Radiologic Technology Student Handbook

Atlanta Technical College
1560 Metropolitan Parkway
Atlanta, GA 30310

2026-2028

Introduction

Welcome

Welcome to the Atlanta Technical College Radiologic Technology Program. We hope you will find this to be both a challenging but rewarding part of your life. Our goal is to always care for patients in the best possible way.

This handbook has been developed to introduce you to our program and to acquaint you with our policies. Please refer to this handbook often as it will guide through the program's expectations of you as students and future members of the healthcare team.

The information in the Handbook is subject to change due to changing circumstances; policies can be modified, superseded or eliminated. You will be notified of such changes through the usual channels.

Not every circumstance can be foreseen and areas not covered in this handbook will be addressed on an individual basis.

Danielle Hibbert
Program Director

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College Administration

President of Atlanta Technical College
Dr. Victoria Seals

Vice President, Student and Academic Affairs
Ms. Caroline Angelo

Academic Dean Health and Public Safety
Dr. Tamey T. Howard-Feltner
Brenda Watts Jones Allied Health Building
H118
404.225.4573

Clinical Education Settings and Personnel

Clinical sites and instructors can change throughout the semesters. Students will be notified of any changes as they occur from the clinical coordinator.

Clinical Education Setting	Address / Phone	Clinical Preceptors
Camp Creek Diagnostic Imaging Manager: Mr. Kim Christian 943-202-7607	3890 Redwine Road, Suite 104 Atlanta, GA 30331-5583 (404) 629-4700 404-629-4742	Paula Mathis
Piedmont Fayette Hospital Director: Ms. Kari Prince-Adams	1255 Hwy 54 W, Fayetteville, GA 30214 770-719-6950 770-719-6776	Patricia March
Piedmont Fayette Outpatient Manager: Lisa Jones	101 Yorktown Drive Suite 105 Fayetteville, GA 30214 770-719-6615	Debbie Curtin 770-716-1118
Piedmont Newnan Hospital Director: TBD	745 Poplar Road, Newnan, Georgia 30265 -- 770-400-4040 770-400-2109	Bethany Yeager McGuffy
Piedmont Newnan Outpatient Director: Ms. Rhonda Winkles	1755 Highway 34 East, Suite 1200, Newnan, GA, 30265 770-254-3265 770-254-3252	Kimberly Metzgler
Piedmont Newton Hospital Supervisor: Molly Price	5126 Hospital Drive Covington, GA 30014 770-385-4384	Sonia R. Smith Lead - Ja'Cole Crawford
Children's Healthcare of Atlanta Egleston Hospital (Arthur Blank) Director: Ms. Angie Wright Supervisor: Ms. Rebekah Mahon	1405 Clifton Road NE Atlanta, GA 30322 --404-785-6000 404-785-1286 404-785-1480	Lauren Hashemijam
Children's Healthcare of Atlanta Center of Advanced Pediatrics (CAP) Supervisor: Atif Khan 404-457-7651	CHOA CAP 1400 Tullie Road Atlanta, GA 30329 404-578-1337 404-785-8977	Lynette Grant

Children's Healthcare of Atlanta at Hughes Spalding	35 Jesse Hill Jr Dr SE Atlanta, GA 30303	Jennifer L. Hammond
Children's Orthopaedics and Sports Medicine - Douglasville Supervisor: Lorene Dial	6095 Professional Parkway, Building B, Suite 101 Douglasville, GA 30134 404-785-8161	Gail Whitworth
Children's Orthopaedics and Sports Medicine - Town Center Supervisor: Lorene Dial	605 Big Shanty Rd NW Kennesaw, GA 30144 404-785-8161	Heather M. Doherty Kimberly L. Peaster

Piedmont Rockdale Hospital Director: Jonathan Chavez Manager: Morris Threadcraft	1412 Milstead Ave NE, Conyers, GA 30012 (770) 918-3740 770-918-3174	Cynthia Smith 770-918-3300
WellStar Kennestone Regional Medical Center Director: April Gilreath	677 Church Street NE Marietta, GA 30060	Angela C. Barnett, R.T.(R) Christy A. Sinclair, R.T.(R) Glenda M. Sams, R.T.(R) Nataly E. Locklear, R.T.(R) Ricca Y. Dunklin, R.T.(R)
Concentra Morrow Assoc Dir Operations: LaTia Brown Center Director:	1500 Mount Zion Rd Morrow, GA 30260 678-422-8824 404-235-9248 (c)	Alyssa McClendon JaNalle C. Penn

WellStar Cherokee Health Park Imaging	1120 Wellstar Way Suite 104 Holly Springs, GA 30114	Kimberly D. Hartley , R.T.(R) (CT)
Southern Regional Medical Center Director of Education: Sharon Lawson-Mathis Director: TBD	11 Upper Riverdale Road, SW Riverdale, GA 30274 770-991-8392 770-991-8266 / 770-316-0770(c)	Stephanie Campbell
Atlanta VA Medical Center XR Sup. - TBD IVR Superv: Keith Holmes Affiliation Agreement Coordinator: Anthony Harwell	1670 Clairmont Rd. Decatur, GA. -- 404-321-6111 404-769-2092 ext.201982 ext.123784	XR – Tam Nguyen

Resurgens Orthopaedics McDonough Director: Katie Buice	5671 Peachtree Dunwoody Road, Suit 700 Atlanta, GA 30342	Kristy Hughes
Resurgens Orthopaedics Marietta Director: Katie Buice	61 Whitcher St #1100 Marietta, GA 30060	Marilyn Gonzalez
Resurgens Orthopaedics Decatur Director: Katie Buice	487 Winn Way #100 Decatur, GA 30030	La Toyisher Y. Ragland
WellStar Douglas Hospital	8954 Hospital Drive Douglasville, GA 30134	Brooke D. Denney Melissa D. Cobb
WellStar Spalding Regional	601 S. 8th Street Griffin, GA 30224	Darrell E. Baxter, R.T.(R)(CT)
WellStar Sylvan Grove Hospital	1050 McDonough Road Jackson, GA 30233	Amy N. Hadley, R.T.(R)(CT)
WellStar Vinings Health Park	4441 Atlanta Rd SE Suite 101/102 Smyrna, GA 30080	Donna L. Daniel, R.T.(R)(CT)
Piedmont Henry Hospital Manager: Shonda Reagan	1133 Eagles Landing Parkway Stockbridge, GA 30281	Richard (Rick) Poore
Piedmont Atlanta Hospital Manager: Jenny Wilson	1968 Peachtree Rd NW Atlanta, GA 30309 404-605-1048	Khoa Dang Nguyen Lauren N. Ketterer

Mission Statement and Program Goals

The mission of the Atlanta Technical College Radiologic Technology Program is to prepare competent entry-level radiographers able to function in the healthcare community.

Goal #1 Students will be clinically competent.
Student Learning Outcomes:

- Students/graduates will apply proper positioning skills.
- Students/graduates will select proper technical factors.
- Students/graduates will properly utilize radiation protection techniques (ALARA).

Goal #2 Students will communicate effectively.
Student Learning Outcomes:

- Students/graduates will demonstrate good written communication skills.
- Students/graduates will demonstrate good age specific oral communication skills.

Goal#3 Students will demonstrate good critical thinking and problem solving skills.
Student Learning Outcome:

- Students/graduates will adjust technical factors based on patient conditions.
- Students/graduates will adapt standard procedures for non-routine patients.
- Students/graduates will critique images to determine diagnostic quality.

Goal #4 Students will demonstrate professional demeanor.
Student Learning Outcomes:

- Students/graduates will demonstrate proper work ethics.
- Students/graduates will demonstrate a high level of engagement while in the clinical site.

The ARRT Code of Ethics

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, health care consumers, employers, colleagues, and other members of the health care 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 Radiologic Technologist conducts herself or himself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2. The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The Radiologic 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 sex, race, creed, religion, or socioeconomic status.

4. The Radiologic 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 Radiologic Technologist assesses situations; exercises care, discretion, and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The Radiologic Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing the Radiation exposure to the patient, self, and other members of the health care team.

8. The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality Radiologic technology care.

9. The Radiologic Technologist respects confidences entrusted in the course of professional practice respects the patient's right to privacy and reveals confidential information only as required by law to protect the welfare of the individual or community.

The Radiologic Technologist continually strives to improve knowledge and skills by participating in continuing educational and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

Accreditation

Regional Accreditation

Atlanta Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Atlanta Technical College may also offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Atlanta Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Accreditation is the process of voluntary, external peer - review, in which a private, non - governmental agency grants public recognition to an institution or specialized program of study that meets established qualifications and complies with educational standards. The USDE maintains "the goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality.

There are two basic types of accreditation in the US institutional and specialized (programmatic). Institutional accreditation typically applies to the entire institution as a whole, that is, how the entire institution assesses the overall quality and integrity of itself. Specialized or programmatic accreditation applies to programs, or departments that are part of a larger institution. The accrediting agency's review is focused on the educational standards for a specific discipline to assure a well-structured, comprehensive curriculum is designed and implemented, a thorough self-evaluation or quality improvement plan is in place, qualified faculty are teaching within the program(s) , and assessment of student learning at the programmatic level.

The Atlanta Technical College Radiologic Technology Program is accredited institutionally through SACS-COC www.sacs.org. The program is also accredited through the Joint Review Committee on Education in Radiologic Technology www.jrcert.org.

The Joint Review Committee on Education in Radiologic 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 accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

(Effective 1.2021) 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:

Standard One: Accountability, Fair Practices, and Public Information
The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff
The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices
The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety
The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement
The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

For more information please contact
JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
mail@jrcert.org

Compliance with JRCERT Standards

Provision is made for students to make a complaint regarding the Program's non-compliance with the current Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards.

Responsibility:
Program Director, Advisory Committee
The JRCERT Standards assure that a program accredited by the JRCERT maintains a high quality in education for the students as well as protecting the student and public from unwarranted or unsafe policies or practices. Students are provided with a copy of the JRCERT Standards as a part of the Student Handbook after enrollment in the Program. Students have online access to the handbook at all times. Students may also access the Standards at the following URL address: https://www.jrcert.org/sites/jrcert2/uploads/documents/2021_Standards/2021_Standards_Radiography.pdf
A student who has an allegation that the Program is not in compliance with the current Standards is advised to complete the accompanying form and submit to the Program Director. It is the intent of the Program to have the Program Director and Advisory Committee resolve a student 's complaint of JRCERT noncompliance at a level as close to the problem as possible. Most problems should be resolved in an informal setting with the student and the Program Director. If the problem cannot be resolved informally, the student may request a hearing through the Advisory Committee.

STEP I
Student: A student who has a complaint of JRCERT noncompliance should identify the problem in writing by completing the accompanying form. The student shall submit a copy to the Program Director. The Program Director shall acknowledge receipt by signing and dating the form.
Program Director: It is the responsibility of the Program Director to act on the problem and respond to the student within five (5) days (excluding weekends and holidays), from receipt of the complaint of JRCERT noncompliance. The Program Director should consult with the JRCERT if necessary for better understanding of the Standards.

STEP II
Student: If the complaint is not resolved to the student's satisfaction in Step I, the student will give a copy to the Program Director who will send a copy of the complaint of JRCERT noncompliance to the Advisory Committee members.
Advisory Committee: Will investigate the complaint of JRCERT noncompliance and listen to the student's point of view as well as that of the Program Director, or person involved. Within five (5) days from the receipt of the complaint of JRCERT noncompliance (excluding weekends and holidays), the Educational Advisory Committee will give the student a written response to the complaint of JRCERT noncompliance and send a copy to the Program Director. The Advisory Committee should consult with the JRCERT if necessary for better understanding of the Standards.

If the student continues to have complaints of the Program's non-compliance with the JRCERT standards, then the student should directly contact the JRCERT to present the issue. The student should fax the complaint form and any subsequent documentation to the JRCERT office to assist the JRCERT in understanding the reason for the allegation.

Contact numbers: Phone (312) 704-5300 Fax (312) 704-5304

No student will be subject to reprimand or harassment as a result of initiating a complaint, providing testimony, or assisting a fellow student with the presentation of a complaint.

The Program will maintain a record of each complaint of JRCERT noncompliance, the proceedings and the resolution.

Professional Societies

The American Registry of Radiologic Technologists.

This is the certification body for Radiologic Technologists and other imaging professionals. ARRT certification is recognized by almost every state in the US. To become a registered radiologic technologist R.T. (R)(ARRT) the student must pass a certification examination, background check and show evidence through of clinical competency in the profession. The test is computer based and you are eligible to take the test immediately after you graduate from the program. The program encourages graduates to take the test as soon as possible following graduation. It is the student's responsibility to apply for and schedule the test. The background check looks at all incidences of felonies and high misdemeanors. Any incidents related to alcohol or drugs must be reported. A student may elect to submit a pre-application to the ARRT to receive a ruling about eligibility. For further information please contact:

American Registry of Radiologic Technologists
1225 Northland Drive
St Paul, MN 55120
651.687.0048

American Society of Radiologic Technologists

The American Society of Radiologic Technologists is the world's largest and oldest membership association for medical imaging technologists and radiation therapists.

ASRT members are the health care personnel who perform diagnostic imaging examinations and who deliver radiation therapy treatments. They may specialize in a specific area of radiologic technology, such as computed tomography, mammography, magnetic resonance imaging or nuclear medicine.

The ASRT provides its members with educational opportunities, promotes radiologic technology as a career, and monitors state and federal legislation that affects the profession. It also is responsible for establishing standards of practice for the radiologic science profession and developing educational curricula.

The ASRT is governed by an elected seven-member Board of Directors and a House of Delegates. The ASRT also has affiliate relationships with 54 state or local societies for radiologic technologists. These affiliate societies operate independently of the national organization, but ASRT provides them with assistance and guidance upon request.

The ASRT's mission is to give radiologic technologists the knowledge, resources and support they need to provide quality patient care.

Georgia Society of Radiologic Technologists

The purposes of the Society are to advance the science of radiologic technology, to assist in establishing and maintaining high standards of education and training, to elevate the quality of patient care, and to improve the socioeconomic welfare of radiologic technologists. Ongoing fulfillment toward these ends has perpetuated the growth of the Society since 1950 and serves to underscore current aims, which include:

•representing the profession radiologic technology by advancing the principles of the profession and the status of its members

•promoting professional and technological growth of its members

•fostering mutual cooperation and understanding between radiologic technologists and other external groups
•developing and maintaining high quality professional standards

•improving professional effectiveness by maximizing quality of patient care while minimizing quality of radiation exposure.

Atlanta Society of Radiologic Technologists

The purpose of the Society shall be to advance the professions of radiologic technology and other imaging modalities; to maintain high standards of education and training; to elevate the quality of patient care, and to further the welfare and socioeconomic status of radiologic technologists. These purposes and functions shall not be restricted by any consideration of nationality, race, color, creed, sex, age, or physical disability.

Society of Imaging Informatics

The Society for Imaging Informatics in Medicine (SIIM) aspires to be the leading healthcare professional organization representing interests and goals of those who work with and whose work is affected by the rapidly changing world of information and imaging technologies. SIIM seeks to spearhead research, education, and discovery of innovative solutions and new technologies to improve the delivery of medical imaging services and the quality and safety of patient care.

