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Appendix:

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Merinda Thompson
Debbie Jimenez

Clinical Education sites
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SGHS-Summit Sports Medicine (Summit Building, Brunswick)  (912) 262-9961
SGHS-Glynn Immediate Care Center (912) 466-5816
SGHS-Summit Sports Medicine-Camden Campus  (912) 576-6376
SGHS-Camden Campus  (912) 729-6160
SGHS Immediate Care Center-St. Simons Island  (912) 466-5900
SGHS Summit Sports Medicine-St. Simons Island  (912) 466-5570
Southern Orthopaedic and Sports Medicine  (912) 265-0028

INTRODUCTION
Students enrolled in College of Coastal Georgia (CCGA) Radiologic Science Program will be responsible for observing the rules and regulations as stated in the current College Catalog, the CCGA Student Handbook, the Radiologic Science Academic and Clinical Handbook, and as applicable, those that apply to Clinical Education assignments. Clinical facilities, while separately located are considered an integral part of the college campus for student clinical assignments. Copies of the CCGA catalog and student handbook are available on-line or at the Office of Student Affairs.

The rules and regulations stated in this handbook represent a contractual agreement between College of Coastal Georgia and the Radiologic Science student for the entire length of the program. Students enrolled in health science educational programs are expected to conduct themselves in a professional manner at all times whether in the classroom, laboratory, or in the
clinical facilities. Failure to comply with the rules and regulations in this handbook will affect student evaluations and could result in dismissal from the program.

The philosophy of education practiced within the Radiologic Science Program is that of the experimentalist. This philosophy states that we learn best those concepts that we can experience. Therefore, throughout the curriculum, clinical experience is correlated with didactic learning in an organized fashion. Students will be involved in all phases of daily operations of a diagnostic imaging/radiology department. Each student will be creating diagnostic images on hundreds of patients during the program. This practice is designed to allow the full development of cognitive, affective, and psychomotor learning in the art and science of medical diagnostic imaging.

MISSION AND GOALS
The Radiologic Science program is a two-year curriculum leading to an Associate of Science degree in Radiologic Science. Program completion generally requires 3 years for students who begin the core curriculum courses immediately following high school and progress to acceptance into the Radiologic Science Program. All radiologic courses follow the recommendations set forth in The Professional Curriculum for Radiography, published by the American Society of Radiologic Technologists (ASRT.org). In fulfillment of the College of Coastal Georgia mission to provide equal emphasis on career programs and university parallel programs, the mission of the Radiologic Sciences program is to provide a quality education such that students will become competent, entry-level radiographers.

Upon completion of the program, the student may be eligible to sit for the American Registry of Radiologic Technologists (www.ARRT.org) national registry examination for certification as a Registered Radiologic Technologist. Students who matriculate from the program and pass the ARRT exam may use the initials A.S., R.T. (R) (ARRT) after their name. Example: Jane Smith, A.S., R.T. (R) (ARRT). The program prepares the student for entry-level technologist positions in hospitals, clinics or private physician’s offices; however, the program does not guarantee a job at any facility upon completion of the program. Many four-year institutions offer elective credit for successful completion of the ARRT examination. This allows program graduates an increased opportunity to pursue a baccalaureate degree.

The mission of the Radiologic Science Program at the College of Coastal Georgia is to provide a quality education such that students will become competent, entry-level radiographers.

Program Goals:
1. Radiologic Science students will demonstrate critical thinking and problem solving skills.
2. Radiologic Science students will be clinically competent.
3. Radiologic Science students will be able to communicate.
4. Radiologic Science students will evaluate the importance of professional growth and development.

Student Learning Outcomes:
Goal 1: Radiologic Science students will demonstrate critical thinking and problem solving skills.
   Tool 1: Students will manipulate technical factors for non-routine examinations.
   Tool 2: Students will be able to adapt positioning for trauma patients.
Goal 2: Radiologic Science students will be clinically competent.

- Tool 1: Students will apply positioning skills.
- Tool 2: Students will select appropriate technical factors.
- Tool 3: Students will practice radiation protection.

Goal 3: Radiologic Science students will be able to communicate.

- Tool 1: Students will demonstrate oral communication skills.
- Tool 2: Students will practice written communication skills.

Goal 4: Radiologic Science students will evaluate the importance of professional growth and development.

- Tool 1: Students will determine the importance of continued professional development.
- Tool 2: Student will summarize their professional obligations upon gaining their ARRT credentials.

ADMINISTRATIVE STATEMENT
The Radiologic Science Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). In order to achieve accreditation, the program must demonstrate and maintain compliance with current JRCERT Standards for an Accredited Educational Program in Radiography. The JRCERT is the only agency recognized by the United States Department of Education for accreditation of traditional and distance learning educational programs in radiography. The JRCERT can be contacted online at www.jrcert.org or 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312-704-5300.

The Radiologic Science program at College of Coastal Georgia provides equal opportunity in education for all qualified persons regardless of race, color, religion, sex, national origin, age, disability or veteran status. This opportunity is relevant to acceptance into the program as well as instruction in the classroom and/or clinical education setting. If at any time a student feels offended by another student in the program, a professor, or anyone in a clinical education setting, the student should immediately schedule an appointment with a Radiologic Science professor to discuss the matter so that the situation can be rectified. All such matters will be handled in a confidential manner.

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title VI of the Civil Rights Act of 1964 and Title IX of the Higher Education Act of 1972 and subsequent Amendments.

The College of Coastal Georgia is an affirmative action/equal opportunity/equal access institution and does not discriminate on the basis of race, color, national origin, sex, age, handicap, veteran status or any other protected category in its educational programs and activities and employment.

The Affirmative Action/Equal Opportunity Officer is the Director of Human Resources, Room 109, Administration Building.
The College of Coastal Georgia, in compliance with the Family Educational Rights and Privacy Act of 1974 and subsequent amendments, releases no information restricted by that Act without student consent.

The College of Coastal Georgia is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number: 404-679-4500, Fax number: 404-679-4558) to award Baccalaureate degrees, the Associate of Arts degree, the Associate of Science degree, and the Associate of Applied Science degree.

As a member of the University System of Georgia, the college is approved for certifying Veterans' benefits by the Veterans' Administration and is recognized by the U.S. Department of Justice, Immigration and Naturalization Service, the Georgia Department of Education, and the Georgia Board of Nursing.

CONDITIONAL ADMIT POLICY
All students who are admitted to the School Nursing and Health Sciences have qualifications equal to or greater than the minimum standards outlined in the requirements for admission to a nursing or health science program except under rare and unusual circumstances. However, on appeal, the Admissions and Progression Committee may recommend, with the consent of the School Dean, that a student be admitted to a nursing or health science program with conditions. The Admissions and Progression Committee will require the student to maintain a grade of B higher than that of the minimum requirement of C for one semester, take a specified number of semester hours of coursework, and/or meet other conditions as specified by the Committee and/or Dean. A conditionally admitted student may also be required to remedy deficiencies, academic and/or behavioral, to remain in a program. A student who does not fulfill the conditions within the specified time may be dismissed from the program and/or the School of Nursing and Health Sciences.

CRIMINAL HISTORY, DRUG, AND BACKGROUND CHECK
Individuals who have been involved in a criminal proceeding or who have been charged with or convicted of a crime must file a request for an Ethics Pre-Application Review with the ARRT. As mentioned previously, this is the credentialing agency for radiologic technologists. Per the ARRT, “A charge or conviction, a plea of guilty, or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication, suspended or stays of sentence, or where the individual enters into a pre-trial diversion activity. Military courts-martial must also be reported. The Ethics Pre-Application Review applies only to crimes specified on the pre-application form and does not apply to any crimes occurring after submission of the pre-application or otherwise not reported on the pre-application form. All offenses must be reported regardless of how long ago they were committed. Exceptions are:
• offenses committed while a juvenile and processed in the juvenile court system;
• traffic violations that did not involve drugs or alcohol;
• charges that were dismissed if there were no court conditions required for the dismissal.”

The Ethics Pre-Application Review and the appropriate non-refundable fee are to be submitted to the ARRT. This is the student/applicant’s sole responsibility. The pre-application process can be found at the ARRT web site: arrt.org or by calling the ARRT (651) 687-0048. The ARRT Ethics
Committee will contact the student in regard to the Pre-Application Review decision. A copy of the final decision from the ARRT must be presented to program officials no later than the first day of enrollment in the radiologic science program. Students who do not possess a final ARRT Pre-Application Review decision on the first day of enrollment in the radiologic science program will be immediately dismissed from the program. Students are advised that the ARRT Pre-Application Review process can take up to 12 weeks to be completed.

A student who is not sure about the status or impact of any prior charges or convictions should not submit an application to our program until he/she has checked with the ARRT. It is a form of lying to submit a radiologic science program application with an answer of “No” in regard to this matter and subsequently inform program officials that there was in truth a charge. Being deliberately untruthful is a serious and unethical action and is grounds for immediate termination from our program. A student who has been terminated from the radiologic science program under such conditions is not eligible for readmission.

Criminal background checks and/or drug testing can be required by the clinical education sites. The cost will be the responsibility of the student. Results of background checks and/or drug testing could result in denial to the clinical site and inability to pass a course or continue in the program.

Students who are under the assumption that any past police or court documents have been expunged are encouraged to research the extent of such assumption. Anecdotal evidence has shown that some information considered to be expunged does indeed populate ethics and background checks. Students are advised to air on the side of caution and respond accordingly.

**COLLEGE OF COASTAL GEORGIA**  
**PERFORMANCE STANDARDS**

All students applying to the Radiologic Science Program are expected to have the following competencies in order to effectively and safely perform the responsibilities of a radiologic science student.

### Performance Standards for Admission and Progression*

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Standards</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking</td>
<td>Critical-thinking ability sufficient for rapid clinical judgment and decision making.</td>
<td>▪ Identification of cause/effect relationships in clinical situations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use of the scientific method in the development of patient care plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Evaluation of the effectiveness of patient care interventions</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient for interaction with individuals, families and groups, from various social, emotional, cultural and intellectual backgrounds.</td>
<td>▪ Establishment of rapport with patients/clients and colleagues capacity to engage in successful conflict resolution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Peer accountability</td>
</tr>
<tr>
<td>Communication in English</td>
<td>Communications abilities sufficient for verbal and written interaction with others to include note taking abilities and the ability to rapidly interpret and disseminate information.</td>
<td>▪ Explanation of treatment procedures, initiation of health teaching.</td>
</tr>
</tbody>
</table>
| **Mobility** | Physical abilities sufficient for movement from room to room in small spaces | • Movement about radiographic room, work spaces and patient room as necessary.  
  • Ability to stand for up to three hours without rest.  
  • Administration of rescue procedures-cardiopulmonary resuscitation  
  • Ability to withdraw contrast media from a vial according to guidelines.  
  • Ability to perform venipuncture as necessary.  
  • Ability to handle clinical specimens and biohazardous materials according to guidelines. |
| --- | --- | --- |
| **Motor skills** | Gross and fine motor abilities sufficient for providing safe, effective nursing care | • Calibration and use of equipment  
  • Therapeutic positioning of patients  
  • Ability to operate radiographic equipment according to departmental regulations  
  • Ability to lift without assistance up to 25lbs. |
| **Hearing** | Auditory ability sufficient for monitoring and assessing health needs | • Ability to hear monitoring device alarm and other emergency signals  
  • Ability to discern auscultatory sounds and cries for help |
| **Visual** | Visual ability sufficient for observation and assessment necessary while patient is in your care | • Ability to observe patient's condition and responses to examinations and/administration to contrast media.  
  • Ability to visualize images on a computer monitor and/or radiographic film. |
| **Tactile Sense** | Tactile ability sufficient for physical assessment and for radiographic positioning. | • Ability to palpitate in physical examinations and/or radiographic positioning. |

* There may be more stringent requirements for clinical agencies that may preclude the student’s progression in the Radiologic Science Program.*
Services for students with disabilities are available through the Office of Disability Services. Qualified students with documented disabilities are eligible for physical and academic accommodations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students requesting accommodations should contact The Office of Disability Services at 912-279-5803 or 912-279-5806. Students who have been approved for accommodations have the responsibility of identifying themselves and their needs to each professor through an accommodation letter provided by Disability Services.

