



LAREDO
COLLEGE
EST. 1947

HEALTH SCIENCES DIVISION

RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT HANDBOOK

2025 - 2026

ACADEMIC YEAR

FOREWORD

The Radiologic Technology Program Student Handbook should assist you towards your goal of becoming a radiologic technologist based on the RT Program's curriculum. This handbook has been designed to guide the student during the Radiologic Technology (RT) Program. It provides information regarding procedures and general practices to be followed while attending Laredo College. Each student will be held responsible for all parts of the Student Handbook.

According to Federal Law, a student's record information cannot be released without the student's participation and consent. Only information considered "Public Information" is available to outside sources under certain circumstances. Please help us protect the security of your records by having your picture identification available when you come to the office for assistance. Thank you for your cooperation.

Laredo College is committed to maintaining the health and safety of the college community. It is important for all students, employees, and community members to take proactive measures to create a safe learning and working environment. LC is required to report any student and employee cases of notifiable conditions to the Texas Department of State Health Services (DSHS) in a timely manner. Therefore, all students and employees should report a confirmed diagnosis of a notifiable condition to LC's Health and Safety Operations Center at safety@laredo.edu and (956) 721-5852. Notifiable conditions that LC is required to report can be found at: <https://www.dshs.texas.gov/sites/default/files/IDCU/investigation/Reporting-forms/Notifiable-Conditions-2023Color.pdf>

TABLE OF CONTENTS

Welcome	1	Promotion/Progression	18
Disclaimer	2	Transferring RT Students from another RT Program	19
Equal Opportunity Statement	2	Withdrawal Due to Non-Academic Reasons	20
Non-Discrimination based on Disability	2	Withdrawal Due to Academic Failure	20
Inclusion of Non-Discrimination Notice on Marketing Materials	2	Policy on Incomplete	20
General Program Information	3	Dismissal Policies	21
Accreditation	3	Re-admission or Re-application into the Program	22
Mission	3	Student Complaint - Informal Process	22
Philosophy	3	Student Complaint - Formal Process	22
Program Goals and Student Learning Outcomes	4	Complaints About RT Program, Faculty, Students, or Graduates	23
Program Outcomes	4	Professional Standards, Code of conduct, Code of Ethics	24
Health Science Organizational Chart	5	Professional Standards	24
About the Program	6	Code of Conduct	25
Faculty	6	Scholastic Dishonesty	26
Admissions	6	Disciplinary Action	26
Instructor Availability	6	Grading System	26-27
Academic Advisement and Guidance Counseling Center	7	Canvas	27
Academic Counseling	7	Methods for Assessment	27
Academic Advising	7	Assignments	27
Evaluation	7	Exam Schedule	27
Facilities for Instruction	7	Computer-based Examination and/or Quizzes	37
Clinical Affiliates	8	Exams and Quizzes	28
Program Requirements	9-10	Lab Peer Assessments/Skills Check-offs	28
Criminal Background Record	11	Lab Practical Exams	28
Substance Abuse Procedure	11	Review of Examination	28
Educational Costs	11	Make-up Assignments/Quizzes	28
Student Liability Insurance	12	Make-up Test/Final	29
Student Records and Privacy	12	Make-up Lab Practical Exam	29
Dissemination of Information to Students	12	Final Exam	29
Directory Information	12	Comprehensive Exam	29
Request to Withhold Student Directory Information	12	Student Meetings to Discuss Progress	29
Student Records and Privacy During Clinicals	13	Departmental Procedure for Appeal of a Grade	30
Pregnancy, Parenting Students, and Breastfeeding	13-14	Referral for Remediation/Tutoring	30
General Procedures	15	Remediation	30
Transportation	15	Attendance	31
Use of Electronic Devices Policy	15	Class	31
Emergency Messages	15	Clinical	31
Laboratory Practices	15	RT Program Dress Code	32
Student Videotape, Audiotape, and Photograph	15	Laboratory Attire	32
Social Media	15	Clinical Attire	32
Orientation Procedure for New and Returning Students	16	Other Dress Code Requirements	33
Student Radiologic Technology Club	17	Clinical Education	34
Student Representation on Departmental Meetings or Committees	17	Clinical Competencies	34
		Structure of Clinical Education	34
		Clinical Rotation Hours for Summer I, II	35

Student Exam. Log /Attendance Policy	35	MRI Screening Form	66
Trajecsyst Usage Policy	35	Mammography Policy	67
Trajecsyst Usage Procedure	35	JRCERT Standards	68
Campus Laboratory	36	Review and Release of Records Form	69
Clinical Participation	36	Release of Liability Form	69
Terminal Clinical Competencies	36	Lab Treatment and Drape Consent Form	69
Verification of Documents	36-37	Consent to Videotape, Audiotape, and Photograph	70
Student Liability Insurance	37	Student Acknowledgement Handbook Form	70
Conduct	37		
Confidential Information	38		
Clinical Orientation	38		
Clinical Site Assignments	38		
Student Transportation	38		
Structure of Clinical Education	38		
Clinical Education Attendance	38		
Clinical Education Absences	39		
Clinical Education Tardiness	39		
Clinical Education Lunch and Work Breaks	39		
Clinical Dress Code	40		
Health and Safety	42		
Campus Safety	42		
Emergency Fire Evacuation Plan	42		
Disability and Title IX	42		
Health Services	43		
Occupational Exposure to Infectious Agents	43		
Communicable Diseases	43		
Incident Report	43		
Graduation	44		
RT Program Completion	44		
Job Placement	44		
Appendices	45		
Appendix A – New Student Orientation Form	46		
Appendix B – RT Program Degree Plan	47		
Appendix C – ARRT Standard of Ethics, Code of Ethics, and Rules of Ethics	48		
Appendix D – Counseling Form	49		
Appendix E– Instructor/Student Conference Form	50		
Appendix F - Probation Form	51		
Appendix G – Remediation Tutorial Agreement	52		
Appendix H – LC Student Self-Assessment	53		
Appendix I- Clinical Education Summary	54		
Appendix J- RT Program Pregnancy Procedure	56		
Radiographic Operating, Safety, and Emergency Procedure Manual	58-60		
Radiographic Digital DR System	61		
Radiation Safety ALARA Program	62		
Investigational Levels	62		
Radiation Safety ALARA Program	63		
MRI Safety	64		
MRI Safety In-Service	65		

WELCOME

The faculty and staff of the Radiologic Technology Program and the Health Sciences Division at Laredo College would like to welcome you! As you realize the aspirations that you have set for yourself, remember that we are here to assist you. Our desire is for you to be successful in all of your endeavors.

As you embark on a journey that will lead to a career as a Radiologic Technologist, you will discover that it is a vocation that is equally challenging and gratifying. You will learn that the Radiologic Technologist must adhere to high standards and ethics while providing quality patient care. These attributes will be formed through your education and training as an RT student. Consequently, these principles will develop into the code by which every individual in the RT profession abides in delivering quality health care.

This document is a reference for the student to use during their enrollment in the Radiologic Technology (RT) Program. Please refer to it often. This document contains general information about the program and policies and procedures applicable to students in this program. The student must review the information contained in this Handbook before each RT course. The student is responsible for the handbook information. Therefore, please refer to the Handbook at the beginning of each semester.

Please read this entire document. Then, sign the final page of this document indicating that you have read, understood, and were allowed to inquire about the content contained within. Again, welcome to the Radiologic Technology Program. I hope you enjoy the learning experience and achieve your career goals. If we can assist you further, please let us know.

