LAREDO COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT HANDBOOK
2009-2010
ACADEMIC YEAR

Laredo Community College
Radiologic Technology Program

Adopted: 04/2004
Reviewed/Revised: 04/04, 01/05, 09/05, 06/06, 08/08/07, 05/2008, 05/26/08, 07/21/08
02/23/09, 04/20/09, 06/01/09, 06/24/09, 10/21/09, 01/08/2010
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Equal Opportunity Statement</td>
<td>3</td>
</tr>
<tr>
<td>Student Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>Program Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Laredo Community College Philosophy and Mission</td>
<td>5</td>
</tr>
<tr>
<td>Radiologic Technology Program Mission Statement</td>
<td>5</td>
</tr>
<tr>
<td>Joint Review Committee on Education in Radiologic Technology</td>
<td>6</td>
</tr>
<tr>
<td>Student Background Report</td>
<td>6</td>
</tr>
<tr>
<td>Goals of the Radiologic Technology Program</td>
<td>7</td>
</tr>
<tr>
<td>RADR Program Outcomes</td>
<td>7</td>
</tr>
<tr>
<td>Radiologic Technology Program Faculty</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Sites Facilities for Instruction</td>
<td>8</td>
</tr>
<tr>
<td>Student Responsibility for Clinical Education</td>
<td>9</td>
</tr>
<tr>
<td>Radiologic Technology Program Dress Code</td>
<td>9-10</td>
</tr>
<tr>
<td>Health and Program Safety, Drug and Alcohol Policy</td>
<td>11</td>
</tr>
<tr>
<td>Student Health, Pregnant Student, Incident Report</td>
<td>11-12</td>
</tr>
<tr>
<td>Program Promotion/Progression</td>
<td>13</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>13</td>
</tr>
<tr>
<td>Radiologic Technology Program Curriculum</td>
<td>14</td>
</tr>
<tr>
<td>Readmission to the Radr Program</td>
<td>15</td>
</tr>
<tr>
<td>ARRT code of Ethics, RADR Program Completion</td>
<td>16</td>
</tr>
<tr>
<td>Attendance Regulations: Class, Clinical</td>
<td>16-17</td>
</tr>
<tr>
<td>Clinical Guidelines: Tardiness, Attendance, HIPPA Guidelines</td>
<td>17</td>
</tr>
<tr>
<td>Clinical Rotation: Absences Protocol, Make-Up Protocol</td>
<td>18</td>
</tr>
<tr>
<td>Make Up Assignments</td>
<td>18</td>
</tr>
<tr>
<td>Make-Up Assignments/Testing</td>
<td>18</td>
</tr>
<tr>
<td>Make-Up Test/Final</td>
<td>18</td>
</tr>
<tr>
<td>Radiation Safety ALARA Program</td>
<td>19</td>
</tr>
<tr>
<td>Clinical Affiliates</td>
<td>20</td>
</tr>
<tr>
<td>Radiographic Operating, Safety and Emergency Procedure Manual</td>
<td>21-31</td>
</tr>
<tr>
<td>Glossary of Terms</td>
<td>32-33</td>
</tr>
<tr>
<td>Clinical Education Competency Overview/Evaluations</td>
<td>34</td>
</tr>
<tr>
<td>Clinical Education Structure</td>
<td>34</td>
</tr>
<tr>
<td>Laboratory and Clinical Participation</td>
<td>34-35</td>
</tr>
<tr>
<td>Clinical Education Summary: Assignments, Accidents, Professionalism</td>
<td>36</td>
</tr>
<tr>
<td>Radiation Dosimetry</td>
<td>37</td>
</tr>
<tr>
<td>Repeat Radiographs, Malpractice Insurance, Meals and Breaks</td>
<td>37</td>
</tr>
<tr>
<td>Student Consultation, Film Critique</td>
<td>38</td>
</tr>
<tr>
<td>Clinical Requirements (First Year Student)</td>
<td>39</td>
</tr>
<tr>
<td>Clinical Requirements (Second Year Student)</td>
<td>40</td>
</tr>
</tbody>
</table>

Adopted: 04/2004
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Review of Examinations, Graduation, Student Complaints, 41-42.
Chain of Command for filing a complaint............................................42.
Radiography Student Grievance Procedure, 42.
Meeting J.R.C.E.R.T. Standards 44.
Radiology Student Certification of Pregnancy 45.
Pregnancy Procedure 46.
TRCR – Dose to an Embryo/Fetus 47.
ARRT Standards of Ethics 48-55.
Clinical Evaluation Forms, 56.
Student Affective Evaluation Form 57-58.
Clinical Competency Requirements 59-63.
Course Plan for Success Student Form 64.
Required Signatures Statement of Understanding 65.
Disclosure of Student Records, Review of Records Form, 66.
Radiology Student Release of liability form 68.
INTRODUCTION

The information provided in this radiography student handbook shall be utilized according to the basic procedures printed in the Laredo Community College Catalog, the LCC Student Handbook, and the Supplemental Procedure Manual for Allied Health Students.

Student issues about the curriculum or clinical practice while in the radiography program can be viewed as the procedures and guidelines listed in the Laredo Community College Student Handbook (2008/09) (http://www.laredo.edu/studhandbook/; and the Laredo Community College Radiologic Technology Procedure Manual respectively.

The RADR Program reserves the right to withdraw and change courses at any time, course fees, calendar, curriculum, progression requirements, and any other requirement affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled; however, they will not increase the overall program length unless directed by the RADR Program accrediting agencies.

EQUAL OPPORTUNITY STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 and Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1963, Laredo Community College is open to all persons regardless of race, color, religion, sex, age, marital status, disability, or national origin who are otherwise eligible for admission as students.

STUDENT RESPONSIBILITY

It is the responsibility of the student to keep abreast of the handbook in effect for the time he/she is enrolled in the RADR Program. The student is required to review information contained in this Handbook prior to each RADR course. It is the student's responsibility to bring his/her handbook to the first class day of each course.
PROGRAM ADMISSION REQUIREMENTS

Prior to the first day of class, the students who have met all of the program acceptance requirements and have been selected to the program must show documentation of a negative- (NO) criminal background check (CertifiedBackground.com). A conviction while in the program must be disclosed to the Program Director immediately and may result in expulsion from the program.

1. Completed pre-requisite course work as listed in the Laredo Community College Student Catalog. The pre-requisite coursework should be completed and passed with a minimum grade of C (70). The required courses are BIOLOGY 2401, BIOLOGY 2402, and ITSC 1409.

2. Proof of updated required immunizations:
   a. TB skin test (annually) or chest X-ray at providers' discretion
   b. One dose of measles, mumps rubella (MMR). Students born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968
   c. One dose of Tetanus-Diphtheria Toxoid (TD) every 10 years
   d. Complete series of Hepatitis B (HBV) or serologic confirmation of immunity to the Hepatitis B virus is acceptable
   e. Two doses of varicella (chickenpox). Also acceptable:
      • Student received first dose prior to 13 years of age
      • Laboratory report indicating varicella immunity, or
      • Parent/physician validated history of varicella disease (chickenpox)

3. Current CPR Health Care Provider Certification
   a. Physical examination.
   b. Negative drug screen (10) panel
   c. Proof of liability insurance. Fees are paid at registration annually.

4. Declaration of major
LAREDO COMMUNITY COLLEGE STATEMENT OF MISSION AND PHILOSOPHY

MISSION STATEMENT

Laredo Community College is an institution committed to providing comprehensive educational services that focus on the dynamic requirements and needs of its local, regional, and international community.

STATEMENT OF PHILOSOPHY

Laredo Community College strives to empower students to fulfill their educational goals through the learning process.

LAREDO COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM MISSION STATEMENT

The Radiologic Technology Program functions in accordance with the mission statement of Laredo Community College. The Radiography program strives to provide an educational experience that will produce competent entry-level radiographers capable of addressing the needs of the constant changing and challenging health care environment.

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LAREDO COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
(JRCERT) ACCREDITATION

The Laredo Community College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is the only organization recognized by the U.S. Department of Education (USDE) to evaluate and accredit education programs in radiography and radiation therapy, which includes Magnetic Resonance and Medical dosimetry. Graduation from a JRCERT-accredited program assures that the program graduate is competent to provide safe and high quality patient care. (A Student’s Guide to JRCERT Accreditation Brochure)

PROGRAM BACKGROUND REPORT REQUIREMENTS

Criminal Background Record

Standard HR. 1.20 of the Joint Commission requires that criminal background checks be conducted on all categories of health care providers including students and volunteers. Health care institutions where students take required or elective clinical rotations require students to present evidence that a viable background check has been completed. In specific cases, the health care institution may conduct their own criminal background check (Joint Commission of Accredited Healthcare Organizations, (http://www.jointcommission.org/).

The Laredo Community College Radiology Program is required to obtain a criminal background record on an annual basis for any student who may be placed in a clinical site that deals with the care of the elderly, the care of children, and the care of the client in a mental health facility. All student applicants shall submit a negative background check (no criminal record) to be considered eligible for acceptance and continuation in the Radiologic Science Program.

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Laredo Community College
Radiologic Technology Program Goals

Goal#1
Students will have the knowledge and skills to perform competently the essentials of medical imaging and safe patient care.

Goal#2
Students will develop team building and effective communication skills.

Goal #3
The program will assist the students in their development of critical thinking and problem solving skills and prepare them for the A.R.R.T. Registry examination.

Goal #4
The program will assist in developing the desire in students to achieve professional growth, and excellence through lifelong learning adherence of the profession.

Goal #5
The program will collaborate with the community by graduating individuals who are employable and successful in obtaining the credentials required for the profession.

Goal #6
The program will effectively deliver a viable curriculum for the classroom and clinical component that promotes student success.

RADR PROGRAM OUTCOMES

1. ≥85% of the program graduates who take the Registry exam will pass the exam on their first attempt as evidenced by the ARRT exam results.
2. ≥85% of the employers will evaluate the graduate's performance as average to above average as evidenced by the employer survey.
3. ≥90% of the graduates will evaluate the program as above average as evidenced by the graduate survey.
4. 100% of the graduates who seek employment will find it within one to six months after completing the program.
5. ≥85% of students who enter the program will complete it within 24 months as evidenced by comparing the enrollment, retention and the completion data of the class.
6. ≥85% of the students will evaluate the radiology program as adequate in teaching course content, textbooks, curriculum, in all didactic and clinical classes.

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**RADIOLOGIC TECHNOLOGY FACULTY**

Program Director - Oscar Gomez, BAAS, RT (R), CNMT (NMTCB), RSO  
Office – HC Rm. 132  
Office phone – (956) 721-5386  
Office phone - (956) 721-5261

Clinical Coordinator & Instructor - Virginia Avila, AAS, RT (R)  
Office – HC Rm. 122  
Office phone no. - (956) 764-5725  
Pager no. (956) 218-3123

**FACILITIES FOR INSTRUCTION**  
**CLINICAL AFFILIATES**

The liberal arts and science courses are taught at the Laredo Community College campus. The Radiologic Technology didactic courses are taught at the Laredo Community College campus, Allied Health Center, HC 123. Radiographic clinical training for the Radiologic Technology Program student is provided at:

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Clinical Instructor(s)</th>
<th>Department Phone</th>
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<tbody>
<tr>
<td>Doctors Hospital of Laredo</td>
<td>Eloy Ramirez, Rolando Cornejo, Gisela Zapata</td>
<td>(956) 523-2505</td>
</tr>
<tr>
<td>Clinical Instructors:</td>
<td></td>
<td></td>
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<tr>
<td>Laredo Medical Center</td>
<td>Juan Oliva, Claudia García, Cristobal Mendez</td>
<td>(956) 796-2841</td>
</tr>
<tr>
<td>Clinical Instructor:</td>
<td></td>
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<tr>
<td>Laredo Medical Center - Ambulatory Care Center</td>
<td>Carlos Cantu</td>
<td>(956) 718-6934</td>
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<tr>
<td>North</td>
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<tr>
<td>Clinical Instructor:</td>
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<tr>
<td>Laredo Medical Center - South</td>
<td>Lyza Olmedo</td>
<td>(956) 796-3100</td>
</tr>
<tr>
<td>Clinical Instructor:</td>
<td></td>
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<tr>
<td>Providence Surgical and Medical Center</td>
<td>Carlos Farias</td>
<td>(956) 693-5000</td>
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<tr>
<td>Clinical Instructor:</td>
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<tr>
<td>Laredo, Texas 78045</td>
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<td>Department Phone:</td>
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<td>10700 McPherson Rd</td>
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<td>4151 Bob Bullock Loop Suite 101-A</td>
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<tr>
<td>230 Calle Del Norte</td>
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STUDENT RESPONSIBILITY FOR CLINICAL EDUCATION

The student is to provide their own transportation to and from the clinical agency and they are expected to report on time to the appropriate assigned agency.