Curriculum

Radiologic Technology Program: Course Sequence *

English	ENGL 1011	3
College Algebra or		
Math Modeling	MATH 1111	3
Intro to Psychology	PSYC 1011	3
Intro to Speech	SPCH 1011	3
Medical Terminology	ALHS 1090	2
Anatomy and Physiology and Lab I	BIOL 2113	4
Anatomy and Physiology and Lab II	BIOL 2114	4
Any 3 credit hour Humanities course	Elective	3

Semester	Course code	Course Title	Contact hours	Credit Hours
Fall #1 Semester	RADT 1010	Introduction to Rad		4
	RADT 1030	Rad Procedures I		3
	RADT 1065	Rad Sciences		2
	Speech, Psych, Huma or Electives			3
Spring #1 Semester	RADT 1060	Rad Procedures II		4
	RADT 1075	Rad Imaging		3
	RADT 2340	Clinical Rad. II	270 hrs.	6
Summer Semester	RADT 2090	Rad Procedures III		2
	RADT 1320	Clinical Rad I	180 hrs.	4
Fall #2 Semester	RADT 1085	Rad Equipment		3
	RADT 1200	Radiation Protection		2
	RADT 1330	Clinical Rad III	315	7
	Speech, Psych, Huma or Electives			3
Spring #2 Semester	RADT 2260	Rad Tech Review		3
	RADT 2360	Clinical Rad IV	405 hrs.	9

*** This course sequence may be subject to change**

Policies

Attendance & withdrawal Policy:

The ATC Radiologic Technology Program is considered a professional degree program. Students are expected to attend class/clinic just as they would their professional job. Students who demonstrate patterns of tardiness or absenteeism should note that these issues will be documented in all course attendance records, be reflected in all course grades, and will be conveyed as a weakness when faculty complete letters of recommendation for potential employers.

Because employers demand workers who are competent and reliable, regular attendance and punctuality are critical traits in the workplace. Students are expected to attend all classes as scheduled. Specific attendance requirements are established by each program and outlined in the course syllabus; however, programs governed by state and federal licensing agencies may have more specific attendance policies. Records of absences and tardiness are maintained by each instructor. Excessive absenteeism and tardiness impact work ethics evaluations and course grades. Therefore, it may become necessary to withdraw from a course due to excessive absenteeism or tardiness.
Formal withdrawal from the College or specific courses is the sole responsibility of the student. This can be done via Banner Web or by completing an official withdrawal form located in the Office of the Registrar up to the midpoint of the semester. Failure to withdraw by the mid-semester may result in a failing grade for the course, or an unofficial withdrawal from the course by the instructor for lack of attendance.

Withdrawals can jeopardize the student's current and future financial aid eligibility. Specifically, students must complete and pass 67% of all classes attempted. Each withdrawal (W) as well as grades of D, F, I, WP, and WF counts against the student's completion rate. Also, if a student withdraws prior to the 60% point of the semester, (s)he could be required to repay at least a portion of the aid received for the semester. Consequently, it is imperative that students maintain their attendance (stay in class) or consistently log on to an online course to avoid jeopardizing eligibility for financial aid and having to repay funds.

Students who stop attending a class or miss 20 percent or more of class time will be unofficially withdrawn from the course. The student will receive a grade of "W" should this occur prior to mid-semester, and a grade of "WP" (withdrawal passing) or "WF" (withdrawal failing) should this occur after the mid-semester. The grade will be determined based on the student's academic performance up to the time the student ceases to be enrolled. The last date of attendance will be recorded as the last day that the student attended class or participated in an instructor approved academically related activity.

Students who take hybrid or on-line courses must login at least once weekly and materially participate in the courses according to the course syllabus to be counted "present" and receive credit for attendance. It is the responsibility of the student to know what each hybrid or on-line course requires.

Absences from class due to financial aid or non-payment do not count toward the 20 percent of allowed class absences for each course. Any student reported as a "no-show" by an instructor will be administratively removed from that class. "No-show" withdrawals can jeopardize current and future financial aid eligibility.

"No-show" Attendance Definition
The definition of a "no-show" is a student who is registered for a class and does not attend the class the first week of the semester. A student will be considered a "no show" if the following occurs:

Does not attend at least one of the first three classes of any course that meets daily.
Does not attend at least one of the first two classes that meet twice a week.
Does not attend the first class of a course that meets once a week. Does not submit the attendance PIN for an on-line class.

In this course, the number of absences that constitutes 20% of missed class is 2. Required military service, jury duty and school sponsored field trips are an exception to the 20% attendance rule with original documentation. If a student is up to 15 minutes late three times this will equal one absence. When a student hits the 10% or 20% absenteeism mark you will receive an email from the instructor indicating you are in danger of being dropped from the course or have been dropped from the course. You will also be removed from Blackboard or any other electronic learning management system.

Recording Attendance
All 100% online classes will take attendance using Banner.
All face to face classes will use a mandatory sign in sheet for daily recording purposes. It is the students' responsibility to sign this sheet.

Attendance for Clinical Classes

The goal of the Radiography Program is to prepare individuals to be practitioners that are both competent in the technical aspects of radiography but also understand the responsibilities of a healthcare worker. This goal is reflected in our attendance policy.

Tardiness Policy / Leaving Early:
Students are expected to report to their clinical site at their assigned time or earlier. The usual reporting times for clinical education assignments vary, but will normally be between 7:00 am and 9:00 am and continue for nine hour shifts.
Students who know they will be late are expected to call the designated clinical instructor or department supervisor at their facility. If a student is late more than 10 minutes he/she will be considered tardy. The tardy will be recorded in On Line Rad School.
Students may not leave a clinical site during scheduled clinical hours except when instructed to do so by the program faculty or if there is an emergency. The student must submit documentation justifying leaving early or they will be marked absent.

A student will receive a written warning by the clinical coordinator when 3 tardies in a semester are documented. With the accumulation of five tardies in a semester, the clinical grade of the student will be automatically reduced by a letter. Greater than five tardies in a semester may be grounds for failure in the course. Failure to arrive promptly will also be reflected on the professionalism section of the Affective Evaluation.

Absentee Reporting
If a student is to be absent from clinical assignment for any reason, the student is required to notify the clinical affiliate's charge technologist or their assigned technologist directly (by phone) and the clinical coordinator by phone or email. The contact information is maintained in the clinical practicum course site. The student should notify the clinical site at least 30 minutes prior to start time. The absence will also be recorded in On Line Rad School. Failure to notify the clinical site and coordinator will result in point deduction from the affective evaluation by the program faculty under professionalism regardless of the reason for the absence.

Personal Days
Each student is allow two personal days to be absent from clinicals with no penalty. The student must notify the clinical coordinator of the intended day(s) off prior to the scheduled clinical day. She will in turn notify the clinical site.

Excessive Absences
An absence for grading purposes only is defined as up to 2 consecutive clinical days.
Exceptions may include but are not limited to:

A. Documented family emergency.
B. Hospitalization or documented disability (not doctors appointments)
C. Jury Duty or Court Summons
D. Military Duty
E. Religious observances.

To be excused this absence must be authorized by the clinical coordinator prior to the absence.

If the student has surpassed their allotted personal days, the student will be required to make them up during or immediately after the semester (and before the next semester begins.) It is the student's responsibility to initiate this process by contacting the clinical coordinator. Failure of the student to make up the surpassed absences will result in the award of F for the course and the student may not progress to the next clinical course. If the student fails to make up clinical hours in the final semester the Program Director will not sign the ARRT Program Completion Verification Form (PCVF.) Completion of the PCVF is a requirement prior to students being granted eligibility to sit for the ARRT certification examination.

Documentation must be provided to the program in cases of emergencies, hospitalization, jury duty and military duty. The student must notify the program in advance for religious observances. Failure to follow this policy will result in the student losing this exception and being marked absent for all days missed. These exceptions can be for up to 5 consecutive clinical days. Any time missed passed 5 days must be made up.

The student should take the initiative to read all policies governing safety and protect of patient and personnel. Although attendance in assigned clinical rotations is expected, students should not report for clinical assignment in the case of illness or injury

1. Fever of 101 or greater
2. Sore throat associated with fever of 101 or above and swollen lymph nodes
3. Flu-like symptoms (respiratory)
4. Productive cough with fever or congestion in lungs
5. GI flu (diarrhea, nausea, vomiting, and congestion in lungs)
6. Draining of open sores, boils, and burns
7. Conjunctivitis (pink eye)
8. Diagnosed strep throat
9. Scabies
10. Herpes labialis (cold sores)

Before the student returns to clinical education, the following must occur:
If there is any question before working with patients, the student must check with the clinical instructor who will check with infection control

1. Temperature below 99 degrees.
2. If a physician orders a throat culture, the student must wear a mask while culture results are pending.
3. The student must be able to function in the clinical education center.
4. If phlegm is colored, the student should not be in clinic. If phlegm is clear, exhibit good hand washing techniques and wear mask in patient areas.
5. If diarrhea is severe, student in patient care areas must remain home until diarrhea subsides for 12 hours.
6. Culture confirmed--may return after being on antibiotics for 24 hours.
9. The student must see a physician in the event of a serious health problem.
10. May not engage in patient care activities until lesions are dried and crusted.

In cases when the student is absent more than 3 consecutive days because of illness the student must provide the program with documentation from their health care provider that he or she may return to clinicals. Students will be instructed to leave clinicals and marked absent if this policy is not followed.

Clinic Break Policy

Students will be granted a break for lunch. Students will be allowed a maximum of 30 minutes for lunch, travel time included. Lunch break time is recorded as clinical time.
Students working 8 hours shifts are not entitled to any additional break. Students working shifts greater than 9 hours are entitled to an additional 15 minute break in the afternoon between 2:00 PM and 4:00 PM. Breaks are permitted by supervising technologists when applicable. Students should recognize that circumstances can occur when it is not possible to take any break as patient care may be compromised. Students will follow the policies of the clinical site regarding eating or drinking in work areas.

Students are not entitled to additional breaks. Breaks may be given at the discretion of the supervising technologist. Students must take breaks in the designated break room/area at each CES

The time scheduled for clinical experiences for student technologists in the ATC Radiologic Technology program is important to the completeness of the training and experiences. To ensure students receive this required training and experience, students are required to remain in their assigned areas during clinical rotations. Students are encouraged to utilize “down - time” during the off - peak hours to study, review, practice, etc.

Inclement Weather Policy

ATC posts weather closings on its notification application: Evergreen, its website and through media websites. If Atlanta Technical College closes due to weather conditions, students will not travel to clinical sites. If the college announces that the college will close during regular hours, the student will log out and leave the facility at the announced time. Because of the distances of the clinical sites, the program director may instruct certain students to leave earlier than the announced time. The program director reserves the right to cancel any classes if the weather conditions are poor.
If a student is unable to travel to the college or clinical site when the college is open because of local conditions (ex. ice) the student must contact the clinical site and clinical coordinator. This will be treated as any other absence.

Atlanta Technical College Grading Scale

Atlanta Technical College maintains the following grading scale.

Course final average	Letter Grade:
90 % - 100 %	A
80 % - 89 %	B
70 % - 79 %	C
60 % - 69 %	D
59 % - 0 %	F

Academic Progress (Radiologic Technology Program)

Students must earn a C or higher in all professional courses per the ATC grade scale. Progress through the required radiologic technology curriculum must be completed in the required sequence.
A final average in any professional course of less than a C is evidence of unsatisfactory progress and will result in the inability to move forward in the program. The program highly recommends and encourages all students to earn a B or higher on all RADT courses to ensure successful passing of the ARRT registry exam on the first attempt.
*For the purposes of this policy professional courses have course record numbers beginning with RADT.

1. Grades will be issued at midterm and the completion of each semester. Students will be advised of their individual course standing / numerical grade at midterm and prior to the end of semester completion.
2. Students **must** maintain a cumulative course numerical grade average of **70 % (C) or higher** in all Radiologic Technology courses (RADT prefix), as calculated at the end of each semester.
3. Abide by the policies, procedures and rules of behavior at all clinical sites including drug screens and background checks where required.
4. Abide by the policies, procedures and rules of behavior of the Radiologic Technology Program as published in the program syllabi, college and program handbooks.
5. A student who fails to attain a course average of 70% and receives a C or less in a professional course, may re-apply the following year when the same course is offered next. Due to limited class size and clinical availability, students who must repeat a course will be enrolled on a space available basis at the first feasible opportunity. **The student is not guaranteed a slot in the next class, and must re-apply for program readmission according to established re enrollment guidelines.**
6. If a student is accepted and re-enrolls, and fails to meet the course numerical grade average of 70% (C) in a RADT course, the student will not be considered eligible to re-apply for admission into the Radiologic Technology Program.
7. If a student does not repeat a failed course within a 12-month period, the student will be required to repeat all RADT courses taken, pending selection by the admissions committee.

Testing Policies for all Professional*Classes

1. The program will provide calculators for testing or quizzes. Students may not use their own calculators, phones or tablets.
2. All tests including lab tests, following the first test of the first semester will be comprehensive. The content of each test, including the Final, will cover at least 25% of previous material from that course. This rule does not apply to quizzes, but may at the Instructors discretion.

Rationale: It is absolutely necessary that content covered previously be retained by the student to ensure competent performance in the clinical setting and long term success in the ARRT Boards.

Grades including final grades are rounded up to the next whole number if the fraction portion of the score is 0.5% or greater. For example if your score is 87.5 or greater the score will be rounded up to 88.

It is the expectation of all enrolled students in the Radiologic Technology Program to maintain acceptable standards of attendance (*see the program attendance policy).* If a student is absent the day of a scheduled test, quiz, or examination, the missed assignment must be completed on the day of return. Failure to make up the missed exam the day of return will result in a grade of "0" being assigned.

Procedure:
All tests and examinations are announced in advanced. Quizzes may be given at any time. It is the responsibility of the student to be present in order to take the exam. The following procedure will be followed for all students absent the day of a scheduled test or exam:

1. The student is required to take the missed exam the day of return or a score of zero (0) will be awarded.

2. All missed exams will be made up the next scheduled class day. Students are not permitted to miss other classes or clinical rotations to take the missed exam.

3. Examinations missed due to illness must also be made up the day of return. Extenuating circumstances will be handled on a case-by-case basis, and will be at the discretion of the course instructor.

**Hybrid and online courses*

> *To uphold the integrity of the profession and program policy during distant learning and to minimize the potential of unethical conduct. The Respondus Lockdown Browser may be used during all tests per the discretion of the instructor. Specific detailed information regarding each course test procedure will be outlined in each course syllabus.**

Reinstatement of Students

The College based Student Handbook identifies instances whereby students will be disciplined up to and including program dismissal. Individuals previously dismissed may choose to re-apply for admission one time.

Procedure:

1. Students who have failed a course have the right to request an appeal hearing by the Dean of Allied Health and Public Safety, as outlined in the Due Process Policy.
2. In the event the appeal is denied, the separated individual may not request reinstatement into the program during that same school year.
3. Students wishing to be considered for re-enrollment must request consideration for reinstatement, in writing to the Program Director. The letter should be submitted 6 weeks prior to the semester for re-admission.
4. The student will be evaluated based upon the same standards as new applicants, considering academic, clinical and behavioral performance.
5. Readmission priority will be given based on the following criteria:
    1. Separation from the program for personal issues
    2. Separation from the program for academic issues
    3. Separation from the program for clinical issues
    4. The Program Director will inform the student in writing of the program's decision.
    5. The readmitted student will be required to obtain an updated background check and drug screen prior to re admission to the clinical practicum.
    6. A student will only be re admitted **if space permits** and relative to their ranking with new program applicants. **No guarantee for re-admission will be made**.

Purpose:

To ensure that students have an opportunity to apply for re-enrollment. The college admissions team will evaluate all students applying for re-enrollment.

Safety Policies:

A student is required to exercise sound radiation protection practices at all times. At no time may a student participate in a procedure utilizing unsafe protection practices. The **THREE CARDINAL RULES** and **A.L.A.R.A**. must always be followed.