Sincerely,

Hortencia D. Gonzalez Ed.D., MBA, BS, RDMS, RDCS.
Associate Professor of Diagnostic Imaging and Program Director

DISCLAIMER

The Radiologic Technology Program reserves the right to withdraw and make changes at any time to courses, course fees, calendar, curriculum, progression requirements, and any other requirement affecting students, as may be required by federal, state, board of trustees, administrative, and student needs each year. Changes will become effective whenever the proper authorities so determined and will apply to both prospective students and those already enrolled; however, they will not increase the overall program length unless directed by the Radiologic Technology Program accrediting agencies; however, due to unusual circumstances, the length of the program may be extended.

In any case, where there is a conflict between the published [Laredo College \(LC\) Catalog](#), [LC Student Handbook](#), and the Radiologic Technology Program Student Handbook, interpretation of the conflict must be channeled through the Radiologic Technology Program Director to the appropriate person of authority. An interpretation of the procedure and/or requirement will be requested of this person. Once an interpretation has been rendered, the procedure and/or requirement will remain in force, be altered, or be eliminated as dictated by the interpretation.

Student questions regarding the curriculum or clinical practice while in the Radiologic Technology program can be viewed as the procedures and guidelines listed in the LC Radiologic Technology Student Handbook.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Laredo College adheres to the Equal Educational Opportunity Policy stated in the current LC Manual of Policy.

NON-DISCRIMINATION BASED ON DISABILITY

Laredo College adheres to the Non-Discrimination based on the Disability statement outlined in the LC Manual of Policy.

Qualified applicants with disabilities are encouraged to apply to the RT program. Health Sciences programs establish technical standards and essential functions to ensure that students have the abilities required to participate and be successful in all aspects of the respective programs. Students must meet technical standards and essential functions, which include minimum physical abilities requirements, for the RT program. It is the responsibility of the student to contact the [Counseling & Disability Services](#) if they feel they cannot meet one or more of the technical standards listed. If an applicant or student cannot meet all of the outlined standards, they may be withdrawn from the program.

INCLUSION OF NON-DISCRIMINATION NOTICE MARKETING MATERIALS

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act and ADA Amendments, Laredo College does not unlawfully discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion or any other protected status under federal, state or local law applicable to the college in its education policies, programs and activities, admissions policies, employment policies, employment practices and all other areas of the institution.

GENERAL PROGRAM INFORMATION

Accreditation

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). 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. Graduating from a JRCERT-accredited program ensures that the program graduate is competent to provide safe and high-quality patient care. JRCERT awarded Laredo College Radiologic Technology Program 8-year accreditation in 2023.

Laredo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. In addition, the Texas Higher Education Coordinating Board approves educational programs and courses. Upon successful completion of all requirements for the RT program, the student is awarded an Associate of Applied Science Degree in Radiologic Technology.

Mission

The RT program mission corresponds with the [mission of Laredo College](#), which is *“Laredo College, a Hispanic-Serving Institution, is committed to transforming students’ lives through high-quality, innovative, and affordable programs and services. By leveraging emerging technologies and fostering lifelong learning, Laredo College equips students with the knowledge and skills to positively impact local, regional, national, and global development.”* The Radiologic Technology Program functions in accordance with the mission statement of Laredo College; the Radiography program strives to provide an educational experience that will produce competent entry-level radiographers capable of addressing the needs of the constantly changing and challenging healthcare environment.

Philosophy

Laredo College provides quality education in the preparation of Radiologic Science professionals to meet the standards and requirements of the profession. The program provides an atmosphere conducive to learning that prepares the students to think critically and integrate knowledge and experience in the academic and clinical disciplines.

Program Goals and Student Learning Outcomes

Goal #1

Students will be clinically competent.

Student Learning Outcomes

- Students will apply effective radiographic positioning skills.
- Students will apply effective patient care and imaging procedures.
- Students will practice radiation protection.

Goal #2

Students will communicate effectively.

Student Learning Outcomes

- Students will use effective oral communication skills.
- Students will practice written communication skills.

Goal #3

Students will employ critical thinking skills.

Student Learning Outcomes

- Students will select and demonstrate critical thinking in the clinical setting.
- Students will manipulate and employ effective radiographic technical factors.
- Students will apply effective positioning skills and critique radiographs.

Goal #4

Students will evaluate the importance of professionalism.

Student Learning Outcomes

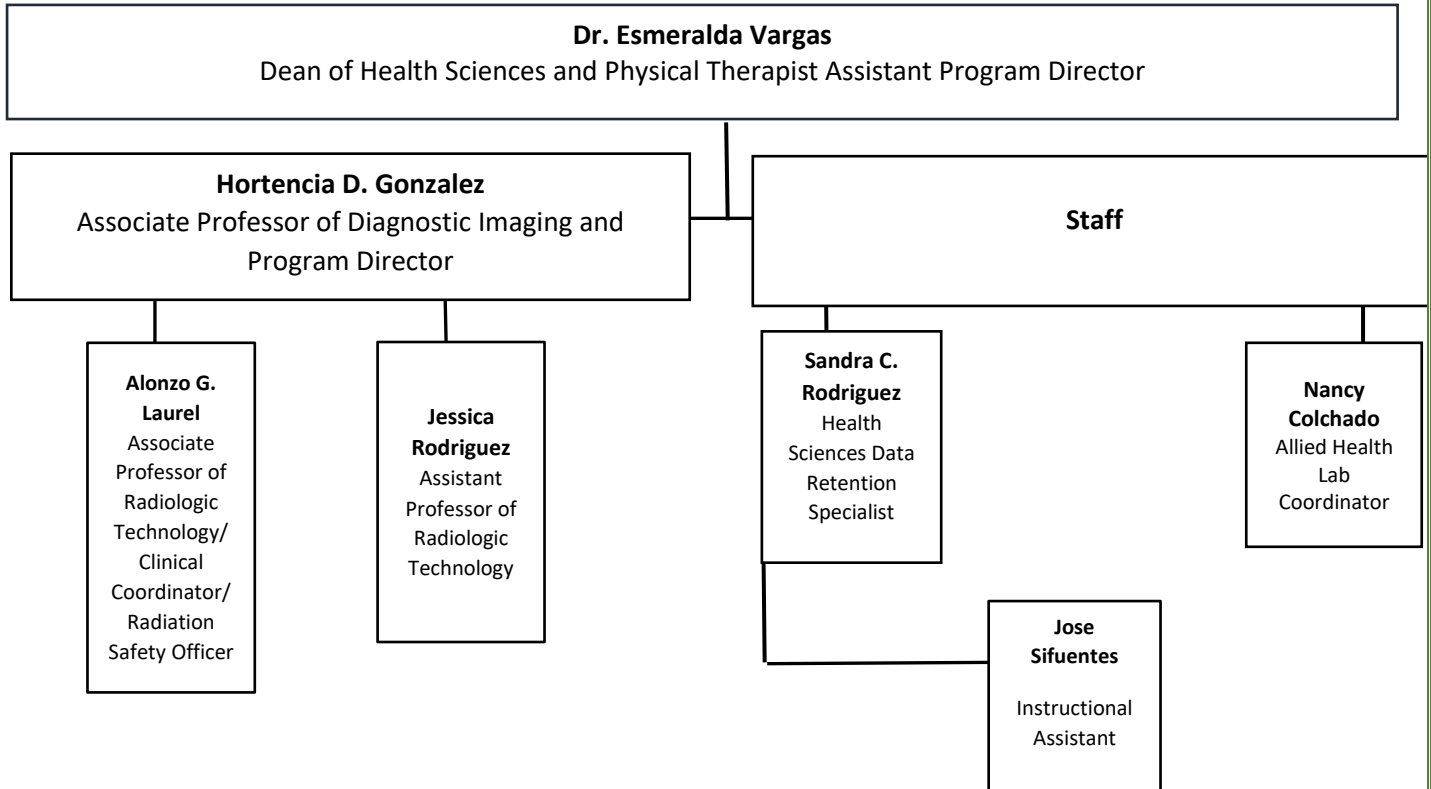
- Students will determine the importance of continued professional development.
- Students will exhibit professional behaviors.