**PROGRAM REQUIREMENTS and ADDITIONAL COSTS**

Once accepted in the Radiologic Science program, students are required to submit proof (form provided upon acceptance) of the following prior to beginning the first clinical radiologic science course. Due to the time-sensitive nature of these tests, students must first contact program officials for specific instructions and deadlines.

1. Current physical and emotional health examination by a physician or nurse practitioner. Please see an RS faculty member for the required form.
2. Annual TB skin (PPD) or TB screening.
3. In addition to the immunizations required by CCGA, additional inoculations may be required by the Radiologic Science program.
4. Annual CPR certification.
5. Students who are pursuing a degree in a nursing, health science or related clinical or pre-medical field may be required by certain clinical practice sites to have health insurance. You are receiving this notification and acknowledgement of responsibility because you are a student enrolled in a course of study that may require you to train at a clinical practice site which requires health insurance coverage of its employees and student trainees.
6. Professional liability insurance (purchased annually through the college).
7. Criminal background checks and/or drug testing as required by individual agencies. The cost will be the responsibility of the student. Results of background checks could result in denial to the clinical site and inability to pass a course or continue in the program.
8. Purchase radiologic science uniform to wear at all clinical sites.
9. Purchase required garments or devices to cover any visible tattoos.
10. Purchase radiographic markers for placement on image receptors.
11. Purchase a USB portable device (thumb drive) for the purpose of storing digital images obtained in the lab. This should be available for submission to program officials at any time.
12. Purchase a basic function calculator.
13. Purchase a pocket notebook for use in the classroom, laboratory, and clinical site.
14. Radiography Student Club Dues: TBA
15. ARRT Radiography Examination fee
16. CCGA Graduation fee
17. Purchase a long, white lab coat (to dress code specific requirements) for the Pinning Ceremony.
18. Purchase a professional pin from the CCGA Bookstore (non-refundable once it is ordered).
19. Any other additional costs for the program will be addressed in the syllabi.
20. Annual flu immunization as required.
CLINICAL EDUCATION REQUIREMENTS

1. Class, laboratory, and clinical practice experiences in the Radiologic Science program require a commitment of approximately 24-33 hours per week; therefore, it may be difficult for a student to work. Clinical rotations may vary in assignment during a twenty four (24) hour day, Monday through Sunday. For the safety of students and patients, the program does not schedule more and ten (10) clinical hours in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. Hours exceeding these limitations must be voluntary on the student’s part.

2. A student may wish to voluntarily attend a clinic site on weekends/off times, but accumulation or banking of extra time will NOT occur. This voluntary time in clinic is solely an opportunity for the student to become familiar with a clinical area, as well as, routine radiographic procedures. The student must first notify the program faculty of the desire to attend clinic voluntarily. Approval of voluntary clinical attendance must come from the clinic site manager in cooperation with the program faculty.

The student should wear appropriate dress as recommended by the clinic site when volunteering. The student must understand that they are not to be attired in a uniform, name or film badge that identifies them as a student at the College of Coastal Georgia. Uniform policy and procedure applies only to students in assigned clinical areas during scheduled CCGA classes. The College of Coastal Georgia will not be responsible for students voluntarily attending a clinic site on his or her own time. Professional liability insurance purchased through College of Coastal Georgia is only applicable when the student is performing examinations as part of a CCGA didactic or clinical education course.

3. Travel at own expense to clinical sites. Note: Some clinical experiences may be distances up to 100 miles.

4. All visible tattoos will be covered with a garment or device that has been pre-approved by RS program faculty.

5. Students must purchase a pocket notebook for reference type material and are required to carry the notebook at all times during clinical assignment.

6. Students are required to bring “The Radiography Procedure and Competency Manual” to clinic each day. This is a required text that must be purchased prior to attendance in RADT 1112. This textbook must be submitted to the clinical faculty at program completion.

7. All students must carry a calculator on clinical assignment. The calculator should have basic functions.

8. The radiographic marker set must be brought to every clinical course. See Additional Costs.

9. If a posted deadline is missed for the submission of any clinical forms or club dues the student will not be allowed to participate in clinical education until all such documents are submitted to the clinical coordinator. The student will be marked absent from the clinical setting. This absence cannot be made up.

EMPLOYMENT OF STUDENTS

The Radiologic Science program and College of Coastal Georgia assume no liability for students employed during their tenure in the program. Students may seek employment in the field but must not identify themselves as College of Coastal Georgia students while in the workplace (student uniform, name tag, etc.). Professional liability insurance purchased through College of Coastal Georgia is only applicable when the student is performing examinations as part of a CCGA didactic or clinical education course.
Clinical competencies cannot be obtained during voluntary clinical attendance or while employed. Students must obtain clinical competencies during scheduled clinical education classes or at the direction of the program faculty.

CLASSROOM POLICIES
Our classroom and laboratories are “distraction free zones”. This means cell phones and other personal electronic devices should not be seen or heard. Please refer to the entire policy on electronics in each course syllabus.
The classroom computers are not to be used during normally scheduled class time unless the instructor specifically allows for their use.
The computer at the Instructor podium is for instructor use only.
External access to the classroom and lab is limited to the external door on the West (Altama) side of the building that has the MAC reader. This policy is in place to limit amount of dirt tracked onto classroom carpeting.
All food and drinks must be kept in a container with a lid.

OCCUPATIONAL EXPOSURE/RISK
Students enrolled in our program and all Radiologic Technologists are at risk for frequent exposure to radiation, sharps, patient secretions, bodily wastes, infectious patients, electricity, equipment noise, and latex. Exposure to latex may be moderate depending on the setting in which you are assigned. Those with latex sensitivity or allergies should consult with a physician prior to entering the program for guidance on the merits of continuing in a health care career.
HEPA Mask Filter Policy: The RS program does not provide students with a HEPA Mask Fit Test. Students are not allowed to enter any room or interact with any patient for which the donning of a HEPA Mask Filter is required.

GENERAL INFORMATION
1. Letter grades for all Radiologic Science (RADT) courses are computed as follows:
   A = 90-100     B = 80-89     C = 75-79     D = 66-74     F = 65 and below
2. All Radiologic Science courses must be completed within three years of the date of entry into the first radiologic science course.
3. A student may be terminated from a course and/or the radiology program prior to completion if, in the judgment of the program faculty or the clinical administration, the student’s clinical practice jeopardizes the client and/or violates policies or professional standards of the program. A student who has been terminated from the radiologic science program under such conditions is not eligible for readmission.
4. A student who leaves the program due to other circumstances may be readmitted to the program only once. Readmission is not guaranteed and is contingent upon space available and the professional judgment of the Radiologic Science faculty. Additionally, all applicants are required to meet the current admission and curriculum requirements. Students who wish to reapply for admission within one year must submit a letter of intent to reapply and a current radiologic science application. Students who are readmitted will be required to repeat all clinical and didactic radiography courses for which they earned a grade of less than "C". Students who are readmitted will be required to audit the last clinical course for which a passing grade was earned. This audit must be completed prior to program continuance. Students who are auditing any radiologic science course will be required to fulfill all course requirements as listed on the syllabus. A grade for all audited courses will be calculated. Students must complete an audit with a grade of "C" or better as per the Radiologic Science Program policies. In accordance with CCGA policy, a student must register and pay tuition for an audited course. Readmitted students will also be required to repeat all Reviewed/revised 10/28/2015
prior clinical competency exams regardless of earned grade. The student will meet with program faculty to devise a plan for the timely completion of these clinical requirements.

5. Students who have been out of the program for over 1 year must reapply for admission and repeat all radiologic science courses. The applicant will be required to meet the admission and curriculum requirements in effect at the time of re-admission.

6. There is no policy for transfer of radiologic science courses this is due to variations in the structure, sequencing, and depth of the professional curriculum.

7. All general education courses must be completed by the end of the first semester for which the student is formally enrolled in the radiologic science program.

8. Students are required to utilize the On-line Digital Imaging Academy (ODIA) modules for RADT course assignments. These modules are available through the RADT 1000 Content Page. All technical requirements for viewing the modules are the student’s responsibility. Please see the section on CCGA Student E-mail for a list of on-campus computer resources.

PROGRAM COMMUNICATIONS
Students who have been formally admitted to the radiologic science program are enrolled in RADT 1000, The Radiologic Science Program Access Point. This electronic communications portal can be found in the D2L/Brightspace environment. This is the page that all program faculty use to communicate general program information and updates. Students should be using this portal for general discussions and email. Students are required to log into RADT 1000 at least once per day. Failure to participate as required and/or communicate in a timely manner is considered unacceptable professional behavior. These behaviors are subject to progressive disciplinary action.

If a student has a question or assignment that is in regard to a specific RADT course, the student must submit their course communication via the appropriate D2Lcourse. The RADT 1000 portal is not appropriate for course specific communications. Faculty reserve the right to re-direct students to the appropriate course homepage and/or withhold earned points for utilization of the incorrect course portal.

CCGA STUDENT E-MAIL
All students are provided with an e-mail account. This account is created 24 hours after students register for classes the first time. There is no charge for this service. Electronic mail is used heavily on campus for communicating all kinds of information. Your e-mail address is located under CCGA COAST. Go to the CCGA website and click on "CURRENT STUDENTS" under that is the link to COAST. The tab in coast that will get you there is "Student Information". The direct link is http://www.ccga.edu/COAST/index.asp

At the College of Coastal Georgia, e-mail is an OFFICIAL means of correspondence between the College and its students. The College of Coastal Georgia e-mail messages with official College announcements are transmitted to students using their College e-mail addresses. Check your College e-mail regularly or make sure it is forwarded to an active, private e-mail account that you use. Students without a personal computer have public access at various on-campus computer labs including the Library, the Student Activities Center, the Health and Science Building, and the library at the Camden Center. There are a few computers available in HS 132. These are for use only by students who are formally admitted to the Radiologic Science program.

IMPORTANT NOTE: All e-mail accounts are purged at the end of summer semester.
DIDACTIC AND CLINICAL ATTENDANCE POLICY

Radiologic Science students should make every attempt to attend all classes, clinical shifts, labs, or designated clinical activities as scheduled by the clinical instructors and/or program director. Class attendance is a vital portion of a student’s ability to achieve academic success. We care about our students and take pride in the educational experiences we develop and facilitate. Our students have a better opportunity for success when they routinely attend all didactic and clinical course sessions. The syllabus for each course outlines the attendance policies.

Exceeding the allowable absences per each semester will result in an 11 point reduction of the final average per absence.

One of the goals of the Radiologic Science program is to provide a combination of didactic and clinical instruction necessary for successful employment. Your attendance behaviors while in the clinical education setting are a good indicator of your future success in the workforce. Acceptable attendance behaviors include timely and consistent arrival at your assigned clinical education site.

Clinical courses
- Students are allowed 4 absences per semester from clinical rotation (fall and spring)
- Students are allowed 2 absences from clinical rotation for the summer semester
- Students are allowed 2 tardies per semester from clinical rotation (fall and spring)
- Students are allowed 1 tardy per semester from clinical rotation for the summer semester
- Students are allowed 2 alterations per semester from clinical rotation (fall and spring)
- Students are allowed 1 alteration per semester from clinical rotation for the summer semester
- Students must call the CCGA clinical instructor
- Students must call the clinical affiliate to notify the staff of an absence

In the event of an absence, students are required to notify the clinical site and CCGA clinical instructors within one hour prior to assignment time in the event of absence from any clinical activity.
1. Call the main SGHS phone (466-1233) and leave a message for the CCGA clinical instructor.
2. Call the individual clinical site to report your absence. When calling the clinical affiliate, the student should document with whom they spoke.
Failure to follow this procedure will result in a 20 point deduction from the Professional Demeanor area (See Professional Demeanor/ Performance Evaluations).

Tardiness; tardy is defined as failure to clock in/sign in prior to the assigned rotation time. The guidelines for tardiness also apply to announced class sessions as well as announced final examination sessions. Exceeding the allowable tardies per each semester will result in a 2 point reduction of the final average per tardy. All clinical time missed due to tardiness must be made up according to the “make up time guidelines” with a prior completion of make-up contract.