Dosimeters

Students are provided with a dosimeter at the beginning of clinical rotations. A student **must always** wear radiation dosimeters in the clinical education center and in laboratory classes.

Students must:

- Wear radiation monitors in clinical education center assignment(s) and in laboratory classes. No student will be allowed in a clinical education center or laboratory class without appropriately displayed and properly worn radiation dosimeter.
- Failure to have a dosimeter upon reporting from a clinical education assignment will result in the student being asked to leave the assignment until the appropriate dosimeter is secured. All time missed from clinical education for this reason must be made up.
- Report any accident to or loss of radiation dosimeters to the Academic Clinical Coordinator's office immediately.

- A follow-up written report must be submitted within twenty-four (24) hours if the initial report is given orally.

- A fee of $25.00 is charged to the student if the dosimeter must be replaced.

Radiation Detection Company (RDC) is the company that we obtain the dosimeters from. You will be informed of when badge changes will occur.

Dosimetry Policy

The annual dose limit established for occupational personnel by the NRC is 5 REM or 50 mSv. To monitor student occupational dose the program provides each student with a dosimeter at the beginning of the program. A student must always wear radiation dosimeters in the clinical education center and in laboratory classes. The Radiologic Technology Program seeks to establish that for students in their laboratory and clinical education experience, the programmatic annual dose equivalent limit is 1000 mREM or 10 mSv. It is the policy of the program that if a student receives more than 150 mREM or 1.5 mSv per calendar quarter, they will be counseled on safe radiation protection practices during imaging exposures.

The clinical coordinator will investigate the cause of the excessive exposure and along with the student, will fill out an excessive exposure report (form is in the Appendix). This is to be done within 2 business days. This document is to be kept in the student's personal file. Additionally, should a student receive radiation badge exposure above maximum permissible dose limits established by NRC the following actions will occur: 1) The Program will initiate an investigation concerning the overexposure to determine the cause. If no immediate cause is discovered, 2) RDC will be contacted to examine the dosimeter to determine if it is at fault. 3) If no issue is discovered with the dosimeter, the clinical site will be asked to investigate the incident. The clinical coordinator will complete full report on the investigation including any changes in procedures, equipment made by RDC or the clinical site. The report will be included in the student's personal file.

Radiobiological Concerns

Two situations in diagnostic radiology require particular care and action. Both are associated with pregnancy. Their importance is obvious from both a physical and an emotional standpoint. The severity of the potential response to radiation exposure in- utero is both time related and intensity related. Unquestionably the most sensitive period to radiation exposure in our lives occurs before birth. Furthermore, the fetus is more sensitive early in pregnancy than late in pregnancy. As a general rule, the higher the radiation dose, the more severe will be the radiation response.

The time from approximately the second week to the eighth week of pregnancy is called the period of major organogenesis. During this time the major organ systems of the body are developing. If the radiation dose is

sufficient, congenital abnormalities are associated with skeletal deformities. Later in this period neurologic deficiencies are more likely to occur.

During the second and third trimesters of pregnancy, the responses previously noted are unlikely. Results of numerous investigations strongly suggest that if a response occurs following irradiation during the latter two trimesters, the only one possible would be the appearance during childhood of malignant disease: leukemia or cancer. Malignant disease induction in childhood is also a possible response to irradiation during the first trimester.

When a radiography student becomes pregnant, she may choose to notify the program faculty. If the student chooses to voluntarily inform officials of her pregnancy it must be in writing. The faculty should then review her previous radiation exposure history, since this will aid in deciding what protective actions are necessary. The maximum permissible dose for the fetus is 500 millirem or (5 milliSievert) for the period of pregnancy, a dose level that most technologists will not reach. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

It is reasonable to provide the pregnant radiography student with a second monitoring device to be positioned under the protective apron at waist level. The exposure reported on the second monitor will be maintained on a separate record and identified as exposure to the fetus.
When pregnancy is reported, regardless of the nature of the x-ray facilities the program faculty should review acceptable practices of radiation protection: minimize time, maximize distance, and use available shielding. The student may un-declare her pregnancy at any time in writing.

MAGNETIC RESONANCE (MRI) HEALTH AND SAFETY STANDARD

The purpose of the MRI safety standard is to maintain a safe MRI environment to protect patients, students, and staff from injury. Students are educated on the MRI safety standard during orientation and provided an MRI screening protocol form concerning the potential dangers of implants or foreign bodies in students. These forms are returned and reviewed by program staff for any safety concerns. Students are mandated to notify the program should any of their status changes as it relates to the information on the form.

The student will always respect the strength of the magnets used in MRI by not carrying metallic objects on their person as such items can become projectiles within the scanning room, causing severe injury or death and/or equipment failure. This would include but not be limited to oxygen tanks, wheelchairs, carts, monitors, IV poles, laundry hampers, tools, furniture, personal ferromagnetic items (i.e., cellphones), etc. Students should not bring any of the above items into the MRI suite. MRI scanning equipment is always on, even when not scanning a patient. The student will comply with each clinical site's policies and procedures pertaining to MRI safety precautions.

All students are required to watch a MRI safety video after orientation and complete the MRI safety video post quiz, before beginning their clinical rotations. The completed screening protocol form will be kept in the student file at the college. If an implant or foreign body concern exists about a student, the student will be instructed not to enter the MRI departments within the facilities. The MRI Technologists at the facilities students are scheduled at will also be notified by the Clinical Coordinator that the student cannot enter the MRI department. The MRI safety video link is located below:

https://youtu.be/l_axmgZI22c?si=W0m-qHeGmz5Lxxra

Pregnancy Policy:

The purpose of the student pregnancy policy is to assure students a safe pregnancy and to be in compliance with federal and state radiation control guidelines, the Equal Employment Opportunity Commission guidelines, and the Nuclear Regulatory Commission regulations regarding the declared pregnant student. Pregnant student radiologic technologists may continue in the Radiography program. It is the student's responsibility to utilize the guidelines set forth in this policy for protection of the embryo/fetus and self. The Nuclear Regulatory Guide # 8.13 regarding instructions concerning prenatal radiation exposure is discussed with the student prior to acceptance into the radiography program.

Procedure:

1. The female student will be counseled concerning prenatal exposure, will be informed concerning safeguards against accidental irradiation early in pregnancy, and will discuss any concerns about dealing with pregnancy in diagnostic radiology with the radiography program department chair and/or the academic clinical coordinator.

2. Any known pregnancy can be voluntarily reported in writing to the Program Director or Clinical Coordinator. If the student chooses to voluntarily inform officials of her pregnancy, it must be in writing. A disclosure form is available in the handbook appendix. The program faculty will discuss with the pregnant radiography student the effects of irradiation in-utero, inclusive of radiation protection practices. At any time after declaring a pregnancy the student may un-declare a pregnancy. Like disclosure, this must be done in writing.

3. Following disclosure of pregnancy, the student will sign the Declaration of Pregnancy form to acknowledge comprehension of the information provided by the program faculty.

4. An additional film badge will be issued to the student to be worn at waist level **under** the protective apron at all times. The exposure reported on this second monitor should be maintained on a separate record and identified as exposure to the fetus or fetal dose.

5. According to the NCRP Report #116, the maximum permissible dose equivalent from occupational exposure to the fetus is 500 milli-rem (5 mSv.) during gestation.

6. The monthly radiation dosimetry report inclusive of accumulative dose for each individual is made available to the program faculty and the student.

7. It is not recommended that pregnant student radiographers perform radiographic procedures on patients with intra-cavity or interstitial source gamma radiation.

8. The student may elect to proceed with the program without modifications.

9. The student will be given the option of taking a leave of absence from the program, If a leave is chosen, the Program will work with the student for planned re-entry at the next appropriate semester.

10. If the student continues in the program, and the student feels physical restrictions are applicable, she must obtain documentation from her physician attesting to that fact. The Program will attempt to reasonably accommodate this request.

11. **The pregnant student radiographer is expected to meet all other objectives and clinical competencies of each clinical education course.**

All pregnancy forms are located in the Appendix

Infection Control, Communicable Diseases and Accidents Policy:

Students enrolled in Category I and II programs at Atlanta Technical College will be performing tasks in which there is a normal occurrence for exposure to blood, other potentially infectious body materials, and airborne pathogens. These tasks will be performed in the classroom, laboratory, and clinical activities for each occupational training program/course.

A communicable disease policy is necessary to safeguard the health and safety of the student Radiographer and patients alike. All students are required to report any communicable disease(s) contracted in or out of the hospital clinical site immediately to the Clinical Coordinator.

A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Examples include, but are not limited to influenza and conjunctivitis. Students with a suspected or confirmed communicable disease **will not be permitted to report to clinical sites or to class**, in order to ensure the health of others and compliance with infection control procedures. Upon confirmation, the student will not return until appropriate documentation clearing them is submitted. No exceptions to this policy will be made.

For communicable disease exposure at clinical sites

In the event of exposure to a communicable disease, the student must contact the clinical instructor for their site immediately. The clinical instructor must complete the **Exposure Incident Report and Follow-up Form** and if relevant, **Sharps Incident Log Form**, (See Appendix A), forward a copy to the academic clinical coordinator.

The student must report to either their private physician or site emergency room **the same day as the exposure** for evaluation and treatment (if necessary). Documentation of this visit must also be forwarded to the clinical coordinator within 24 hours of exposure. The provider should send any bills related to this evaluation to:

Atlanta Technical College
Business Office
1560 Metropolitan Pkwy SW
Atlanta, GA 30310
(404)225-4400

.

Payment for medical attention received will be made from the student services accident insurance policy. The premium for this policy is paid each semester as part of the "student services fee" at the time of registration.

The exposed student will be required to follow through on subsequent blood or medical treatment as deemed necessary by the healthcare provider. Documentation must be submitted to the program office. Failure of the student to follow through will release the school from liability.

For communicable diseases acquired outside of school activities

The student must submit documentation from their personal physician (or local health department) clearing them to return to didactic and clinical assignments. **The student** is responsible for all charges related to medical evaluation and treatment.

Universal Precautions Policy

Infection control is the use of techniques and precautionary methods in order to prevent the transmission of infections. The following are general infection control (Universal Precautions) guidelines:

1. Remove jewelry, such as rings with stones and nail polish. They harbor microorganisms that are difficult to remove.
2. Always wear freshly laundered clothing.
3. Practice good hand washing techniques.
4. Familiarize yourself with the Infection Control policy at your particular clinical site.
5. Use the following precautions when so prescribed:
    a. Wear gloves
    b. Wear protective eye wear (goggles)
    c. Wear appropriate gowns
    d. Dispose of all contaminated wastes into its proper disposal site(s) or container(s). Check your particular clinical site procedures.
    e. Clean all surfaces with an approved disinfectant or germicide
    f. Wash hands before and after contact with patients
6. Upon assignment to a clinical rotation, each clinical site will provide the students with their policy and procedures on the issues of:
    a. How to handle patients with infectious diseases
    b. How and where to dispose of contaminated needles/sharps
    c. How and where to dispose of soiled linens
    d. The importance of hand washing
    e. Procedures on how and when to wear gloves, goggles, or protective apparel
    f. The needle stick procedure

The student, upon entering a given clinical affiliate, will be oriented to the policy of that affiliate. If a student returns to the same clinical education site, he/she must review the written policy again.

Any student with infectious processes, such as indicated in the attached communicable diseases policy, must contact the academic clinical coordinator if they are in the clinic and the program director if they are assigned to on-campus classes.

Sharps and Needles Policy Purpose:

Provide procedures for the safe and appropriate handling and disposal of sharps and needles.
Health care workers should use extraordinary care to prevent injuries to hands caused by needles, scalpels, and other sharp instruments or devices during procedures, disposal of used needles, and handling of sharp instruments following procedures.

a) Contaminated needles and other contaminated sharps are not bent, recapped, sheared, or removed unless there is no other feasible alternative or such action is required by medical procedure. Recapping or removing a needle is done through the use of a mechanical device or a one-handed technique.
b) When the one-hand scoop method (in which the hand holding the sharp is used to scoop up the cap from a flat surface) for recapping is used, the scoop method must be performed in a safe manner and must be limited to situations in which recapping is necessary.
c) Contain all sharps and needles immediately after use in a leak-proof container that is appropriately labeled.
d) Use safety needles, syringes, and devices when appropriate.
e) Do not pick up broken glassware with hands. Use a brush and dust pan or forceps.
f) Do not place hands into containers whose contents include contaminated sharps, instruments, or waste.

Accidents at the College or Clinical Sites

In the event of an accident in the classroom, lab or at a clinical site, the student must contact the instructor for their site immediately. The instructor must complete the **Accident and Injury Report Form**, (See Appendix A), and forward a copy to the academic clinical coordinator.

The student must report to either their private physician or site emergency room for evaluation and treatment (if necessary). Documentation of this visit must also be forwarded to the clinical coordinator within 24 hours of exposure. The provider should send any bills related to this evaluation to:

Atlanta Technical College
Business Office
1560 Metropolitan Pkwy SW
Atlanta, GA 30310
(404)225-4400

Payment for medical attention received will be made from the student services accident insurance policy. The premium for this policy is paid each semester as part of the "student services fee" at the time of registration.

The exposed student will be required to follow through on subsequent blood or medical treatment as deemed necessary by the healthcare provider. Documentation must be submitted to the program office. Failure of the student to follow through will release the school from liability.

The Clinical Environment

Professional Conduct / Behavior

The radiology department should be a place where patient confidence is inspired. This can be accomplished when one consistently exhibits a professional attitude. One must endeavor to treat patients with kindness and courtesy to insure preservation of the patient's privacy. While a student may engage in nonessential conversation with a patient in a language other than English, for example greeting them or asking them to take a seat. Students do NOT engage in any form of language interpretation or translation regardless of their level of proficiency. After the patient has been placed in the radiographic room, the door should always be closed and care must be exercised to keep the patient covered. Always introduce yourself and any additional people in the room, and

wear your name badge. Students also must always be aware of and comply by all policies and procedures of the Clinical Education Setting (CES).

Insubordinate or inappropriate conduct

It is the policy of the Radiologic Technology Program to ensure the integrity of the learning environment and to take necessary action to make sure an appropriate environment conducive to learning is maintained at all times, with authority granted by the laws of the State of Georgia. Insubordinate and inappropriate behavior interferes with the daily operation of the program and adversely impacts the rights of other students by disrupting the learning process.

A student displaying inappropriate, disrespectful, or otherwise disruptive behavior will be removed from the classroom or clinical site. The Atlanta Technical College catalog outlines the appropriate "Student Code of Conduct". The full catalog may be obtained from the Admissions Office on the main campus, or electronically on the school's website www.atlantatech.edu .

Removal from a clinical site is done at the discretion of the facility and may result a permanent removal from that site. Permanent removal from a clinical site for cause is grounds for failure of that course.

Inappropriate behavior will not be tolerated and appropriate action will be taken to ensure that an appropriate learning environment is maintained.

Dress Code:

Students are required to present a professional appearance at all times. It is the patient's right to be treated with dignity and care by clean individuals. Each student is required to practice good personal hygiene to insure that right.

The ***DRESS CODE*** for Radiography students while in their clinical education assignments is:

Males:

Pants	Black uniform or scrub type, clean and pressed
Top	Black scrub type, clean and pressed with the Atlanta Technical College emblem and Radiography Student is embroidered on above the left pocket.
Lab Jacket	Black with the emblem above the left pocket, clean and pressed
Shoes	Solid white or black leather, clean and polished daily. Fabric/Canvas shoes are not permitted. No logos or colors allowed on shoes.
Facial hair	If worn, must be trimmed and neatly kept.