Program Outcomes

Upon completion of the RT Program:

1. 80% 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 graduates who seek employment will find it within 12 months after completing the program.
3. 80% of students who enter the program will complete it within 24 months.
4. 85% of the graduates will evaluate the program as satisfactory as evidenced by the graduate survey.
5. 85% of the employers surveyed will evaluate the graduate's performance as satisfactory, as evidenced by the employer survey.
6. 85% of the students will evaluate the radiology program as adequate in teaching course content, textbooks, and curriculum, in all didactic and clinical classes.

**Allied Health- Radiologic Technology Organizational Chart
2025-2026**



Click [here](#) to view Laredo College's complete organizational chart.

ABOUT THE RT PROGRAM

For the past three years, the first-time pass rate on the American Registry of Radiologic Technologists National Radiologic Technologists has been 88% . Graduation rates vary from year to year. In 2025, 12 students graduated. In 2024, 12 students graduated. In 2023, 11 of the original cohort of 12 graduated. In 2022, 10 of the original cohort of 12 graduated. Reasons for exiting the program include academic performance and other personal reasons. Surveys from graduates indicate that all have jobs within six months of obtaining a permanent license, supporting what has been reflected in the Laredo and South Texas job market for the past twenty-nine years.

Admissions

The RT Program at Laredo College uses a selective admissions process to admit a maximum of 12 students per year. The RT Core Faculty reserves the right to adjust the class size based on JRCERT Rules and Regulations, qualified candidates being available, local and regional needs, and other factors that may arise.

Faculty

Hortencia D. Gonzalez, Ed.D., MBA, BS, RT(R), RDMS, RDCS
Associate Professor of Diagnostic Imaging and Program Director
Office – COHS Rm. C-112
Office phone – (956) 721-5386
AH Office phone - (956) 721-5262

Alonzo Laurel, MSRS, BSRS, RT (R), CNMT, NMTCB (RS)
Associate Professor of Radiologic Technology/Clinical Coordinator/Radiation Safety Officer
Office – COHS Rm. C-111
Office phone - (956) 764-5725

Jessica L. Rodriguez, BSRS, RT (R) (MR)
Assistant Professor of Radiologic Technology
Office - COHS Rm. C-110
Office phone – (956) 764-5725

Instructor Availability

RT faculty is available for students according to office hours posted on the instructor's door schedule. The student should make an appointment with the individual instructor for academic counseling or student concerns.

Academic Advisement and Guidance Counseling Center

The Laredo College Counseling Center offers a wide variety of counseling services to students on issues, career development, and personal issues. Faculty members may refer students to Guidance Counseling Services. RT faculty will provide academic advisement for RT Program courses.

Academic Counseling

RT faculty provides counseling for individual RT Program courses. Students at high risk for academic failure should schedule a meeting with the faculty member for academic counseling. A counseling form will be initiated, and the student and the faculty member will develop a plan for success. IPASS is offered to every student. It is the student's responsibility to meet with the faculty member.

Academic Advising

Semester-long academic advising is available to all students in the College of Health Sciences Building. Students are encouraged to contact an advisor to receive information regarding Laredo College services, discuss academic/clinical goals, and update degree plans.

Faculty/Course Evaluation

Using the Laredo College Student Performance Evaluation, students are encouraged to evaluate core and adjunct faculty and courses each semester. Links to the evaluation tool will be available on PasPort. Laredo College Student Evaluation of Faculty/course will be completed using Watermark integrated in Canvas.

Facilities for Instruction

The liberal arts and science courses are taught at the Laredo College Fort McIntosh and South campus. Didactic courses in the Radiologic Technology Program taught at the Laredo College South campus, College of Health Sciences Building.

Clinical Affiliates

Radiographic clinical training for the Radiologic Technology Program student is provided at:

Doctors Hospital of Laredo

Clinical preceptors: Carlos Farias, Dennis Morera, Stefany Contreras, Silvia Rivas.

10700 McPherson Rd

Laredo, Texas 78045

Department Phone: (956) 523-2091

Laredo Medical Center

Clinical preceptors: Claudia Garcia, Coty Dominguez, Lyza Olmedo, Rolando Amesquita, Richard Cunningham, Rosalinda Rivera, Brenda Ontiveros.

1700 E. Saunders Avenue

Laredo, Texas 78041

Department Phone: (956) 796-2841

Laredo Medical Center South

Clinical preceptors: Monica Alvarado and Lyza Olmedo.

4151 Bob Bullock Loop

Laredo, Tx. 78043

Department Phone: 956-796-3109

Providence Surgical and Medical Center

Clinical preceptors: Jose Romero, Holly Chapa, Carlos Farias, Silvia Rivas

230 Calle Del Norte

Laredo, Texas 78041, Department Phone: (956) 693-5040

Laredo Medical Center- Ambulatory Care Center North

Clinical preceptors: Carlos Cantu, Robert Chapa, Monica Alvarado, Ashley Guerra.

7210 McPherson Road

Laredo, Texas 78041

Department Phone: (956) 796-2573

Gateway Community Health Center

Clinical preceptors: Jelisa Gamboa

1515 Pappas St

Laredo, Texas 78040, Department Phone: (956) 795-8100

Program Requirements

1. Completed all pre-requisite coursework listed in the Laredo College Student Catalog. All pre-requisite coursework should be completed and passed with a minimum grade of (70 C) by the end of the Spring semester before the semester's new class starts. Co-requisite courses must be completed and passed with a grade of (70). The required pre-requisite courses are BIOLOGY 2301, BIOLOGY 2101, ENGL 1301, and RADR 1309. Co-requisite courses are Biology 2302, Biology 2102, Psychology 2314, and Language, Philosophy, and Culture/Creative Arts.

2. Proof of updated required immunizations:

- a. TB test - Proof of one TB test within the past 1 month or administered upon entering.
- b. Two (2) Doses or current titer of Measles, Mumps Rubella (MMR) Series must be completed based on the series requirements.
 - 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 and Pertussis (Tdap) is required within the last ten years. (approval verification pending)
- d. Influenza vaccine annually in September for fall admission.
- e. Initiation of Hepatitis B (HBV) vaccine series before direct patient contact, but series must be completed based on the series requirements (initial, one month, and four months). Serologic confirmation of immunity to the hepatitis B virus is acceptable.
- f. Two doses of varicella (chickenpox). Also, acceptable: laboratory report indicating varicella immunity, or Varicella Titer
- g. Bacterial Meningitis

* Texas State Law Senate Bill 62 requires students who meet the criteria below to provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester. All new or transfer students under age 22, all returning students under the age of 22 who have experienced a break in enrollment of a least one fall or spring term, students enrolled in online courses that physically attend classes or come to campus within the semester.