Alteration is defined as altering or changing the clinical schedule due to unforeseen circumstances. If a student is going to be late due to an alteration he or must notify the clinical site and CCGA clinical instructors within one hour prior to assignment time. Students must notify both the CCGA clinical instructor as well as the clinical supervisor of affiliate locations, if applicable.
1. Call the main SGHS phone (466-1233) and leave a message for the CCGA clinical instructor.
2. Call the individual clinical site to report your alteration. When calling the clinical affiliate, the student should document with whom they spoke.
3. If a student needs to leave clinic early due to an alteration the CCGA clinical instructor and affiliate locations must be informed at the beginning of the clinical rotation. The CCGA clinical instructor must approve the alteration. The alteration can be used for up to three hours. A make-up form must be signed as to when the time will be made up. The form must be presented to the CCGA clinical instructor either prior to or no later than the date of alteration. The time must be made up within two weeks of the actual date of the alteration. If the student does not fill out a form within the designated time frame the alteration will count as an absence. This absence cannot be made up. The forms can be found at SGHS Brunswick campus and on D2L under RADT 1000/content/Forms.
4. Exceeding the allowable alterations per each semester will result in a 2 point reduction of the final average per alteration

In the event of extremely extenuating circumstances, making up of clinical education time will be at the discretion of the instructor and the program director. Under these circumstances, the make-up time will require a written contract between the student and the program. The program director and clinical faculty will determine what constitutes “extreme circumstances.” Making up of the time will be at the convenience of the program. A grade “I” (Incomplete) will be assigned as a grade in a clinical course when the minimum hours of clinical attendance, as specified for that course, is not met due to extreme circumstances. The “I” must be made up in accordance with guidelines established by the program and/or college policy.

Any designated clinical education affiliate reserves the right to refuse admission to any Radiologic Science student who is involved in any activity not considered professional or conducive to proper patient care.

In the event an instructor/supervisor instructs a student to depart the clinical site due to unprofessional issues or behaviors, the student will be charged an absence. This departure will be documented in writing and signed by all involved parties. The student will not be allowed to make up the time.

Absences allowed for each semester can be used for personal reasons (doctor appointment, sick child, religious observation), bereavement (death in the family), or illness. Allowed absences are to be used at the discretion of the student.

MAKE UP OF CLINICAL TIME: Request to Participate in Educational Activities Less than Ten (10) Hours per Day or Forty (40) Hours per Week
Students who wish to participate in educational activities for less than ten (10) clinical hours in any one day or forty (40) hours per week must make clinical arrangements with the Clinical Instructor. The Clinical Instructor will coordinate the clinical education activity. The Clinical Instructor will pair the student with a clinical instructor or radiologic technologist. The assigned clinical instructor or radiologic technologist will be responsible for completing the student’s daily evaluation.

Students must make up time for excessive tardiness, alterations, and instances in which an instructor/supervisor instructs a student to depart the clinical site due to issues not related to unprofessionalism (i.e., illness, personal issue). In the event that the clinical instructor(s) and/or program director decide that extremely extenuating circumstances (i.e., personal emergency or illness) have resulted in tardiness or absence, the student will be allowed to make up the time. This decision will be based upon the judgment and discretion of the faculty.

Students cannot make up time due to excessive absenteeism, days missed due to disciplinary action, or instances in which an instructor/supervisor instructs a student to depart the clinical site due to unprofessional issues or behaviors. The make-up of clinical education time is at the discretion of the Radiologic Science faculty.

**MAKE UP OF CLINICAL TIME: Request to Participate in Educational Activities in Excess of Ten (10) Hours per Day or Forty (40) Hours per Week**

Notice: In Standard 1.4 for an Accredited Educational Program in Radiography, The Joint Review Committee on Education in Radiologic Technology requires that “For the safety of students and patients, not more than ten (10) clinical hours shall be scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. Hours exceeding these limitations must be voluntary on the part of the student.

The decision to participate in educational activities in excess of these mandates rests solely with the student. Students can elect to exceed these mandates only in the case of personal emergency or illness. Pregnant students who elect to exceed the mandates either prior to delivery or post-delivery must submit documentation of Ability to Meet Essential Functions and a physician note which specifically states that the student is released without restriction in order to participate in educational activities beyond ten (10) clinical hours in any one day and/or exceeding forty (40) hours per week. Students cannot elect to exceed these mandates due to excessive absenteeism or days missed due to disciplinary action.

Students who wish to participate in educational activities in excess of ten (10) clinical hours in any one day or forty (40) hours per week must make clinical arrangements with the Clinical Instructor. The Clinical Instructor will coordinate the clinical education activity. The Clinical Instructor will pair the student with a clinical instructor or radiologic technologist. The assigned clinical instructor or radiologic technologist will be responsible for completing the student’s daily evaluation. The plan for clinical education must be outlined on the form “Request to Participate in Educational Activities in Excess of Ten (10) Hours per Day or Forty (40) Hours per Week”.

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PROFESSIONAL STANDARDS AND BEHAVIORS INCLUDE, BUT NOT LIMITED TO:

ALL program students will:
1. Report to the clinical assignment in an alert condition.
2. Report to the clinical assignment in the proper uniform and in adherence to The Dress Code.
3. Not be in possession of drugs or liquor, nor engage in their use while on clinical assignment.
   The clinical affiliate must comply with the state and federal laws regarding drug and alcohol abuse. Mind altering substances, including alcohol are not to be consumed less than 12 hours prior to the beginning of the clinical rotation. If, in the clinical judgment of the instructor, possible evidence exists related to the intake of mind-altering substances, the instructor may remove the student from the clinical area and may request that the student submit to a screening for drugs and/or alcohol at the student’s expense. In the event that evidence of such exists, the student will be subject to exclusion from the program.
4. Not sleep on clinical assignment.
5. Not engage in immoral or unacceptable behavior, as defined by clinical affiliate rules and regulations, the college catalog, student handbook, and radiologic science academic and clinical handbook.
7. Not engage in habitual or excessive tardiness and/or absenteeism from clinical assignment.
8. Adhere to appropriate guidelines as printed in the syllabus for initiation of grievances concerning any aspect of clinical course work. This includes maintaining a professional attitude when in the presence of other students, staff technologists, program faculty, physicians, and patients.
9. Not use products that contain tobacco. CCGA and SGHS are Tobacco Free Campuses.
10. Not eat or drink in areas not specifically designated for the purpose.
11. Not return to clinical assignment late from meals or classes.
12. Not use the clinical affiliate telephone habitually for personal use.
13. Not loiter in the clinical assignment areas at times not specified for clinical assignment.
14. Not refuse to accept assignments by the clinical faculty commensurate with their capabilities, or take directions from an individual designated by the clinical faculty.
15. Not leave assigned area during scheduled clinical time.
16. Not leave patients unattended while they are undergoing diagnostic procedures.
17. Not leave the clinical assignment in the middle of a diagnostic procedure that they are responsible for completing. If it becomes necessary for the student to leave, they are responsible for securing proper relief. This should be accomplished by notification of departure to an attending technologist and should be documented on the patient request and scanned into the permanent record.
18. Not accept any type gratuity from a patient or patient’s family.
19. Not falsify patient records and or documents including time/attendance documentation.
20. Not engage in dishonesty and or methods contraindicating of professional demeanor.
21. Not use profanity within any classroom, laboratory, or clinical education site and utilize only verbal expressions that are conducive to a professional environment.
22. Not violate any HIPAA guidelines. See the section on the Health Insurance Portability and Accountability Act located within this RS Student Handbook.
23. Cell phones are not allowed in the clinical affiliates. Students must refrain from use of a cell phone or any other electronic devices during times that are counted as clinical hours. Phones and all electronic devices are to be left outside the clinical affiliate at all time. Students are
advised that there is not a secure location to routinely leave purses, phones, etc. There is a 20 point Professional Demeanor reduction if a cell phone is seen while on clinical assignment. The reduction will be greater for use of a cell phone while on clinical assignment during hours that are counted as credit hours.

Failure to follow the above listed guidelines will result in reductions in the Professional Demeanor area of a student’s performance. Repeated violations of guidelines could result in dismissal from the program and or suspension from all clinical affiliate locations. Any circumstance that requires disciplinary intervention will be documented by the clinical coordinator/instructor/supervisor on a conference form. All parties involved will receive a copy of the conference form and will acknowledge the receipt of a personal copy by signature.

When students are not actively engaged in an imaging examination, he/she is expected to participate in some form of educational activity. Examples of learning endeavors include (but are not limited to) studying the clinical notebook or other radiology text, assisting technologists with departmental needs such as stocking or cleaning rooms, practicing procedures with a fellow student, or any other activity as requested by a radiologic technologist or clinical instructors.

During times of reduced patient intensity (idle periods), it is never appropriate to sit on imaging or medical equipment. Do not leave doors to patient access hallways open such that guests can pass a room and witness idle activity.

**CLINICAL EDUCATION ASSIGNMENTS**

A plan of clinical assignments will be such that the student will be experienced in all facets of the modern radiology department. The plan will allow for the student to apply didactic learning with actual practice in the clinical setting. Students will rotate through radiographic rooms, computerized tomography, emergency department, orthopedic clinic and surgery. Students are not allowed to rotate to the surgical suite until the following requirements are met: attend SGHS “crossing the red line” orientation, attend RS Program “OR” nights, complete all surgical radiography laboratory sessions, and complete the formal didactic test for surgical procedures.

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<th>Fall Semester, Year 1</th>
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* Clinical education assignments subject to change at faculty discretion.
ELECTIVE ROTATIONS
During the spring semester, year 2 students may elect to rotate through the various modalities within the auspices of the Radiology Department. The opportunity to participate in an elective rotation is dependent upon completion of mandatory clinical competency examinations and the ability of the modality to accommodate the student. Once students have completed the required competencies, they will be allowed to request an elective rotation. Regardless of the modality selected, the Clinical Instructor coordinates the student’s educational experience. The area coordinator is notified and students are introduced to the staff technologists. Students may elect a rotation through MRI, Nuclear Medicine, Mammography, Ultrasound, Radiation Therapy, and Special Procedures. When all students have completed their initial modality rotation, students who are interested in a second modality rotation will be accommodated as time and space allow.

Male and female students can request an Elective Rotation in Mammography. When a student elects this modality the Clinical Instructor contacts the radiology manager. The manager communicates this information to the area coordinator and staff. Prior to beginning any examination, the mammography technologist will obtain the patient’s consent to allow a radiologic science student to observe or participate in the procedure. The wishes of the patient are strictly adhered to in all situations.

Clinical Competency Policy
According to the ARRT, awarding the status of “competency” consists of verifying an individual’s ability to perform a specific radiologic or patient care procedure Independently, consistently, and effectively during the entire period of a formal education course. Students who are enrolled in a radiologic science program are expected to work toward clinical competency. This is a process that is progressive in nature. The student begins to work toward clinical competency in the first semester of the program during didactic and laboratory instruction. Students enrolled in all three positioning courses learn basic procedures. The student then practices the procedure during structured laboratory sessions that include peer positioning, phantom exposures, and other exercises. Students complete outside imaging assignments which has been developed to reinforce didactic instruction and build student psychomotor, positioning, and technical abilities. Students complete an end of semester capstone exercise called simulation. This capstone challenge continues throughout all five (5) clinical courses. For those competencies that are classified as “General Patient Care”, the process of learning, experiencing, challenging, and verifying continues throughout the program.

In the clinical education setting, students begin by observing and/or assisting, and finally challenging a competency evaluation. Once a student has successfully passed a competency examination, she/he should be able to successfully complete the examination in a consistent fashion involving a variety of patients. The student should anticipate that at any time during their
tenure in the program, she/he will be called upon to re-demonstrate the ability to effectively complete any examination for which a prior competency has been achieved.

**Program competency list is divided into the following sections:**

- Mandatory Radiography Procedures: 69
- Elective Radiography Procedures: 10
- Required Check-lists: 4
- Required General Patient Care Procedures: 10
- Required Computed Tomography Experiences: 35
- TOTAL: 128

**The Competency Rules for Radiography Procedures:** For each competency there will be two steps to the evaluation process (unless noted otherwise on the competency master list). The evaluator must be a Registered Radiologic Technologist in good standing with the American Registry of Radiologic Technologists (ARRT).

- The first step is to observe or assist a registered technologist during completion of the specific procedure. Students are only allowed to obtain written verification of an observe/assist on those exams which have been previously covered in positioning classes and for which all formal procedures laboratories and written tests have been completed. All observe/assist procedures must be performed under direct supervision. The technologist will provide the date of the observation or assist and will initial for verification.

- The second step is independent completion of the procedure while a technologist observes and evaluates the student. To successfully challenge independent competency the student may not receive any assistance during the examination. Students who wish to be evaluated must notify the technologist prior to beginning the exam. The student must present the competency book/form to the technologist at the beginning of the exam.