Females:

Pants	Black uniform or scrub type, clean and pressed
Top	Black scrub type, clean and pressed with the Atlanta Technical College emblem and Radiography Student is embroidered on above the left pocket.
Lab Jacket	Black with the emblem above the left pocket clean and pressed.
Shoes	Solid white or black leather, clean and polished daily. Fabric/Canvas shoes are not permitted. No logos or colors allowed on shoes
Hair	Must be away from the face
Makeup	Lightly applied
Fingernails	Short. Because of sanitation and infection concerns: artificial (acrylic, gel, SNS, polygel, press on, stick on, wraps, etc) nails are prohibited. Even if these products are placed on your natural nails. Nail polish of any kind or color is not permissible.

Other requirements (male and female)

Radiation monitors	Dosimeter on collar

Lead markers	"R" and "L" with correct personal initials
Jewelry	Limit facial jewelry (one stud in each ear lobe) No other visible piercings of any kind. One ring on each hand, post type earrings, (nothing dangling)(one set) One bracelet per arm and one necklace only if kept within the uniform top.
Perfume and Cologne	Light so as not to be offensive to patients and others (not recommended)
Tattoos	Clothing styles must cover all visible tattoos
Name ID	ATC ID and Hospital ID as available must be visible above the waist and clearly identifiable.
Personal Hygiene	Clean and neat with no pervasive odors. Inappropriately fitting uniforms (too tight or baggy) will not be permitted
Hair (head)	Hair should be neat in appearance. If working in a clinical environment, long hair must be tied back to avoid patient contact during patient care and / or transportation. Hair colors must be of natural tones. Non-natural colors such as pink, blue etc. are not acceptable. Extreme trends such as mohawks and long spiked hair are not acceptable.

Geriatrics and pediatrics

Caring for the adolescent or geriatric patient can present unique challenges for the student technologist. Each age group has particular anxieties and concerns. It is up to the student technologist to provide an understanding, supportive, and compassionate environment. All staff members who assess, treat, or care for these patients should be able to understand, adjust and meet their special needs.

a. Geriatrics

i. Address each client appropriately and professionally at his or her level. (i.e. Adult) "Hello, Mr. Smith. My name is Jane and I will be performing your chest x-ray exam today."

ii. Never ignore your patient, even though you may think they do not hear or understand. Address them appropriately and explain what you are going to do before you do it.

iii. Never call an elderly patient "sweetie, honey, or dear"; use their respectful title or name.

iv. Never treat an elderly patient like a child.

v. Never leave a patient unattended. Always put up the side rails on carts.

Always check to make sure the brake is set on the cart or wheelchair for patient safety.

b. Pediatrics

i. Address each client appropriate and professionally at his or her level. (i.e. Child) "Hi, Jimmy. My name is Jane and I am going to take a picture of your chest today with a special camera that can see inside of you. Maybe we will be able to see why you have been coughing so hard."

ii. Do not confuse children by using technical terms. Talk to them on their level, and look at them directly when speaking to them.

iii. Praise them for holding still and cooperating with you.

iv. Demonstrate what you are going to do before you do it.

v. Always shield children, and document such on the requisition.

vi. Let the parents know what you are going to do. If the mother is not pregnant, you may ask her to help with the child (be sure to give her a lead apron to wear, and note on the requisition that the mother stated she was not pregnant and was given a lead apron for radiation protection). Children are more comfortable with their parents nearby in strange surroundings and situations.

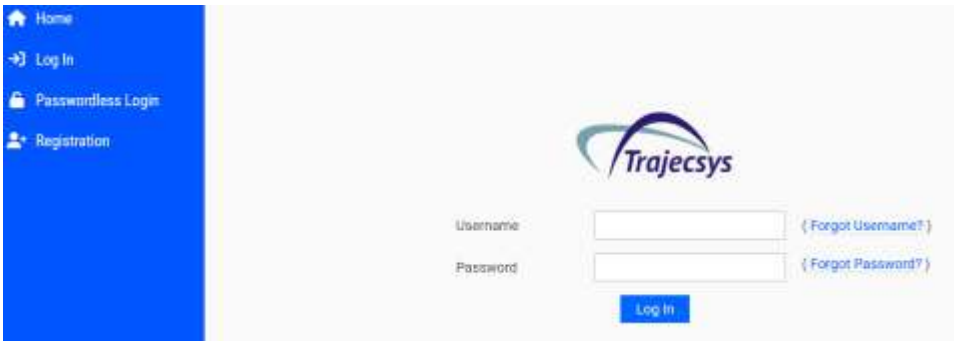
vii. Never leave children unattended.

Introduction to Trajecsys

This application is the core of maintaining clinical records for the Program. Clinical attendance and record keeping will be completed through this application. Students are required to log into the system and clock in/out according to the requirements outlined below. The system will permanently record students times at Clinical Education sites (verified by IP Address) and these times will be used to determine professional responsibility requirements, minimum attendance, etc. All time records must be approved by the Clinical Coordinator. Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic. Arriving to clinic at the last minute to find that a computer is unavailable due to another person using it does not constitute "internet unavailability". To avoid confusion in cases where the internet is unavailable the student will call the clinical coordinators office. 404.225.4567 and say his/her first and last name and the clinical site.

Clinical Competencies are recorded in the Clinical Competency section following completion of the exam. The Affective Evaluation is completed by the assigned clinical instructor or clinical coordinator following each 5 week rotation. Students will also be assigned surveys at the end of the semester evaluating their clinical experience.

Prior to beginning clinical courses each student will purchase and register to Trajecsys. Log in credentials, are not under any circumstances to be shared with anybody else. Logging in or out someone other than yourself is falsification of clinical records. A student will be dismissed immediately from the program for violation of the ATC Student Code of Ethics.
The application is located Trajecsys Report System A computer has been made available to you to log in and out. The home login screen will look like this:



Following entering your user name and password you will go to another screen with the current date/and time. Repeat the process at the end of the clinical day to record the total clinical hours for the day.

The Technical College System of Georgia (TCSG) mandates minimum clinical hours for each clinical course. To document the hours each student is present in the clinical setting, the On Line Rad School application is used. To ensure the integrity of the clinical system, it is important that each student use this application to accurately record times in/out. It is recognized by the program that a student will not have access to a working internet based computer on site all the time. In these cases, a manual entry form is made available to substitute for computer entries. Manual entry forms must have the printed legible name and signature of the lead technologist, or supervisor for the site that day. Three correctly filled out manual entry forms per semester will be accepted with no effect on the student's grade. Subsequent forms will be accepted but the final clinical grade will be reduced by 2% per form.

If the student is having difficulty in accessing a computer she/he should contact the program faculty and ask them to investigate the issue. Students are expected to be proactive about this. DO NOT LOG IN OR OUT ELSEWHERE. IP addresses are recorded. Logging in or out other than the clinical sites is falsification of clinical records. A student will be dismissed from the program for violation of the ATC Student Code of Ethics following a second violation.

Absences are recorded by the clinical instructor or clinical coordinator in Trajecsys.

Student Supervision Policy:

What is the definition of Direct Supervision?

Direct supervision as student supervision by a qualified radiographer who:

A. reviews the procedure in relation to the student's achievement,
B. evaluates the condition of the patient in relation to the student's knowledge,
C. is physically present during the conduct of the procedure, and
D. reviews and approves the procedure and/or image.

Direct supervision with an ARRT Registered Technologist in good standing should **always** occur, regardless of competency, in the following situations:

- during student performance of any repeat of any unsatisfactory radiograph
- all portable radiographic studies including c-arm and surgery procedures

What is the definition of Indirect Supervision?

- Indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

I want to emphasize this. Any "repeat" radiograph by a *student must be done with direct supervision.* Violations of the program supervision policy over the 5 clinical semesters will result in the following actions.

1. First violation will result in formal written counseling by the clinical coordinator/clinical instructor. Documentation of this violation will be sent to the clinical coordinator.
2. Second violation will result in formal written counseling and automatic grade reduction during the semester the infraction occurred. Formal written documentation will be sent to the clinical coordinator.
3. Third violation will result in failure of that course.

Post - Processing Policy

Digital image manipulation by students following image processing should be limited, if not avoided. The following are examples of practices that are not allowed following the processing of an image.

- Under no circumstances should students manipulate the brightness or contrast of an image.
- The act of "post-collimation", which is masking or cropping an area of the image after processing to give the appearance of collimation during the exposure, is an unethical and intolerable practice.
- Images are not to be re - centered to give the appearance of correct longitudinal and/or transverse centering.
- Parts of an image must not be cropped, then copied/pasted into another location. Markers cannot be "cut" from an image and moved to another location.

- Anatomy cannot be "cut" from an image. Images may not be deleted without approval from the supervising technologist.

Holding Patients Policy

Radiologic Technology Program students will not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care. It is the goal for ATC Students to become proficient in immobilization techniques. Students must NOT hold image receptors during any radiographic procedure.

Clinical Site (CS) Identification Badges

Some clinical education sites require that students possess a CS issued picture ID during clinical rotations through their facility. Arrangement to obtain the CS ID Badge will be coordinated by a CS Clinical Instructor at the beginning of a rotation at those sites which mandate this procedure. The CS ID Badge must only be worn during clinical hours, and is considered part of the Dress Code for students. Failure to properly display the CS ID Badge will result in Professional Responsibility deductions applicable to dress code violations. Misplaced or damaged CS ID Badges should be reported to the CES Clinical Instructor immediately. The student may be responsible for expenses related for additional badges. Students must submit any CS ID Badges he/she still holds to the Clinical Coordinator during the week of finals of the final semester.

NOTE: The Clinical Instructor will counsel Students who are not in compliance at the clinic education site. The student will be sent home to rectify the problem (with the time missed having to be made up by the student) and a written summation sent to the Academic Clinical Coordinator to become a part of the student permanent record.

Scheduling Policy

JRCERT policy states that students may not exceed the 40 hours total per week that includes didactic and clinical hours. JRCERT defines a traditional assignment as any scheduled clinical hours between 5:00 AM and 7:00 PM weekdays.

1. A maximum of 25% of the student's total clinical clock hours may be spent in evening and weekend assignments.
2. Student to qualified staff ratio of 1:1 must be maintained at all times.
3. Students must be allowed to complete clinical competencies during these assignments.
4. Utilization of clinical assignments must be equitably applied to enrolled students.
5. Repeat radiographs must be performed under the direct supervision of a certified technologist.
6. The timing of assignments must be correlated with the didactic curriculum.
7. The combined hours should not exceed 10 hours per day. Furthermore, consideration should be given to the amount of free time available to a student between the end of a particular clinical assignment and the start of the following clinical assignment or classroom experience.
8. Program total capacity cannot be increased through the use of evening and/or weekend assignments

The decision to participate in educational activities in excess of these mandates rests solely with the student. However students cannot elect to exceed these mandates due to excessive absenteeism or days missed without the consent of the clinical coordinator and the clinical site. These arrangements must be made by the clinical coordinator with the site PRIOR to attendance.
Exceptions may be made in the event of emergencies that will be communicated to you by the program director or clinical coordinator.

Cell Phones and Social Media Policy:

Cell Phones
No cellular phone usage is allowed while you are active in the clinical setting. Technologists, patients and instructors should never see you with a cell phone. If you carry one on your person, it should be out of sight with the ringer off and only used when on a scheduled break or lunch away from patient care areas. This includes the supervisory areas, all work areas, patient care areas, exam rooms, all Imaging rooms, all surgical areas, all hallways where patients may or may not be present.

Inappropriate use of a phone is also prohibited. Inappropriate usage would be the transmission of any patient related materials and equipment including Imaging areas, work areas, breakrooms, treatment areas, procedure areas text based descriptive information, video, audio and pictures.

- First offense: The complaint will be investigated by the clinical coordinator. A written warning will be issued, and the student will automatically receive a grade reduction of one letter for that semester.

- Repeat offenses: More than one complaint at any time during the program will result in the student being receiving an F for the clinical course regardless of academic standing for disruptive behavior and dismissal from the program.

Key Definitions
Social Media: the general term used to describe any number of tools intended to facilitate the public sharing and discussing of information. Facebook, TicToc, LinkedIn, Twitter, YouTube, AIM, SnapChat, etc., are all social media tools, although they are of different types. **NEVER ASSUME THAT ANY THING YOU DO ONLINE IS PRIVATE!**

Social Networking: a subset of social media, and is generally considered to include web-based tools for posting and sharing personal information. Facebook and Myspace are the two best known social networking sites, although there are many others

Professional Networking: another subset of social media, professional networking sites are similar to social networking sites, except they are focused on the sharing of business or professional information (as opposed to personal). LinkedIn is a key example of a professional networking site.

Chat / Instant Messaging: generally, utilities that allow real-time communication between two or more people using the Internet (including video, audio, and file transfer capabilities, as well as standard text). Chat / IM utilities may either be web-based or require an installed client, and are available on any device that has the ability to connect to the Internet, including cell phones, computers, etc. Twitter, AOL Instant Messenger (AIM), Yahoo Messenger, etc., are all considered to be instant messaging

Blogs / Wikis: interactive websites for posting information on the Internet.
1. Blogs (from the original web-log) are generally less formal, and have fewer controls over access and content. They are commonly set up and used by individuals to share their personal thoughts, opinions, and beliefs. Blogger.com and blogspot.com are well known blog sites.
2. Wikis are more formal and have somewhat tighter controls, being used mostly as collaborative tools for gathering and disseminating information. Wikipedia is the best known wiki site.

Media Sharing: as the name implies, these are websites used for uploading and downloading media file, including video, audio, and/or pictures. The files are stored on the server hosted by the site. YouTube is

the best known video/audio sharing site. Photo Bucket and Shutter fly are examples of photo sharing sites.

Peer-to-Peer (P2P): similar to media sharing, except these utilities create a dedicated connection between two computers over the Internet, and allow files to be transferred directly between them. The files are never stored on an Internet server. Dropbox is a well-known utility of this type.

To protect patient privacy the student must not post pictures, accounts of patient related experiences or anything that might establish a link between a patient and a facility. For example, if you indicate or it is known that you are present in a facility at a given time and you describe an experience even though you do not identify the patient involved that is a violation of this policy. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine to whom you are referring based on the context

You should not post negative comments about patients, co-workers, providers, working conditions, salary and benefits, or administration. Remember that potential employees are requesting access to your social media accounts as a condition of employment. A good way to approach social media is to assume you are in front of a microphone whenever you engage in it.

Introduction to Student Evaluations

The responsibility of the Radiographer has grown in complexity with the development of more sophisticated procedures and equipment in the medical imaging sciences. It is essential that Atlanta Technical College and the clinical affiliates work together to provide the best educational experiences to all students. During the clinical experience students must have the opportunity to perform all types of routine radiographic procedures. Only in this manner will they be prepared for entry into the profession.

Each student is responsible for his/her performance. However, there is a competency-based curriculum, both academic and clinical. Efforts have been made to develop a clinical evaluation system whereby students may progress through clinical education with their strengths and deficiencies identified. The clinical schedule is developed to ensure that all students are exposed to a variety of imaging equipment and procedures and it's the student's responsibility to be available during assigned clinical hours.

Competency based evaluation is a means of checking the progression rate of students during their education by determining whether or not they are able to meet specified objectives thus demonstrating proficiency. Students' knowledge and skills are directly evaluated in the classroom and indirectly evaluated throughout their educational experience. Their application of skills is evaluated in the energized laboratory at Atlanta Technical College and during their clinical experience in each of the clinical affiliates. In order to properly evaluate the student's application skills, it is essential to determine the level of performance ability. Only through the use of a competency based evaluation system can we objectively determine the proficiency level a student has achieved. It is very important that knowledge and skills be reinforced and evaluated in the clinical setting to maximize the students' clinical effectiveness. It is the role of the clinical affiliates to provide clinical experiences designed to bridge the gap between theory and application. This can only be accomplished through quality supervision of clinical experiences in each medical facility.