- h. Recommended: Hepatitis A - Recommended: Due to the pandemic, some clinical agencies require the COVID-19 vaccine. As a guest in the facility, the programs must adhere to the agency's requirements. If you choose not to take the vaccine, you may not be able to complete your clinical requirements. Therefore, you may need to "withdrawal" from the course.

Failure to submit necessary documentation may result in the clinical site(s) refusing placement to a student who does not provide the requested records.

3. Current American Heart Association CPR Health Care Provider Certification

- a) Physical examination.
- b. Negative drug screen (10) panel
- c. Negative Covid-19 test(s)
- d. Proof of liability insurance. Fees are paid at registration annually.

4. Criminal Background check and Child Abuse Report

Student must show documentation of a clear/negative- A criminal conviction while in the program must be disclosed to the Program Director/Clinical Coordinator immediately, and the student may be unable to attend clinical training. **(CastleBranch)** It is the student's responsibility to provide documentation and adhere to all of the above health requirements. The student will assume responsibility for the costs of immunizations, criminal background checks, drug screening, and medical services. All student applicants shall submit a negative background check (with no criminal

record) to be considered eligible for acceptance and continuation in the Program. The student is responsible for uploading all completed documentation to the Compliance Tracker system with CastleBranch.

- b. As policy changes are received from the Center for Disease Control (CDC), these changes will be incorporated into the Program's requirements. The Laredo College Administration will be notified promptly of changes in the immunization policy. It is the student's responsibility to provide documentation and adhere to all of the above health requirements.

5. Laptop Requirements

a) All RT students are required to have a laptop during their enrollment in the RT program for completion of didactic and clinical course requirements. The Radiologic Technology program is entirely digital in the clinical setting, and students will be required to access, view, and submit digital information throughout the program, as is done in professional practice.

b) Examinations will be taken routinely in the classroom setting. Students may purchase any brand of a laptop; however, some recommendations are included. If a student's laptop cannot access programs, Wi-Fi, etc., it is the student's responsibility to immediately take corrective actions to eliminate these issues.

- Recommendations include:
 - Intel Core i3 Processor or higher
 - Minimum 6 GB RAM
 - Minimum 150 GB hard drive
 - Windows 8 or newer or MAC OSX
 - Microsoft Office 2016 (Home/Student, Professional, or University Editions), Office 365 University, or Office 2016 for Mac or newer
 - Adobe Reader
 - Anti-virus software
 - Netbooks and iPads are NOT recommended for laptop replacements, as they do not meet our minimum requirements and some software or needed applications may not work on these.

Criminal Background Record

Standard HR. 1.20 of the Joint Commission requires that criminal background checks be conducted on all categories of healthcare providers, including students and volunteers. Healthcare 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 healthcare institution may conduct a criminal background check (<http://www.jointcommission.org/>).

The Laredo College Radiology Program must obtain a 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 (with no criminal arrest or conviction record) and a clear child abuse report to be considered eligible for acceptance and continuation in the Radiologic Technology Program.

Substance Abuse Procedure

The substance abuse policy will follow the procedure as stated in the current [Laredo College Student Handbook](#). In addition, students may be subject to random drug screening while in the RT Program at an institution or clinical facility where they are being trained. A positive drug screen for illegal substances is grounds for dismissal from the RT Program.

1. It is the student's responsibility to keep admission requirements up to date and submit pending requirements promptly. Failure to do so may keep the student from attending clinical sites.
2. It is expected that the student report to the health care facilities physically and mentally fit. When it is determined that the student's condition jeopardizes the welfare of clients, staff, other students, or themselves, the student will not be allowed to remain and will have the day recorded as an absence. The student will not earn clinical points or be given an alternative assignment. In addition, this may jeopardize the students standing in the program.
3. At any time during the program, the student may be required to supply a physician's statement regarding their physical and/or emotional health to continue in the program. If the student is found to be unfit physically or emotionally, a Health Sciences Committee will meet to review the case individually and render a decision. The Committee's decision will be forwarded to the Program Director.
4. If a medical/surgical condition occurs during the student's enrollment that warrants the prescription of a controlled substance by a licensed medical practitioner, the student must obtain a release form from the physician who initiated the prescription. A Faculty Committee will review the release form and the admission request. The committee will then decide the student's ability to participate in clinical rotations.

Educational Costs

The tuition and fee schedule for the RT student is the same as for regular college students. See the current [LC Catalog](#) to determine [fees](#). Students are charged tuition and fees based on their residency classifications at the time of registration. The tuition and fee schedules are based on semester hours.

Additional expenses for RT students include the purchase of a uniform(s), a watch, tennis shoes, liability insurance, Standard Exam fees, TB skin tests, immunizations, a physical exam, CPR certification fees, Precheck, Personal Laptop, RT Software used throughout the program, Trajecsys, are at the student's expense.

The approximate costs for special items for the RT student are as follows (these fees are subject to change according to current applicable rates):

Admission Costs (background check, physical, CPR, etc.) \$300.00
Uniforms \$350.00
Books \$2,500.00
ASRT Membership/RT Club Fees \$150.00
Capstone review \$200.00
Laptop/Software \$1000.00
National Registry Exam \$260.00

Student Liability Insurance

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

Student Records and Privacy

The student is responsible for providing current addresses, telephone numbers, and email addresses to the instructor, Program Director, and the college. This is necessary for notification of family in case of an emergency or the event the instructor needs to contact the student regarding classes, labs, or clinical. By signing the Division of Sciences RT Program disclosure form (refer to Review of Records Form following Appendices), the student voluntarily agrees to fully disclose personally identifiable information to accrediting agencies to fulfill accreditation requirements, admission committees, clinical affiliates, and academic advisors. This task does not require prior written consent from the student. Provisions will be made to ensure the protection of records against the invasion of privacy.

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. FERPA requires faculty, staff, administrators, and other College officials to treat education records in a legally specified manner. The rights under FERPA apply to all individuals that apply to Laredo College.

Dissemination of Information to Students

When a student attends LC, 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 ask 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 requests 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

By the provisions of FERPA, LC has the right to provide "directory information" without the student's written consent. LC 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

Request to Withhold Student Directory Information Form

The form is valid until the student gives LC a statement in writing that they wish to have their directory information released. According to program policy, all student records are archived and will be kept in a locked file in the Radiologic Technology Department Office. Official student records are located at the Registrar's Office.

Documents included in the RT student records are:

1. Admission data
2. Transcripts
3. Anecdotal Notes
4. Specific information regarding the individual student (CPR, immunization records, background check)
5. Instructor/Student Conferences and Tutorials/Remediation

Provisions will be made to protect records against loss/destruction and invasion of privacy. Records are kept for two years in the Radiologic Technology Department while the student is in the program and are shredded after that.

Student Records and Privacy During Clinical Affiliations

Clinical coordinators and clinical preceptors will have access to student directory information. They will also be informed whether students' health information documents have been submitted and satisfy LC requirements as required for placement of students at clinical affiliation sites. The health information may include, but is not limited to:

- Student name, address, and phone
- Current CPR certification
- Current immunizations
- Negative TB skin tests or chest x-ray
- Physical Exam
- Drug test results
- Criminal background check results
- Student liability insurance

According to clinical facility policy, provisions will be made to ensure the protection of records against the invasion of privacy. At the discretion of specific clinical sites, the student may be required to provide physical documentation to said clinical sites before the start of the clinical experience. Program directors/instructors will provide direction regarding the submission of documents and time frames.