RADIOLOGIC TECHNOLOGY PROGRAM DRESS CODE

All RADR students will be governed by the current dress policy. This procedure is periodically reviewed and revised by the faculty.

While on campus, the radiology students will wear a program uniform.

For clinical rotation, the students purchase uniforms after acceptance to the school through local commercial uniform providers. Uniforms and lab coats are purchased as necessary to meet the standards of the Dress Code. A student found in non-compliance with the rules of dress in a hospital setting may be denied training and receive an unsatisfactory grade until the situation is rectified.

CLINICAL ROTATION DRESS CODE

A. Acceptable dress for RADR Female Students includes:
   1. White top, short or long sleeve with a collar. The radiation dosimeter will be affixed to the right side of the collar.
   2. White slacks or white skirt. Skirt length: should be approximately knee length.
   3. White underwear and white or regular pantyhose. Undergarments should not be visible through the uniform.
   4. Hose or white socks may be worn--no stripes or designs.
   5. White nurses shoes or completely white athletic shoes.
   6. On the left shoulder of the uniform smock or lab coat the LCC school patch is sewn 2 1/2" below the seam. School patches can be purchased at the LCC bookstore

**UNACCEPTABLE DRESS**

Uniforms with lace or other decorative finishing
Uniforms with puffed sleeves
Open-toe shoes, sandals, clogs
Scrub tops and scrub pants
Artificial fingernails

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B. Acceptable dress for RADR Male Students includes:
   1. White nursing smock with short or long sleeves. Smock must be fully buttoned or zipped.
   2. White undershirt (T-shirt) allowed under short sleeve smock.
   3. A shirt must be used when wearing long sleeve smock.
   4. Black slacks, no denim.
   5. Black shoes or completely black athletic shoes. No boots.
   6. Dark colored socks preferably black; no design.
   7. On the left shoulder of the uniform smock or lab coat the LCC school patch is sewn 2 1/2" below the seam. School patches can be purchased at the LCC bookstore

**UNACCEPTABLE DRESS**
- Long-sleeve shirts under short-sleeved smocks
- Colored shirts or colored undershirts under smock/lab coat
- Open-toe shoes, sandals, clogs
- Scrub tops and Scrub pants
- Artificial Nails

C. General--All Students
   1. Stud earrings only, no hoops, loops, or drop earrings; no more than one earring per ear. Earrings must be worn in the ear lobe only.
   2. Visible pierced jewelry other than the earlobe is not allowed.
   3. Tattoos or any body decorations should not be visible.
   4. Nails should be short and clean. Nail polish, if worn, should be clear or neutral in color.
   5. Rings--no more than one ring on each hand is allowed.
   6. Necklaces--one unobtrusive chain necklace is allowed. Jewelry should not interfere with performance of duties.
   7. Hair should be neat, clean, and should not interfere with performance of duties. Shoulder length hair must be tied back, or covered with a hair net. The instructor must approve hair accessories.
   8. Make-up should be worn in good taste, only moderate application is allowed.
   9. Smoking is not allowed within hospitals or clinical facilities.
   10. An approved nametag must be worn on the upper left side of chest. No decorations or stickers are allowed on nametags or uniforms.
   11. A white cardigan sweater may be worn with the approval of the immediate clinical instructor.

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12. White lab coat with nametag on left chest area may be worn during clinical.
13. Uniforms must meet each clinical agency's dress code.
14. All RADR students will be issued one set of personal radiology Right and Left identification markers. It is the responsibility of the student to use and take his/her markers to each of his/her clinical assignments. If the markers are lost, the RADR student will immediately ask the Radiology Program Director to order a replacement set. The RADR student will pay for the replacement cost.

HEALTH AND SAFETY

Drug and Alcohol Policy

The substance abuse policy will follow the procedure as stated in the current LCC Student Handbook. A random drug screen may be performed by an institutional or clinical facility where students are being trained.

Occupational Exposure to Infectious Agents

In accordance with the Occupational Safety and Health Administration (OSHA) regulations, the student will receive information and training regarding Blood Borne Pathogen preventive measures. The student must review the policy and procedures for infection control in each clinical facility before providing care to clients in that facility. A student exposed for whatever reason to a potentially infectious agent must contact the instructor and/or clinical preceptor immediately and follow the policy and procedure for infectious agent exposure.

Student Health

1. It is expected that the student report to the health care facilities physically and mentally fit.
2. A student who is identified as having a communicable disease must be treated and obtain a release form from a U.S. licensed physician or nurse practitioner indicating that the student is non-communicable to return to the Program.
Pregnant Students

Pregnancy is not an ADA protected condition. Therefore, the student is required to meet all course/program outcomes including attendance. As a point of information, the pregnant student is reminded of the many contaminants present in the campus lab or clinical area(s) that could adversely affect the fetus. It is advisable for the student to contact her obstetrician, once the pregnancy has been confirmed, to ensure that there are no medical concerns/limitations. The student must submit a signed statement from her obstetrician stating that the student can participate in the particular clinical training and it will be placed in the student's folder.

Incident Report
Procedure for Injury/ Illness, to a Student Involved in an LCC Activity

When an LCC student is injured, becomes ill, or is exposed to potentially harmful substances while involved in a LCC related activity such as an academic class or off campus clinical class, the following procedure will be employed:


a. Major injury- call 911, and Campus Police 956-721-5303

Off Campus/Clinical Site


When the student returns to campus they will report to the Risk Management Department office located in the Human Resources Department, Phone- 956-721-5852, to file applicable insurance forms.

Disabilities:

The student with disabilities, including learning disabilities, who wishes to request accommodations in a class, should notify the Special Services Center KCC/213 @ 721-5137. The request should be made early in the semester so that the appropriate arrangements may be made. In accordance with Federal law, a student requesting accommodations must

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provide documentation of his/her disability to the Special Services Center Counselor. For additional information, visit the Special Services Center KCC/213 or call @ 721-5137.

PROMOTION/PROGRESSION

To progress within the Radiologic Technology program, the student shall:

1. Complete the courses within RADR curriculum plan as outlined in the Degree Plan. Any student who deviates from the educational plan as printed in the courses’ syllabi and curriculum plan may not be able to progress and may be unable to complete the program in the designed time period.
2. A grade of “70” must be maintained in the program curriculum classes and pre-requisite courses for a student to be considered applicable and be able to progress in the program. *During the last semester a grade of 85% on the radiology capstone course comprehensive (RADR 2235) exam must be accomplished for the student to be able to sit for the A.R.R.T. registry examination. Multiple registry review and exams will be made available for the student in preparation for the ARRT registry examination).*
4. Attend instructor conferences to discuss observations made by program faculty and clinical preceptors. These conferences will be recorded in the student's records. Remediation plans will be developed and agreed upon. If needed, the student will be counseled by the LCC counseling department as recommended by the RADR Program faculty.
5. Abide by the student code of conduct as stated in this handbook.

TRANSFER RADIOLOGY STUDENTS

The transfer student has a time limit of one year from their last semester at their prior school in applying to the Laredo Community College Radiology Program. The student must have earned at least a “C” in all transfer courses and shall demonstrate competency by testing and passing all of the transferring academic and clinical radiographic courses. All radiography coursework/classes/clinical training, transferred to Laredo Community College has to coincide/match with the perspective time frame with the Laredo Community College Radiology Curriculum. All transfer students may be allowed admission on a “space available” basis. “Space available” is dependent on the authorized number as established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), the RADR Program accrediting agency.

The scholastic requirements outlined in the LCC Catalog will govern the eligibility of the applicant for admission to the college. In addition the transfer student must submit:

1. A letter of status from the Director of the previous school.
2. A complete description of Radiologic Technology courses taken.
3. Evidence of maintaining a “C” (2.5 GPA) average at the previous school.
4. Two references from former instructors regarding clinical performance.
5. The student must meet with Program Director to get approval.

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# LAREDO COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM CURRICULUM

## Prerequisite Courses

<table>
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<th>Course</th>
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<tr>
<td>BIOL 2401 Anatomy and Physiology I</td>
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<tr>
<td>ITSC 1409 Integrated Software Applications I</td>
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<td>BIOL 2402 Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

## First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>RADR 1409 Intro to Radiography and Patient Care</td>
<td>4</td>
</tr>
<tr>
<td>RADR 1411 Basic Radiographic Procedures</td>
<td>4</td>
</tr>
<tr>
<td>RADR 1213 Principles of Radiographic I</td>
<td>2</td>
</tr>
<tr>
<td>RADR 1360 Clinical Practicum I</td>
<td>3</td>
</tr>
</tbody>
</table>

## Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>RADR 2401 Intermediate Radiographic Procedures</td>
<td>4</td>
</tr>
<tr>
<td>RADR 2309 Radiographic Imaging Equipment</td>
<td>3</td>
</tr>
<tr>
<td>RADR 1361 Clinical Practicum II</td>
<td>3</td>
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</table>

## Summer Session I

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADR 1362 Clinical Practicum III</td>
<td>3</td>
</tr>
</tbody>
</table>

## Summer Session II

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADR 1363 Clinical Practicum IV</td>
<td>3</td>
</tr>
</tbody>
</table>

## Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADR 2205 Principles of Radiographic Imaging II</td>
<td>2</td>
</tr>
<tr>
<td>RADR 2431 Advanced Radiographic Procedures</td>
<td>4</td>
</tr>
<tr>
<td>RADR 2360 Clinical Practicum V</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2314 Life Span Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>Elective (Humanities/Fine Arts Course)</td>
<td>3</td>
</tr>
</tbody>
</table>

## Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADR 2217 Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>RADR 2313 Radiographic Biology and Protection</td>
<td>3</td>
</tr>
<tr>
<td>RADR 2235 Radiographic Technology Seminar</td>
<td>3</td>
</tr>
<tr>
<td>RADR 2560 Clinical Practicum VI</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits = 71
READMISSION TO THE LCC RADIOLOGY PROGRAM

Former RADR Program students may be allowed readmission on a “space available” basis. “Space available” is dependent on the authorized number as established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), the RADR Program accrediting agency. The student who withdraws from or fails any courses within the Radiology Program may re-apply one time to the program. Readmission steps include:

1. Submission of a written request to the RADR Program Director, preferably two months prior to the semester registration date that readmission is being sought.
2. Provision of requested credentials and transcripts.

Students seeking readmission to the program must:
   a. Meet current admission requirements.
   b. Fulfill the requirements for graduation that are in effect at the time of readmission.
   c. Undergo advisement and/or counseling prior to reinstatement.
   d. Demonstrate competency in all previously taken radiographic courses.