The clinical portion of the Radiography Program at Atlanta Technical College is an integral part of the total curriculum. All persons involved with the program must thoroughly understand the structure and function of the clinical evaluation system for the total education experience of a student to be effective.

The competency-based program at Atlanta Technical College follows the guidelines as recommended by the American Registry of Radiologic Technology (ARRT). This program also encourages additional expectations during the classroom/lab studies of Radiological Procedure Study.

General Procedures The thrust of the Program's clinical evaluation system is three-fold.

- To measure the students' ability in the clinical environment to produce diagnostic radiographs of various anatomical parts maintaining excellent patient care skills.
- To measure behavioral characteristics including punctuality, work attitude, cooperation, quality of work, initiative in the same environment, the ability to receive constructive criticism, and professionalism.
- Accurate record keeping of Logs, Attendance and List of Competencies.

See Syllabi for each clinical course for specifics but all courses will focus on the student's skills progression as well as patient care, and teamwork.

Three evaluation forms are used:

1. Radiographic Competency Evaluation Form
2. Verification form
3. Affective Evaluation Form:
4. End of Semester Survey

Grading Scale: (Total points)
100-90 A
89-80 B
79-70 C
69-60 D
59-0 F

To pass any clinical practicum class, you must earn at least a B.

RADT 2340 (270 hours)

Competency Evaluation	18 evaluations	60 points
Attendance*	Each absence subtract 10 points	20 points
Affective Evaluations	2 submitted; 2 @2.3 or higher	15 points
End of semester survey	1 survey submitted	5 points

RADT 1320 (180 hours)

Competency Evaluations	15 evaluations	60 points
Attendance*	Each absence subtract 10 points	20 points
Affective Evaluations	2 submitted; 2 @2.3 or higher	15 points
End of semester survey	1 survey submitted	5 points

RADT 1330 (315 hours)

Competency Evaluation	20 evaluations	60 points
Attendance*	Each absence subtract 10 points	20 points
Affective Evaluations	3 submitted; 2 @2.3 or higher	15 points
End of semester survey	1 survey submitted	5 points

RADT 2360 (405 hours)

Competency Evaluation	Complete all mandatory and elective procedures **	60 points
Attendance*	Each absence subtract 10 points	20 points
Affective Evaluations	4 submitted; 2@2.3 or higher	15 points
End of semester survey	1 survey submitted	5 points

*All absences in excess of 2 personal days per semester regardless
**ARRT Mandatories and elective requirement must be completed at the end of RADT 2360. Simulations are permitted on a limited basis.

ARRT Mandatory and Elective Competencies

Chest and Thorax	**Mandatory**	**Elective**	**Spine and Pelvis**	**Mandator**	**Elective**
Routine Chest	M		Cervical Spine	M	
Chest AP (wheelchair or stretcher)	M		Spine (cross-table lateral)		E
Ribs	M		Thoracic Spine	M	
Chest Lateral Decubitus		E	Lumbosacral Spine	M	
Sternum		E	Pelvis	M	
Soft Tissue Neck		E	Hip (AP and lateral)	M	
Upper Extremity			Cross Table Lateral Hip	M	
Thumb/Finger	M		Sacrum/Coccyx		E
Hand	M		Scoliosis Series		E
Wrist	M		Sacroiliac joints		E
Forearm	M		**Abdomen**		
Elbow	M		Abdomen supine (KUB)	M	
Humerus	M		Abdomen Upright	M	
Shoulder	M		Abdomen Decubitus		E
Trauma Shoulder	M		Intravenous Urography		E
Trauma : Upper Extremity (Non shoulder)	M		**Fluoroscopy Studies (* must select one of these) plus one additional procedure**		
Clavicle	M		Upper GI Series		E*
Scapula		E	Barium Enema		E*
AC Joints		E	Small Bowel Series		E
Lower Extremity			Esophagus		E
Foot	M		Cystography/Cystourethrography		E
Ankle	M		ERCP		E
Knee	M		Myelography		E
Tib-Fib	M		Arthrography		E
Femur	M		Hysterosalipinography		E
Trauma Lower Extremity	M		**Surgical Studies**		
Patella		E	C-arm Procedures with sterile field	M	
Calcaneus (os calcis)		E	C-arm Procedures multiple planes	M	
Toe		E	**Mobile Studies**		
			Chest	M	
Cranium (select one from this section)			Abdomen	M	
Skull		E	Orthopedic	M	
Paranasal Sinuses		E	**Pediatrics (6 or younger)**		
Facial Bones		E	Chest Routine	M	
Orbits		E	Upper Extremity		E
Zygomatic Arches		E	Lower Extremity		E
Nasal Bones		E	Abdomen		E

Mandible (Panorex acceptable)		E	Mobile Study Any		E
Temporomandibular joints		E	**Geriatrics (must have physical or cognitive impairment**		
			Chest Routine	M	
			Upper Extremity	M	
			Lower Extremity	M	

- **Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the injured body part, etc.**

General Patient Care (HPRS classes)	Date Completed	Competencies Verified By
CPR		
Vital Signs		
Sterile and Aseptic Technique		
Venipuncture		
Transfer of Patient		
Care of patient medical equipment (e.g. Oxygen tank, IV tubing)		

The Competency Process

Each term the student is graded on a minimum number of designated examinations that are completed unassisted. These examinations are based on the ARRT list of clinical competencies. All examinations required for clinical competency each term will be discussed in the present or previous semesters in class and may be evaluated in the laboratory.

In the clinical setting, students who have observed, assisted, and performed a particular examination will follow this sequence:

1. Notify the Clinical Instructor or designated technologist, of that site their readiness to perform the examination unassisted but under direct supervision for a grade (competency exam).
2. The Clinical Instructor or designated technologist may give permission to the student to proceed. The Clinical Instructor or designated technologist is not obligated to perform the evaluation if it is not convenient to do so. Each exam is evaluated separately using the Radiographic Competency Evaluation Form for that type of procedure.
3. The evaluator must be present during the performance of the procedure and appropriately complete the Radiographic Competency Evaluation Form including their signature. The evaluator may review the images but the evaluation is based on the performance of the student not the images.
4. While it may be necessary that an additional image or a repeat is necessary, the evaluator will judge if this is the fault of the student. If so, the evaluator will terminate the evaluation.
5. The student will enter the grade data under clinical competencies in Trajecsys within 5 days. Failure to do so will be reflected in the affective attributes.
6. The physical paperwork is to be reviewed by the academic faculty to ensure that signatures and appropriate grading is done. The clinical coordinator may ask the student to produce the forms at any time for auditing purposes and the student has 24 hours to produce the forms.
7. The final part of the competency process is verification by the program academic faculty. The student will review the images with the faculty member for accuracy of positioning,

identification of anatomy and any other technical considerations. The instructor will complete the final three categories, review the Trajecsys entry for accuracy and verify it if appropriate.

The ARRT permits simulations of competencies. A maximum of 3 mandatory procedures and any elective procedures may be simulated. It is the policy of the Atlanta Technical College Radiologic Sciences program that a maximum of 3 simulations may be performed in any given semester for grading purposes.

All mandatory and the required number of elective procedures must be satisfactorily completed as a competency by the last clinical semester. If this is not achieved, a passing grade for the semester may not be given, and the student will not be eligible to sit for the Registry.

*Any radiographs that have to be repeated must be under the direct supervision of the clinical instructor, or a Registered Technologist, he/she designates.

Other points

- The procedures acceptable each semester have been defined. Other procedures will not be accepted.
- The Radiographic Competency Evaluation Form is very important and when used properly can give a measure of a student's ability to adequately produce a diagnostic radiograph for a specific anatomical part. Utilizing the form, one can quickly identify a student's problem area(s).
  The student is required to turn in the completed forms for failed evaluations. The student's grade is NOT affected by these failed attempts.
- Individual competencies may only be completed once in each semester however they may be repeated each semester. For example, a student could perform a competency for a 2 view chest during each of the five semesters,
- The only competencies that will be accepted will be those procedures reflected in the ARRT competency list and the Care of Patient competencies.
- Pediatric procedures must be performed on children less than 6 years old.
- Trauma cases shall be the initial radiographs performed on a patient.
- Simulated procedures must be designated in Onlineradschool as such.

Students will **not** be required to perform any radiographic examinations that exceed their educational or clinical experience without assistance. **A student may be asked transport patients, or perform other tasks that are pertinent to radiographic examinations of patients or for the operation of the department and will do so willingly**.

Copies of the instruments are located in the Appendix.

Affective Evaluations

Students are expected to conform to the ASRT Standard of Practice and Code of Ethics. Each five weeks the clinical instructor, in consultation with the registered radiographers and department supervisors, is required to complete an affective evaluation for each student rotating in their specific area. The affective evaluation is a rubric and a subjective evaluation and is based on a 0-4 Likert Scale. It assesses the students observed behavior in terms of knowledge, attitudes, patient care skills, organization and professional demeanor. Consistent professional conduct is mandatory and as such certain must be achieved and maintained in order to remain in the clinical environment.

Here is a portion of the tool.

	Excellent	*Above average*	*Average*	*Below average- needs counseling*	*Unacceptable needs counseling*
1. ORGANIZATION OF WORK	*Consistent top performer*	*Above average producer*	*Plans time and works well*	*Not meeting standards*	*Unsatisfactory*
2. QUALITY OF WORK	*Consistently accurate*	*Seldom makes mistakes*	*Work generally acceptable*	*Seldom accurate*	*Makes repeated mistakes*

Excellent =4
Above average =3
Average =2
Below average = 1
Unacceptable =0

The maximum point value you could reach is 4.0. An average ranking of 2.3 which places you at average to slightly above is acceptable for full credit. From 2.2 to 1.8 you will receive 2.5 points. If the average of all attributes is less than 1.8 you will receive 0 points. The failing evaluation will be considered the equivalent of a written warning. Students failing the established grading criteria more than once in a semester, will receive an failing grade for the relevant clinical course.

A copy of the full evaluation instrument is located in the Appendix.

Clinical Instructor Evaluations
This instrument is completed by the student following a rotation. The clinical instructor will be provided a composite consisting of 3 or more evaluations to ensure student privacy.
End of the Semester Evaluations
This is a mandatory survey of clinical instruction that a student will complete at the end of each clinical semester. The survey will evaluate the clinical site as well as clinical instruction. Individual surveys will not be shared with the clinical site or staff, but a composite of these surveys may be used to assist the clinical site in evaluating their effectiveness.

Other Academic and Institutional Policies

Classroom and Lab Accessibility

Students will have access to classrooms and labs during the class hours indicated on the semester schedule of classes. If a student desires access to the classroom or lab outside of these hours, prior arrangement should be made with the course instructor. Each classroom or lab will be locked when classes are not scheduled for that room.

It is the student's responsibility to notify the instructor if they are experiencing difficulty in learning the material assigned in this class. The instructor will work with students individually to help overcome any obstacles that may impede the learning process.

The Office of Special Populations at Atlanta Technical College coordinates a variety of support services for persons who are (1) blind or have impaired vision, (2) deaf or have impaired hearing, (3) learning disabled, (4) physically disabled, or (5) medically impaired. Students may request services or accommodations to fit their individual needs by providing appropriate documentation as to the degree of disability.

Classroom and Lab Management Plan

Each Radiologic occupational course of study has theory, laboratory and clinical components. Laboratory assignments correlate with theory. As a requirement of the Radiologic Technology program, students must compete laboratory assignments and pass with competency all tasks and procedures prior to completion of the course. The student must successfully complete each course prior to advancing to higher level courses. To accomplish the various tasks and procedures required to complete each Radiologic course, students are assigned to laboratory time. During laboratory performance students are given instructor demonstration of tasks followed by the opportunity for the student to practice the demonstration. An instructor will monitor laboratory practice at all times.

At the beginning of each course of study, the student receives a course syllabus and a list of course objectives listing the tasks and procedures to be completed in the laboratory. Additionally, the students are given a radiography lab evaluation rubric to monitor their progress and to keep an accurate record of their practice performance. Evaluations of student lab skills are ongoing each semester. Purpose:

Laboratory experiences are integrated throughout the Radiologic Technology courses. These experiences allow students to practice all skills, thereby obtaining proficiency prior to entering the clinical setting. Procedures are performed under the supervision of the Instructor(s) and Laboratory Assistants at a ratio of not more than 6:1 (students: instructor).

Student Obligations:

- Students are expected to act professionally toward each other and the instructional staff at all times.
- Students must complete all assignments successfully, gaining competence and proficiency in the assigned tasks and procedures.
- Students have the responsibility to be prepared and knowledgeable of the skills to be practiced or demonstrated.
- Students are responsible for practicing appropriate safety precautions.
- Students are responsible to assist in clean-up duties, although one team of individuals is assigned cleaning responsibilities on a weekly basis.

Scheduling:
Students begin laboratory experiences immediately upon entering the Radiologic Technology Program. Laboratory experiences include any psychomotor practice of simulation in the actual physical therapy clinic settings. Reading and study assignments are completed, lecture and instructor demonstrations are performed prior to the student actively participating in the laboratory experience.

Laboratory Cleaning: It is the student's responsibility to clean up their assigned station during laboratory time. In addition, students are responsible for maintaining and cleaning equipment and supplies used in the laboratory (i.e. wiping down equipment with approved germicide, storing equipment in its proper place, etc.)

Supplies and Equipment:
Supplies and equipment are provided for each student at the beginning of each laboratory day. Safety procedures for all supplies and equipment are provided to the student prior to the implementation of the skills by the student. Any broken or malfunctioning equipment is to be reported promptly to the Faculty.

Lab/ Equipment Use:
Students are allowed to use identified laboratory equipment when performing certain skills. While using these, students should ensure that these equipment items are handled as instructed to prevent any damage to the equipment, or injury to the students.

At the completion of each lab use, students should ensure that all chairs are placed neatly under the tables, and equipment should be placed in its proper place. All paper and trash items are to be placed in the appropriate receptacles placed near the entrance of the lab.

Equipment Maintenance
Equipment will be checked for safety, wear and tear annually by a certified technician. Any equipment deemed unsafe will be removed, repaired or replaced as indicated.

Laboratory Safety Rules:
In this program students will be working with radiation which is potentially hazardous. Most of the following rules are standard procedures for working in Radiology departments. Students are to familiarize themselves with these rules, so that they will develop good, safe radiation protection practices:

Many courses include hours designated as lab hours. During these hours, the student is expected to complete lab assignments as determined by the instructor. The instructor will monitor the lab, while providing direction and instruction. While in the Radiography lab area, students are expected to adhere to the following policies and procedures:

1. No children are allowed in the lab area at any time.
2. At NO time shall any individual be exposed to the useful beam. Equipment is to be used solely for the purpose of x-raying the radiographic phantoms.
3. At NO time shall a student make exposures without the presence of a qualified instructor.
4. The door to the radiography room must remain open whenever students are practicing positioning
5. NO person shall be admitted into the laboratory without his/her personnel monitoring device.
6. Deliberate exposure of a personnel monitoring device to deceptively indicate a dose delivered to an individual is prohibited and may result in failure of the course.
7. In the event of an emergency or malfunction involving the laboratory equipment, contact the program director immediately.