The following documents may be required for submission by the student to the clinical site:

- A negative criminal background check completed through [CastleBranch](#) and the local sheriff's office
- Negative ten-panel drug screen
- Immunization records

Failure to submit documentation as deemed necessary, the clinical site(s) may refuse placement to a student who does not provide the requested records.

Pregnancy, Parenting Students, and Breastfeeding

The student is required to meet all course/program outcomes, including attendance, ***to fulfill Texas Higher Education Coordinating Board and accrediting agency requirements.*** As a point of information, the pregnant or breastfeeding student is reminded of the many contaminants present in the clinical area(s) that could adversely affect the fetus. The student should contact her obstetrician once the pregnancy has been confirmed and the pediatrician about breastfeeding to ensure that there are no medical concerns/limitations. The radiology student can declare or not that she is pregnant. If the student declares that she is pregnant, she shall voluntarily submit a written statement that she is pregnant and from her obstetrician a letter stating that the student can participate in the particular clinical training. The Laredo College, Radiology Program Radiation Safety Officer shall meet with the pregnant student and advise her on radiation safety. A student certificate of pregnancy form, TDSH, NRC dose to embryo fetus publication, and a Fetal Radiation Monitor Badge will be assigned for the length of the pregnancy.

The U.S. Nuclear Regulatory Commission advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. The Laredo College radiography program pregnancy policy is consistent with the Texas Regulations for control of Radiation and the NRC. After the student has consulted with her physician and the medical certification of pregnancy has been determined, the student has the option to declare or not that she is pregnant. Students should understand that the notification is entirely voluntary and that they will not be considered pregnant by the radiology program until they have submitted a declaration of pregnancy in writing.

A declared pregnant woman has voluntarily elected to declare her pregnancy. The radiology student is not under any regulatory or licensing obligation to do so. A declared pregnant woman has the right to withdraw her pregnancy declaration at any time. Should a pregnant student elect to undeclare her pregnancy, she must do it in writing to the Program Director and submit a release from her physician. After the declaration of pregnancy, the pregnant student in

the radiography program will be provided a copy of the U.S Nuclear Regulatory Commission Guide 8.13 and 20.1208, which explain the radiation dose equivalent to an embryo/fetus. (www.nrc.gov) (www.usnrc.gov)

The student will be provided with the following:

Option I- Incomplete grade(s) During Pregnancy

If the student so decides, she may elect to leave the program during the pregnancy period.

- A. If the student decides to accept this option and leaves the program, she must immediately notify the Program Director in writing.
- B. An incomplete grade will be awarded for the courses in progress; the remaining coursework may be completed upon the student's return. However, a timeline for completion will be provided to the student by the Program Director (note that it may not be feasible for the student to return/re-enter the program immediately since all classes are offered chronologically and once a year).
- C. For the student to be eligible for an incomplete, the student must pass the course with a 75% or greater in the completed coursework. All didactic and clinical coursework must be completed before program completion and graduation.

Option II- The Student Remains in the Program with No Modifications to Her Clinical or Lab Activities

If the student chooses this option, she may continue in the program with the following requirements:

- A. The student is required to review and implement radiation safety practices as outlined by the NRC 8.13 and the Texas Regulations for control of Radiation Regulatory Guide.
- B. The student's class, lab, or clinical schedule will not be modified to postpone instructional activities that can result in increased radiation exposure to the student. These activities include fluoroscopy, surgery/C-arm procedures, angiography, and lab experiments utilizing energized equipment. The exception to this policy is any procedures involving Nuclear Medicine and Brachytherapy. Because of the potential of increased exposure to radiation during these nuclear medicine/radiation therapy procedures, strict avoidance is recommended.
- C. The student is required to wear two exposure monitoring devices:
 - 1. Monthly fetal badge.
 - 2. Regular TLD radiation dosimeter that is processed quarterly.
- D. The student may wear a wraparound lead apron during radiation exposure.

Option III- The Student Remains in The Program with Modifications of Her Clinical and/or Lab Activities

- A. The student is required to review and implement radiation safety practices as outlined by the NRC 8.13 and the Texas Regulations for control of Radiation Regulatory Guide.
- B. The student may request a modification of her schedule to postpone any procedures in class, lab, or clinical, which can result in increased exposure to radiation. These activities include but are not limited to conventional fluoroscopy, mobile radiography, surgery/C-arm, angiography, and lab experiments using energized radiographic equipment. It should be noted that the radiography student cannot graduate from the program until all clinical competencies using the listed modalities/procedures have been completed, and competency has been achieved.
- C. The student will be required to wear two exposure monitoring devices:
 - 1. Monthly fetal badge.
 - 2. Regular TLD radiation dosimeter that is processed quarterly.

Option IV- The student has the option for the written withdrawal of the declaration of pregnancy

A declared pregnant woman has the right to withdraw her pregnancy declaration at any time. Should a pregnant student elect to undeclare her pregnancy, she must do it in writing to the Program Director and submit a release from her physician.

GENERAL PROCEDURES

Transportation

Students are responsible for their transportation to and from class, the clinical facilities, and other designated areas.

Use of Electronic Devices Policy

The student in the RT Program will abide by the LC policy on the [Use of Electronic Devices](#) as stated in the LC Manual of Policy FLB (LOCAL) Student Rights and Responsibilities Student Conduct. "...Unless prior authorization is obtained from the instructor, the use of an electronic device is expressly prohibited in classrooms, laboratories, and clinical settings. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances provided that prior approval is obtained from the instructor."

Emergency use of phones or other electronic devices should be discussed with the clinical preceptor first. Students abusing the use of cell phones will be sent home for the day at the discretion of the clinical preceptor. Non-compliance with this policy during the classroom or clinical activities will be considered a violation and lead to disciplinary action.

Emergency Messages

The student should notify their family that in case of an emergency (during class or clinical), they should call the Health Science Division Office at (956) 721-5262. Class or clinical will not be interrupted unless it is an emergency. The caller must identify themselves and state the emergency.

Laboratory Practices

Laboratory activities require RT students to work closely with lab partners of the same or opposite gender for practice sessions and/or lab practical sessions. Close contact between students will be required during laboratory practices. Instructors will ensure students take the appropriate measures to promote privacy. Students displaying inappropriate behavior during situations where contact is close will not be tolerated and are at risk for dismissal from the program. Each student is responsible for reporting inappropriate behavior to the Lab instructor and/or RT Program Director.

Part of the laboratory experience requires students to serve as mock patients for instructors and fellow students. Instructors will ensure that laboratory equipment is safe before use. Students must adhere to safe behavior while using equipment during laboratory activities. All measures shall be taken to protect the health and welfare of students and faculty participating in laboratory sessions by requiring the use of PPE.

Equipment can be used by students only under the supervision of RT faculty

Students must promptly report any malfunctioning equipment to RT faculty as soon as it becomes evident. Open laboratory hours will also be available for student practice, during which a faculty member will be available for supervision.

Student Videotape, Audiotape, and Photograph

Students' videotaping, audiotaping, or photographing of students may be required while enrolled in the RT Program for instructional purposes. Students must agree and sign the consent form for participation in these activities while in the Program (Refer to Videotape, Audiotape, and Photograph consent form, page 86).