Students who withdraw from or are academically unsuccessful during the first semester of the program will be treated as new students and must apply following the application process outlined in the current catalog.

Former students who have dropped from the RADR Program or other schools because of academic failure or disciplinary reasons may request admission through the steps listed above and will be evaluated according to the policies stated in the LCC Catalog, the Student Handbook.

All students must fulfill the requirements that are in effect at the time of readmission.

Being a prior student in the Radiology program does not grant the student additional points toward application into the next class. Applying to the program does not guarantee an automatic admission for the following year. Students must reapply each application period and compete with the other applicants for admission.

Or

Being a prior student in the Radiology program does not grant the student additional points toward application into the next class, nor does it guarantee the re-applicant admission into the program.
ARRT CODE OF ETHICS

Personal characteristics and qualities are based on the Code of Ethics adopted by the American Registry for Radiologic Technologists (ARRT) and the American Society of Radiologic Technologists (ASRT). Please read the attached CODE OF ETHICS.

RADR PROGRAM COMPLETION

A student who successfully completes the requirements of the Radiologic Technology Program curriculum as printed in the Laredo Community College Catalog earns an Associate of Applied Science Degree and becomes eligible to take the certification examination given by the American Registry of Radiologic Technologists (ARRT). Upon passing the ARRT exam, the graduate will earn the title of Registered Technologist in Radiography - RT (R). The successful student is also eligible to apply for the Medical Radiologic Technologist (MRT) license with the Texas Department of Health.

ATTENDANCE REGULATIONS

CLASS

Refer to the LCC College Catalog for current attendance regulations. Students are expected to have regular and punctual attendance at all classes and required work. Classes begin promptly and tardiness should be avoided. Habitually entering or leaving the room when lecture or presentation has begun is disruptive and reflects disregard towards others. If you have to leave the classroom ask permission from the instructor--do not just get up and leave. Practice classroom etiquette--Be courteous.

If unavoidable circumstances arise that will prevent your attendance or that result in tardiness, have the courtesy of contacting the instructor prior to the beginning of class. Being habitually absent or tardy may have a negative effect on your final grade.

CLINICAL

A mandatory clinical site orientation will be scheduled for all students. Failure to attend will preclude students from attending any clinical rotation. Radiologic Technology students are required to attend all clinical assignments as scheduled by the program director and clinical coordinator. Appropriate methods will be used to maintain an accurate record of your attendance.

If unavoidable circumstances arise that will prevent your attendance or that result in tardiness, you must contact both of your clinical instructors prior to the scheduled clinical time. Telephone

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numbers of the RADR faculty and affiliate radiology departments are included in this Handbook, "Facilities for Instruction."

Work break is a privilege. Do not arrive at your clinical site and then take a break. Do not take breaks without permission or proper authorization from the clinical instructor or chief technologist. The break is 15-minutes, do not abuse this privilege.

Meal breaks are 30 minutes.

Remain in your assigned section unless directed to do so by the instructor or appropriate radiographer. Do not “wander off” to “visit” other areas of the department or clinical site without permission or authorization from your clinical instructor or appropriate radiographer.

**CLINICAL GUIDELINES CONCERNING TARDINESS**

The RADR Program student shall abide with the check-in time listed in their clinical assignment schedule. Habitual tardiness will not be tolerated under any circumstances. Tardy is defined as “not being at your assigned area when you are scheduled to be there.” Students that are habitually late will be counseled by the Program Director and will be referred to meet with the Laredo Community College School counselor. If a radiology student is tardy, at the Faculty member’s discretion the student may be sent home and a grade of zero will be recorded for the day’s curriculum/lesson. Radiology students are expected to be at their assigned clinical area at the time designated on the posted clinical schedule. Arriving fifteen minutes late to clinical training will be considered an unexcused absence.

**ACCREDITATION AGENCY CLINICAL ASSIGNMENT ATTENDANCE REGULATION**

Radiography students must meet the required clinical hours printed in the radiology program catalog for every semester in order to meet State and National accreditation requirements for the radiology program courses.

**HIPPA**

The Radiology program students will abide by the Health Insurance Portability and Accountability Act (HIPPA) to safeguard the confidentiality of health record information.
CLINICAL ROTATION/PRACTICUM ABSENCES PROTOCOL

The radiology department will adhere to the Laredo Community College Student Handbook attendance policy for theory; however, in order to comply with the accrediting agencies requirements, the radiology student shall adhere to the following standards:

Radiology Clinical Course Protocol Concerning Clinical Assignment Absences

1. Radiology student may not have more than two clinical absences for a clinical course that meets four times per week for 6 weeks (Summer I, Summer II semester).
2. Radiology student may not have more than two clinical absences for a course that meets twice a week for 16 weeks.
3. Radiology student may not have more than three clinical absences for a clinical course that meets 3 times a week for 16 weeks.

A student who exceeds the absence requirements due to an extenuating circumstance will be referred to a committee for review. Documentation of the extenuating circumstance must be made available for the committee’s review prior to the scheduled meeting. After reviewing all of the required paperwork the student will be informed in writing of the committee’s decision concerning the status of the student’s current enrollment in the program.

ABSENT CLINICAL TIME: MAKE UP PROTOCOL

Students are required to complete the clinical day as described in the course schedule book. Leaving a clinical site early is unacceptable and the time missed will have to be made up. All missed clinical hours/days (excused/unexcused) must be made up before the last day of the semester. Failure to make up missed clinical time will result in the issuing of a grade of an (F).

MAKE-UP ASSIGNMENTS/TESTING

Students are responsible for making arrangements with the instructors for makeup examinations, assignments, and clinical hours immediately upon their return to classes. The instructor will identify in the course syllabus if any penalty will be assessed in the make-up process.

MAKE-UP TEST/FINAL

Students must take all examinations and final examinations at the times scheduled. Final examinations will be given on time as scheduled by the Vice President for Instruction and Student Development.
If a unit/chapter examination must be made up, the student will request a make-up test date. A written request must be made available to the instructor explaining why the student failed to take the test. Upon returning from the absence the instructor will set the exam date within one week and will select the appropriate test format (oral, essay, multiple choice etc.).

If a student is considering withdrawal or is dropped from the program, he/she must request from the RADR Program Director withdrawal and readmission information. All students must officially withdraw from the course(s) in the Office of the Registrar, UH 125. This will prevent the student from receiving an "F" on the transcript for the course in progress at the time of withdrawal.

Laredo Community College
Radiologic Technology Program
Radiation Safety ALARA Program

Overview

The Laredo Community College Radiation Safety Procedure Guideline has been established to ensure that all individuals/students/technologists, who work/train within the vicinity of ionizing radiation/materials have sufficient training/supervision to enable them to perform their duties in the radiologic imaging department.
This is to educate and train the Laredo Community College radiology student on patient/student/technologist radiation safety practices and procedures, and specifically to keep radiation exposures “As Low As Reasonably Achievable.”

The Radiation Safety Officer at Laredo Community College is Mr. Oscar Gomez, BAAS, CNMT, RTR.

The Laredo Community College Radiologic Technology Program has Clinical Affiliate Sponsors where the radiology students perform their clinical training.
The Clinical Affiliates are listed in page 2 of this Radiation Safety ALARA procedure manual. At the hospital/clinical sites, the students abide by the specific clinical site, Radiation Safety Program Procedures as specified by the Texas Department of Health Bureau of Radiation Control Unit.
The students are provided with a OSL, quarterly radiation safety monitors and their exposure records are located in Mr. Gomez’s office room 132, Laredo Community College, Allied Health Building.
CLINICAL AFFILIATES

The liberal arts and science courses are taught at the Laredo Community College campus. The Radiologic Technology didactic courses are taught at the Laredo Community College campus, Allied Health Center, HC 123. Clinical experiences for the Radiologic Technology Program is provided at:

Doctors Hospital of Laredo
Clinical Instructors: Eloy Ramirez, Rolando Cornejo, Gisela Zapata
10700Mcpherson Rd.
Laredo, Texas 78045
Department Phone: (956) 523-2091

Laredo Medical Center
Clinical Instructor: Juan Oliva, Cristobal Mendez, Claudia Garcia
1700 E. Saunders Avenue
Laredo, Texas 78041
Department Phone: (956) 796-2841

Laredo Medical Center- Ambulatory Care Center North
Clinical Instructor: Carlos Cantu
7210 McPherson Road
Laredo, Texas 78041
Department Phone: (956) 718-6934

Laredo Medical Center Diagnostic Center South
Clinical Instructor: Lyza Olmedo, Monica Neri
4151 Bob Bullock Loop, Suite 101-A
Laredo, Texas 78046
Department Phone: (956) 796-3100

Providence Surgical and Medical Center
Clinic: Clinical Instructor: Carlos Farias
230 Calle Del Norte
Laredo, Texas 78041
Phone: (956) 693-5000

Adopted:04/2004
Reviewed/Revised: 04/04, 01/05, 09/05, 06/06, 08/08/07, 05/2008, 05/26/08, 07/21/08
02/23/09, 04/20/09,06/01/09,10/21/09,01/08/2010
The Radiation Protection (ALARA) plan is being taught and supervised at all Laredo Community College Radiologic Technology Program classroom and clinical training assignments. The radiology students while performing ionizing radiation procedures/exams while in the school laboratory or at clinical rotations shall embrace and follow the ALARA radiation protection philosophy.

Clinical Practice Tenet: To sequentially practice, expand, refine and teach all radiographic clinical procedures and radiation safety listed in the radiology curriculum category level/s (I- VI)

Note: All clinical practicum medical imaging procedures (level I-VI) will be performed under the direct supervision of a qualified radiographer until the student has achieved and passed clinical competency.

The Laredo Community College Radiologic Technology Program in support of the Joint Review Committee on Education in Radiologic Technology Standard Eight: Radiation Safety Guarantees:

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

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

8.7 Assures that radiography students repeating unsatisfactory radiographs are under the direct supervision of a qualified radiographer.
Introduction

This manual is designed to inform and educate students, physicians, technologists, and other personnel of the operating, safety, and emergency procedure to ensure compliance with (25 Texas Administrative Code TAC 289.227) of the Texas Department of Health Bureau of Radiation.

Scope of Operation

The radiology department at Laredo Community College is an educational program and radiographs are done solely for simulation purposes on a humanoid pixie phantom. The radiology students practice performing proper radiographic procedure, positioning and technique on the humanoid pixie phantom before being allowed to radiograph patients at the program’s clinical training sites.

Department Layout.

The radiographic room/laboratory is situated in the Allied Health Building, on the south side of the Laredo Community College campus. The radiographic equipment is in room 119 situated inside the Allied Health classroom number 123. (1.) The darkroom is adjacent to the radiographic room. The processor is a Fischer Industries Futura automatic film processor. (1)

Computerized Radiography- A Konica Minolta Regius Model 110 Digitizer Computer Radiographic Reader is situated next to the Dark Room. A Catella Single Modality Picture Archive System is interfaced with the Regius Model.
Operating and Safety Procedures for Laredo Community College
Radiologic Technology Program

1. Texas Department of Health, Bureau of Radiation Control License (R21126) is located in the Radiologic Department Directors office in the Allied Health Building room number 132; it is also posted in the classroom bulletin board room 123. (2)

2. The individual designated to perform the functions of radiation safety officer is Oscar Gomez, RTR, Laredo Community College Radiologic Technology Program Director. (2)

3. The operators (Mr. Oscar Gomez, RTR Program Director, Ms. Virginia Avila, RTR, Clinical Coordinator) are responsible for the x-ray machine handling and supervision of the students performing simulated radiographs. They are registered by the ARRT, and meet the credentialing requirements of the Medical Radiologic Technologist Certification Act (TDH) (3)

4. Operator and Patient Safety

   a. All students and faculty performing radiographs are issued OSL radiation dosimetry badges. These badges are worn at the neck collar level. The OSL badges are changed every three months and are sent for processing at Landauer Inc. (4)

   b. OSLFetal Badges- additional individual monitoring devices used for monitoring the dose to an embryo/fetus of a declared pregnant student or radiographer will be issued. The fetal badge will located at the waist under any protective apron; to be changed every month.

   c. The radiation OSL dosimetry control badges are stored in the Radiologic Technologist Directors office in the Allied Health Dept. room number 132.

   d. Area OSL, environmental monitors have been placed around the perimeter of the radiology room and have been designated on a map showing their precise location. (1)

   e. Oscar Gomez, RTR, RSO is responsible for occupational dose records and exchanging the monitoring devices every three months, the occupational dose readings are located in the directors office room 132, and are posted in the classroom’s bulletin board room 123.
f. Use of protective devices - Lead aprons, lead gloves are used to simulate and teach students how to protect themselves and reduce exposure to radiation. (ALARA). Students are not allowed to hold the pixie mannequin or be inside the radiographic room while exposures are being performed.