- The student must state their intent to perform the exam for a graded competency. Once a competency challenge has begun, the student is not allowed to reverse their decision. The competency challenge will be completed and the grade will be recorded as is appropriate.

- Due to the ethical nature of the competency process, a student who knowingly subverts information as to the nature and/or number of competency challenges will be immediately dismissed from the program. Students dismissed under these circumstances will not be allowed to re-enter or re-apply to the CCGA RS Program.

- Students are only allowed to attempt competencies on those exams which have been previously covered in positioning classes and for which all formal procedures laboratories and written tests have been completed. The information on such procedures must be available in the student’s pocket notebook.

- Repeat radiographs are allowed during independent competency; however the final grade will be decreased. Repeat images that result from conditions beyond the student’s control will not decrease the final grade. The evaluating technologist is asked to please note the specific reason(s) for repeat(s) on the competency form.

- Once the student has performed the competency procedure with a registered radiologic technologist, they must submit the evaluation to the clinical instructor.
The competency form must display the signature of the evaluating technologist, the date that the exam was completed, and the radiology number. Incomplete forms will not be accepted.

The student is then required to critique the images with a CCGA Clinical Coordinator/Instructor. In the event a CCGA Clinical Instructor is not immediately available, the student will meet with the technologist who supervised the exam in order to complete the image critique. During any image critique the student must furnish the instructor with technical factors as well as sensitivity values. Students must follow the protocol for the facility, i.e. Projections, IR size, etc. CCGA program faculty may view images electronically at any time for verification.

All images in the series must display proper radiographic marker placement. If the marker is not displayed and/or obscures the anatomy, no points will be given. No partial credit.

Students must achieve a grade of 75% or greater to be considered successful. If a student receives less than a 75% on the first attempt, the student must challenge the exam on another patient. The technologist will document the date of the first attempt on the master list. The technologist will leave the information in regard to the final date of competency blank.

A student who is attempting a second competency for the same exam must present the master list and competency book/form to the technologist prior to any challenge. The technologist will evaluate the procedure and calculate a grade. The student must achieve a grade of 75% or greater to be considered successful. If a student receives less than a 75% on the second attempt, the student must challenge the exam on another patient. However, the grade from the second attempt will be averaged with the grade earned on the third try (40%/60%). The technologist is asked to notify a CCGA clinical instructor in the event that a student achieves a failing grade on a second attempt.

All third attempts at clinical competency can only be evaluated by a CCGA full-time clinical instructor. Students who earn a failing grade on the third attempt of an independent clinical competency will be asked to leave the program.

The clinical instructor may disqualify any exam submitted for grading.

Students are advised to keep track of their requirements for each semester via the Competency Master List (found in the RS Handbook Appendix).

For the purpose of clinical competency the CCGA RS program considers trauma to be a serious injury or shock to the body. Trauma procedures require modifications that may include variations in positioning, minimal movement of the body part, etc.

The student should note that ALL “Junior Year” requirements are due by the end of the 3rd semester of that year. All “Senior Year” requirements are due by the end of the 6th semester of that year.

In order to assure adequate progress throughout the program, students are required to meet a minimum number of competencies per semester. Students are allowed to complete no more than five (5) additional competencies beyond the minimum. The 5 additional competencies can by any combination of mandatory or elective procedures. Any additional competencies can only be “banked” toward the next consecutive semester. Banked competencies do not carry-over from semester to semester. The requirements for each clinical course are listed below:
Semester 2: No less than twelve (12) mandatory radiographic competencies and one junior checklist. Of the 12 competencies, at least two (2) must be in the following areas: Chest PA/Lat, KUB, AP Chest Portable, AP Chest Portable.

Semester 3: No less than fifteen (15) mandatory radiographic competencies and one (1) elective. All junior year requirements and checklists are due by the end of the semester. This is a requirement for successful matriculation to RADT 2221.

Semester 4: No less than fourteen (14) mandatory radiographic competencies, one senior checklist, and three (3) electives. Of the 14 competencies, at least one (1) must be completed from each of the following areas: Spine, Shoulder Girdle.

Semester 5: No less than sixteen (16) mandatory radiographic competencies and three (3) electives. Of the 16 competencies, at least four (4) must be completed from the Fluoroscopy Studies area and at least six (6) must be completed from the Surgical Studies area.

Semester 6: No less than twelve (12) mandatory radiographic competencies and three (3) electives. All senior year requirements and checklists are due by the end of the semester. This is a graduation requirement.

COMPETENCY VERIFICATION
Competency Verification will be performed by the clinical instructor. These evaluations will involve examinations for which a student has obtained a final competency. This ensures that competency has been reached and is being maintained. These verifications may be unannounced and conducted at the discretion of the instructor.

WEEKLY/DAILY DOCUMENTATION OF CLINICAL PERFORMANCE AND PROCEDURES
The student must submit a daily evaluation form to the technologist who provided assistance during the clinical rotation. This evaluation form is to be completed by the technologist and return to the student. By properly completing and submitting the forms at the conclusion of the rotation, the student earns 100% for the week. Failure to submit the form will result in a 50 point per form deduction. Absences should be noted on the form. The daily evaluation form should be submitted at the end of the rotation. Failure to submit the forms in completed format may result in Professional Demeanor reductions as.

PERFORMANCE EVALUATION/PERSONAL DEVELOPMENT
Student performance evaluation is based upon specified levels of technical and professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary. The form also includes a report of days absent and or tardy as well as alterations and radiation exposure rates. Evaluation will be discussed with the student by the clinical faculty and signed by both the instructor and student. This is commonly referred to as “instructor evaluations”. There will be approximately 2 evaluations per semester. These evaluations are considered 10% of the final grade.

PROFESSIONAL DEMEANOR /PERFORMANCE EVALUATIONS
At the completion of the semester, you will receive a Professional Demeanor grade. This will comprise 15% of your final grade point average. The Professional Demeanor evaluation measures your daily performance of professionalism, adherence to set rules and regulations, and overall general performance in the clinical area. The Professional Demeanor category will reflect overall professional conducts of the students as well as proper adherence to rules and regulations of the program.

The Professional Demeanor grade will be determined from a given 100 points at the beginning of each semester. During the course of the semester, points will be subtracted via the clinical faculty discretion and judgment. Notification of reduction will be in writing and will specify the time, date, and incident. This will be signed by the instructor as well as the student.

Examples which would result in subtraction of points would include the following:

A. Failure to participate in exams on-going in your assigned area. (5-10 points)
B. Failure to remain in your assigned area. (5-10 points)
C. Failure to keep your work area neat and tidy. (5-20 points)
D. Failure to daily record and total your hours on the time sheet/or use the time clock properly. (5-10 points)
E. Failure to file your weekly evaluation and procedure sheet weekly. (5 points per day)
F. Failure to phone for notification absence (instructor and site). (20 points per day)
G. Failure to report to clinical site with lead makers and personal dosimeter. (10 points)
H. Failure to report to clinical site with pocket notebook. (10 points per day)
I. Violation of any program policy or protocol. (varied points)
J. Failure to shield a patient within childbearing age. (40 points per incident)
K. Failure to verify physician orders prior to imaging a patient. (20 points)
L. Failure to properly document patient shielding. (10 points)
M. Violation of patient confidential information (HIPPA) (varying points)
N. Leaving a patient unattended or failure to properly secure relief for a patient when leaving the imaging area. (20 points)
O. Cell phone or any electronic device presence while on clinical rotation- 20 point reduction
P. Use of cell phone while on active clinical rotation: 40 point reduction
Q. Failure to follow facility protocol relative to patient identifiers (20 points)

Note: These are just examples of Professional Demeanor decrease areas. This aspect of your clinical experience is based on the instructor’s judgment and discretion and the point reduction may vary according to professional judgment and discretion of program faculty.

PROGRESSIVE DISCIPLINARY ACTION POLICY
One of the goals of the Radiologic Science program is to provide a combination of didactic and clinical instruction necessary for successful employment. Your behaviors while representing CCGA and/or the RS Program are a good indicator of your future success in the workforce. In addition to your presence at clinical sites, in the laboratory, and in the classroom setting, the RS students also provide institutional representation at professional meetings and college and/or program specific functions. It is our intention to assist you in developing acceptable professional behaviors. To this end, we enforce a progressive disciplinary action policy. The goal of this procedure is to provide students with constructive feedback in regard to accepted professional
actions, attitudes, and behaviors. Incidents indicating safety concerns of any type, demonstration of lack of competency, lack of standard of care, and/or unprofessional behaviors will result in the initiation of disciplinary action. Incidents which involve patient safety, violation of ethical standards, decrease in the overall standard of care, and/or lack of professionalism may result in immediate program dismissal with the granting of a letter grade of “F” in a didactic/clinical course. The steps for this policy are as follow:

Step 1: verbal warning (written documentation will be placed in your file)

Step 2: 1st written warning

Step 3: 2nd written warning with probation
   An individualized plan for success will be established for the probationary period.
   Students who successful meet all probationary expectations will be allowed to continue in the program and assume the normal clinical rotation.
   Students who cannot meet all probationary expectations will progress to Step 4: 3-day program suspension.

Step 4: 3-day program suspension (Any days missed due to suspension will be counted as absences for the semester and are not eligible for make-up and may possibly affect the Professional Demeanor area of the grade. This may affect the final grade for the clinical course. Students who incur more than two (2) 3-day suspensions will be immediately terminated from the program. The student will not be eligible for re-entry into the program.)

Step 5: program termination (If you are terminated under the disciplinary action policy you will not be eligible for re-entry into the program.)

Depending on the severity of the infraction the disciplinary action process can begin at any step.

A student who begins the progressive disciplinary action process and subsequently chooses to repeat the same unacceptable action or behavior will be given constructive feedback at the next progressive level.

All staff technologists are encouraged to immediately report any unacceptable behavior to a CCGA clinical instructor or faculty member. Any CCGA clinical instructor or faculty member can begin the disciplinary action process. All disciplinary actions will be documented. The student will be given the opportunity to suggest future changes for success. The student will also be provided with constructive suggestions for improvement.

IDENTIFICATION
Students will wear an identification name badge while on clinical assignment Students will be issued an identification badge at the beginning of the clinical rotation and the student must submit the badge to the instructors at the completion of the program. The student is responsible for any fees should the badge be misplaced.
PERSONAL APPEARANCE
The personal appearance and demeanor of Radiologic Science students at College of Coastal Georgia and the clinical affiliates reflect both the college and program standards and are indicative of the student’s interest and pride in their profession. The uniform dress code is selected by College of Coastal Georgia. This policy closely resembles a typical dress code for radiologic technologists who are employed in a hospital or clinical setting. Additionally, students are required to abide by an affiliate specific policies such as the wearing of affiliate-owned surgical garments.

Failure to adhere to the personal appearance guidelines in this handbook will result in reduction of the Professional Demeanor area as well as the Performance Evaluation area in addition the student may be dismissed from the site and counted absent for the day. Repeated violations will result in program suspension and/or dismissal.

UNIFORM/DRESS CODE FOR THE RADIOLOGIC SCIENCE PROGRAM
Students are required to wear clean, pressed uniforms. The uniform can be a breeding ground for pathogens. The uniform and lab coat is to be laundered on a daily basis.

Shoes: all shoes must be solid black, closed in (no clog style), and leather. Shoes should be of a nurse type style. Athletic-style shoes are permitted however; they must be free of logos, all black, solid rubber soles, and leather. Students are required to keep shoes clean and will be reprimanded through the Professional Demeanor area for failure to exhibit professional quality and appearance of shoes.

Meridy's On-line is the exclusive and preferred supplier of uniforms for our program. The faculty encourages you to purchase through Meridy's. We do not recommend another vendor. If you choose to order local, please be aware that your items must be of the same color and style as selected by the CCGA Rad Science program and as offered through Meridy's. If your uniforms do not meet the style or color requirements, you will not be able to wear them in clinic. If you do not have the CCGA patch attached in an acceptable fashion, you will not be able to wear the uniform in clinic. Students who arrive at the clinical education site in an unacceptable uniform will be asked to leave. An absence for the day will be recorded. The absence will not be considered eligible for make-up and the daily evaluation for the day will be recorded as a zero (0). All questions in regard to whether or not a uniform is acceptable are to be posed to RS faculty.