8. Students are expected to be present for their scheduled laboratory activities, there are no make-up lab times.
9. If students are using the laboratory at times that are other than scheduled for class, the students will ensure that the lab stays clean and the equipment will be properly stored (including the imaging plate) and turned off.
10. Handle the equipment with care, it's easily breakable but it's not easily replaceable.
11. The student will not move any electrical equipment or connections. If a connection needs to be replaced or connected, it should be reported to the instructor.
12. Students should use the non-energized lab equipment only in the proper way as indicated by the instructor.
13. Each student is responsible for cleaning up the lab area after use.
14. Students are allowed to attend lab sessions only during the designated lab time he / she is assigned. Lab groups will contain no more than 6 students assigned per semester.

Laboratory Security:
Students are requested not to bring personal articles into the laboratory. Students are reminded that neither the school nor instructors are responsible for personal items.
Students are requested not to go into classroom closets or cabinets without prior permission of the instructor. Students are instructed to handle equipment/supplies properly to prevent damage .Many courses include hours designated as lab hours. During these hours, the student is expected to complete lab assignments as determined by the instructor. The instructor will monitor the lab, while providing direction and instruction.

Policy for Jury Duty or Court Summons

Students receiving a summons for Jury Duty or a court appearance must provide the Program Director with appropriate notification prior to the date of appearance. The student must produce a copy of the summons to be excused for the time required. All work missed must be made up by the student immediately upon return.

Procedure:
1. Upon receipt of a summons for Jury Duty or court appearance, the student is required to immediately notify the Program Director. A copy of the summons will be made and maintained in the student's administrative file.
2. The Program Director and student will evaluate the lesson plans for the day (dates) the student is expected to be absent and assignments will be made if applicable.
3. Upon return from Jury Duty or court appearance, the student is responsible for making up all missed assignments.

Policy: Bereavement Leave
As soon as possible, the student should contact the program director following a bereavement event.

Any student requesting bereavement leave must complete <u>all</u> missed assignments upon return to class. Extenuating circumstances will be handled on a case-by-case basis, and are at the discretion of the program director.

Procedure:

1. A student requesting bereavement leave should contact the program director in person when possible, or by telephone.
2. **Extreme situations will be handled on a case-by-case basis and will be at the discretion of the program director.**

Policy: Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's records within 45 days of the day the school receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Atlanta Technical College to comply with requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202- 4605.

DIRECTORY INFORMATION

In accordance with federal law, the Family and Educational Rights and Privacy Act or FERPA, North Metro Technical College will release the following student information as directory information:

- Name

- Address
- Telephone listing
- Date and place of birth
- Level of education
- Academic major
- Degrees received
- The educational institution in which the student most recently was enrolled

FERPA Objection: Any adult student or minor student's parent who objects to the release of this directory information under the Family and Educational Rights and Privacy Act should file an objection in writing clearly stating what directory information should not be released to third parties. Forms are available in the Office of Admissions for filing a FERPA Objection.

THIRD PARTY ACCESS

***Except in the case of dependent students, parents have no access to the records of students in postsecondary institutions*. This applies to spouses and other family members as well. There will be communication only between the program, the College, and clinical sites with the individual student, regardless of whether or not a release is signed.**

Policy: Equal Opportunity

EQUAL OPPORTUNITY: STATEMENT OF COMPLIANCE

As set forth in its student catalog, Atlanta Technical College does not discriminate on the basis of age, race, color, creed, national or ethnic origin, sex, religion, marital status, veteran status, citizenship status (except in those special circumstances permitted or mandated by law), or disability in its educational programs, activities, or employment. For further information regarding these laws (Title VI, IX and Section 504) For further information regarding these laws (Title VI and IX) contact Sylvie Moses, equity/special needs coordinator, Atlanta Technical College, Cleveland Dennard Center, suite B164, 404.225.4434. Email: smoses@atlantatech.edu. To request reasonable accommodations upon enrollment (Section 504/ADA), contact Sylvie Moses, career planner/special needs, student affairs division, Cleveland Dennard Building, suite B164, 404.225.4434. Email: smoses@atlantatech.edu. Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA 30310.

Policy: Sexual Harassment

It is the policy of Atlanta Technical College that sexual harassment as defined in the EEOC Guidelines will not be tolerated among members of the Atlanta Technical College community. Alleged incidents of sexual harassment should be reported to the Title IX Coordinator as described and the complaint shall be handled according to the following procedures.

1. Complaints: Any student or employee who alleges a violation of this policy shall notify the Coordinator within seven (7) workdays following the alleged incident. The complaint shall contain a brief description of the alleged violation and relief requested. If the complaint is oral, the Coordinator shall prepare a written record of the complaint and ask the Complainant to sign the statement, indicating that it accurately reflects the essentials of the complaint.

2. Department Response:

A. Within ten (10) workdays following the filing of a complaint, the Coordinator will conduct an investigation of the alleged incident. This investigation may include a review of any and all documentation involved in the claim, interviews and/or sworn statements from all individuals involved. The Coordinator will then review the evidence gathered during the investigation and make a written report presenting findings of fact, conclusions of law and recommendations as to any disciplinary action to be taken if necessary. The report shall be made to the president of the school (or Deputy Commissioner for the Central Office). A copy of this report shall be given to the Complainant and to the accused offender.

B. The accused offender or Complainant (referred to as Respondent) may respond to the report of the Coordinator. The Respondent(s) must notify the president that the Respondent(s) wishes to respond to the report either orally or in writing within five (5) days of the receipt of the report. The president (or Deputy Commissioner) shall meet with the Respondent within a reasonable time. This meeting may be informal and limited to the Respondent and any other necessary individuals.

C. Within a reasonable time the president (or Deputy Commissioner) shall evaluate all evidence presented and make a decision regarding a resolution. This decision shall be in writing and copied to the Complainant and the alleged offender. Such decisions shall include a statement of the right to appeal that decision to the Commissioner, Department of Technical and Adult Education. A total time period from receipt of complaint to the president's (or Deputy Commissioner's) decision should not exceed thirty (30) days.

3. Appeal

A. An appeal of the final decision may be submitted in writing to the Commissioner indicating the reasons for appeal and stating what relief is requested. This appeal to the Commissioner must be submitted within fifteen (15) workdays after receipt of the final decision.

B. The Commissioner may elect to hear the appeal or appoint an administrative hearing officer to hear the appeal and make appropriate recommendations. No new or additional evidence will be accepted for purposes of this appeal. The Commissioner shall issue a decision within fifteen (15) calendar days following the hearing of the appeal. This decision shall be final.

C. If at any time a student or employee does not feel comfortable submitting a complaint to the Coordinator or other involved individual, the Complainant shall submit the complaint to the next level of authority.

Policy: Academic Dishonesty

Each student is responsible for producing his or her own work for a class. Plagiarism (or submitting the work of others without proper reference to the source) and cheating are grounds for failure in that course.

Procedure:

1. Students displaying behaviors consistent with academic dishonesty will be immediately dismissed from the program.

2. In accordance with the Due Process Policy, the student has the right to appeal the disciplinary action *(see Due Process Policy on the College based Student Handbook).*

Definitions:

For the purpose of clarification, academic dishonesty shall be defined as:

A. Cheating on a test, quiz, examination or other assignment.
B. Falsifying attendance records or signing in or out for another student.
C. Passing information about a test, quiz, or examination to a student absent the day of the exam.
D. Plagiarism
E. Removing any test materials from the school without the permission of the instructor or Program Director.

Policy: Special Learning Needs

It is the student's responsibility to notify the course instructor if they are experiencing difficulty in learning the material assigned in this class. The instructor will work with students individually to help overcome any obstacles that may impede the learning process. The Office of Special Populations at Atlanta Technical College coordinates a variety of support services for persons who are (1) blind or have impaired vision, (2) deaf or have impaired hearing, (3) learning disabled, (4) physically disabled, or (5) medically impaired. Students may request services or accommodations to fit their individual needs by providing appropriate documentation as to the degree of disability. To initiate services, applicants must schedule an appointment with the Special Populations Coordinator in the Office of Student Services.

Policy: Work Ethics Program

The principle mission of Atlanta Technical College is to provide students with the necessary skills to become successful employees in the career field of choice. To be successful in this pursuit, students must possess both strong occupational skills and good work habits. Atlanta Tech is committed to incorporating these good work habits into every facet of its educational programs. The following ten areas of work ethics traits and performance standards will be presented in class and should be exhibited by the student: attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation and respect. In addition to the academic grade received in each course. Students will also receive a Work Ethics grade that will document his or her adherence to these ten performance measures.

Policy: Job Placement

Atlanta Tech provides career placement assistance for graduates through a team effort built on the involvement of the faculty and coordinated through the Office of Career Placement. Students are encouraged to contact the Office of Career Placement at the beginning of their last semester of enrollment. The Director of Career Placement will assist the student in preparing an appropriate strategy for finding the type of position for which the student is trained. It is the policy of Atlanta Technical College to provide services to program-admitted students for a period of one year after successful completion of their program of study.

Policy: Course "No Show" Policy

If a student does not attend the first scheduled day of a class, he or she will be considered a "no show" and will be administratively withdrawn from that course. The student will re-register for this class by following the "Late Registration" procedures.

Policy: Course Withdrawal

If a student desires to withdraw from a course he or she must initiate the process by obtaining a Drop/Add form from the Office of Student Services, completing the top portion of the form, and presenting it to his/her instructor for signing. If a student withdraws in the first 14 calendar days of the semester he or she will receive the grade of "W". After that time, the instructor will assign a grade of WP ("Withdrew Passing") or WF ("Withdrew Failing") based on the coursework completed up to the time of official withdrawal.

Any student not in attendance the first day a course is offered will be dropped, in accordance with Atlanta Technical College Policy. To be added back to the course roster, the student would need to follow the college's drop/add procedure no later than the second day the course is scheduled to meet. Failure to complete the drop / add procedure by the second class meeting will render the student ineligible to continue with the course and the Radiologic Technology Program. The student may re-apply the following year, but must compete with other applicants for available slots in the program. No preference will be afforded those dropping the program, as the same evaluation criteria will be used during the selection process for all applicants.

A student cannot telephone the instructor or the Office of Student Services and request to be dropped from a course. He or she must follow the procedure above. If a student simply stops attending class, he or she will receive a grade of zero for all assignments missed. These zeros will be averaged with any existing grades to determine the student's final grade for the class.

Policy: Tuition, Fees and Tuition Refund

The tuition that a student pays each semester varies according to the number of credit hours a student takes. Tuition cost is $100 per credit hour as follows:

The tuition cost above is for Georgia residents. Out-of-state students pay tuition twice the amount charged for Georgia residents. International students pay tuition four times the amount charged for Georgia residents. The Business Office will accept cash, check, MasterCard, or VISA when paying fees. The college may change tuition cost and fees, please visit the Atlanta Technical College website for the most current information regarding tuition and fees.
https://atlantatech.edu/admissions/tuition/

STUDENT ACTIVITY FEE

Students pay student activity fees of $30 each semester at the time of registration. This fee provides for student activities conducted with the approval of the Student Leadership Council.

REGISTRATION FEE

Each semester, students pay a $63 registration fee at the time of registration.

ACCIDENT INSURANCE FEE

Students pay a $6 insurance fee each semester at the time of registration. All certificate, diploma and degree students at NMTC are covered each semester by an accident insurance policy.

MALPRACTICE INSURANCE FEE

Students enrolled in allied health programs are assessed a malpractice insurance fee. Payment is due upon registration. Insurance rates may vary by program. Students must show proof of current malpractice insurance prior to beginning clinical courses. This fee is assessed once each academic year of enrollment.

CAMPUS SAFETY FEE

A campus safety fee of $25 will be charged to all students per semester regardless of how many hours a student is enrolled. This fee is used to enhance safety and ensure students and faculty have a safe and healthy learning environment.

STUDENT ASSISTANCE PROGRAM FEE

A student assistance program fee of $8 will be charged to all students per semester. This fee gives students access to the Life Balance Program offered at Atlanta Technical College.

TECHNOLOGY FEE

A technology fee of $105 will be charged to all students each semester regardless of how many hours a student is enrolled. These funds will be used to increase instructional resources and technology.

BOOKS, TOOLS, UNIFORMS, & EQUIPMENT

Every student is required to have all books, tools, or other equipment as required by the particular program of study. Most required books and many of the students' other needed supplies may be purchased from the bookstore on the main campus of Atlanta Technical College.

In keeping with the state-wide enrollment processing policy from the Technical College System of Georgia, Atlanta Technical College implemented a three (3) instructional day drop, 100% refund period, and a seven (7) calendar day add period at the beginning of each semester. Students have the first three days of each semester to drop any or all of the courses they are registered for. If students drop course(s) during this period, they will receive a 100% refund of all tuition and applicable fees, will not earn a "W" grade in the class and not have any hours counted against their financial aid cap. If students drop any course(s) after the third instructional day of the quarter, they will receive no refund, will earn a "W" grade and will have the credit hours count against their financial aid cap.

Refunds, when due, will be made without requiring a request from the student.

Refunds, when due, will be made within thirty (30) days (1) of the last day of attendance if written notification has been provided to the College by the student, or (2) from the date the College terminates the student or determines withdrawal by the student.

Tuition refunds for students receiving benefits through the Department of Veterans' Affairs will be prorated over the length of the course.

Tuition refund will be given if the student formally withdraws from classes prior to or within the first seven (7) calendar days, including weekends and holidays, with the first calendar day of the semester (not the individual student's first scheduled day of class) counting as the first of the seven (7) days. The seventh (7th) day will be calculated by the Registrar and appropriately announced.

The amount of the refund is determined as follows:

- Prior to the first day, the refund will be 100%
- From the 1st day through the 7th day, the refund will be 75%
- After the 7th day, no refund will be paid

The application fee is nonrefundable. No other fees, except tuition, shall be refunded during the seven-day refund period. From the 1st through the 7th day of the semester (75% tuition refund period):

- If a part-time student drops, or drops and adds one or more classes which results in the same number of credit hours he / she was originally registered for, no refund will be paid.

- If a part-time student drops, or drops and adds one or more classes, which results in a lesser number of credits than originally registered for, the refund will be calculated on the net difference of the credit hours.

IMPORTANT NOTE REGARDING THE DEADLINE

A formal withdrawal from classes is only valid if a completed withdrawal form is received and date-stamped by the Registrar's office prior to the close of the office on the 7th day. This is to ensure fairness to all students and to ensure compliance with state policies. In emergency situations, a student or representative of the student, may telephone the Registrar's office prior to the close of business on the 7th day and state that an emergency has prevented the student from submitting a withdrawal form by the deadline. In such cases, the student will be administratively withdrawn, but

the student must sign the withdrawal form within one week or within a time frame agreed by the Registrar, in keeping with the nature of the emergency. Documentation may be required to substantiate emergency circumstances.

The process of initiating a refund check will begin at the close of the refund period. The Office of Administrative Services will mail refunds to the student after a processing period of one to two weeks.

FINANCIAL OBLIGATIONS
A student who is delinquent in the payment of any financial obligations may be dropped from courses or from the school and may not be allowed to register for another semester until such a delinquency is removed. The student will not be issued semester grades, transcripts or other student records. Any student who receives a notice that their status has been placed on hold should immediately contact the office issuing the hold.

RETURNED CHECK FEE
There will be a $20 fee assessed by the Business Office for each returned check.

Policy: RADT Transfer Credits

It is the policy of the Radiologic Technology program to recognize RADT credits completed at other institutions provided specific guidelines are followed.

Procedure:

1. Students accepted into the program that have completed RADT courses at other institutions will arrange for official transcripts to be sent the ATC Registrar for initial evaluation and course equivalency determination.

2. Upon receipt of the Registrar's initial review decision, the program director will schedule an appointment for the student to complete a written examination for each course they wish to transfer.