Protective lead aprons and gloves are stored in the Allied Health radiographic room number 119.

The protective apparel is checked annually for defects such as holes, cracks or tears; a record is kept of this check (see safety apparel checklist). If a defect is found at the time of the annual check the apparel will be discarded.

IV. Holding of patients and/or film

Radiologic Technology Program laboratory room 119, radiology students will never be inside the radiographic room or hold film while exposures are being made on the pixie phantom.

Clinical Site Training - the radiologic technology students are advised not to hold patients at clinical training. They are taught to use mechanical holding devices and optional positioning tools. Radiology students are always under the supervision of their clinical instructor or a registered radiographer while performing radiographs at clinical sites.

The radiology student will not hold any x-ray tube being discharged while at clinical training or in the radiology lab room 119, at Laredo Community College.

Posting Notices, Instructions and Reports to Workers; and Posting a Radiation Area.

a. The Texas Department of Health “Notice to Employees” (BRC Form 203-1) is posted in the bulletin board in the radiology classroom number 123.

b. The certificate of registration, operating and safety procedures and any violations involving radiologic working conditions are located in room 132, and in the bulletin board room 123.

c. The radiology room 119 is a radiation area and is restricted; the radiation area is designated by “Caution Radiation Area” signs.
V. Dose To Operators

a. Occupational Dose Limits are listed in the safety handout and procedure, if any student or radiographer exceeds the investigational levels outlined in the Laredo Community College Radiation Safety ALARA Program, students and faculty shall be advised of their occupational exposure and will be counseled on radiation safety by the RSO, Oscar Gomez. This form is posted in the classroom bulletin board in room 123, and also in the RSO’s office room 132.

b. If any employee or student is pregnant she may voluntarily inform the RSO in writing of the pregnancy (see forms and safety literature). The RSO will order a monthly fetal badge; counsel the student in radiation safety.

Radiation Incident or Overexposure

The radiology students and staff are aware that any excessive exposure or radiation incident will be immediately notified to the RSO, Oscar Gomez. An ALARA letter and report will be reported to the TDH, BRC program.

VI. Operation of the X-ray Machine and Film Processing

a. Ordering of X-ray Exams- Clinical Training Sites -No radiographic exams shall be performed unless ordered by a physician, or podiatrist.

b. Operator Positioning During Exposure

1. Clinical Training Sites-The operator/student must be able to continuously view and communicate with the patient while exposures are being made. Radiologic Technology Program radiology lab- the student is trained to simulate exposures and be able to continuously view and communicate with the patient while exposures are being made. Radiology students are always under the supervision of a clinical instructor or a registered radiographer while training at clinical sites.

2. Clinical Training Sites- during the exposure, the operator/student must be positioned so that operator exposure is as low as reasonably achievable (ALARA) and or the operator is protected by a lead apron, gloves or other shielding. Radiology students are always under the supervision of a clinical instructor or a registered radiographer while training at clinical site.
3. Radiologic Technology Program radiology lab- during the exposure, the student is educated to be positioned so that operator exposure is as low as reasonably achievable (ALARA) and or the operator is protected by a lead apron, gloves or other shielding.

VII. Technique Chart

The radiology students are trained to use technique charts to reduce radiographic exposure to the operator and patient. The LCC radiology lab, room 119, has a written technique chart displayed above the control panel of the x-ray machine. While at clinical training the student will employ technique charts if applicable for all radiographic exposures.

Fluoroscopic Machines

Radiologic Technology Program laboratory room 119, Not Applicable- no fluoroscopic equipment in use.
Clinical Site Training- The radiologic technology students are trained to use fluoroscopic units and are trained in the applicable and radiation safety involved to include (radiation safety apparel, employing ALARA, reset 5 minute cumulative timer; for mobile fluoroscopy units- a 30 cm source to skin distance spacer shall be utilized. Radiology students are always under the supervision of a clinical instructor or a registered radiographer while training at clinical sites.

VIII. Use of Mobile or Portable Machines

Radiologic Technology Program laboratory room 119, Not Applicable- no radiographic mobile equipment in use.
Clinical Site Training- The radiologic technology students are trained to use mobile radiography units and are trained in the applicable and radiation safety involved to include (radiation safety apparel, other shielding, should never be in line of the primary beam, and always employ ALARA principle.
LCC Radiology students are always under the supervision of a clinical instructor or a registered radiographer while performing mobile radiographs at clinical sites.
Radiation safety during the exposure the radiology student is taught to and shall use ALARA, to ensure that his/her exposure is as low as reasonably achievable.
Students and faculty shall wear appropriate safety apparel (lead aprons, gloves if necessary). Students and instructors shall never be in line with the direct beam while working with ionizing radiation.

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IX. Film Processing

1. Unexposed film is stored in the LCC radiology lab dark room film bin.
2. Films are developed by the time and temperature recommended by the x-ray film manufacturer, these specifications are posted in the Operations and safety manual, and are posted in a checklist inside the darkroom.
3. The processor is checked every time it is used for teaching purposes, the correct developer temperature is 94-95 degrees. Blank films are processed through the processor at the beginning of class.
4. Expiration dates on film and chemicals are checked periodically.
5. Radiographic developing chemicals will be replaced, according to the manufacturer’s or chemical suppliers recommended timed interval.
6. Safe light bulb is 15 wattage and red filter; the safelight is situated longer than 5 feet away from the work surface.
7. The darkroom is checked for light leaks by Oscar Gomez, RSO, and recorded every six months on the respective logbook located in the OSP manual and also placed on the wall inside the darkroom.
Establishment of investigational levels in order to monitor individual student radiation exposures.

All RADR students working in the LCC X-ray lab, or clinical sites where ionizing radiation is being produced will be issued a OSL whole body monitor. This monitor will be processed on a quarterly basis by Landauer, Inc. The exposure reports will be sent to the LCC Radiation Safety Office, the radiation safety officer (Mr. Gomez) will review all exposure reports and a copy of the report will be posted on the classroom bulletin board for the students to read and sign. Any overexposure surpassing the Investigational levels listed below will be addressed by:

1. Investigated by the Radiation Safety Officer and a preliminary report will be issued to the student and a copy will be made for the student’s file.
2. A final report will contain a consultation meeting held with the student and actions to prevent any further overexposures.

Investigational Levels

<table>
<thead>
<tr>
<th>Organs</th>
<th>Level (I)</th>
<th>Level (II)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole body TEDE</td>
<td>125</td>
<td>375</td>
</tr>
<tr>
<td>Individual Organs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Except lens –sum of DDE and CDE</td>
<td>1,250</td>
<td>3,750</td>
</tr>
<tr>
<td>Lens of eye</td>
<td>375</td>
<td>1,125</td>
</tr>
</tbody>
</table>

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I. The radiology student will follow all rules and guidelines as stated by the A.R.R.T. and TDH ALARA Philosophy.

II. The RADR Program will adhere to the Texas Regulations for Control of Radiation (TRCR) program; a copy of these regulations is located in the Program Director’s Office.

III. All classroom laboratory simulated radiographs will be performed under the supervision of Mr. Oscar Gomez, R.T.R., and/or Ms. Virginia Y. Avila, R.T. R. The RADR students will practice with a full size humanoid phantom located in the Imaging laboratory at Laredo Community College, Rm 119.

IV. Student and faculty quarterly OSL dosimetry reports are posted in the classroom bulletin board.
   - Always wear the OSL badge when the classroom radiology room is powered up and at all clinical sites.
   - Wear the OSL badge on your collar, especially when wearing lead aprons.
   - Oscar Gomez, RT R, is the R.S.O. in charge of all OSL dosimeter exposure reports. These reports are kept in a locked cabinet in his office, room 132.
   - If you suspect there has been an excessive exposure or a radiation incident, notify Mr. Gomez so that appropriate action will be taken.
   - Radiation Protective TLD reports, safety equipment and the classroom Imaging lab at Laredo Community College will be assessed by Mr. Oscar Gomez, RADR Program Director and Ms. Virginia Avila RADR Program Clinical Coordinator. A report will be made to the Radiation Safety Program File.
   - In support of the JRCERT Standard 8 the LCC staff, clinical practicum affiliates and the radiology students will follow these standards:

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

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

     8.7 Assures that radiography students repeating unsatisfactory radiographs are under the direct supervision of a qualified radiographer.

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• Follow ALARA philosophy at all time.

Some ways to reduce unnecessary radiation exposures.

• Stay in the control booth (behind the lead-shielded barrier) during each exposure.
• Always maintain visual and aural contact with patients by using the intercom system.
• Use good immobilization techniques and mechanical holding devices while performing radiographs on uncooperative and invalid patients; do not hold patient while exposing.
• Always use protective apparel when exposed to secondary radiation.
• Always use gonadal shields on patients, if possible.
• Always ask child bearing age females if there is a chance of them being pregnant; if the patient is pregnant then do not perform the exam; report it to the Clinical Instructor or Chief Technologist.
These procedures have been made available to each individual who operates the x-ray equipment, on the date(s) indicated. (See TDH, 289.2271,2).

Signature of RSO      Date

Equipment Operator Statement:

I have read these procedures and agree to abide by them.

Signature of Equipment Operator                                           Date

Signature of Equipment Operator                                           Date

Signature of Equipment Operator                                           Date

Signature of Equipment Operator                                           Date

Signature of Equipment Operator                                           Date

Signature of Equipment Operator                                           Date

Signature of Equipment Operator                                           Date

Signature of Equipment Operator                                           Date

Signature of Equipment Operator                                           Date

Adopted: 04/2004
Reviewed/Revised: 04/04, 01/05, 09/05, 06/06, 08/08/07, 05/2008, 05/26/08, 07/21/08
02/23/09, 04/20/09, 06/01/09,10/21/09,01/08/2010
GLOSSARY OF TERMS PERTAINING TO CLINICAL RADIOGRAPHIC PRACTICUM

Clinical Competency Evaluation - The procedure by which a student’s performance and resulting image is evaluated.

Clinical Participation - Hospital experience practice.

Competency - The ability to function within a realm of limited supervision and assume those duties and responsibilities as so set forth in clinical practicum course objectives.

Direct Supervision - The parameters of direct supervision include
1. A qualified radiographer reviews the request for examination in relation to the student’s achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student’s knowledge.
3. A qualified radiographer is present during the performance of the examination; and
4. A qualified radiographer reviews and approves the radiographs.

Indirect Supervision - Supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

Laboratory - A work area for student practice. It should include a radiographic table, overhead tube and accessories.