Uniform Pant: must be in the color and style selected by the program (May 2011, Pewter per Cherokee color chart), must be poly-cotton blend (no cotton knit) uniform pant with traditional pant leg (with hem, no cuff). Pants must be ironed with a displayed crease in the leg. Pants should exhibit a minimum of 1/4” loose material on the lateral aspect (at level of the greater trochanter) and not buckle or pull across the hips.

Uniform Tops: must be in the color and style selected by the program (May 2011, Pewter per Cherokee color chart), must cover the buttocks and displays a minimum of 1/4” of material from hip to hip at the level of the greater trochanter. The top must be a poly/cotton blend of fabric the top should allow for 1/4” of material from side to side and not buckle or pull at the bust line. Uniform tops are to be ironed with a displayed crease in the sleeve. You must have the CCGA
patch on the item prior to wearing it in clinic. Meridy's will stitch the patch onto the item. This service is included in their charge. If you choose to buy local you will still have to purchase the patch from Meridy's. You will be responsible for attaching the patch to the item in an acceptable fashion.

All students may wear a white T-shirt with no graphics under the uniform top provided the underclothing does NOT show at the sleeve.

Students may wear a long sleeve t-shirt under their pewter Cherokee scrubs. The shirt must meet the following criteria:

- Solid black – no fading or visible wear
- No logos, writing, etc. is to be visible
- Crew neck (Turtle neck if tattoos are on neck)
- Sleeves are to adhere closely to the arms (so as not to drag on contaminated surfaces/patients)
- Instructors has the discretion to determine wear, fading, item appropriateness, and fit

Uniform jacket: the wearing of a uniform jacket is optional. The jacket must be in the color and style selected by the program (May 2011, Pewter per Cherokee color chart), must cover the buttocks The jacket must be a poly/cotton blend of fabric The jacket should allow for 1/4” of material from side to side and not buckle or pull at the bust line. Uniform jackets are to be ironed with a displayed crease in the sleeve. You must have the CCGA patch on the item prior to wearing it in clinic. Meridy's will stitch the patch onto the item. This service is included in their charge. If you choose to buy local you will still have to purchase the patch from Meridy's. You will be responsible for attaching the patch to the item in an acceptable fashion.

Students may wear a grey velour jacket that can be purchased from the CCGA bookstore. Please note: the jacket must be purchased at CCGA and must display the CCGA logo. **The jacket has not been approved for wear in any SGHS operating room setting.** Pictures of the approved velour jacket can be found on the RADT 1000 Access Point, Meridy’s and Uniform folder. Students are not allowed to purchase or wear the grey velour jacket that sports the SGHS logo.

**OR Scrubs and Jackets**
Students will be allowed to wear black long sleeve shirts under OR scrubs, but an OR jacket must be worn to cover the sleeves of the black shirt. OR jackets will be available in SGHS Brunswick Inpatient on the cart where OR scrubs are stored and in the cabinet where the time clock is located. Please notify a clinical instructor if you cannot find an OR jacket or scrubs.

Name tag: all students must wear a designated name tag at all times during clinical rotation.

Jewelry: students may wear one watch, one ring per hand (wedding sets count as one), and one pair of stud like earrings (one earring in each ear lobe). Necklaces, bracelets, anklets, and facial jewelry are not permitted.

Leg wear: students may wear crew length black socks with no color accents.
Hair: should be neat and professional in appearance. Hair that touches the collar or moves forward during body movement should be secured. Decorative hair accessories should be avoided during clinical assignment. Facial hair should be neatly groomed. All hair color should be classified as a natural color such as those found on the human at birth.

Fingernails: false nails and nail tips are not permissible within the clinical setting. Nails should be well manicured. Natural nail tip length is no longer than ¼”. Nail polish may not be worn in the clinical setting.

Perfumes/aftershaves: are not allowed within the clinical education site

Tattoos: All tattoos must be covered while on clinical assignment. All students who have tattoos must be covered must meet individually with the Clinical Coordinator to devise an appropriate method of coverage. Students will enter into a contract with the program stating that the student agrees to the plan. Failure to maintain the plan will result in progressive disciplinary action; which could lead to dismissal from the RS program. Please see the Appendix for the complete SGHS Professional Dress and Grooming Policy (SHR 131).

Affiliate-owned surgical garments: The donning of surgical scrubs is one method that is utilized to break the cycle of infection. Bacteria and germs reside on your clothing. Changing from your uniforms into scrubs is one way to prevent transportation of microorganisms into the surgical suite. Per Merrill’s, “Street clothes should never be worn within semi-restricted or restricted areas of the surgical suite. Clean, fresh attire should be donned at the beginning of each shift in the OR.” According to SGHS Infection Control policies, students are not to leave the hospital campus in hospital-owned surgical attire. Any individual, who leaves the hospital in surgical scrubs, is subject to disciplinary action. Additionally, any garments that are worn outside of the hospital environment are not to be worn when the individual re-enters the OR. See the Appendix for the complete SGHS Attire Personnel Policy, Version 1.

For all professional events on campus or off, all students are to follow the guidelines as listed in SHR 131; please pay special note to page 3 and 4 for appropriate attire. Students who are unable to meet the professional dress code are allowed to wear the prescribed clinical uniform. Students who are inappropriately attired will be asked to leave the event. The student will be charged with a clinical absence that cannot be made up and will receive a 25 point professional demeanor deduction. Please see the Appendix for the complete SGHS Professional Dress and Grooming Policy (SHR 131).

COMMUNICABLE ILLNESS

Any time that a student is diagnosed as having any type of disease which may be transmitted to another person, the student must report the condition to the program director and clinical faculty within 12 hours of the diagnosis. The clinical faculty will notify all involved parties.

The student will not be allowed to continue clinical or didactic training until sufficient documentation from the student’s attending physician is provided which will state the student is able to perform duties without danger to the patient, staff, or visitors. Time missed will be made up utilizing the attendance policy and the “make-up time” policy.
Program participants are strongly encouraged to obtain the Hepatitis B immunization series. This can be obtained through the local health department. Students choosing not to participate in the Hepatitis B vaccination must sign a waiver stating that they have been instructed in the risks of Hepatitis B and do not wish to be vaccinated therefore releasing the College of Coastal Georgia and all clinical facilities of any liability should the student contract Hepatitis B.

Students are also required to furnish the program faculty with results of a tuberculin skin test annually or as requested by a clinical affiliate.

HARASSMENT
Students involved with any form of harassment from or toward any fellow student, faculty, clinical staff, patients or any other individual associated with the CCGA Radiologic Science program are unacceptable. Such allegations shall be brought to the attention of the program director and/or Dean; School of Nursing and Health Sciences immediately for action within the policies of the college. Allegations of harassment within the clinical education setting shall be brought to the attention of the clinical instructor, clinical coordinator, and/or program director for action within the policies of the college and clinical education facility.

PROFESSIONAL LIABILITY INSURANCE
Due to direct patient contact, it is mandatory that students have professional liability insurance which is available at the business office on the college campus. This policy must be renewed annually. Students will not be allowed in the clinical area until proof of insurance is submitted to the program director/clinical faculty. Days missed due to lack of documentation will count as absences and cannot be made up.

HEALTH CARE INSURANCE
Students who are pursuing a degree in a nursing, health science or related clinical or pre-medical field may be required by certain clinical practice sites to have health insurance. You are receiving this notification and acknowledgement of responsibility because you are a student enrolled in a course of study that may require you to train at a clinical practice site which requires health insurance coverage of its employees and student trainees.

ACCIDENT AND INCIDENT REPORTS
All accidents occurring while on clinical assignment, resulting in patient, personnel, personal injury, and/or equipment damage, must be reported immediately to the clinical instructor/supervisor and program director. An accident report will be completed by the program faculty. Students will be required to fully understand the safest methods of properly performing routine radiographic procedures before undertaking them.

IMAGE/RADIOGRAPHIC MARKERS
Students will use their own initialed right and left markers to properly identify the radiographic procedures which they perform. Markers must be purchased by the student. If lost, the student must purchase new markers. The utilization of another student’s/technologist’s markers will result in disciplinary action including suspension and possible program dismissal. Marking is legal documentation of patient’s records; therefore, any misuse of radiographic markers is considered a risk to the patient’s standard of care. The use of another person’s radiographic
markers will result in a Professional Demeanor reduction of 30 points and possible suspension from the clinical facility with no eligibility for make-up for days that apply to suspension.

**MEALS** (breaks)
Lunch schedules will be assigned at the discretion of the clinical instructor/supervisor. Students may leave the facility for meals provided they return to the facility in the allotted time. Failure to adhere to assigned meal rotations will result in a decrease in the Professional Demeanor area. Repeated violations will result in program dismissal. If a student is assigned to a rotation that does not include a customary lunch break, a break will be assigned.

**TRANSPORTATION**
Radiologic Science students will be responsible for providing their own transportation to attend clinical assignments. Failure to adhere to transportation/parking guidelines issued to a student may result in dismissal from the program.

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**Joint Review Committee on Education in Radiologic Technology (JRCERT)**

**A.L.A.R.A. (As Low As Reasonable Achievable)**

This assures that student’s employ proper radiation safety practices.

**Explanation:** Students must understand basic radiation safety practices prior to assignment to clinical settings. Student must not hold patients or imaging receptors during any radiographic procedure. As students’ progress in the program, they must become increasingly proficient in the application of radiation safety practices.

**DIRECT AND INDIRECT SUPERVISION OF STUDENTS**

Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

**Explanation:** Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the students achievement,
- Evaluates the condition of the patient in relation to the student’s knowledge,
- Is physically present during the conduct of the procedure, and
- Reviews and approves the procedure and/or image.

Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

**Explanation:** Indirect supervision promotes patient safety and proper educational practices. The JRCERT define 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. The availability applies to all areas where ionizing radiation is in use on patients.

Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

Explanation: The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified Radiographer must be physically present during the conduct of a repeat image and must approve the student’s procedure prior to re-exposure.

EXCEPTIONS TO THE RECOMMENDATION FOR INDIRECT SUPERVISION:
At no time during clinical training are students allowed to administer ionizing radiation to the patient without direct supervision while assigned in the Emergency Room Suite, Operating Room Suite, OCC 1st Floor Radiographic Room, or on portable radiographic exams.

REPEAT IMAGES/ RADIOGRAPHS
If a student must repeat a radiograph, it must be accomplished with a registered technologist in direct observation within the radiographic room. If a second repeat is needed, the registered technologist shall take over the exam and allow the student to observe necessary corrections. It is the responsibility of the student to seek direct supervision prior to imaging a patient for the purpose of a repeat radiograph. Any student who completes any ionizing radiation repeat exposure without direct supervision will be immediately dismissed from the program.

FAILURE TO ADHERE TO INDIRECT/DIRECT SUPERVISION GUIDELINES WILL RESULT IN A 50 POINT PROFESSIONAL DEMEANOR DECREASE AND WILL INITIATE THE PROGRESSIVE DISCIPLINARY ACTION POLICY AT STEP 1 WRITTEN WARNING.

Please see the Appendix for the SGHS Student Technologist Policy, version 1.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
During the course of clinical training, students are required to utilize “Standard Precautions” to protect the patient as well as themselves. The following equipment must be utilized by the student when the situation warrants:

A. Gloves: are to be worn by the student during clinical rotation when contact of blood/body fluids is a risk. These are available in the general supply area of the facility.
B. **Mask/Eye protection:** disposable mask and eye wear are required when potential for splashes, spills, spatters or sprays of blood or other infectious fluids. These are available in the general supply area of the facility.

C. **Fluid resistant coats/gowns:** disposable fluid resistant gowns are available for student use in the general supply area of the facility.

D. **Resuscitation equipment:** is readily available in the general supply area of the facility.

E. **HEPA Mask Filter Policy:** The RS program does not provide students with a HEPA Mask Fit Test. Students are not allowed to enter any room or interact with any patient for which/whom the donning of a HEPA Mask Filter is required.