Social Media

1. RT Program students should not discuss any confidential information about patients, clinical facility staff, faculty, and fellow students in any form of social media. The Health Insurance Portability and Accountability Act (HIPAA) guidelines are to be always maintained during classroom and clinical course activities.
2. Uploading, downloading, or distributing unauthorized pictures, videos, and course materials is strictly prohibited without the express written consent of the faculty or individuals concerned.
3. Use of social media, including texting, emailing, and social networking during class and clinical hours, is prohibited (see Use of Electronic Devices Policy). Inappropriate use of social media by an RT Program student will be considered a violation and subject to disciplinary action.

Orientation Procedure for New and Returning Students

The objectives for the orientation of new RT students are as follows (Refer to Appendix A):

1. Provide the new student with an opportunity to become familiar with the mission, administration, and organization of the Laredo College Radiologic Technology Program.
2. Provide the new student with an overview of the course curriculum and procedures.
3. Identify the responsibilities of the new student in the classroom and clinical areas by the philosophy and procedures of Laredo College and the Radiologic Technology Program.
4. Attendance for classroom and hospital orientation is mandatory for all new students.

Procedure

The student will be informed of the date and time to meet for the orientation.

Responsibilities

The RT Faculty will:

1. Welcome the new student.
2. Introduce the faculty and the clerical staff.
3. Describe the Organizational Chart of the Radiologic Technology Department and the Laredo College Administration.
4. Present the Mission/Philosophy, Program Goals, Expected Student Outcomes, and Program Outcomes of the Radiologic Technology Program.
5. Present and review the Joint Review Committee on Education in Radiologic Technology (**JRCERT**) standards and statement of eligibility requirement by the American Registry of Radiologic Technologists.
6. Discuss the Merit Award and Scholarship Availability.
7. Discuss the Comprehensive Examination in the Capstone course.
8. Present and review requirements for:
 - a. Updating address, etc.
 - b. Scheduling
 - c. Maintaining current immunization records
 - d. CPR certification requirements
 - e. Annual criminal background checks and drug screen

The RT Faculty will:

1. Review the Student Handbook and Procedures.
2. Discuss the purpose and functions of the class lab.
3. Explain scheduling and the hours of operation.

Student Radiologic Technology Club

The Student Radiologic Technology Club is an active part of the college and the community. The Student RT Club activities include workshops, guest speakers, community service projects, and participation in local and state conferences on various RT topics. These activities provide an opportunity to network with other RT students and representatives from many hospitals and organizations. The members are encouraged to have membership in the American Society of Radiologic Technologists (**ASRT**). However, membership is voluntary.

Student Representation on Departmental Meetings or Committees

Faculty encourage students to elect a student representative to represent individual class groups and to serve on select RT departmental meetings and/or committees once per semester. Meetings are scheduled when class is not in session. Notification of meetings is provided to students one week in advance.

Promotion/Progression

To progress within the Radiologic Technology Program, the student will:

1. Maintain a grade of “C” or above in all program prerequisite and technical courses from the RT curriculum for a student to progress in the program.
2. Complete the courses within the RT curriculum plan as outlined in the degree plan. Withdrawal from a co-requisite course will result in withdrawal from all other co-requisite courses regardless of the current grade in the course. A student deviating from the RT curriculum sequence may not be able to progress and may not complete the program in the intended period.
3. Achieve the minimum course requirements identified in each RT course according to the instructional and clinical objectives for that course. All assignments made in conjunction with each course must be fulfilled as assigned.
4. Complete all required examinations, lab practical, and quizzes at the time scheduled, except under extenuating circumstances (i.e., hospitalization, family emergency, natural disasters, etc.).
5. Successfully pass comprehensive examinations with 70% or better. If a student fails an exam, they must retake it with a passing grade. However, the original score will be recorded. Students are only allowed to repeat the exam twice. If the student fails the comprehensive exam total of three times, the student may be unable to advance the program.
6. Complete laboratory practical exams and safety components with a 70% or better grade. Students will be given three opportunities to pass a practical exam. If a student cannot pass a make-up lab practical after two attempts, the student will be required to complete previously failed lab practical components to proficiency based on the lab practical rubric as determined by the course instructor to progress in the program.
7. Clinical education requirements must be completed satisfactorily.
8. Successfully complete the comprehensive examination during the Capstone course that consolidates the program’s didactic and clinical experience with a 75% or better and pass the Capstone course with a “C” or better. The student must complete the standardized comprehensive final exam with a 75% or better (based on standardized exam parameters). Any student who does not meet this requirement will receive a grade of “F” and will not be eligible for graduation.
9. Abide by the code of conduct stated in this handbook and [LC Student Handbook](#) both in the classroom and clinical site(s). A breach of the code of conduct may prevent the student from progressing within the RT Program, depending on the severity of the violation.
10. Should a clinical affiliate request a student to be removed due to violations of the code of conduct, the student will be unable to fulfill the requirements for that clinical rotation and may serve as grounds for dismissal from the program.

Transferring RT Students from another RT Program

For a student to request a transfer to Laredo College Radiologic Technology Program from an RT Program at another institution, the following criteria must be met:

1. The student must make an appointment and meet with the LC RT Program Director.
2. The student has a one-year limit from the time they last took courses in the prior program to request admittance into the LC RT Program.
3. The student must meet the scholastic requirements outlined in the [LC Catalog](#) that govern the eligibility of the applicant for admission to the college.
4. The student must submit a completed Health Science Division application and an official transcript from the transferring institution.
5. A letter of good standing from the Program Director of the transferring institution must also be included with the application.
6. A complete description of RT courses taken must be provided.
7. The student must have earned at least a “C” in all transfer courses and shall demonstrate competency by testing (written examination and/or physical performance of skills) and passing (70% or greater) all the transferring academic and clinical RT courses.
8. All RT coursework and clinical training transferred to LC must coincide or match with the respective time frame of the Laredo College RT Curriculum.
9. Admission to the RT Program is contingent on space availability and RT Program Director approval.
10. All students must adhere to the RT requirements that are in effect when they enter the program.

Withdrawal Due to Non-Academic Reasons

Students are responsible for the withdrawal policies stated in the [LC Catalog](#) and the [Laredo College Student Handbook](#). A student who withdraws from an RT Program course(s) for the first time due to circumstances unrelated to grades must consult with the Program Director before dropping any course in the RT curriculum.

The following policies are applicable for withdrawal from the RT program:

1. The student must submit a formal letter explaining the reason(s) for the withdrawal and a plan of action for future success to the Program Director. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure.
2. If a student withdraws from a co-requisite course while enrolled in the program (such as a general education or RT course required to be taken concurrently in a semester), those courses may not be taken independently of one another. Withdrawal from a co-requisite course will result in withdrawal from all other co-requisite courses regardless of the current grade in the course. Consequently, the student will not be able to enroll in the next semester of the program.
3. If a student withdraws from the RT Program due to catastrophic reasons, personal illness, military call of duty, natural disasters, etc., they may request to continue in that program one time (see Readmission policy, page 24).
4. If a student withdraws from the program for any reason other than academic failure, they must meet with the Program Director within 48 hours to complete a student exit report. The student will receive a copy of this report upon request, which details re-admittance or re-application eligibility (see Readmission Policy, page 24). The original will be kept in the student's file.
5. A student desiring to withdraw from a course must withdraw officially through the Registrar's Office no later than the withdrawal deadline. Simply informing the instructor of a desire or intent to withdraw is not sufficient. It is the responsibility of the student to withdraw officially from a course. Failure to officially withdraw promptly may result in a grade of F for the course.