3. Students earning less than 80% on the written examination will be required to take the course at ATC. In the event a score of 80% or higher is obtained, the student will be awarded exemption credit, and will not be required to register for the particular course as part of their enrollment in the Radiologic technology program.

The final decision on granting exemption credit for RADT courses shall be at the discretion of the Radiologic Technology Program Director, the individual ultimately responsible for program outcomes and effectiveness, according to JRCERT policy.

Purpose:

To provide a mechanism by which students may transfer credits for RADT courses completed at other institutions. The examination requirement will ensure the student is able to meet the academic standards for the course(s) transferred.

Leave of Absence Policy

It is the policy of the Radiologic Technology program that a leave of absence (LOA) be granted to enrolled students for medical, military, and personal reasons.

Upon return from an approved LOA, every effort will be made to return the student to their previous assignment. A student returning from an LOA will not be permitted to enroll in classes already in progress, and will have to wait until the necessary class is next offered to enroll. Students not enrolling within 12 months following an approved LOA will be considered ineligible to continue in the radiologic technology program. Prior to program completion, the student must successfully complete all academic and clinical courses *(see the program grading scale policy).*

Procedure:

1. Students seeking a Leave of Absence must submit a written request to the Program Director stating the reason for the request, along with the beginning and end dates of the requested Leave of Absence.

   The Program Director will request additional information supporting the request for the Leave of Absence, including but not limited to:

   - Written medical statements from the student's physician
   - Copy of military orders

   The Program Director will approve or deny requests based on the facts of each case, and approval may be for the full period requested or any portion thereof. In the event of a Medical Leave of Absence request, the statement provided by the student's physician shall serve as the basis for granting the leave and its duration.

2. Students on a Medical Leave of Absence must be cleared by their personal physician. Documentation from the student's physician will be required including any duty restriction if applicable, and date of return to program activities. No student on a medical LOA will be allowed to continue with program coursework without a medical clearance.

3. Types of leave covered by this policy include:
   A. Medical and FMLA Leave of absence
   B. Military Leave of Absence
   C. Personal Leave of Absence

4. Every effort will be made to re-enroll the student the same academic year however, students will not be permitted to enroll in courses already in progress, and will have to wait until the necessary courses are offered again to continue in the program. Students not enrolling within 12 months of completion of an approved LOA will not be considered eligible to continue in the program.

5. All requests for an LOA will be handled on a case-by-case basis.

Student Employment Policy

The Program recognizes the need for students to seek employment while enrolled. It is the recommendation of the program faculty that student employment does not exceed **twenty hours per week** in order to allow for sufficient study and class preparation time.

Employed students must accept responsibility for maintaining satisfactory attendance, academic and clinical performance while meeting established standards. **Employment is not to be used as an excuse for failure to meet expected standards of performance.**

Due Process Policy / Grievance

The sponsoring institution and faculty respect each individual's rights. It also recognizes that student dissatisfaction / disagreements may occur. As a result, an open-door policy in the form of the following procedure has been established. This due process procedure provides the student an opportunity, without fear of penalty, to request a formal review of dissatisfactions through discussions with the faculty and higher supervision when necessary.

Procedure:

If dissatisfaction occurs, the following steps must be utilized:

1. As a first step with any dissatisfaction, the student should discuss the issue with the appropriate faculty member before proceeding to step two.
2. If resolution to the issue cannot be obtained through discussion with the faculty member, the student should submit a written request to the program director **within 5 days** of completion of step one. The program will schedule a meeting with the student and appropriate faculty member within one week of receipt.
3. If the issue is not satisfactorily resolved by the Program Director, the student should submit a written request within 5 days requesting a formal meeting with the Dean of Allied Health and Public Safety. A written statement outlining the basis for the request must accompany the written request.
4. At the scheduled meeting, the student will be given an opportunity to present relevant information concerning the issue / problem as well as call witnesses if necessary.
5. The student will be informed by the Dean, in writing, of his/her decision within three (3) school days.
6. The student may accept the decision of the Dean, or request an appeal to the Allied Health Division Chair, if the issue is still not resolved to the student's satisfaction, the matter would then go through the institutional appeals process.

From the College Based Student Handbook: Student complaints about grades or class work should be resolved at the most immediate level. Students are encouraged to make an appointment with instructors first to discuss their complaints. If the complaint is not resolved with the instructor, students should make an appointment next with the department chairperson, the division dean, and finally the Vice President of Academic Affairs.
Other student complaints, whether verbal or written, should be directed to the Vice President of Student Affairs.

Policy: Safety / Emergency Procedures:

It is the policy of Atlanta Technical College to maintain an aggressive safety program throughout all college departments in order to prevent personal injury and material damages. An effective safety program includes the dissemination of safety precautions that are known to be instrumental in preventing accidents and maintaining a safe working and learning environment.

The instructor is responsible for making each student aware of the established guidelines outlined in the ATC Safety and Health Program. A copy of the ATC Safety & Health Awareness Program Manual is located in the Radiologic technology program classroom. Students and faculty are expected to abide by these guidelines and to make suggestions and recommendations for improvement to the college's Health and Safety Committee.

Drug and Alcohol Usage Policy

It is the policy of the Radiologic Technology program to observe a zero-tolerance policy relative to the use and / or possession of illicit drugs and alcohol. This policy will apply to all enrolled Radiologic Technology students. Furthermore, it is the policy of the program to prohibit the unauthorized possession or use of alcohol, controlled substances, or illegal drugs. Students are prohibited from reporting to class or clinical assignments under the influence of alcohol, illegal drugs, or controlled substances not prescribed to them by a physician or other licensed healthcare practitioner.

Indicators for "reasonable suspicion" that a student may be under the influence of alcohol, unauthorized narcotics, or controlled substances or illegal drugs include (but are not limited to):

a. bizarre or unusual behavior
b. slurred speech, the smell of alcohol on the breath, irrational behavior
c. repeated mistakes or accidents not attributable to other factors
d. violation of safety rules / policies and procedures which potentially jeopardize the well-being of patients, hospital employees, fellow students, and / or others
e. deteriorating clinical performance or attendance problems not attributable to other factors
f. apparent physical state of intoxication or drug induced impairment of motor functions

If it is determined that a drug or alcohol screen is necessary, the program director will:

1. Take the student to a quiet and private area and express concern that the student does not appear to be able to perform his / her duties at this time and that the student is suspected to be under the influence of some substance.
2. Depending on the student's condition, the presence of hospital security may be requested.
3. The student will be sent home after the program director has arranged transportation with the student's relative, emergency contact individual or other responsible adult.
4. The program director will document the observed behavior, which will be maintained in the student's file.
5. A drug or alcohol screen will be required <u>within 24 hours</u> at the student's expense. **The burden of proof shall rest with the student.** If the student refuses to comply with the test within the 24-hour deadline, they will be suspended from the program until a formal emergency meeting of the Advisory Committee can be called to decide the appropriate course of action.

Drug / Alcohol testing may be conducted at the following location:

- <u>Cobb County Mental Health Agency</u>
  1650 County Services Parkway
  Marietta, GA 30008

(770) 514-2422

If the results are positive, unless the student is able to produce a medically acceptable prescription dated prior to the test, program dismissal will result. As with all disciplinary actions, the student has the right to appeal according to the published program due process policy.

> **Title 20-1 of the Official Code of Georgia Annotated**: any *student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until later.*

Purpose:

To clarify the program's position on the use and possession of alcohol and / or illicit drugs on hospital property or clinical / classroom areas.

Definitions:

Illicit drugs: any drug, medication or controlled substance not prescribed for the individual by a licensed healthcare practitioner. This definition is extended to include controlled substances, illegal drugs including, but not limited to, marijuana, methamphetamine, cocaine, and heroine.

Policy: Posting of quiz, test and exam scores & reasonable feedback

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, affords students certain rights with respect to their education records *(see the "Institutional & Academic Policies" section of the student handbook,*
"Student Records" policy).

Due to concerns for maintaining confidentiality, scores for quizzes, tests, examinations, and other assignments will no longer be posted.

All quizzes, tests, and examinations will be graded and results provided to students within a "reasonable amount of time". Whenever possible, results will be communicated to students within **one week** (7 days) from a testing session. With the exception of final examinations, quizzes and tests will be distributed during a regularly-scheduled class session and reviewed. Following this review, the quizzes and tests will be returned and maintained on file.

Any students wishing to review and discuss test and quiz results further, or to review a RADT final examination, will submit a written request to the course instructor. A meeting will be scheduled during posted office hours. The instructor will make every effort to accommodate the request expediently however, the student should allow up to two weeks in cases where a meeting is not feasible in a shorter period of time.

Policy: Immunizations, TB and Hepatitis B Vaccination Policy

With regards to immunization records for students enrolled in health-related programs, the following guidelines are now in force for applicants to Atlanta Technical College Radiologic Technology program. Program applicants must present the following documentation with their application materials.

IMPORTANT NOTE: Failure to submit the completed Atlanta Technical College Radiologic Technology physical examination form, immunization records will result in the applicant's disqualification from the applicant pool.

NOTE: If immunization records have been recorded on separate documentation such as a hospital printout, health department card, office call invoice, etc., a clear photocopy of that documentation may be attached to the Physical Examination and Immunization Record form.

An applicant must have completed the following immunizations according to the indicated guidelines and schedules. Documentation of a titer (blood test) **with specific lab values** verifying immunity or seropositivity is also acceptable for Measles, Mumps, Rubella, Varicella, and Hepatitis B.

1. **Measles –** Two (2) doses of measles ("rubeolla") vaccine is required either in separate injections or in combination with mumps and rubella ("MMR"). **Both measles immunizations must have been received after January 1, 1968.** Individuals who were born prior to 01/01/57 are exempt from the measles immunization requirements.

2. **Mumps –** One (1) dose of mumps vaccine is required either in a separate injection or in combination with measles and rubella ("MMR"). Individuals who were born prior to 01/01/57 are exempt from the mumps immunization requirement.

3. **Rubella –** One (1) dose of rubella vaccine is required either in a separate injection or in combination with measles and mumps ("MMR"). There is **no exemption** from the rubella immunization requirement for individuals who were born prior to 01/01/57.

4. **Tetanus/Diphtheria/Pertussis ("Tdap")–** One (1) dose of Tdap is required within the past ten (10) years. The documentation must clearly indicate that a **Tdap** was received.
   NOTE: A standard Tetanus or Tetanus/Diphtheria (Td) is not accepted.

5. **Varicella (chickenpox) –** Two (2) doses of varicella vaccine are required or documentation of a positive titer (blood test) with the lab values report. **NOTE: A statement from a physician or parent indicating the student's previous varicella disease history is not accepted. A statement of immunity is not accepted without a positive titer report with lab values.**

6. **Hepatitis B series –** Must have documentation of 3 doses of the Hepatitis B vaccine series with documentation of a positive titer drawn 1-2 months after the last dose of vaccine
   Initial dose
   Second dose one month after the initial dose
   Third dose five months after the second dose
   Hepatitis B titer drawn 1-2 months after 3rd dose

According to the CDC, http://www.cdc.gov/hepatitis/hbv/hbvfaq.htm , testing following vaccination should be done for those "health care workers and public safety workers at high risk for continued percutaneous or mucosal exposure to blood or body fluids".

Tuberculosis Screening

Evidence of TB testing: will accept any of the following documentation:

i. Negative T.Spot or Quantiferon Gold blood test within the last 30 days iii. For history of positive TB test, latent TB infection or TB disease, must have negative chest x-ray. If student has had TB disease, medical evaluation that student has been treated for TB disease is required. iv. After initial TB testing is completed, student should receive follow-up TB testing annually consisting of Quantiferon Gold Test.

b. Must be free of the following symptoms: productive cough lasting more than three weeks, unexplained fatigue, night sweats, unexplained weight loss, unexplained fever, chills or coughing/ spitting up blood.

Exceptions from meeting certain immunizations requirements are allowed for such circumstances as medical conditions (i.e. pregnancy), religious beliefs, etc. **Applicants must present documentation as indicated below <u>directly to the program director</u> as well as with their health occupations program application materials.** Requests for exceptions are reviewed on an individual basis prior to placement in a clinical site. The program director will attempt to clear the student with the clinical facilities prior to the beginning of the program.

> ***NOTE: The inability to receive all required immunizations and health screenings required may prevent a student from entering the Radiologic Technology program. This is because exemptions may not be recognized by all hospital affiliates at which Radiologic Technology students are assigned for their clinical experiences. A student may be required to receive all screenings and immunizations for a health care facility.***

The applicant must present a statement **signed by their physician** with personal knowledge of the applicant's medical history. The statement must indicate in detail that a specific vaccine poses a significant health risk to the individual. If the statement requests exemption from the Hepatitis B series, the applicant must also complete a separate waiver form to accompany the physician's statement.

Unless the statement specifies that a lifelong condition exists, **the exemption is valid for one year** only from the date of the signed statement. In the case of pregnancy, **the exemption is valid only for the duration of the pregnancy** and the signed statement must indicate the anticipated date of delivery.

<u>Additional immunizations</u>

Documentation of a current **flu immunization** is not required as part of the application process. However, health occupations students will be required to obtain a current flu inoculation prior to mid October and repeat the inoculation annually through their program.

<u>Policy: Graduate Warranty</u>

After completing this class, should students desire further skill building, upgrade training, or licensure/certification preparation they should see their faculty advisor for direction and recommendations Under the school's Graduate Warranty Policy employers may send Atlanta Tech grads "back to school" within two years of the employee's graduation date for free retraining. This warranty is valid when the graduate is unable to perform one or more of the competencies contained in the industry-validated Program Standards in courses the student passes while at Atlanta Tech or any of Georgia's state technical colleges.

Appendix

ATLANTA TECHNICAL COLLEGE

Non Compliance with JRCERT Standards

Atlanta Technical College Radiologic Technology Program

I believe that the Atlanta Technical College Radiologic Technology Program is currently in noncompliance with the Standards of an Accredited Radiographer Program by the Joint Review Committee on Education in Radiologic Technology in the following matter:

JRCERT Standard Number _____ Date of event: _____

Explain incident:

_____

_____

_____

_____

Signature of complainant: _____

Date: _____

Signature of Program Director on receipt: _____

Date: _____

ATTACH HOW ALLEGATION RESOLVED

ATLANTA TECHNICAL COLLEGE

Student Voluntary Pregnancy Declaration Form

Student name: _____Date of Declaration: _____

In accordance with current NRC regulations, I, _____ wish to voluntarily declare that I am pregnant.

- ❑ My estimated date of conception is: _____
- ❑ My estimated expected due date is: _____

In making this declaration, I wish to be afforded the protection that is specified under this regulation specifically that the unborn child shall not receive in excess of 500 millirem during the term of the pregnancy. I am also aware of the radiologic technology program's policy on pregnancy and will abide by all rules and regulations presented in this policy.

1. I have been issued a whole body dosimeter and a fetal dosimeter monitor and have been instructed in the proper use and wear of these dosimeters.

2. I understand the dose equivalent to an unborn as a result of occupational exposure to a woman who has declared that she is pregnant should be maintained as low as reasonably achievable, and in any case should not exceed 500 millirem (0.005 Sievert) during the entire gestation period.

3. The program director and academic clinical coordinator will provide special counseling regarding personal and program responsibilities and additional protective measures that would affect the monitoring of the pregnancy.

Use the space below to provide any additional comments pertinent to your pregnancy.

_____

_____

_____

_____ _____

Student Signature Date

_____ _____

Program Director's Signature Date

Atlanta Technical College
Radiologic Technology Program

Withdrawal of Declaration of Pregnancy

I, _____, wish to withdraw my declaration of pregnancy. I understand that the lower dose limit for the embryo / fetus no longer must be applied and that the additional embryo / fetus monitoring device is not required to be provided.