F. **Air-Borne Pathogen Orientation:** before engaging in the clinical assignment rotation, all students must view the air-borne pathogen video and submit documentation to the program director. This will be provided by the clinical instructor/program director.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

All patient records and all information in regard to a patient and her/his care are confidential in nature. These records are protected under the guidelines of HIPAA. In 2003, the U.S. Department of Health and Human Services initiated HIPAA and mandated that healthcare providers be required to provide protection for patients concerning the release of individual financial and medical information without written consent. You will learn about HIPAA and procedures to comply with the standard in various radiography courses, including RADT 1001 and at the SGHS Student Orientation. You are encouraged to visit the U.S. Department of Health & Human Services website for further information. A link to this website along with other links and information is available at the RADT 1000 Access Point. While in the clinical education setting, any requests for information concerning a patient should be referred to a clinical instructor, area supervisor, or radiologic technologist. You are expected to maintain confidentiality in a professional manner. Failure to adhere to confidentiality guidelines will result in immediate dismissal from the program.

**LIVE WORK POLICY**

The Radiologic Science energized radiographic unit cannot and will not be used for live work on humans or animals. This means that neither human nor animal will ever be radiographed in the Radiologic Science Laboratory at any time, under any circumstances. Any student utilizing the College of Coastal Georgia Energized Laboratory to radiograph a human or animal will be immediately dismissed from the program. Additionally, the energized equipment shall not be utilized for imaging that is not part of the RS professional curriculum (i.e. art projects and general interest).

**RADIATION SAFETY**

**General Radiation Safety Rules for Clinical Education and the On-Campus Energized Laboratory**

1. Do not eat, drink, or groom in the laboratory or any imaging area.
   a. “Eating” includes gum, candy, and beverages.
   b. Do not store food in the laboratory.
   c. Do not dispose of food, empty food wrappers, or containers anywhere in the laboratory.
   d. Do not apply cosmetics in the laboratory.
e. Keep your hands out of your eyes, nose, and mouth at all times.

2. Table cover, sheets, and footwear
   a. Table covers and sheets should be used when students are in the role of “patient”.
   b. It is highly recommended that closed-toed shoes be worn. Potential hazards in the lab include, but are not limited to wheelchair and stretcher use, transporting heavy phantoms, sharps, x-ray table use, and electricity.

3. Radiation Safety
   a. Always wear your assigned personal radiation dosimeter when working with radiation or radioactive materials.
   b. Personal radiation dosimeters must be worn routinely when exposure to ionizing radiation is possible.
   c. Dosimeters are exchanged every month. A new dosimeter will not be delivered to the student unless the expired dosimeter has been relinquished. Each individual is responsible for maintaining a current dosimeter.
   d. Dosimeters should be returned to RS faculty no later than the fourth day of each month. Students will not be allowed to participate in clinical and laboratory experiences until the previous dosimeter is exchanged for the new.
   e. It is the student’s responsibility to assure they have their personal dosimeter for laboratory and clinical education experiences.
   f. No one is allowed in the clinic or laboratory without a dosimeter. If a student arrives for clinic or laboratory without a dosimeter, he/she will not be able to participate in the clinic or laboratory. The student must leave and will be marked absent for the day. In regard to clinical education the student must use banked absences until all available absences are utilized. When all four (4) absences have been utilized, the student will need to complete a make-up contract for any time over the allotted four.
   g. Under no circumstances should anyone wear a dosimeter belonging to another individual. It is a legal requirement that doses be tracked for the person to whom the dosimeter is assigned.
   h. Lost or misplaced dosimeters should be reported immediately to program faculty, in order to receive a replacement. Days missed while the dosimeter is being replaced will count as absences. The student will be responsible for the financial replacement costs of a monitoring device.
   i. Students must maintain exposure dosages within the guidelines issued by the NCRP (See NCRP report). Exposure exceeding the dosage amount may result in dismissal from the program.
   j. In the event a student becomes pregnant, it is strongly advised that the student contact the Program Director Immediately to assure safety for both the fetus and the mother.
   k. The student is advised to speak to the designated Radiation Safety Officer (RSO).
   l. The department receives a Dosimetry report each month for the previous month. After review by the program director, the report is available in the program director’s office and is posted in HS 132 (laboratory area.) Once the dosimeter report is posted in HS 132, students are required to view, date and initial the monthly report. Failure to review and initial monthly dosimetry report within 30 days of the report print date will result in a 10 point deduction from the Professional Demeanor area.
m. If the threshold of 8.3 mrem has been exceeded, please report your findings to the Clinical Coordinator.

n. The Clinical Coordinator will then meet with the student/instructor to discuss 1. Possible reasons for the high reading, and 2. Safe practice methods that should be instituted immediately.

o. The Clinical Coordinator will document such meetings and action plans. Any documentation should be filed electronically in the student folder.

p. A paper copy of this documentation should be placed in the student/instructor’s main folder.

q. If a student or faculty member exceeds the threshold in the next consecutive month, further discussions with the student or instructor, program officials, and the RSO (radiation safety officer) will occur. An action plan should be developed and the meeting should be documented. All documentation should be filed electronically and in the main student folder or appropriate faculty folder.

r. All future radiation exposure data reports will continue to be monitored as per established protocol.

s. Students are required to utilize all general protective devices provided to radiologic personnel such as shielded areas, aprons, gloves, thyroid shields, and portable protective devices.

t. All exposures during laboratory procedures are to be made with the lab room door completely closed.

u. Exposing a phantom to ionizing radiation follows the same protocol as found at clinical education affiliates: Never expose without shielding the patient. Always use a caliper measurement to determine correct technical factors.

v. Student utilization of the energized laboratory must be under the guidance of a registered technologist. When a registered technologist is not on campus or available for assistance, the main power supply to the energized laboratory will be locked. Students who need to complete simulations or experiments are advised to speak with the program director or clinical coordinator/instructor to make arrangements for use of the laboratory.

w. After use of the energized and non-energized labs, all equipment should be put away. The x-ray tube should be placed in the “park” position.

x. After use of the energized lab, the key must be returned to an RS faculty member. The key shall not be left in the general area of the energized room.

Three primary means of eliminating or reducing radiation exposure exist. They are:

1. Time

   Minimize the time in radiation areas. Since the amount of exposure occurs as a function of duration of exposure, less time means less exposure. Never be in an exposure area when an exposure is being made in the lab. In the hospital, it is necessary to be in an exposure area for fluoroscopy and portable examinations. Students must not hold image receptor devices during any radiographic procedure. Student should not hold patients during any radiographic procedure.
when an immobilization method is the appropriate standard of care. If in an exposure area, shields must be worn. (See below)

2. Distance

*Maximize the distance from the tube/patient.* Dose is inversely proportional to distance; therefore, increasing distance means less dose. By doubling the distance, the dose to you is decreased to only ¼ of the original dose. For practical purposes, if the distance from the patient is 10 feet, no significant amount of scatter radiation reaches you. However, if in an exposure area, wear a lead apron. In the clinical setting, do not increase distance from the patient to the point where their safety is jeopardized.

3. Shielding

*Use shielding to reduce or eliminate exposure.* By placing an appropriate shield between you and the radiation source, radiation is attenuated and exposure may be completely eliminated or reduced to an acceptable level. The type and amount of shielding vary but generally, shielding is lead inside the walls of the exposure room or lead lined aprons and gloves. There are also shields used to limit the exposure to the patient. Examples of these shields are gonad, thyroid, and shadow shields.

**PREGNANCY POLICY**

Pregnancy Policy and Forms  Updated: 03/25/15je

Students enrolled in the Radiologic Science Program at College of Coastal Georgia are classified as being occupationally exposed to ionizing radiation due to their role or occupation as “student”. In this position, student duties include performing examinations which require the use of ionizing radiation. As a student enrolled in the Radiologic Science program at the College of Coastal Georgia, you may be exposed to more radiation than the general public. Therefore, the same standards that apply to a radiation worker (a person who is engaged in an occupation requiring the use of ionizing radiation), also apply to the student radiographer. The exposure limit for occupationally exposed adults is 5,000 millirem (mrem) per year. Because it is required that radiation levels be kept low, there is not a significant health risk to an individual. All RS students are encouraged to adopt the practice philosophy of As Low As Reasonably Achievable or ALARA, in relation to occupational and patient exposures. All students are instructed to reduce exposure as much as possible by decreasing the amount of time spent in a radiation area, increasing the amount of distance between themselves and the radiation source, and using shielding.

Additionally, female radiation students (workers) are to be informed of rules and regulations concerning the condition of pregnancy. Specific regulations require the following:

- Voluntary written declaration of pregnancy by the pregnant student (worker).
- Dose equivalent limit to the embryo/fetus during the entire pregnancy of 5mSv (0.5 rem or 500 mrem) with monthly dose equivalent limits of 0.5 mSv (0.05 rem or 50 mrem) per month.
- Voluntary written withdrawal of pregnancy declaration.
A pregnant student has the right to choose whether or not to declare her pregnancy. The declaration of pregnancy should be in writing and should be communicated to the Clinical Coordinator and Program Director as soon as possible. A student who wishes to continue in the program without modification must state so in writing and be dated. The student may revoke the declaration at any time as all declarations of pregnancy are voluntary.

Once a student declares a pregnancy, she will meet with the Radiation Safety Officer and/or Program Director to discuss radiation safety issues and receive required pregnancy information. It is the student’s responsibility to decide whether the exposure she may receive is sufficiently low to protect the unborn child. After meeting with program officials, the student may choose to:

- Elect a leave of absence from the program.
- Elect to continue without modifications
- Elect to stay in the program and abide by the following stipulations:
  - The student will wear an additional radiation monitor for the purpose of monitoring fetal dose. This monitor should always be worn at the waist level, under any apron, and should not be switched with the collar monitor or moved to the collar.
  - Clinical education rotations will not be altered due to pregnancy.
  - Wear a wrap-around apron if one is available.

According to the National Council on Radiation Protection and Measurements (NCRP) the dose equivalent to the embryo/fetus during the entire pregnancy, due to the occupational exposure of a declared pregnant woman, cannot exceed 5mSv (0.5 rem or 500 mrem). The NCRP recommends that fetal exposure be restricted to an equivalent dose limit of 0.5 mSv (0.05 rem or 50 mrem) per month.

In most instances, pregnancy will not prevent the student from successfully completing clinical and didactic assignments. However, if excessive time is missed from these educational courses due to pregnancy leave, the student’s graduation will be delayed until all course requirements are completed. Following pregnancy leave, a student must submit a release document from her physician prior to returning to clinical education. This documentation must include a complete CCGA Department of Nursing and Health Sciences, Health Examination for Health Sciences Students that includes Radiologic Science Program Essential Functions form. This form is included as part of this policy.

All students can request, in writing, to receive a printed copy of Nuclear Regulatory Commission/Regulatory Guide 8.13. This guide contains instruction concerning prenatal radiation exposure.

See the Appendix for the Pregnancy Policy and Forms

**GENERAL RADIATION SAFETY PRACTICES SPECIFIC TO CLINICAL EDUCATION**

**Prior to beginning any procedure the student must:**
1. Verify patient identifiers (name and DOB). Check armbands where appropriate.
2. Verify physician written orders/requisition matches order.
3. Verify the possibility of pregnancy in female patients ranging from 12-50 years of age. Notify lead technologist if patient indicates the possibility of pregnancy. An R.T. will obtain a pregnancy consent form prior to exposure to ionizing radiation.

**During general exams the student:**
1. Should stand in the lead lined control booth when making diagnostic images routinely.
2. Must wear a dosimeter badge outside of the lead apron at the collar level.
3. Must never direct the path of the x-ray beam toward the control booth.
4. Should not hold the patient on a regular basis. If there is an extenuating circumstance that requires holding (special needs, emergency, or pediatric patient) all PPE must be used.
5. Must not hold the image receptor (IR).
6. Should not stand in the direct path of the beam when assisting a patient for positioning or restraint.
7. Must keep doors of the radiographic suite closed during exposure.
8. Must use collimation when applicable and proper SID for given exam.
9. Must use gonad shielding when applicable to the exam.
10. Must limit persons in the room to necessary parties for exam obtainment. All persons should use lead apparel.
11. Must have direct supervision for all repeat radiographs, regardless of competency obtainment.
12. Must have direct supervision until final competency has been obtained on any given exam. After final competency has been obtained, students may work under indirect supervision guidelines with the exception of the ER, OR, OCC 1st floor, and portable exams.

**During portable exams the student:**
1. Must wear a lead apron. If a student does not wear a lead apron during a portable examination he/she will be subject to disciplinary action. Lead aprons are available in the radiology department. The student is responsible for retrieving a lead apron prior to leaving the department to perform a portable x-ray examination. In addition to the use of a lead shield, students are instructed to step back at least six (6) feet from the source of radiation when a portable x-ray machine is in operation.