Withdrawal Due to Academic Failure

1. A withdrawal from an RT Program course due to a failing course average will constitute an academic failure.
2. Students who exit the RT Program due to academic failure during any semester of the program must re-apply according to the application process outlined in the [LC Catalog](#) and RT Student Handbook. Students must retake all RT courses upon readmission (this does not apply to the Capstone course).
3. If a student exits the program due to academic failure, they must meet with the Program Director within 48 hours to complete a student exit report. The student will receive a copy of this report upon request of re-admittance or re-application eligibility (see Readmission Policy, page 21). The original will be kept in the student's file.

Policy on Incomplete

Incomplete (I*) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course except for a final examination or other work that has been delayed on account of illness, other emergencies, or authorized absence. Students have a maximum of four months to complete the work. It is the responsibility of the student to plan within the time limit set by the instructor. If the course requirements have not been completed satisfactorily by the deadline set by the instructor, the grade of incomplete will be changed to an F for the course and will affect the student's GPA. For the student to be eligible for an incomplete, the student must pass the course with a 75% or greater in the completed course work. Students who properly withdraw from courses and students whose instructor drops any students who have not attended at least one class day will receive a grade of "W" for such courses through the time designated by the academic calendar.

Dismissal Policies

If a student is dismissed from the program for any reason, they should meet with the Program Director within 48 hours to complete a student exit report.

The following are grounds for dismissal from the RT program:

1. If a student receives a grade less than a “C” in any RT curriculum course or a score less than 75% in the comprehensive examination of the capstone course, the student will not be able to continue with program courses.
 - a. Students not fulfilling this criterion in the final capstone course, RADR 2235 Radiologic Technology Seminar, will be granted one last opportunity to retake the exam before the semester ends. If a student cannot complete the course with a grade of “C” or better and score a 75% on the comprehensive exam of the course, the student will be dismissed from the program.

The student must complete the standardized comprehensive final exam with a 75% or better (based on standardized exam parameters). Any student who does not meet this requirement will receive a grade of “F” and will not be eligible for graduation.
2. If a student violates the Student Code of Conduct as listed in the [LC Student Handbook](#) or the RT Student Handbook.
3. Behavioral problems will not be tolerated and are grounds for dismissal. This may prevent the student from re-applying or being re-admitted to the RT program.
4. The student does not adhere to the attendance policy as stated in the [LC Student Handbook](#) for didactic courses or does not meet the 100% attendance required for a clinical rotation.
5. A student fails to abide by safety precautions in the classroom or clinic as delineated in course requirements.
6. Unprofessional behavior that seriously jeopardizes the safety of patients, students, and/or clinical preceptors or staff.
7. The clinical site refuses to allow the student to return to the clinical site due to a breach of the Code of Conduct.
8. Any breach of a client's right to confidentiality or privacy by written or spoken form, including the copying of a patient's medical records by hand or electronic methods or posting of a patient's photo or personal and/or medical information on social media sites (Facebook, Twitter, etc.).
9. Abandonment of patient(s).
10. Confirmed positive drug test.
11. Failure to maintain a negative background check while in the RT program.
12. The student fails to meet any of the conditions of a probation contract during or after a probation period.

Re-Admission or Re-Application into the Program

The student who withdraws from the RT Program for catastrophic reasons, personal illness, military call of duty, natural disaster, etc., may request to continue in the RT program one time.

1. If a student withdraws from the RT program and is eligible to re-enter the program the following year, a notation will be made on the student exit report, and any specific requirements for re-entry will be noted.
 - a. A request to continue in the program must be in writing.
 - b. The student has one year from the time they withdrew from the program to request a continuance. If more than a year has transpired since withdrawing from the program, the student must submit a new application for consideration into the program
 - c. To continue in the program, the student must have passed all program courses before withdrawing with a grade of “C” or better. Students must re-test (written examination and/or physical performance of skills) in all program courses complete before withdrawing from the program and demonstrate competency by passing with a 70% or better before readmission.
 - d. Returning to the program is contingent on space availability.
 - e. All students must adhere to the requirements that are in effect at the time they continue in the program.
 - f. If a student misses the “one-year” window to re-admit, they must re-apply to the program, complete any specific requirements, if applicable, and go through the selection process to gain a position with the new class.
2. Being a prior student in the RT 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.
3. If a student is readmitted as a new student, the student must re-take all RT courses.
4. A student has only two attempts at the RT Program. Any student who withdraws from the RT Program or is unable to progress due to academic failure will only be eligible for readmission into the RT Program one time.
5. A student is NOT eligible for readmission into the RT Program if the student has been dismissed.

Student Complaints - Informal Process

The RT Program adheres to the [Student Complaints Policy](#) as stated in the LC Manual of Policy. If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the program director at Level 1. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Student Complaints - Formal Process

Laredo College has a formal process to address student complaints which have not been resolved through the established Laredo College Student Complaints Informal Process. Students who wish to file a formal complaint must follow the [Student Complaints Policy](#) outlined in the LC Manual of Policy.

Complaints About the RT Program, Faculty, Students, or Program Graduates

Concerns or complaints about the RT Program, faculty, a student or graduate of the RT Program by a clinical preceptor, the employer of a graduate, another student, or the general public should be directed in writing to the RT Program Director. The Complaint Referral Form can be obtained online from the RT Program's website or from the department secretary. Complaints may be submitted via email, fax, or mail. Records of the complaint forms will be kept for two years in a locked file in the Radiologic Technology Department Office. Neither the Board nor any College employee shall unlawfully retaliate against any member of the general public for bringing a concern or complaint.

The RT Program Director and RT faculty will review and investigate all complaints made against the RT Program, faculty, and RT student or graduate and will address the concerns and identify methods to resolve the issue. If the issue is not resolved, then the complaint should proceed with the appropriate chain of command:

1. Program Director
2. Dean of Health Sciences
3. Provost/Vice President of Academic Affairs

PROFESSIONAL STANDARDS, CODE OF CONDUCT, AND CODE OF ETHICS

Professional standards and ethics define behavior that applies values and moral standards to activities within a profession. One of the goals of the RT Program is to assist students in becoming safe, professional, and ethical clinicians. This goal is fulfilled by holding the student accountable for safe behaviors and establishing a code of ethics and conduct along with professional standards of behavior that will help the student meet the criteria expected by the profession. As a student at Laredo College, the RT student will abide by and follow the Professional Standards, Core Values, Code of Ethics, and Code of Conduct.

Professional Standards

Professional Behaviors: are attributes, characteristics, or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. Ten professional behaviors and definitions developed are:

1. **Critical Thinking:** The ability to question logically; identify, generate, and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information.
2. **Communication:** the ability to communicate effectively (i.e. verbal communication, nonverbal communication, reading, writing, and listening) for varied audiences and purposes.
3. **Problem-Solving:** the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
4. **Interpersonal Skills:** the ability to interact effectively with patients, families, colleagues, other health care professionals, and the community in a culturally aware manner
5. **Responsibility:** the ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community, and social responsibilities.
6. **Professionalism:** the ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Radiologic Technology profession.
7. **Use of Constructive Feedback:** the ability to seek out and identify high-quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.
8. **Effective Use of Time and Resources:** The ability to manage time and resources effectively to obtain the maximum possible benefit.
9. **Stress Management** is the ability to identify sources of stress and to develop and implement effective coping behaviors; this applies to interactions for self, patients and their families, members of the health care team, and in work-life scenarios.
10. **Commitment to Learning:** the ability to self-direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.