Laboratory Practice - Instructor = (1) Instruct; (2) Demonstrate
- Student = (1) Practice; (2) Examination

Radiographic Examination (Exam) - A series of radiographic exposures of an anatomical part that is sufficient to permit diagnostic evaluation of that part.
Dangerous or Hazardous Procedures

The Radiology student will not perform any dangerous or hazardous procedures while doing clinical assignments, as stated in the 25 TAC 143.1-143.20 in the Texas Department of Health Bureau of Radiation Control Manual. The RADR student may assist in any procedure while a registered radiographer is present and in charge of the procedure.

Dangerous or Hazardous Procedures Include:

1. Nuclear Medicine Studies (DS)
2. Administration of oral, injection, of radiopharmaceuticals(DS)
3. Radiation Therapy, Brachytherapy(DS)
4. Computed Tomography(DS)
5. Interventional Radiographic Procedures, Angiography (DS)
6. Fluoroscopy, Fluorography, Cineradiography (DS)*
7. Conventional Tomography (DS)*
8. Mobile Radiography (DS)*
9. Skull Radiography all views (D, IS)*
10. Spine Radiography all views (D, IS)*
11. Shoulder Girdle Radiography (D, IS)*
12. Sternum Radiography (D, IS)*
13. Pelvic Girdle Radiography (D, IS)*
14. Radiographic Procedures which utilizes Contrast Media (DS)*
15. Mammography (DS)*

*= (D) Direct Supervision by a Registered Technologist
*= (IS) Indirect Supervision by a Registered Technologist
INTEGRATION OF CLINICAL COMPETENCY EVALUATIONS INTO A PROGRAM

A Clinical Competency Evaluation System is a standardized method of evaluating and grading the performance of students.

Implementation
The RADR Program Director, in consultation with the Clinical Coordinator and Clinical Instructors will:

- Arrange and structure the clinical phase of training into meaningful units. Each unit will be referred to as a clinical practicum course.
- Integrate the clinical education courses with the didactic (classroom) courses, thus integrating the cognitive, psychomotor, and affective domains.
- Specify the subject material (psychomotor) aspects of each clinical practicum course.
- Determine the level of supervision for each student based on attainment of competency.
- Determine each evaluation procedure.
- Identify the standard of performance to demonstrate competency.
- Identify the remedial procedure for failure.
- Identify the required examinations preceding competency evaluation.
- Establish the administrative procedure for recording evaluation results.
- Conduct appropriate training for measuring competencies.

The clinical competency evaluation system has been developed utilizing the elements of current educational theories. A structured evaluation tool has been designed for evaluating students during their clinical performance. The instrument is objective and aids in reducing evaluation bias and in providing a degree of consistency in grade determination.

Structure of Clinical Education:

Clinical practicum courses contain specific objectives and competency requirements to be met by each student. The overall structure of the program's clinical education component reflects progression of required competencies.

Area & Activity:

- **Clinical Participation** - The student will observe, assist and perform.
- **Clinical Competencies** - Upon successful completion of Clinical competencies, the student will perform in the area with limited supervision.
- **Clinical Instructor Evaluation** - Completed by instructor/clinical instructor at least twice a semester to evaluate cognitive, psychomotor, and affective domain objectives.
- **Lab** - The student will demonstrate and practice in the on-campus lab settings.

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• **Terminal Competencies** - After the completion of the last clinical practicum course, terminal objectives are evaluated to assess final competency and entry-level skills.

**Campus Laboratory:**

Competency evaluations are introduced in an on-campus laboratory setting to integrate cognitive learning with psychomotor skills and appropriate affective behaviors. The radiology program laboratory competency practicum prepares the student for clinical participation.

**Clinical Participation:**

Clinical participation consists of the observation of, the assistance to, and the performance of radiologic procedures in the clinical environment. The student refines and expands performance and is evaluated on a required number of clinical competencies using the Clinical Evaluation Form. Only the designated clinical instructor and LCC faculty may perform clinical evaluation.

The clinical instructor and any radiographer will assist and help the RADR student with:

**Repeat radiographic examinations on patients in the clinical education centers must always be accomplished in the presence of a registered radiographer.**

- a. Clinical assignments. Do not refuse an assignment that you are qualified to perform. If you feel unqualified to perform the assignment or there is a dispute, call the RADR program director for the clarification.
- b. The RADR student will work in his/her assigned clinical workstation. A clinical instructor may direct him/her to a different workstation as workloads vary. At no time is it acceptable to leave your workstation without the direct knowledge of your clinical instructor.
- c. The RADR student will not leave any patient unattended at any time.
- d. The RADR student will abide by his clinical schedule unless specifically asked to change the schedule or hours by the clinical instructor.
- e. The RADR student will not argue with hospital employees at any time. When disagreements arise, contact your clinical instructor after completing the task or duty.
- f. In the absence of your clinical instructors, the clinical supervisor/chief technologist of your assigned affiliate becomes your immediate supervisor.
- g. The RADR student will not accept any kind of “tip” or gratuity from a patient or a patient’s family.
Terminal Clinical Competencies:

An assessment of each student's attainment of terminal course competencies is documented on the Categories Form while the student is attending the clinical sites.

CLINICAL EDUCATION SUMMARY

I. Clinical Assignments

The Radiologic Technology Program student will be assigned to one of the clinical affiliates of Laredo Community College by the clinical coordinator in consultation with and agreement of the clinical supervisors. Normally this rotation will correspond with the Fall, Spring, and Summer Semester dates printed in the current LCC Catalog and outlined in the Class Schedule Book. All clinical assignments will be published approximately 2 weeks prior to their effective date.

II. Accidents

Students will be required to fully understand the safest methods of performing procedures before being allowed to undertake them. All accidents that occur while on clinical assignments that result in patient, hospital personnel, personal injury and/or damage to equipment must be reported immediately to your instructor and the chief technologist of the affected clinic. An incident report form must be completed prior to your departure from the clinical site. If the student experiences personal injury while performing in the clinical setting, it is the student’s responsibility to inform the clinical instructors of the incident.

Accidents outside the clinical realm:
The student is responsible for his/her personal insurance coverage for expenses incurred because of any accident/injury.

III. Professionalism

The clinical affiliate reserves the right to refuse admission to any student who is involved in any activity not considered professional or conducive to proper patient care. Furthermore, based on the specific circumstances, transfer to another clinical site may be denied. The student will be counseled by the program director of the options available.

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02/23/09, 04/20/09, 06/01/09, 10/21/09, 01/08/2010
IV. Radiation Dosimetry Badge

While you are within the radiology department of your assigned affiliate, you must wear your personnel radiation-monitoring device (OSL badge). When you leave the hospital, your badge must be placed in the designated area at the clinical site. You are authorized to transport the OSL badge when changing assigned clinical sites and/or when required to attend on-campus laboratory sessions.

If a student loses the OSL badge, they will in writing request for a replacement badge. Dosimetry reports are posted on the classroom bulletin board within 24 hours of their receipt. It is the student’s responsibility to review and initial the report as soon as practical after posting.

V. Repeat Radiographs

Repeat radiographic examinations on patients in the clinical education centers must always be accomplished in the presence of a registered radiographer.

VI. Identification

The RADR student is required to maintain his/her uniform and display the appropriate patches and nametag when on clinical assignment.

VII. Malpractice Insurance

All RADR students are required to purchase professional liability insurance before being allowed into the clinical situation. Normally, this insurance fee is automatically charged to you with the fees/tuition for Fall semester clinical practicum courses.

VIII. Meals and Breaks

The RADR student will be allowed, when possible, 30 minutes release time for lunch breaks during each clinical day. These periods will be scheduled daily by, and at the discretion of, your clinical instructor. Do not leave your clinical assignment for any “break” without direct notification and the authorization of your clinical instructor, clinical supervisor or chief technologist. At no time will the RADR student skip a "break" to leave the clinical site early. These time periods are not cumulative and cannot be used to shorten your clinical rotation schedule.
IX. Student Consultation

All RADR students will have periodic consultation periods with your clinical instructor, and, on occasion, the chief technologist and/or clinical supervisor of your assigned clinical affiliate. You may, of course, request more frequent consultation periods from your clinical instructor. Your clinical instructor may relieve you of your work assignment for the purpose of consultation after completion of assigned radiographic procedures.

X. Film Critique

Each week you will receive training on film quality and radiographic anatomy through film critique sessions. These sessions may be individualized or group.
CLINICAL REQUIREMENTS: FIRST YEAR (FRESHMAN)

1. Complete all mandatory competencies listed in Category I.
2. The clinical instructor, LCC faculty, and/or affiliate radiographers will grade these competencies. The minimum number of successfully completed competencies that must be graded by instructors in each category will be identified during the orientation session to each clinical practicum course.
3. Clinical competencies will be graded at the instructor's discretion and will be completed during the regular scheduled clinical hours. Competencies can be accomplished during "make up" time only with the consent of the program director.
4. RADR Program instructors will complete the appropriate form on a monthly basis during long semesters and every 2 weeks during summer sessions. A counseling session will be held with the student after the form has been completed. The student and instructor will sign the form indicating that the form was reviewed, counseling occurred and that the grade was calculated correctly. A grade of 30 or less on the clinical competency evaluation or a score of (0) on any individual item necessitates the repetition of the competency on the next available case. Two consecutive scores of 30 or lower will result in the student being referred to the RADR Program Director for additional counseling.
5. Clinical instructors may schedule additional counseling periods when deemed necessary.
6. Clinic class days are Tuesday and Thursday of each week of the freshman Fall and Spring semesters, except for official college holidays. Clinical hours are 8:00 a.m. to 2:30 p.m. Freshman year summer session clinical hours are from 8:00 a.m. to 4:30 p.m. All meal breaks (30 minutes) will be scheduled at the discretion of your instructor. In cases of missed meal breaks due to your participation in procedures, your instructor will grant time at the completion of the procedure. Schedules may be modified to ensure students have the opportunity to achieve required educational objectives. Schedule modifications will be in writing and announced in a timely fashion to allow students ample time to react with the request.
7. Failure to complete at least 5 competencies during the fall semester or 8 competencies during the spring semester will result in an incomplete or a failing grade regardless of the numeric average.
8. The clinical course grade will be determined using the following formula.

   A. Clinical Competency Evaluations by Instructor = 50%
   B. Affective Evaluations = 50%
CLINICAL REQUIREMENTS: SECOND YEAR (SOPHOMORE)

1. Two-thirds (2/3) of mandatory competencies must be completed from Category II. One third (1/3) of 2nd year competencies may be from the optional group.
2. Completion of all mandatory clinical competencies is required prior to completion of the radiology program.
3. The minimum number of successfully completed competencies that must be graded by the clinical instructor (as compared to affiliate radiographers) will be identified during the orientation to the clinical practicum course.
4. RADR program instructors will complete the appropriate form on a monthly basis during long semesters and every 2 weeks during summer sessions. A counseling session will be held with the student after the form has been completed. The student and instructor will sign the form indicating that the form was reviewed, counseling occurred and that the grade was calculated correctly. A grade of 30 or less on the clinical competency evaluation or a score of (0) on any individual item necessitates the repetition of the competency on the next available case. Two consecutive scores of 30 or lower will result in the student being referred to the RADR Program Director for additional counseling.
5. Clinical competencies will be graded at the instructor's discretion and will be completed during the regular scheduled clinical hours. Competencies can be accomplished during "make up" time only with the consent of the program director.
6. Clinical instructors may schedule additional counseling periods when deemed necessary.
7. Clinic class days are Monday and Wednesday of each week of the Sophomore Fall and Spring semesters, except for official college holidays. Clinical hours are 8:00 a.m. to 2:20 p.m. The instructor may modify the schedule as deemed necessary. All meal breaks (30 minutes) will be scheduled at the discretion of your instructor. In cases of missed meal breaks due to your participation in procedures, the missed meal may be taken as soon as the procedure is completed. Schedules may be modified to ensure students have the opportunity to achieve required educational objectives. Schedule modifications will be in writing and announced in a timely fashion to allow students ample time to react with the request.
8. The course grade will be determined using the following formula.