This policy is based on the fact that portable exposures occur in uncontrolled areas where there is no permanent operator shielding. Under these circumstances, the only mechanism for shielding is the lead apron. Operator shielding along with the other primary radiation protection measures, such as time and distance, should be adhered to at all times.

2. Must stand at least 6 feet away from the source of ionizing radiation.
3. Must utilize shielding for any persons in the room who are assisting the patient.
4. Must utilize collimation where applicable.
5. Must position any person or persons who is (are) assisting with patient positioning or restraint out of the direct path of the x-ray beam.
6. Must close the door to the patient’s room while performing the exposure.
7. Must instruct all visitors in the room and or area to leave the area.
MAGNETIC RESONANCE IMAGING
For clinical education observation/rotation in Magnetic Resonance Imaging (MRI) the student will need to be screened for metal objects which may be in the body. The student must complete the MRI Screening Document provided by the clinical coordinator/instructor. Students are never to observe/rotate in MRI without first completing the screening process. Please note: Prior to observing or rotating in MRI, the student is encouraged to prepare by reading the MRI section of the Merrill’s Atlas of Radiographic Positions and Radiologic Procedures.
RECOMMENDATIONS ON LIMITS FOR EXPOSURE TO IONIZING RADIATION*
(NCRP Report) *Subject to change

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<th>Occupational Exposures (annual)</th>
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<tbody>
<tr>
<td>Effective dose equivalent limit (stochastic effects)</td>
<td>50 mSv</td>
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<tr>
<td>Dose equivalent limits for tissues and organs (nonstochastic effects)</td>
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<tr>
<td>Lens of eye</td>
<td>500 mSv</td>
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<td>All others (eg. red bone marrow, breast, lung, gonads, skin/extremities)</td>
<td>10 mSv x age</td>
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<td>Guidance: Cumulative exposure</td>
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| Planned Special Occupational Exposure, Effective dose equivalent limit | see Sect. 15 |
| Guidance for emergency occupational exposure | See Sect. 16 |

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<th>Public Exposures (annual)</th>
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<tr>
<td>Effective dose equivalent limit, continuous or frequent exposure</td>
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<td>Effective dose equivalent limit, infrequent exposure</td>
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<td>Effective dose equivalent</td>
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<tr>
<td>Exposure to radon and its decay products</td>
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<td>Dose equivalent limits for lens of eye, skin, extremities</td>
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<td>Dose equivalent limit for lens of eye, skin, extremities</td>
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<td>Dose equivalent limit in a month</td>
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<tbody>
<tr>
<td>Effective dose equivalent per source or practice</td>
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STUDENT RECORDS
The CCGA Radiologic Science Program handles student records in accordance with the CCGA Policy Statement on Student Records (FERPA or Buckley Amendment). The security and confidentiality of student records and other program materials is maintained through consistent and diligent use of locked areas or file cabinets. Access is limited to program officials only. Students who wish to see their records should follow the CCGA policy. Records will not be removed from the program office. Student records are treated as confidential to third parties. Information will only be released to others with the student’s written permission.
CCGA POLICY STATEMENT ON STUDENT RECORDS (FERPA)
The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise 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 College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by College of Coastal Georgia to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office of U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. If you do not want CCGA to disclose directory information without your prior written consent, you must notify the College in writing. CCGA has designated the following information as directory information: student's name; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; date and place of birth; major field of study; dates of attendance; grade level; the most recent educational agency or institution attended.
CHILDREN ON CAMPUS
It is the goal of the College of Coastal Georgia to provide a safe and effective learning environment for all students and a safe and effective workplace for all faculty and staff. Any action which interferes with this goal will not be permitted. At no time may a child who is not a currently enrolled CCGA student be left unattended on campus, including in a campus building, on campus grounds, or in a vehicle. Children must be under the direct supervision of a parent, legal guardian, or responsible adult at all times while on campus. Parents, legal guardians or responsible adults of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

To Provide Guidance on having children on campus, the following stipulations are provided for the Academic Buildings and Library:

a. All children must be in the presence of and under the direct supervision of a parent, legal guardian or responsible adult at all times.

b. Children will not be allowed in the classrooms, hallways, or common areas of the first and second floors of Nunnally Health and Science Building, college laboratories, computer labs, or the fitness center at any time unless part of a sponsored, pre-approved class and the supervising teacher or paraprofessional is present.

c. For classrooms and faculty offices, children are allowed at the discretion of the instructor.

d. Any student whose child is considered disruptive or unsupervised will be asked to remove the child immediately.

e. Library is for the use by faculty, staff, and students and not appropriate for children.

f. No one may use his or her User ID to log onto a computer so a child can have access and use of it.

For a copy of the complete policy, please refer to:
http://www.ccga.edu/Policy/Files/Children_on_Campus_Policy.pdf

Questions may be directed to the Office of Student Affairs, located on the second floor of the Andrews Student Center.

TOBACCO-FREE CAMPUS
The use, advertising, sale, or free sampling of tobacco products on any property owned, leased, rented, in the possession or control of, or in any way used by the College is prohibited. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots, and all vehicles whether privately or publically owned. Cigarettes, cigars, pipes, and all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes are prohibited.

This prohibition applies to students, faculty, staff, visitors, vendors, spectators, and contracts. Only the College president may authorize an exception to this policy.

WEAPONS POLICY
Faculty, staff, students and visitors to the College of Coastal Georgia are prohibited from carrying or possessing any weapon or explosive compound while on College grounds or in College buildings. Violations of this policy will result in prompt disciplinary action up to and including termination of employment or expulsion, in accordance with College employee or student disciplinary policies, as applicable.
POLICY ON CELL PHONES, LAPTOPS, TABLETS, AND OTHER PERSONAL ELECTRONIC DEVICES

The carrying and use of cell phones and other personal electronic devices are allowed on the College of Coastal Georgia Brunswick and Camden campuses. Users of these devices, however, must be attentive to the needs, sensibilities, and rights of other members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College overall and its classrooms and laboratories. Cell phones, and other personal electronic devices may be used in classrooms, laboratories, the library, study spaces, and other academic settings as permitted by the course faculty.

Students participating in off-campus course-related activities must follow the electronic devices policies of the agency or organization where they are visiting or working.

In addition, cell phones and other personal electronic devices incorporating a camera must be turned off and out of sight in areas in which an individual has a reasonable expectation of privacy such as restrooms, locker rooms, showers and other locations.

All Radiologic Science Students are prohibited from carrying and using cell phones and other electronic devices while participating in clinical education at any clinical site. All electronic devices must be stored away and not in sight.

CCGA POLICY STATEMENT ON STUDENT CONDUCT

Students at the College of Coastal Georgia are expected to conduct themselves responsibly and to pursue their studies with integrity. By enrolling at College of Coastal Georgia, students agree to comply with the College’s rules and regulations as described in the CCGA Student Handbook.

The students of the College of Coastal Georgia have established a precedent of exemplary behavior as members of the college and civic community. Individuals and groups are expected to observe the tradition of decorum and behave in no way which would precipitate physical, social, or emotional hazards to other members of the college community.

Any student, faculty member, administrator, employee, or visitor acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct any teaching, research administrative, disciplinary, cultural or public service activity, or any other activity authorized to be held on the College of Coastal Georgia campus is considered by the College to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

Students may be accountable to both civil authorities and to the College for acts which constitute violations of law and the CCGA Student Code of Conduct as outlines in the CCGA Student Handbook.
The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

**TIPS FOR DOING WELL IN CLASS, LABORATORY, OR CLINICAL EDUCATION**

1. Always be on time and stay for the entire session.
2. Bring the required materials such as textbooks, workbook, clinical pocket notebook, paper, pencils, calculator, radiographic markers, and personal dosimeter.
3. Read all materials prior to your scheduled session. Take notes and then study those notes.
4. Some students benefit from making note cards. Know what study skills are best suited to you.
5. Do all the assignments as required; i.e. computer programs, workbook, handouts, study guides, discussion posts. Perform all laboratory assignments.
6. Form a study group. Get a buddy in the class so that should you have to miss a class, someone will assist you by sharing their notes with you.
7. Make an appointment to talk with the instructor if you do not understand the material. Do not wait until the day of the exam to inform the instructor that you do not understand the material.
   a. Prepare with for your meeting by bringing your notes and book.
   b. Have specific questions—don’t just say that you do not understand. Help the instructor to help you by explaining where you became lost. Your instructor cannot re-teach the entire class, however she/he is more than willing to provide additional assistance.
8. Keep reviewing the material. Keep in mind that you will be taking the American Registry of Radiologic Technologists (ARRT) certification examination upon completion of the program. Examination content will include everything from the first day of class until the last day of class. Continuous and consistent review will give you the best chance for success.
9. Keep the clinical pocket notebook updated and current. All newly issued items must be added to your clinical pocket notebook.

**GRIEVANCE POLICY**

In the event of a misunderstanding or disagreement you are encouraged to immediately seek help and assistance from any faculty member. You may ask for assistance with any issue whether it is clinical or didactic in nature. If a student seeks assistance and an acceptable resolution is not achieved, students are encouraged to follow the CCGA Student Academic Appeal Policy. Additionally, the college encourages the use of an Alternative Dispute Resolution (ADR Program).

**CCGA STUDENT ACADEMIC APPEAL POLICY**

A student may appeal a grade assigned by a faculty member or the interpretation or application of an academic policy by an academic administrator, including issues related to intellectual diversity. Prior to filing such an appeal, the student should review the section entitled "Alternative Dispute Resolution" in this catalog. Students wishing to file an academic appeal must follow the steps below.
1. Review the situation with the instructor or academic administrator who is responsible for the grade or academic policy interpretation.

2. If the issue is not resolved, the student may submit an appeal in writing to the supervisor of the faculty member or administrator, with a copy to the faculty member/academic administrator. The letter must include all points which the student considers to be pertinent to the appeal. Additional points may not be later considered if they are not in the initial letter of appeal. (Students wishing to prepare written appeals may seek the assistance of college staff in the preparation of the appeal documents.) The written appeal must be sent to the supervisor within fifteen calendar days of the first class day of the term immediately following the term in which the event occurred. The supervisor of the faculty member or administrator will issue a decision in writing with a copy to the student and to the faculty member/administrator. The correspondence must give specific reasons for the decision and must be completed within twenty-one calendar days of the date of receiving the student's written appeal.

3. A student who believes that the appeal was decided in an arbitrary, capricious, discriminatory or unfair manner at the supervisor's level may appeal in writing to the Vice President for Academic Affairs of the college unless it is the Vice President for Academic Affairs' decision that is being appealed. Appeals to the Vice President for Academic Affairs must be in writing, must be made within fifteen calendar days of receiving the appealed decision and must contain all germane points. As in step 1, additional points may not be considered if not included in the written appeal. The written appeal must indicate specifically why the student believes that due process was not exercised at the previous level. The Vice President for Academic Affairs will review the appeal, examine the facts, and render a decision within twenty-one calendar days of receiving the second level appeal.

4. Appeals of decisions made by the Vice President for Academic Affairs of the college may be made in writing to the President of the college within five calendar days after receiving the decision of the Vice President. The President will, within seven calendar days, appoint a committee composed of three members of the faculty of the institution or utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall, within ten calendar days, submit its findings and report thereon to the President. After consideration of the committee's report, the President shall, within five calendar days, make a decision which shall be final so far as the institution is concerned.

ALTERNATIVE DISPUTE RESOLUTION (ADR PROGRAM)
Various sections of this catalog refer to procedures for filing formal appeals or grievances. The formal procedures vary according to the nature of the problem. Unfortunately, formal appeals and grievances processes usually require a great deal of time and energy, result in high levels of frustration, and produce a less than satisfactory outcome for either or both parties. If a hearing must be conducted, both parties must spend a great deal of time preparing their statements, presenting witnesses and other data, and relying on another person or committee of persons to decide the outcome. At the end of the process one party "wins" and one party "loses." This almost always further erodes the relationship between the parties. In addition, records of the proceedings are prepared and kept on file, limiting the confidentiality of the nature of the dispute. Therefore, prior to filing a formal appeal or grievance, persons with a complaint should consider using the College's Alternative Dispute Resolution Program. Alternative Dispute Resolution, commonly referred to as ADR, involves using one or more dispute resolution
processes as an alternative to the traditional appeals and grievance processes. Alternative methods of dispute resolution may include one or more of the following:

- frank and open discussion between the parties to dispel any miscommunication which may have occurred;
- determining the "issues" to be resolved and negotiating with each other to reach an acceptable conclusion;
- or participating in a mediation session with an objective third party. The third option, mediation, has been highly successful in the corporate world and is becoming much more widely used in educational settings.

