRAPHY Program Director or designee, upon return to class or clinical.

Illness and Convalescence: Any student under the care of a physician for an illness or condition that prevents attendance and/or full participation in the clinical experience is required to have a medical release signed by a physician stating that the student is capable of performing clinical activities with or without limitations. The medical release provides data for a final decision on a student's return to clinical by the faculty and RADIOGRAPHY Program Director or designee.

Medical Releases

Medical Release Without Limitations: A release stating that the student may return to clinical duty without limitations implies that, in the physician's opinion, the student's performance and function will not be a safety risk to patients, healthcare members or other students.

The release, signed by the student's physician should state: "(Student name) may return to clinical without limitations on (date)."

A medical release without limitations is required for a student to return to full participation in clinical activities.

Medical Release with Limitations: A medical release that includes limitations should have a detailed listing of the limitations and the timeframe for the limitations.

The student's return to full participation in clinical activities may be denied.

It will be up to the discretion of the clinical faculty and the RADIOGRAPHY Program Director or designee, to decide if the restrictions will interfere with patient safety and student safety and performance.

Student Injury

In the event a student sustains an injury during the clinical experience.

1. The student should report injury to clinical faculty.
 2. The policy at the clinical agency for reporting such injuries should be followed.
- A. If an injury occurs at The Christ Hospital the student must immediately report the injury to the practice/clinical manager. The practice/clinical manager will facilitate appropriate documentation (incident reporting via Midas internal reporting system) and will implement policies and procedures

as outlined by the hospital. Practice/clinical manager will report the injury to the RADIOGRAPHY program director/practicum coordinator.

1. If a visitor is injured on the premises of the hospital or the Medical Office Building in Mount Auburn, contact the practice/clinical manager and Safety and Security at 5-2222. The responding officer will investigate the event, complete a report, and communicate this information to the risk management department. The visitor should be encouraged to receive an initial evaluation in the TCH Emergency Department to determine the extent of injury and whether treatment will be necessary.
2. The visitor should be advised that the hospital Emergency Department will obtain all usual health insurance information at the time of registration and that the visitor's applicable insurer will be billed for this evaluation by the hospital and by physicians, such as the emergency room doctor and radiologist, for any necessary diagnostic testing and treatment.
3. Patient and visitor incidents at all other TCH Network locations should be reported using the organization's electronic incident reporting system. If a patient/visitor's injury is serious enough to require diagnostic testing or treatment not available at the location, call 911 for transportation to the nearest emergency department.
4. Risk Management will evaluate the circumstances of visitor incidents and may extend payment to health care providers for medical care or treatment not covered by health insurance which is reasonably related to an injury and to visitors for documented out-of-pocket expenses directly related to the injury.

Student Pregnancy Policy

A student who foresees any educational issues related to a pregnancy or due to parenting responsibilities is strongly encouraged to notify The College as soon as possible. By doing so, the student and College personnel can collaborate and develop an appropriate plan for the continuation of the student's education in light of the unique nature of The College's nursing and health sciences programs and their clinical requirements. Pre-planning can also help with particular challenges a student may face while pregnant, when recovering from childbirth, or due to parenting obligations (e.g., missed classes, make-up work, etc.). Please note, however, that the choice to inform

For precautions during clinicals see radiation procedures pg. 34-35.

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Pregnancy and Parenting Student Policy.

Disciplinary Standards and Procedures

The Christ College expects students to conduct themselves in a manner that reflects respect for others as well as themselves. The administration of TCC may suspend or terminate a student for incidences in which documented proof indicates that the behavior is inconsistent with the responsibilities of citizenship or the healthcare profession. TCC expects the conduct of its students on and off campus to be in accordance with the Code of Conduct.

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search Student Code of Conduct and/or Behaviors of Accountability. These documents outline expectations, disciplinary procedures, and possible sanctions. Additionally, student rights and responsibilities are outlined in the [College Catalog](#) (link).

Grievance and Fair Treatment Policy

All Radiography Technology students have the right to fair hearing when they perceive the policies of the program have been violated. The College also provides several means by which to have a complaint addressed.

For more information, please [click here to visit the Compliance Bridge Policy Portal](#) and search for Grievance and Fair Treatment and/or Complaint Policy.

Grade Appeal Process

Grade Appeal provides students with an opportunity to address a final course grade in question that does not coincide with the published grading policy in the course syllabus. Grade appeals are made on final grades and not based on faculty teaching, assessment, or judgment. If a student's failing grade will result in dismissal from the program or College, the student may make a final appeal to the appropriate Academic Dean.

For more information about grade and dismissal, please [click here to visit the Compliance Bridge Policy Portal](#) and search Grade Appeal Procedure and Dismissal Appeal Procedure.

Disability Compliance

The Christ College of Nursing and Health Sciences, in compliance with Section 504 of the Rehabilitation Act of 1973, does not restrict admission of any individual solely by reason of his or her disability. The College also provides accommodations to students with a documented disability.

For more information on Equal Access and the Accommodations process [click here to access Compliance Bridge](#) and search Academic Accommodations. The Accommodations application and relevant staff contact information can also be found on the [MyTCC Accommodations page](#) (link).

CHRIST COLLEGE OF NURSING AND HEALTH SCIENCES

AAS Radiography Technology

Student Handbook Verification Form – 2024-2025

I have obtained and read (or will read on-line version) of The Christ Hospital AAS Radiography Technology:

Associate of Applied Science Radiography Technology Student Handbook (Fall 2023-2024 Edition).

I have (circle one) scheduled an appointment OR have met/spoken with my faculty advisor prior to beginning of classes.

Please return the signed and dated form to the Program Director/Clinical Coordinator. This form will be placed in your student file for future reference.

Student Name – Printed Above

Student Signature Above

Date

Received in Program Director/Clinical Coordinator _____

Signed: _____