   A. Clinical Competency Evaluations by Instructor = 50%
   B. Affective Evaluations = 50%
GRADING SYSTEM

1. A minimum grade of "C" is required to progress through the RADR curriculum. The grading system for RADR classroom (didactic) and clinical (practicum) courses, will adhere the following formula:

   90 to 100 = A
   80 to  89 = B
   70 to  79 = C
   60 to  69 = D
   0 to   59 = F

2. If absent, failure to contact the clinical instructors prior to your scheduled clinical rotation time constitutes an unexcused absence.

3. The educational process in radiologic technology (medical radiography) classes consists of both classroom and clinical work. Since ability to function in both areas is essential to a radiographer, RADR students are required to maintain a satisfactory grade in both theory (classroom) and clinical practice in order to continue to the next level of courses.

4. REVIEW OF EXAMINATION AND OTHER ASSIGNMENTS

   All examinations and quizzes will be reviewed. All other assignments will be reviewed according to the deadline date given by the instructor.

GRADUATION

The student ready for graduation MUST submit an application for graduation at the Office of Admission before or on the date specified in the college calendar to receive their LCC degree and/or certificate. Proof of graduation must be submitted prior to progressing into the next EMS level.

Graduation eligibility requires the student to have satisfactorily completed the prescribed curriculum requirements with grades of “C” or better in all courses listed in the RADR curriculum as stated in the LCC Catalog. Failure to satisfactorily complete any Radiology course will result in automatic removal from the RADR Program. Refer to: "Readmission to Radiology Program Guideline."

Suspension from LCC precludes continuation in the Radiology Program until the student can be readmitted to the college. If the student’s readmission is not synchronized with the Radiology Program curriculum, then the student has to wait until the appropriate re-entry point occurs. Refer to "Readmission to Radiology Program Guideline." Radiologic Technology students are awarded an Associate of Applied Science degree upon successful completion of all courses within the RADR curriculum.
Radiography Student Complaints

Procedures for student complaints against the College have been set forth in writing and are included in the LCC Student Handbook policy # 240500, online [http://www.laredo.edu/studenthandbook/cms/index.php](http://www.laredo.edu/studenthandbook/cms/index.php). A student complaint and appeals procedure, applicable to all students of Laredo Community College, is used to provide reasonable assurance that all practices and actions are pertinent and realistic and are applied in a nondiscriminatory manner. The procedure is designed to help maintain good student relations, to handle complaints efficiently at the level closest to the problem, and to maintain a problem-solving environment.

Chain Of Command for the Radiologic Technology Student Filing a Complaint

All student radiographers shall follow the following chain of command when submitting a complaint.

1. Instructor of course
2. Program Director
3. Dean of Health Science
4. Vice President for Instruction
5. President of Laredo Community College
6. Board of Trustees of Laredo Community College, through the LCC President

Student Grievance Procedure

Laredo Community College has a Student Grievance Procedure to formally address issues, which have not been resolved through the established student complaints process included in the student handbook. Students who wish to file a formal grievance must follow these procedures. A radiology student filing a grievance will not be prohibited to continue attending program classes and clinical training.

Student grievances must be filed in writing by completing the LCC Student Grievance Form. Students may download a grievance form from the LCC Student handbook online at [http://www.laredo.edu/studenthandbook](http://www.laredo.edu/studenthandbook).

JRCERT Standards for an Accredited Educational Program in Radiologic Sciences

The JRCERT Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) require a program to articulate its purposes; to demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing its purposes; and to provide assurance that it can continue to meet accreditation standards.
Standard One: Mission/Goals, Outcomes, and Effectiveness
The program, in support of its mission and goals, develops and implements a system of planning and evaluation to determine its effectiveness and uses the results for program improvement.

Standard Two: Program Integrity
The program demonstrates integrity in representations to communities of interest and the public, in pursuit of educational excellence, and in treatment of and respect for students, faculty, and staff.

Standard Three: Organization and Administration
Organizational and administrative structures support quality and effectiveness of the educational process.

Standard Four: Curriculum and Academic Practices
The program's curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.

Standard Five: Resources and Student Services
The program's learning resources, learning environments, and student services are sufficient to support its mission and goals.

Standard Six: Human Resources
The program has sufficient qualified faculty and staff with delineated responsibilities to support the program's mission and goals.

Standard Seven: Students
The programs and sponsoring institution's policies and procedures serve and protect the rights, health, and educational opportunities of all students.

Standard Eight: Radiation Safety
Program policies and procedures are in compliance with federal and state radiation protection laws.

Standard Nine: Fiscal Responsibility
The program and the sponsoring institution have adequate financial resources, demonstrate financial stability, and comply with obligations for Title IV federal, if applicable.
Meeting JRCERT Standards

In case of any issues in which the Laredo Community College Radiologic Technology Program is not addressing or is in non-compliance to the printed JRCERT Standards the students may contact the:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Dr., Suite 2850
Chicago, IL 60606-3182
Tel: (312) 704-5300
Fax: (312) 704-5304
Web Site: www.jrcert.org
Student Certification of Pregnancy

I certify that I have read the information entitled, “Possible Health Risks to Women Who are Exposed to Radiation During Pregnancy”, as contained in the Laredo Community College Radiologic Technology Student Policy form. I further certify that the instructional staff of the LCC Radiologic Technology Program has adequately answered all of my questions on the subject and I fully understand the intent and purpose of the information.

Program Pregnancy Procedure

I understand that, if I become pregnant during the course of education of the LCC Radiologic Technology Program, I voluntarily submit an official notification of the pregnancy to the program director, in writing, within one clinical day of a physician’s confirmation of pregnancy.

A declared pregnant woman is one who has voluntarily elected to declare her pregnancy. The radiology student is not under any regulatory or licensing obligation to do so.

I understand that the notification is entirely voluntary and that I will not be considered pregnant by the RADR Program faculty until I submit the declaration of pregnancy in writing.

I acknowledge and understand that there are certain risks involved while being a student at the Laredo Community College Radiologic Technology Program. I also agree that in the event of accident or injury to myself or any future generations, I will not hold Laredo Community College, any of the contracted hospital and clinic affiliates, or instructional staff liable at that time or at any time in the future.

Date: ________________________  Soc. Sec. #______________________

Name (Printed)__________________________________

Signature _____________________________________
LAREDO COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
PREGNANCY PROCEDURE

The following statements are confirmation that _________________________ has read and understands the Nuclear Regulatory Commission section of the Code of Federal Regulations 10 CFR Part 20 (copy attached). This document, which deals with occupational radiation exposure during pregnancy, has been discussed with _________________________ and ___________________________ (RSO)

(Dean of Health Sciences)             (Student)

(Radiation Safety Officer)             (Radiology Program Director)

Date _______________________

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02/23/09, 04/20/09, 06/01/09, 10/21/09, 01/08/2010
§20.1208 Dose to an embryo/fetus.

(a) The licensee shall ensure that the dose equivalent to the embryo/fetus during the entire pregnancy, due to the occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv). (For recordkeeping requirements see §20.2106.)

(b) The licensee shall make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the limit in paragraph (a) of this section.

(c) The dose equivalent to the embryo/fetus is the sum of “ “

(1) The deep-dose equivalent to the declared pregnant woman; and

(2) The dose equivalent to the declared pregnant woman; and

(d) If the dose equivalent to the embryo/fetus is found to have exceeded 0.5 rem (5 mSv), or is within 0.05 rem (0.5 mSv) of this dose, by the time the woman declares the pregnancy to the licensee, the licensee shall be deemed to be in compliance with paragraph 9a) of this section if the additional dose equivalent to the embryo/fetus does not exceed 0.05 rem (0.5 mSv) during the remainder of the pregnancy.
ARRT Standards of Ethics

APPENDIX E: STANDARDS OF ETHICS

PREAMBLE
The Standards of Ethics of The American Registry of Radiologic Technologists shall apply solely to persons holding certificates from ARRT who either hold current registrations by ARRT or formerly held registrations by ARRT (collectively, "Registered Technologists"), and to persons applying for examination and certification by ARRR in order to become Registered Technologists ("Applicants"). The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

A. CODE OF ETHICS
The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Applicants may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team. The Code of Ethics is intended to assist Registered Technologists and Applicants in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients.

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

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

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

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

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

B. RULES OF ETHICS

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory and directive-specific standards of minimally acceptable professional conduct for all present Registered Technologists and Applicants. Certification is a method of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Registered Technologists and Applicants act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety and comfort of patients. The Rules of Ethics are enforceable. Registered Technologists and Applicants engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew or obtain reinstatement of: (I) any document issued by ARRT, or (ii) employment in radiologic technology; or a state permit, license or registration certificate to practice radiologic technology, such as by altering in any respect any document issued by the ARRT.

2. Subverting or attempting to subvert ARRT's examination process. Conduct that subverts or attempts to subvert ARRT's examination process includes, but is not limited to: (i) conduct that violates the security of ARRT examination materials, such as removing examination materials from an examination room, or having unauthorized possession of any portion of or information concerning a future, current or previously administered examination of ARRT; or disclosing information concerning any portion of a future, current or previously administered examination of ARRT; or disclosing what purports to be, or under all circumstances is likely to be understood by the recipient as, any portion of a future, current or previously administered examination of ARRT; (ii) conduct that in any way compromises ordinary standards of test administration, such as communicating with another examinee during administration of the examination, copying another examinee's answers, permitting another examinee to copy one's answers, or possessing unauthorized materials; or (iii) impersonating an examinee or permitting an impersonator to take the examination on one's own behalf.

3. Conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is
made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere.

4. Failure to report to the ARRT that charges regarding the person's permit, license or registration certificate to practice radiologic technology are pending or have been resolved adversely to the individual in any state, territory or country; or that the individual has been refused a permit, license or registration certificate to practice radiologic technology by another state, territory or country.

5. Failure or inability to perform radiologic technology with reasonable skill and safety.

6. Engaging in unprofessional conduct, including, but not limited to, (I) a departure from or failure to conform to applicable federal, state or local governmental rules regarding radiologic technology practice; or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice; or (ii) any radiologic technology practice that may create unnecessary danger to a patient's life, health or safety. Actual injury to a patient need not be established under this clause.

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

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

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

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

11. Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient; or engaging in sexual exploitation of a patient or former patent. This does not apply to pre-existing consensual relationships.

12. Revealing a privileged communication from or relating to a patient, except when otherwise required or permitted by law.

13. Knowingly engaging or assisting any person to engage in, or otherwise participating, in, abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.
14. Improper management of patient records, including failure to maintain adequate patient record of report required by law; or making, causing or permitting anyone to make false, deceptive or misleading entry in any patient record.

15. Knowingly aiding, assisting, advising or allowing a person without a current and appropriate state permit, license or registration certificate or a current certificate of registration with ARRT to engage in the practice of radiologic technology, in a jurisdiction which requires a person to have such a current and appropriate state permit, license or registration certificate or a current and appropriate certification of registration with ARRT in order to practice radiologic technology in such jurisdiction.

16. Violating a rule adopted by any state board with competent jurisdiction, an order of such board, or state or federal law relating to the practice of radiologic technology, or a state or federal narcotics or controlled substance law.

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

18. Practicing outside the scope of practice authorized by the individual's current state permit, license or registration certificate, or the individual's current certificate of registration with ARRT.

19. Making a false statement or knowingly providing false information to ARRT or failing to cooperate with any investigation of ARRT or the Ethics Committee.