ADR is an appropriate process to use regarding issues of intellectual diversity (when someone feels they have been treated unfairly by an instructor because of their ideas or opinions on a specific issue).

Mediation is a voluntary process in which an impartial third party facilitates communication and negotiation between the disputing parties in order to reach a mutually acceptable agreement. The mediator has neither firsthand knowledge of the problem nor any preconceived ideas of how the dispute should be settled. The mediator does not maintain a record of the session - the only written document is the negotiated agreement which is given to both parties.

A detailed brochure about the College's Alternative Dispute Resolution Program is available in the Office of Human Resources. Persons who wish to request mediation services may call 279-5740.

**JRCERT CONTACT INFORMATION**

Students have the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Contact of the JRCERT should not be a step in the formal institutional/program grievance procedure. The individual must first attempt to resolve the complaint directly with institution/program officials by following the grievance procedures provided by the institution/program. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRCERT.

JRCERT
20 N. Wacker Drive,
Suite 2850, Chicago, IL 60606-3182
312-704-5300
www.jrcert.org
RETENTION OF GRIEVANCE RECORDS POLICY
BOR 5 years after graduation date or date of last attendance/contact/enrollment and JRCERT mandate to retain all formal complaints lodged since the last on-site evaluation.

GEORGIA DEPARTMENT OF LABOR PARTICIPANTS
CCGA faculty members and clerical staff do not fax forms to the Dept. of Labor offices. Students have the following two options for submission of paperwork: 1. submit the paperwork in person to your local office by 4:30 pm on the day it is due, or 2. drop the paperwork in the slot at the Brunswick office. You can submit via the slot in Brunswick at any time after 4:30 pm on Friday and before 8:00 am on Monday. The slot option is available to all students (Camden and Glynn county residents).

Additionally, the following policy is in place in regard to verification of attendance at the Camden campus only:
1. Designated staff for verification of student attendance via the Department of Labor (WIA) form will be Tim Bryant, Kim Bartlett, Tracey Johnson, and Merinda Thompson.
2. Students will present the form when they are in clinic. Verification should be only for days the student is present.
3. Verification should be for clinical education courses only. (Course numbers RADT 1112, 1113, 2221, 2231, or 2241 only).
4. Verification for dates in the future should not be given. This is an ethical issue due to the fact that student funding is dependent upon attendance. All students and designated staff members (who provide attendance verification) are asked to adhere to high ethical standards.

ACADEMIC CALENDAR
Students should refer to the CCGA website for the Academic Calendar for each semester. This calendar list important dates such as the beginning and end dates for the semester, final examination dates, and holidays and breaks as recognized by CCGA.

STUDENT SERVICES
New Student Orientation Programs Career Services
Office of Counseling and Student Support Personal Counseling Services
Services For Students With Disabilities Student Health Services
Office of Residence Life And Housing Intercollegiate Athletics
Office of Student Life works with students in five major areas:

Intramural & Club Sport Programs Outdoor Recreation &Leadership Program
Student Government Association Student Organizations
Student Programming Board Volunteer/Community Service Study Abroad
For more information see the CCGA website. Search: Student Services

FINANCIAL ASSISTANCE
The College of Coastal Georgia Financial Aid Office provides assistance to students who, without such aid, would be unable to attend college. The College helps as many students as possible by providing assistance through grants, loans, scholarships, and part-time employment.

The College of Coastal Georgia administers funds in accordance with the nationally established philosophy that the family is the primary resource for helping a student meet educational costs
and that student financial aid is available to meet the difference between the student's potential resources and college expenses.

The College of Coastal Georgia utilizes the results from the Federal Student Aid application as well as other need analysis programs in determining a student's level of financial need. A determination of a family's financial strength is made based on gross income, number of dependents, allowable expenses and debts, and total assets. The College of Coastal Georgia considers those applications filed before May 1 for maximum award benefits for the following year. For more information see the CCGA website. Search: Financial Aid

STUDENT HEALTH AND SAFETY

Explanation:
CCGA has appropriate sponsoring institutional policies and procedures which assure that students are protected. These policies, at a minimum, address emergency preparedness, harassment, communicable diseases, and substance abuse. All policies and procedures meet federal and/or state requirements as applicable. Enrolled students have access to these policies at the CCGA website and in the Student Handbook.

CCGA ACADEMIC INTEGRITY POLICY AND PROCEDURE

Introduction:

Academic and intellectual integrity is expected of all individuals at the College of Coastal Georgia. The College expects students to be honest and to present work that is only their own. Scholarship and fairness require that improper work be rejected and that violations be investigated and appropriate sanctions administered.

Academic dishonesty includes plagiarism, cheating, giving or receiving assistance not authorized by the instructor, using one’s own prior work, or in any other way presenting work that is not that of the student to whom an assignment was made.

Definitions:

Cheating is using or attempting to use materials, information, or study aids not permitted by the instructor in exams or other assigned work. Cheating can occur by students obtaining materials for tests or assignments not authorized by the instructor, giving unauthorized aid to a student before or during an examination, taking an exam for another student, or submitting significant portions of the same work in two different classes without prior approval by both instructors.

Plagiarism is defined as representing another person’s work (including a student’s own prior work), ideas, data, or words as one’s own or as original. It is expected that all work must properly credit sources of information. Instructors should explain to students their expectations with respect to sourcing and documentation.

Students may not sell papers or additional services that assist other students in their creation of academic work for course requirements. Students who are not enrolled in a particular course, but who assist students in completing work for a course, may still be found in violation of the student academic honesty policy.
Procedure:

The following process outlines the steps taken to resolve issues of academic dishonesty. This process is centered on the faculty member’s right to manage the classroom environment and administer course grades as well as the student’s right to due process if accused of misconduct.

It is important that at the start of every semester faculty state to the class and in the syllabus the importance of academic integrity. Examples of cheating or plagiarism should be given to students. Faculty should also include on their syllabi the description of the process of resolving questions of academic integrity and honesty. This description should include the sanctions the instructor will impose for academic dishonesty in his or her course if the accused student accepts responsibility and chooses to handle the matter internally. These penalties, however, may not include a final grade of “F” in the course in question. This penalty can be assigned only by the Conduct Board.

Classroom instructors initiate the academic integrity process. Upon suspicion of an instance of academic dishonesty, the faculty member must inform the student of his or her concerns through the Academic Integrity Incident Report (Appendix A) within five business days and ultimately file a copy of the Academic Integrity Incident Report with the Dean of Students, acting as Chair of the Conduct Board, within two business days after meeting with the student.

At the point that the faculty member shares his or her concern with a student, a student may accept responsibility for his or her actions and allow the faculty to levy a sanction that should be described on the course syllabus. In a case where a student accepts responsibility and the faculty member’s sanction, the Academic Integrity Report remains on file with the Dean of Students for future reference in case of a repeat offense by a given student. If the student does not accept responsibility, the faculty member advises the student that the incident will be referred to the Dean of Students and within one business day, the faculty member submits the Academic Integrity Incident Report to the Dean of Students and requests that the Dean take action.

It should be noted that if a student (complainant) initiates a report of academic dishonesty of another student to a faculty member, the faculty member is obligated to follow the same process as outlined above and submit a report to the Dean of Students.

In cases where a student (complainant) reports another student, the faculty member outlines the details of the incident as reported by the complainant along with any additional information the faculty member may have regarding the accusation. The complainant needs to be identified on the report and is permitted to submit a report that is attached to the Academic Integrity Incident Report.

Upon receiving the report, the Dean of Students schedules a date for a hearing. The student, faculty member, and, if appropriate, the complainant will receive a minimum of a three-day advance notification of the hearing date and time along with a copy of the report. At the hearing, the Dean of Students reads to the student the charges and the student presents his or her perspective on what happened. At that point, the Dean of Students and members of the Conduct Board may ask questions, first of the faculty member and second, of the student(s).
After questioning is completed, the Conduct Board goes into executive session to discuss the issue and then votes “responsible” or “not responsible”.

If the finding is “responsible,” the Conduct Board must decide a sanction. Sanctions may include one or all of the following:

1. Academic warning – The Dean of Students sends a letter to the student (and a copy to the faculty member) stating that the student is found responsible for the alleged act. However, this finding is not used to determine the student’s grade. A copy of the letter will be placed in the student’s permanent file.

2. Failing grade for the assignment – The Dean of Students informs the instructor that a grade of zero should be assigned to that part of the course in question. The final course grade is to be determined as described in the syllabus with the zero included in the grade calculation. **This assigned grade of “zero” may not be appealed.**

3. Failing grade for the course – The Dean of Students instructs the faculty member to assign a course grade of “F” to the student(s) in question. **This grade may not be appealed.**

4. Academic suspension – For repeat offenses, a student may be recommended for academic suspension. This recommendation will be sent to the Vice President for Student Affairs (VPSA), who will make the final decision on whether a student will be dismissed from the College. The decision of the VPSA may not be appealed to the President of the College.

A student may submit a letter of appeal to the VPSA within five business days of receiving a decision letter from the Dean of Students (on behalf of the Conduct Board). The appeal to the VPSA is not to rehear the matter, but rather must illustrate re-consideration of the sanctions based on missing evidence or the failure of the faculty or Conduct Board to follow the hearing process outlined above. No additional appeals are available once the Vice President for Student Affairs renders a decision.

Recordings of the hearing of the Conduct Board will be made and, if a grade adjustment or academic suspension is the resulting sanction, the results will be filed in the Office of the Registrar. All reports will be filed under the student’s conduct record in the Office of Student Affairs.

A student found responsible for a violation of the academic integrity policy may not appeal the grade for that particular course under the **Student Academic Appeal Policy.** However, a final grade appeal that does not involve a violation of the academic integrity policy may be made to the appropriate academic dean according to normal procedures. A copy of the **Student Academic Appeal Policy** can be found (on the CCGA website) in the College catalog posted online as well as in the Student Code of Conduct.
Academic Integrity Incident Report

Student Name(s) and Student Identification Number(s):
__________________________________

Course where incident occurred:
__________________________________

Reporting Faculty Member
__________________________________

Reporting Faculty Member’s Email and Phone Number: __________________________

Student Complainant Name and Email: __________________________

Student(s) are accused of: __________________________

Incident Narrative: (please attach to this report)

Student meeting with faculty member occurred (date/time): __________________________

Student has accepted responsibility (circle one): Yes  No

If “Yes,” penalty assigned
________________________________________

Student signature accepting responsibility: __________________________

If “No,” the incident as follows: (attach narrative)

The following section is to be completed by the Dean of Students:

Referred to Dean of Students for Conduct Hearing: __________________________

Date of Hearing: __________________________

Member(s) of Conduct Board: __________________________

Findings of Conduct Board: __________________________

Penalty: ___________________________________________
APPENDIX LIST:

RS Program Student Handbook Agreement
Drug Screening and Criminal Background Check Acknowledgement
Individual Uniform Policy Review and Plan
CCGA RS Pregnancy Policy and Forms
Flow Chart for Clinical Competency
Clinical Competency Master List
SGHS Attire Personnel Policy, Version 1
SGHS Professional Dress and Grooming Policy (SHR 131)
SGHS Student Technologists, Version 1
SGHS Tobacco Free FAQ
SGHS Social Networking Policy
SGHS Influenza Vaccine Policy
Model Release Form
CCGA Behavioral Intervention Team (BIT)
College of Coastal Georgia
Radiologic Science Program
Student Handbook Agreement

I have been given a copy of the College of Coastal Georgia Radiologic Science Program Student Handbook. I have read the CCGA RS Program Student Handbook.

I have been given the opportunity to discuss the RS Program Student Handbook with program officials. I fully understand the policies and procedures as outlined in the RS Program Student Handbook. I agree to abide by all rules and policies as stated in the RS Program Student Handbook. I understand that all polices and guidelines in this updated RS Program Student Handbook supersede those of previous editions.

Please list the Academic Year of the Handbook: ______________________________

Printed name of student: ________________________________________________

Signature of student: ____________________________________________________

Date this document was signed: ____________________________________________