If pregnant, but formally withdrawing declaration of pregnancy, I hereby release the radiologic technology program and clinical rotation facility of any responsibility for embryo / fetal exposure.

_____ _____
Student signature: Date:

Acknowledgement of Receipt of Withdrawal of Pregnancy Declaration:

_____ _____
Program Director signature: Date of receipt:

_____ _____
Clinical Coordinator signature: Date of receipt:

Note: the student will receive a copy of this declaration once all signatures are obtained. The original will be maintained in the student's administrative file.

Atlanta Technical College
Radiography Program

Radiation Exposure Report of Dosimetry above Minimum Standards or Lost Badge

Student Explanation of Incident:

_____
_____
_____

Clinical Coordinator / Program Director Counseling and Corrective Action:

_____
_____
_____

I, _____, STUDENT NAME

understand the severity of overexposure to ionizing radiation. I have at no time participated in procedures utilizing unsafe protection practices. I demonstrate and follow the Three Cardinal Rules (Time, Distance, Shielding) and A.L.A.R.A. at all times.

_____ _____
STUDENT NAME DATE

_____ _____
CLINICAL COORDINATOR/PROGRAM DIRECTOR DATE

Atlanta Technical College

Radiography Program

Sharps Injury Report Form

Name: _____ Date: _____

Program: _____ Student? _____ Faculty? _____

Address: _____

Telephone Number: _____ Email Address: _____

Please describe how the exposure incident occurred. (Note: Include Date, time and location of incident)

_____
_____
_____

Describe the type and brand of sharps involved in the exposure incident.

_____
_____
_____

Describe the procedure you were doing when exposed in this incident.

_____
_____
_____

What body part(s) was involved in this exposure incident?

_____
_____
_____

Dis the sharps have engineered sharps injury protection? Yes No
If you answered YES, Go to Section A
If you answered NO, Go to Section B

Section A
1. Was the protective mechanism activated? Yes No 2. When did the injury occur?
a) Before the protective mechanism was activated

b) During the activation of the mechanism
c) After activation of the mechanism

Section B
Since the sharp had no engineered sharps injury protection, in your opinion, how could the protective mechanism have prevented injury?

_____
_____
_____

Give your opinion about whether any other engineering, administrative or work practice control could have prevented the injury.

_____
_____
_____

Submit the completed form to"
Barry Bates, Exposure Control Coordinator
404-225-4583
Room D2008

ATLANTA TECHNICAL COLLEGE

Atlanta Technical College
Exposure Control Plan Blood and Air-borne Pathogens
Report

Name: _____ Phone number: _____

Address: _____

Sex: ___ Female ___ Male Email Address: _____

Program: _____ Student ____ (or) Faculty ____

Date of Accident: _____ Time: _____
Month Day Year A.M. or P.M.

_____
Location (Check only those that apply) Part of Body Injured

___ Classroom Auditorium
___ Cafeteria
___ Corridor
___ Stairs (Inside or Outside)
___ Men's Room
___ Women's Room
___ Auto Parking Area
___ Shop/Classroom: _____
___ Laboratory: _____
___ Hallway
___ Playground
___ Bookstore
___ Street or Highway
___ Other: _____

___ Abdomen ___ Leg
___ Ankle ___ Mouth, Tongue
___ Arm ___ Neck
___ Back ___ Nose
___ Chest ___ Shoulder
___ Ear ___ Teeth
___ Elbow ___ Wrist
___ Eye ___ Other:
___ Face _____
___ Finger/Thumb _____
___ Foot
___ Hand
___ Head
___ Knee

_____
Physician Called: ___ Yes ___ No Sent to Hospital: ___ Yes ___ No
Detailed Description of Accident/Injury: _____
_____
_____
_____
Report Prepared By: _____ Report Date: _____
Administrative Signature: _____ Date: _____
Note: All accidents and injuries sustained on school property or to or from school on official school business must be reported on this form within 24 hours of the injury accident. Copies are sent to the Instruction Division and Security. If the student is absent as a result of injury, complete and sent the report on the day that he/she returns to school.
Please completed form to Mr. Bates, Infection Control Coordinator, Room D2008, 404-225-4583.

ATLANTA TECHNICAL COLLEGE

Please forward this to: dhibbert@atlantatech.edu or fax number: 404.225.4443

Radiologic Technology Program Affective Evaluation

Student Name _____ *Evaluation Date*_____

Evaluator _____ *Clinical Site* _____

APPEARANCE	*Meets published dress code*	*Doesn't meet published dress code (-1)*	*TARDIES*	*0-1 Tardies in this review period*	*Greater than 1 tardy in this review period (-1)*

	Excellent (4)	*Above average (3)*	*Average (2)*	*Below average- needs counseling (1)*	*Unacceptable needs counseling (0)*
1. ORGANIZATION OF WORK	*Consistent top performer*	*Above average producer*	*Plans time and works well*	*Not meeting standards*	*Unsatisfactory*
2. QUALITY OF WORK	*Consistently accurate*	*Seldom makes mistakes*	*Work generally acceptable*	*Seldom accurate*	*Makes repeated mistakes*
3. APPLICATION OF KNOWLEDGE	*Excellent*	*Good*	*Fair*	*Inadequate*	*Poor*
4. CONCERN FOR PATIENT	*Justifies complete confidence*	*Above average concern*	*Usually concerned for patient*	*Unconcerned for patient*	*Indifferent; Cool to patient*
5. PERSEVERENCE	*Dedicated*	*Consistent*	*Follows through on most tasks*	*Inconsistent*	*Is easily distracted*
6. ABILITY TO FOLLOW DIRECTIONS	*Follows directions w/o error*	*Good; Rarely makes mistakes*	*Makes mistakes, but is able to correct errors*	*Makes occasional mistakes*	*Does not follow directions*
7. COMMUNICATION with technologists, radiologists and other staff	*Excellent rapport with staff and patients*	*Communicates well with staff and patients*	*Adequate Communication Skills*	*Little or no communication*	*Unable to communicate effectively*

8. PROPER TECHNICAL FACTORS (for educational level)	*Applies proper technical factors without errors*	*Applies proper technical factors with minimal to no corrections*	*Applies proper technical factors with minimal correction*	*Shows minimal application/use of technical factors*	*Shows no understanding*
9.	*Seeks added responsibility*	*Resourceful*	*Does only assigned work*	*Takes no initiative*	*Loafs, refuses to offer assistance*
10. DEPENDABILITY / AVAILABILITY	*Always in assigned area and available*	*Usually in assigned area or available*	*Sometimes in assigned area and available*	*Consistently out of assigned area, seldom available*	*Never can be found, out of area*
11. ATTITUDE	*Highly cooperative*	*Accepts responsibility*	*Works well with others*	*Sometimes troublesome and surly*	*Resists instruction*
12. ATTITUDE TO CRITICISM	*Benefits from criticism*	*Accepts well*	*Shows interest*	*Indifferent*	*Hostile*
13. RADIATION PROTECTION	*Demonstrates exceptional radiation protection skills*	*Conscientious about radiation protection*	*Meets minimum standards*	*Needs constant reminders*	*Unconcerned about radiation safety*
14. CRITICAL THINKING AND PROBLEM SOLVING SKILLS (specific to non-routine patients – ie severe trauma, amputee, special need impairment)	*Able to organize and modify exams as needed*	*Organized, able to do routine exams*	*Learns from mistakes and by example*	*Lack of organization, needs instruction*	*Unorganized, confused*
15. RADIOGRAPHIC AND OR FLUOROSCOPIC EQUIPMENT MANIPULATION	*Able to manipulate equipment with little or no error*	*Unsure of some equipment functions*	*Constantly needs instruction on equipment function*		
16. DEMONSTRATES GOOD AGE SPECIFIC COMMUNICATIONS SKILLS	*Is able to communicate effectively with all ages groups*	*Occasionally has difficulty explaining procedures to elders/children*	*Is generally unable to make him/herself understood by elders/children*		

17. TO BE COMPLETED BY PROGRAM FACULTY ONLY. IF APPLICABLE, HAS STUDENT COMLETED A SCHEDULED CREDENTIALS REVIEW?	*Yes the review is done*	*No the review was not done Subtract 2 points from the total from above**	*Not applicable*		

Comments _____

_____

Thank you for supporting our program!

ATLANTA TECHNICAL COLLEGE

Evaluation of Clinical Preceptor

Student Name: _____ CP Name: _____

Facility Name: _____ Date: _____

1. The Clinical Preceptor was prepared for my first day and oriented me to the department.

Strongly disagree Disagree Agree Strongly agree Does not apply

Comment

2. The Clinical Preceptor was familiar with the policies of the facility in which he/she worked.

Strongly disagree Disagree Agree Strongly agree Does not apply

Comment

3. The Clinical Preceptor introduced me to other employees of the department.

Strongly disagree Disagree Agree Strongly agree Does not apply

Comment

4. The Clinical Preceptor was confident and instructed me in the proper departmental proceedings.

Strongly disagree Disagree Agree Strongly agree Does not apply

Comment

5. The Clinical Preceptor was supportive of my knowledge of modalities, and assisted me when needed.

Strongly disagree Disagree Agree Strongly agree Does not apply

Comment

6. The Clinical Preceptor was familiar with my didactic work prior to this clinical experience.

Strongly disagree Disagree Agree Strongly agree Does not apply

Comment

7. The Clinical Preceptor spent adequate time with me, but allowed me some freedom with patient care.

Strongly disagree Disagree Agree Strongly agree Does not apply

Comment

8. There was some good interaction with other PT personnel as well as other personnel in the facility.

Strongly disagree Disagree Agree Strongly agree Does not apply

Comment

9. The Clinical Preceptor allowed adequate time to complete my clinical duties.

Strongly disagree Disagree Agree Strongly agree Does not apply

Comment

10. I would recommend this Clinical Preceptor to other students.

Strongly disagree Disagree Agree Strongly agree Does not apply

Comment

11. Please add any additional comments you wish to make about this Clinical Instructor or the overall clinical experience.

ATLANTA TECHNICAL COLLEGE

Atlanta Technical College
Radiologic Technology Program
Evaluation/Competency Routine/Trauma

⇓**Check N/A column if task is not applicable**

	N/A	View	View	View	View	View
Prepares exam room for patient.		Y N	Y N	Y N	Y N	Y N
Identifies the patient properly		Y N	Y N	Y N	Y N	Y N
Explains exam to patient and provides clear instructions regarding dress, breathing, etc.		Y N	Y N	Y N	Y N	Y N
Evaluates request for and documents relevant history (including pregnancy when applicable)		Y N	Y N	Y N	Y N	Y N
Provides for patient's privacy and comfort		Y N	Y N	Y N	Y N	Y N
Selects correct IR, uses correct SID (+/- 1" for 40" or +/- 2" for 72")		Y N	Y N	Y N	Y N	Y N
Correctly positions the patient for exam		Y N	Y N	Y N	Y N	Y N
Correct central ray, correct alignment of bucky to IR		Y N	Y N	Y N	Y N	Y N
Appropriately placed gonadal shielding, closed doors and ensures no one else is exposed.		Y N	Y N	Y N	Y N	Y N
Uses critical thinking and problem solving to adjust for trauma/age when necessary.		Y N	Y N	Y N	Y N	Y N
Demonstrates proper equipment operation/care during the procedure		Y N	Y N	Y N	Y N	Y N
Student can set appropriate technical factors (APR, mAs, kVp) for grade level		Y N	Y N	Y N	Y N	Y N
Preforms exam in a logical sequence and timely manner.		Y N	Y N	Y N	Y N	Y N
Ensures appropriate marker is in the light field and is out of the anatomical area of interest.		Y N	Y N	Y N	Y N	Y N
Critique:		Y N	Y N	Y N	Y N	Y N
Critique: Able to identify pertinent anatomy		Y N	Y N	Y N	Y N	Y N
Critique: Assesses for positioning accuracy.		Y N	Y N	Y N	Y N	Y N
Critique: Can identify obvious pathology and artifacts.		Y N	Y N	Y N	Y N	Y N

Comments:

Atlanta Technical College
Radiologic Technology Program
Evaluation/Competency Fluoroscopy

Exam _____ Student _____

Accession # (optional) _____ Date: _____ Tech Signature _____

·Check N/A column if task is not applicable

	N/A	View	View	View	View	View
Sets up equipment for fluoroscopy		Y N	Y N	Y N	Y N	Y N
Ensure radiation protection for patient and other team members		Y N	Y N	Y N	Y N	Y N
Provides for patient's privacy and comfort		Y N	Y N	Y N	Y N	Y N
Prepares contrast media appropriate for this procedure ie sterile, via mouth, tube, rectum or syringe		Y N	Y N	Y N	Y N	Y N
Assists patient and physician as needed during procedure		Y N	Y N	Y N	Y N	Y N
Uses critical thinking and problem solving to adjust when necessary.		Y N	Y N	Y N	Y N	Y N
Performs any overhead radiographs requested						
a. Obtains radiographs in a logical manner		Y N	Y N	Y N	Y N	Y N
b. Selects and uses receptors properly		Y N	Y N	Y N	Y N	Y N
d. Correct centering		Y N	Y N	Y N	Y N	Y N
Clean up materials and room		Y N	Y N	Y N	Y N	Y N
Dismiss patient with post procedural instructions		Y N	Y N	Y N	Y N	Y N
Critique:		Y N	Y N	Y N	Y N	Y N
Critique: Able to identify pertinent anatomy		Y N	Y N	Y N	Y N	Y N
Critique: Assesses for positioning accuracy.		Y N	Y N	Y N	Y N	Y N
Critique: Can identify obvious pathology and artifacts.		Y N	Y N	Y N	Y N	Y N

Comments:

Atlanta Technical College
Radiologic Technology Program
Evaluation/Competency Surgery

Exam _____ Student _____

Accession # (optional) _____ Date: _____ Tech Signature _____

·Check N/A column if task is not applicable

	N/A	View	View	View	View	View
Sets up C Arm equipment in surgery suite		Y N	Y N	Y N	Y N	Y N
Enter patient demographics into the system		Y N	Y N	Y N	Y N	Y N
Ensure radiation protection for patient and other team members		Y N	Y N	Y N	Y N	Y N
Operates equipment safely and knowledgeably		Y N	Y N	Y N	Y N	Y N
Uses critical thinking and problem solving to adjust when necessary.		Y N	Y N	Y N	Y N	Y N
Clean C arm following procedure and ensure aprons are properly stored		Y N	Y N	Y N	Y N	Y N
Close out case and upload to PACS		Y N	Y N	Y N	Y N	Y N
Critique: (If images are available)		Y N	Y N	Y N	Y N	Y N
Critique: Able to identify pertinent anatomy		Y N	Y N	Y N	Y N	Y N
Critique: Can identify obvious pathology and artifacts.		Y N	Y N	Y N	Y N	Y N

Comments

_____

_____

NONDISCRIMINATION POLICY

As set forth in its student catalog, Atlanta Technical College does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For further information regarding these laws (Title VI and IX) contact Tracye Paggett, Director of Student Services, Academic and Student Affairs Division, Atlanta Technical College, Academic Building, C1111B, 404.225.4446.Email: tpaggett@atlantatech.edu

To request reasonable accommodations upon enrollment (Section 504/ADA), contact Tracye Paggett, Director of Student Services, Academic and Student Affairs Division, Atlanta Technical College, Academic Building, C1111B, 404.225.4446.Email: tpaggett@atlantatech.edu

Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA 30310.