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

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

C. ADMINISTRATIVE PROCEDURES

These Administrative Procedures provide for the structure and operation of the Ethics Committee; they detail procedures followed by the Ethics Committee and by the Board of Trustees of ARRT in handling challenges raised under the Rules of Ethics, and in handling matters relating to the denial of an application for examination (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.02 and 2.03 of the Rules and Regulations of ARRT, in which case, there in no right to a hearing) or the denial of renewal or reinstatement of a registration. All Registered Technologists and Applicants are required to comply with these Administrative Procedures; the failure to cooperate with the Ethics Committee or the Board of Trustees in a proceeding on a challenge may be considered by the Ethics Committee and by the board of Trustees according to the same procedures and with the same sanctions as failure to observe the rules of Ethics.

1. Ethics Committee

(a) Membership and Responsibilities of the Ethics Committee. The President, with the approval of the Board of Trustees, appoints at least three Trustees to serve as members of the Ethics Committee, each

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such person to serve on the Committee until removed and replaced by the President, with the approval of
the Board of Trustees, at any time, with or without cause. The Ethics Committee is responsible for (1)
investigating each alleged breach of the Rules of Ethics and determining whether a Registered
Technologist or Applicant has failed to observe the Rules of Ethics in the Standards, and determining an
appropriate sanction; and (2) periodically assessing the Code of Ethics, Rules of Ethics and
Administrative Procedures in the Standards and recommending any amendments to the Board of Trustee.

(b) The Chair of the Ethics Committee. The President, with the approval of the Board of Trustees
appoints one member of the Ethics Committee as the committee's Chair to serve for a term of two years as
the principal administrative officer responsible for management of the promulgation, interpretation and
enforcement of the Standards of Ethics. The President may remove and replace the Chair of the
Committee, with the approval of the Board of Trustees, at any time, with or without cause. The Chair
presides at, and participates in, meetings of the Ethics committee and is responsible directly and
exclusively to the Board of Trustees, using staff, legal counsel and other resources necessary to fulfill the
responsibilities of administering the Standards of Ethics.

(c) Preliminary Screening of Potential Violation of the Rules of Ethics. The Chair of the Ethics
Committee shall review each alleged violation of the Rules of Ethics which is brought to the attention of
the Ethics Committee. If in the sole discretion of the Chair (1) there is insufficient information upon
which to base a charge of a violation of the Rules of Ethics, or (2) the allegations against the Registered
Technologist or Applicant are patently frivolous or inconsequential, or (3) the allegations if true would
not constitute a violation of the Rules of Ethics, the Chair may summarily dismiss the matter. The Chair
may be assisted by staff and/or legal counsel of ARRT. The Chair shall report each such summary
dismissal to the Ethics Committee.

(d) Alternative Dispositions. At the Chair's direction and upon request, the Executive Director of ARRT
shall have the power to investigate allegations and to enter into negotiations with the Registered
Technologist or Applicant regarding the possible settlement of an alleged violation of the Rules of Ethics.
The Executive Director may be assisted by staff members and/or legal counsel of ARRT. The Executive
Director is not empowered to enter into a binding settlement, but rather may recommend a proposed
settlement to the Ethics Committee. The Ethics Committee may accept the proposed settlement, and
proceed under these Administrative Procedures.

(e) Summary Suspensions. If an alleged violation of the Rules of Ethics involves the occurrence, with
respect to a Registered Technologist, of an event described in paragraph 3 of the Rules of Ethics, or any
other event that the Ethics Committee determines would, if true, potentially pose harm to the health,
safety or well being of any patient or the public, then not withstanding anything apparently or expressly to
the contrary contained in these Administrative Procedures, the Ethics Committee may, without prior
notice to the Registered Technologist and without a prior hearing, summarily suspend the registration of
the Registered Technologist pending a final determination under these Administrative Procedures with
respect to the alleged violation of the Rules of Ethics in fact occurred. Within five working days after the
Ethics Committee summarily suspends the registration of a Registered Technologist in accordance with
this provision, the Ethics committee shall, by certified mail, return receipt requested, give to the
Registered Technologist written notice that describes (1) the summary suspension, (2) the reason or
reasons for it, and (3) the right of the Registered Technologist to request a hearing with respect to the
summary suspension by written notice to the Ethics committee, which written notice must be received by
the Ethics Committee not later than 15 days after the date of the written notice of summary suspension by the Ethics Committee to the Registered Technologist. If the Registered Technologist timely requests a hearing with respect to the summary suspension, the hearing shall be held before the Ethics Committee or a panel comprised of no fewer than three members of the Ethics Committee as promptly as practicable, but in any event within 30 days after the Ethics Committee's receipt of the Registered Technologist's request for the hearing. The applicable provisions of paragraph 2 of these Administrative Procedures shall govern all hearings with respect to summary suspensions, except that neither a determination of the Ethics committee, in the absence of a timely request for a hearing by the affected Registered Technologist, nor a determination by the Ethics Committee or a panel following a timely requested hearing is appealable to the Board of Trustees.

2. Hearings
Whenever the ARRT proposes to take action in respect to the denial of an application for examination (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.02 and 2.03 of the Rules and Regulations of ARRT, in which case there is no right to a hearing) or of an application for renewal or reinstatement of a registration, or in connection with the revocation or suspension of a certificate or registration or the censure of a Registered Technologist for an alleged violation of the Rules of Ethics, it shall give written notice thereof to such person, specifying the reasons for such proposed action. A Registered Technologist or an Applicant to whom such notice is given shall have 30 days from the date the notice of such proposed action is mailed to make a written request for a hearing. The written request for a hearing must be accompanied by a nonrefundable hearing fee in the amount of $100. In rare cases, the hearing fee may be waived, in whole or in part, at the sole discretion of the Ethics Committee.

Failure to make a written request for a hearing and to remit the hearing fee (unless the hearing fee is waived in writing by the ARRT) within such period shall constitute consent to the action taken by the Ethics Committee or the Board of Trustees pursuant to such notice. A Registered Technologist or an Applicant who requests a hearing in the manner prescribed above shall advise the Ethics Committee of his or her intention to appear at the hearing. A Registered Technologist or an Applicant who requests a hearing may elect to appear by a written submission which shall be verified or acknowledged under oath.

Failure to appear at the hearing or to supply a written submission in response to the charges shall be deemed a default on the merits and shall be deemed consent to whatever action or disciplinary measures which the Ethics Committee determines to take. Hearings shall be held at such date, time and place as shall be designated by the Ethics Committee or the Executive Director. The Registered Technologist or the Applicant shall be given at least 30 days' notice of the date, time and place of the hearing.

The hearing is conducted by the Ethics Committee with any three or more of its members participating, other than any member of the Ethics Committee whose professional activities are conducted at a location in the approximate area of the Registered Technologist or the Applicant in question. In the event of disqualification, the President may appoint a Trustee to serve on the Ethics Committee for the sole purpose of participating in the hearing and rendering a decision. At the hearing, ARRT shall present the charges against the Registered Technologist or Applicant in question, and the facts and evidence of ARRT in respect to the basis or bases for the proposed action or disciplinary measure. The Ethics Committee may be assisted by legal counsel. The Registered Technologist or Applicant in question, by legal counsel or other representative if he or she desires (at the sole expense of the Registered Technologist or Applicant in question), shall have the right to call witnesses, present testimony and be heard in his or her
own defense; to hear the testimony of and cross-examine any witnesses appearing at such hearing; and to present such other evidence or testimony as the Ethics Committee shall deem appropriate to do substantial justice. Any information may be considered which is relevant or potentially relevant. The Ethics Committee shall not be bound by any state or federal rules of evidence. A transcript or an audio recording of the hearing is made. The Registered Technologist or Applicant in question shall have the right to submit a written statement at the close of the hearing.

In a case where ARRT proposes to take action in respect to the denial of an application for examination (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.02 and 2.03) or the denial of renewal or reinstatement of a registration, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether grounds exist for the denial of an application for examination or renewal or reinstatement of a registration, and shall promptly transmit the same to the Board of Trustees and to the Registered Technologist or Applicant in question.

In the case of alleged violations of the Rules of Ethics by a Registered Technologist, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare written findings of fact and its determination as to whether there has been a violation of the Rules of Ethics and, if so, the appropriate sanction; and shall promptly transmit the same to the board of Trustees and to the Registered Technologist in question. Potential sanctions include denial of renewal or reinstatement of a registration with ARRT; revocation or suspension of a certification or registration, or both, with ARRT; or the public or private reprimand of a Registered Technologist.

Unless a timely appeal from any findings of fact and determination by the Ethics Committee is taken to the Board of Trustees in accordance with paragraph 3 below, the Ethics Committee's findings of fact and determination in any matter (including the specified sanction) shall be final and binding upon the Registered Technologist or Applicant in question.

3. Appeals.
Within 30 days after the decision of the Ethics Committee is mailed, the Registered Technologist or applicant may appeal to the Board of Trustees any decision of the Ethics Committee. In the event of an appeal, those Trustees who participated in the hearing at the Ethics Committee shall not participate in the appeal. The remaining members of the Board of Trustees shall consider the decision of the Ethics Committee, the files and records of ARRT applicable to the case at issue, and any written appellate submission of the Registered Technologist or Applicant in question, and shall determine whether to affirm or to overrule the decision of the Ethics Committee or to remand the matter to the Ethics Committee for further consideration. In making such determination to affirm or to overrule, findings of fact made by the Ethics Committee shall be conclusive if supported by any evidence. The Board of Trustees may grant rehearings, hear additional evidence or request that ARRT or the Registered Technologist or Applicant in question provide additional information, in such matter, on such issues and within such time as it may prescribe.

All hearings and appeals provided for herein shall be private at all stages. It shall be considered an act of professional misconduct for any Registered Technologist or Applicant or make an unauthorized publication or revelation of the same, except to his or her attorney or other representative, immediate superior or employer.
4. Publication of Adverse Decisions.
Final decisions which are adverse to the Registered Technologist or Applicant will be communicated to the appropriate authorities of all states, and provided in response to inquiries into a person's registration status. ARRT shall also have the right to publish adverse decisions and the reasons therefor. For purposes of this paragraph, a "final decision" means and includes: a determination of the Ethics Committee relating to a summary suspension, if the affected Registered Technologist does not timely request a hearing; a nonappealable decision of the Ethics Committee or a panel relating to a summary suspension that is issued after a hearing on the matter; an appealable decision of the Ethics Committee from which no timely appeal is taken; and, in a case involving an appeal of an appealable decision of the Ethics Committee in a matter, the decision of the Board of Trustees in the matter.
CLINICAL EVALUATION FORMS
**LAREDO COMMUNITY COLLEGE**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
**STUDENT RADIOGRAPHER AFFECTIVE EVALUATION**

**Student Name __________________________   Date __________________**
**Evaluator __________________________ R.T.                RADR________________**

**Scoring guide:**  
- Significantly exceeds performance expectations = 3 points  
- Meets performance requirements = 2 points  
- Marginal performance; needs guidance = .5 points  
- Unsatisfactory performance; needs intensive guidance and supervision = 0

___ 1. Demonstrate a genuine desire to help others, especially those patients in need.

___ 2. Is courteous and cooperative at all times, addresses program policies, demonstrates telephone courtesy and communication skills.

___ 3. Maintains professional confidentiality.

___ 4. Employs radiation safety effectively (Repeats radiographs in the presence of a qualified radiographer only) and ensures a safe environment for patient, staff, and visitors.

___ 5. Adapts to work effectively with a variety of situations, individuals, and groups.

___ 6. Takes initiative to do more than is required in a job; actively seeks work and does not wait to be asked.

___ 7. Accepts constructive criticism positively.

___ 8. Values learning experiences; seeks opportunities to learn.

___ 9. Maintains positive relationships with persons in the clinical site, communicates effectively and works cooperatively with others as part of the health care delivery team.

___ 10. Does not abuse sick leave or other privilege periods (breaks, lunch time) away from the clinical training site.

___ 11. Is prompt (on time) and does not (leave) early from the clinical training sites.

___ 12. Is able to focus effectively on more than one task and employs critical thinking skills when working on a project, or patient’s needs.
13. Explains and communicates effectively, the nature of the radiographic procedures to patients to allay fears and anxiety associated with equipment and procedures in order to obtain cooperation during the exams.

14. Gives priority to “stat” orders and “stat readings” when requested. Tends to and meets patients’ physical and emotional needs.

15. Reports to clinical training dressed in a professional attire, as stated in the student’s radiology handbook, pages (10, 11); attire, to include nametag, lead markers, dosimetry badge, pen, and a wristwatch.

TOTAL POINTS

A total score of less than 30.0 points or a score of less than 2 on an individual item requires counseling of student. Improvement on noted deficiency must be demonstrated at the next affective evaluation.

Comments:

AFFECTIVE EVALUATION

I have been advised about my strengths and weaknesses as they concern this evaluation.

Student’s signature ______________________________

Evaluator’s signature ____________________________

Today’s date ______________________
I. Students must demonstrate competency in all 36 of the mandatory Radiological Procedures. At least 30 of the 36 mandatory Radiological Procedure competencies must be demonstrated on patients (not phantoms or simulated). Students must demonstrate competency in at least 15 of the 30 elective Radiological Procedures.

In addition to the Radiological Procedure competencies, the General Patient Care competencies are mandatory. These competencies may be simulated. Competency demonstration should incorporate patient-specific variations such as age, gender and pathology.

General Patient Care Competency List:
   a. CPR
   b. Vital Signs
   c. Sterile and Aseptic Technique
   d. Venipuncture
   e. Transfer of Patient
   f. Care of Medical Equipment (e.g., oxygen tank, IV tubing)

II. Competency Requirements: Perform the Radiological Procedures listed demonstrating appropriate:

   • Evaluation of requisition and patient assessment
   • Physical facilities readiness
   • Patient care and management
   • Equipment operation and technique selection
   • Positioning skills
   • Radiation protection for patient, self and others
   • Image processing

And evaluate whether the resulting images demonstrate proper:

   • Anatomical part(s)
   • Alignment
   • Radiographic techniques
   • Image identification
   • Radiation protection
### Category I

<table>
<thead>
<tr>
<th>Procedure</th>
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<tbody>
<tr>
<td>Chest-PA, lat. Obliques</td>
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<tr>
<td>Abdomen-spine, Erect, Decubitus</td>
</tr>
<tr>
<td>Hand-PA, lateral, Obliques</td>
</tr>
<tr>
<td>Fingers-PA, lateral, Obliques</td>
</tr>
<tr>
<td>Wrist-PA, lateral Obliques</td>
</tr>
<tr>
<td>Forearm-AP, Lateral</td>
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<tr>
<td>Elbow-AP, lateral, Obliques</td>
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</table>

### Category II

<table>
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<tr>
<th>Procedure</th>
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<tbody>
<tr>
<td>Humerus-AP, Lat. Transthoracic lateral</td>
</tr>
<tr>
<td>Shoulder-AP, external &amp; internal rotation</td>
</tr>
<tr>
<td>Glenoid fossa-Neer, Lawrence, Grashey</td>
</tr>
<tr>
<td>Scapula-AP, lateral, Oblique</td>
</tr>
<tr>
<td>Clavicle-PA, axial, Lordotic, Quesada</td>
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<tr>
<td>Acromioclavicular Jts-Pearson, Alexander</td>
</tr>
<tr>
<td>Ribs-frontal, Obliques</td>
</tr>
<tr>
<td>O.R. (surgical conventional radiography)(C-Arm)</td>
</tr>
<tr>
<td>Portable Radiography-(Orthopedics), (Chest), (Abdomen).</td>
</tr>
</tbody>
</table>

Initial _________

Signature _____________________

Adopted: 04/2004
Reviewed/Revised: 04/04, 01/05, 09/05, 06/06, 08/08/07, 05/2008, 05/26/08, 07/21/08, 02/23/09, 04/20/09, 06/01/09, 09/10/21/09, 01/08/2010
### Category III

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<tr>
<td>Toes-AP, lateral</td>
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<tr>
<td>Obliques</td>
<td></td>
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<tr>
<td>Foot-AP, oblique, Lateral</td>
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<tr>
<td>Ankle-AP, lateral, Oblique</td>
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<tr>
<td>Os calcis-axial, Lateral</td>
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<tr>
<td>Knee-AP, lateral, oblique, Intercondyloid</td>
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<tr>
<td>Patella-PA, lateral, Settegast</td>
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<tr>
<td>Femur-AP, lateral</td>
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### Category IV

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<tbody>
<tr>
<td>Pelvis-AP</td>
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<tr>
<td>Hip-AP, cross-table &amp; Cleaves lateral</td>
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<tr>
<td>Cervical Spine-AP, Lateral, oblique, Dens.</td>
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<tr>
<td>Thoracic Spine-AP, Lateral</td>
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<tr>
<td>Lumbar Spine-AP Lateral, Obliques, L-5</td>
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<tr>
<td>Sacrum-AP, lateral</td>
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<tr>
<td>Sacroiliac Joint-</td>
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<tr>
<td>Coccyx-AP, lateral</td>
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### Category V

<table>
<thead>
<tr>
<th>Skull</th>
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<tbody>
<tr>
<td>Facial bones</td>
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<tr>
<td>Zygoma</td>
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<tr>
<td>Nasal Bones</td>
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<tr>
<td>Mastoids</td>
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<td>Orbits</td>
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<tr>
<td>Mandible</td>
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<tr>
<td>TMJ’s</td>
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### Category VI

<table>
<thead>
<tr>
<th>Esophagus Study</th>
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<tbody>
<tr>
<td>Upper GI Series</td>
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<tr>
<td>Small Bowel Series</td>
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<tr>
<td>Barium enema (single</td>
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<tr>
<td>And double contrast</td>
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<tr>
<td>Cholecystogram</td>
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<tr>
<td>IVU</td>
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<tr>
<td>Cystography</td>
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<tr>
<td>Urethrography- Regular and Operative</td>
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<tr>
<td>Cholangiography (IV, Operative, or T-tube)</td>
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Initial ________

Signature ______________________
### Clinical Modalities Rotations

<table>
<thead>
<tr>
<th>Radiation Therapy</th>
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<tbody>
<tr>
<td>Nuclear Medicine, Dual Energy X-ray Absorptiometry</td>
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<tr>
<td>Ultrasound</td>
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<tr>
<td>Magnetic Resonance Imaging, Computerized Axial Tomography</td>
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<tr>
<td>Cardiac Catheterization Interventional Radiography</td>
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Initial __________

Signature ______________________
RADIOLOGIC TECHNOLOGY PROGRAM
COURSE COUNSELING FORM – PLAN FOR SUCCESS

Student Name_______________________________________Student ID #________________________

Course Number_________________Exam # ______ Grade_______Lecture Absences________

Faculty Remediation/Tutorial Plan Remediation Deadline:______________________
1. __________________________________________________
2. __________________________________________________
3. __________________________________________________
4. __________________________________________________
5. __________________________________________________
6. __________________________________________________

Contributing Factors (Select all that apply):

_____< 2 hrs wk on assigned readings
_____. 2 - 4 hrs wk on assigned readings
_____. 4 - 6 hrs wk on assigned readings
_____. Test Taking Skills
_____. Illness
_____. Family Issues
_____. Work Schedule > 15 hrs wk
_____. Other _________________

Student Plan of Action
1. __________________________________________________
2. __________________________________________________
3. __________________________________________________
4. __________________________________________________
5. __________________________________________________
6. __________________________________________________

Student Signature ___________________________  Date _________________________

Faculty Signature____________________________                Date _________________________

Remediation Completed: YES NO    Date _________________________

White:  Student’s Record  Pink:  Student’s Copy

Adopted:04/2004
Reviewed/Revised: 04/04, 01/05, 09/05, 06/06, 08/08/07, 05/2008, 05/26/08, 07/21/08
02/23/09, 04/20/09,06/01/09,10/21/09,01/08/2010
REQUIRED SIGNATURES STATEMENT OF UNDERSTANDING

I, the undersigned, have read the Laredo Community College Catalog and the Radiology Student Handbook and I am aware of the College Procedures as presented in these two documents.

Student's Signature ___________________________________________ 

Student's Name Printed __________________________________________ 

Student ID #___________________________________________________ Date________________________________

STATEMENT OF CONFIDENTIALITY

It is the responsibility of the health care providers to maintain the strictest confidentiality of a client's personal or medical information. A student has the responsibility to maintain the same degree of confidentiality. The student must not discuss the client's condition with the family, bystanders, the media or any other non-medical personnel. In addition, the student will not discuss the client's condition or prognosis outside the class.

I have read and understand the significance of the information given above.

Student's Signature _______________________________ _____________________ 

Student's Name Printed ___________________________ ______________________ 

Student ID #_______________________________Date__________________________
Disclosure of Student Records

In specific instances in which student records or information have to be divulged, The Radiology Program will issue a voluntary form which is maintained in the student's permanent record that, when signed, allows full disclosure to accrediting agencies, and other requesting agencies. All records relating to admissions and academic performance are confidential and will not be issued to or seen by a second party without the student's written consent. The Admissions Office strictly enforces this rule, which is part of the Family Rights and Privacy Act of 1974. A copy of each student request for the issuance of records is kept as proof of authorization.

REVIEW OF RECORDS FORM

I (Print Name) _____________________________ give permission to the Radiologic Technology Program to allow access of my records for accreditation purposes.

Student’s Signature ____________________________ Id# __________ Date __________

STUDENT RECORDS

The Laredo Community College Health Science Division, Radiologic Technology Program safeguards the students’ records as per FERPA regulations.

FERPA

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. Faculty, staff, administrators and other College officials are required by FERPA to treat education records in a legally specified manner.
The rights under FERPA apply to all individuals that submit an admissions application to Laredo Community College

Dissemination of Information to Students

• When a student is in attendance at LCC, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parent. However, if a student is in a secondary school and begins attending a postsecondary institution FERPA rights transfer to the student.

• Faculty and staff may not provide information to parents, spouses, or others who may call and asks for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student request another person to attend conferences. The conference discussion will be directed to the student and the guest will be an observer during the interactions.

Directory Information only from the Admissions and Registration Center

In accordance with the provisions of FERPA, LCC has the right to provide "directory information" without the student's written consent. LCC currently defines "directory information" to mean the following:

• Student name, address and phone (if any),

• major field of study

• dates of attendance

• degrees and awards received

• Student Classification

• enrollment status (i.e., full-time, part-time)

• name of the most recent previous educational institution attended

If a student does not want directory information released, the student must complete a **Request to Withhold Student Directory Information Form.** The form is valid until the student gives LCC a statement in writing that he/she wish to have his/her directory information released.
RELEASE FORM

I acknowledge and understand that there may be certain risks while a student in the Health Sciences Division Program(s) at Laredo Community College. I agree to adhere to the safety regulations of the program to which I have been admitted. I also understand that safety precautions have been incorporated into the laboratory sessions and clinical experiences. I also agree that in the event of an accident or injury, I will in no way hold Laredo Community College, the Health Sciences Division, or the training facilities liable.

Student's Signature _______________________________ ____________

Student’s Printed Name ________________________________________

Student ID # ___________________________ Date____________________