Adapted from May W., Kontney, L., Iglarsh, A. Professional Behaviors for the 21st century 2009-2010. Retrieved from <http://www.marquette.edu/physical-therapy/documents/ProfessionalBehaviors.pdf>.

Code of Conduct

Students enrolled in the RT Program will adhere to the Code of Conduct and Discipline and Discipline policy FLB(Local)/FLB(Legal) as outlined in the LC Manual of Policy while on campus and at a clinical site. An environment of acceptable behavior and conduct is required in the academic and clinical environment to ensure the health and safety of all individuals involved in the healthcare process. Infraction of the code of conduct, whether it occurs in the campus classroom or at a clinical site, may result in disciplinary action, including dismissal from the RT Program. Infractions of the

Code of Student Conduct include the following but are not limited to:

1. Any student deemed impaired because of mental and physical health, exhaustion, alcohol, or other mind-altering drugs that could expose clients, the public, students, and faculty unnecessarily to risk of harm.
2. Conducts that may deceive, defraud, or injure clients, the public, clinical facilities, personnel, other students, and faculty.
3. Failure to care adequately for patients or to conform to minimum standards of acceptable practice under the supervision of the faculty or designee of the facility.
4. Scholastic dishonesty or aiding another student in deceiving or attempting to deceive the faculty in obtaining an exam, quiz, assignment, and/or presentation; aiding another student during a lab practical examination by discussing any component of their lab practical exam with any peer, including case scenarios, data collection, interventions or strategies used for treatment or sharing feedback provided by the instructor.
5. Damaging or destroying school/clinical property or equipment or removing property or equipment from campus or a clinical site.
6. Using profane language or gestures.
7. Disrupt instruction by using cell phones, habitually late, or absent from class or clinical.
8. Assaulting others, demonstrating poor coping mechanisms, or becoming confrontational during the instructional process.
9. Refusing to adhere to the specified dress code and code of ethics.
10. Demonstrating behaviors that could be categorized as harassment.
11. It is grounds for dismissal from the RT program if a student's conduct is such that a clinical site refuses to allow the student to return to the clinical site.
12. Given the significance of the confidentiality issue and the issue of the protection of patients, any student found breaching the client's right to confidentiality will be dismissed from the RT Program. Copying and/or discussing client medical records are unacceptable and may be cause for dismissal from the RT Program.
13. A student who exposes a patient or other person to the risk of harm may be dismissed from the class. The student will receive a written warning, and the RT Program Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Program Director.
14. Possession or use of alcohol or drugs before class or a clinical rotation is prohibited. Students may be subject to random drug screening by the RT Program, an institutional or clinical facility where they are being trained.
15. Possession of firearms (excludes licensed concealed handgun holders), knives, or similar weapons or objects is strictly prohibited from LC or clinical sites.

Scholastic Dishonesty

The student in the RT Program will abide by the Scholastic Dishonesty policy as stated in the current LC Manual of Policy. Any student found guilty of dishonesty while in the academic (classroom) and/or clinical affiliation is subject to dismissal from the RT Program.

Disciplinary Action

The disciplinary action process includes the following:

1. Warning: the instructor or PD completes a counseling form (refer to Appendix D) that provides the student with a verbal or written warning as to their status.
 - a. The instructor will counsel the student to identify the problem and make recommendations for improvement.
 - b. The student will develop a plan of action with the instructor that includes an acceptable timeframe to correct the problem.
 - c. The instructor will monitor the compliance of the plan.
 - d. This step may be skipped at the discretion of the instructor or PD.
2. Conference: the instructor or PD meets with the student in a formal conference.
 - a. The instructor completes an instructor/student conference form (refer to Appendix E) that documents the performance deficit, remediation requirements, action plan, and timeframe for completion.
 - b. Failure to comply with the terms in the conference plan may result in the student being placed on probation or dismissed from the RT Program.
3. Probation: this is a trial period where the student must improve or be dismissed from the program.
 - a. The student may be placed on probation for the following reasons, but are not limited to:
 - i. Failure to comply with the terms outlined in the conference report
 - ii. Unsatisfactory academic performance
 - iii. Unsatisfactory clinical performance
 - iv. Unprofessional, unethical, or unsafe behavior in the academic or clinical setting
 - v. Unsatisfactory attendance or punctuality
 - b. The student will meet with the instructor and PD to complete a probation contract (refer to Appendix F) listing the expectations that must be followed during the probationary period.
4. Dismissal: the student may be dismissed from the RT program for the following reasons, but are not limited to:
 - a. The student fails to meet any of the conditions of the probation contract during or after the probation period
 - b. Criteria listed under Dismissal Policies in the RT Student Handbook
 - c. The nature of the event is so severe that it calls for the immediate dismissal of the student from the RT program
 - d. If the event occurred after the last day to withdraw from a course, the student would receive a grade of "F."

GRADING SYSTEM

The educational process in the RT Program courses consists of both classroom and clinical work. Since the ability to function in both areas is essential to a radiologic technologist, RT students are required to maintain a satisfactory grade ("C" or better) in both didactic and clinical practice to progress through the RT curriculum. A minimum grade of "C" is required to progress through the RT curriculum. The grading system for RT didactic and clinical courses will adhere to the following formula:

100 to 89.50	A
89.49 to 79.50	B
79.49 to 69.50	C
69.49 to 59.50	D
59.49 or below	F

Canvas

Canvas is the institutional learning management system used to deliver course content for face-to-face, online, and hybrid courses. The faculty of the record is responsible for delivering course contents such as calendars, assignments, exams, student grades, and faculty correspondence with a student through Canvas.

Methods for Assessment

Various assessment tools will be utilized to assist the instructor in determining whether the student is progressing toward the achievement of course objectives. The assessment tools may consist of any of the following: exams (computer-based), lab practical (skills performance), quizzes, written assignments, oral presentations, individual or group projects, case reports, or case studies.

Assignments

All required work must be submitted on time. No late work will be accepted.

Exam Schedule

The student will be provided with the course syllabus containing a schedule of dates for written exams, practical evaluations, and major assignments or projects that occur during the semester. The student's responsibility is to plan and prepare accordingly for exams as per the class schedule. Unit exams will be scheduled in advance to correlate with completing a portion of the content.

A student must communicate with the course instructor if they are unable to take an exam before the scheduled exam date. A written, verifiable excuse or documentation of the circumstances for missing the exam must be provided. The type of documentation will be at the discretion of the course instructor. If there is no communication before the administration of the exam, a zero will be recorded. The type/format of make-up exams administered will be at the discretion of the course instructor (i.e., essay, etc.).

Computer-based Examination and/or Quizzes

The following examination policy and procedures are in addition to the procedures in the current LC catalog.

1. All personal belongings must be placed in a designated area before the exam, including all electronic devices, e.g., cell phones, etc.
2. The instructor will determine what additional aids may be used during the examination (e.g., paper, pencil, pen).
3. Examinations and/or quizzes will be proctored in addition to using Respondus and Lockdown Browser.
4. Students may not leave the computer room once the examination has begun.
5. Students found cheating will be given a zero for the examination and will be dismissed from the program for violating the Student Code of Conduct. (Refer to Dismissal Policy Section)
6. Times and dates for the review of examinations will be announced.
7. The computer-generated student's response report is the official document when assigning a student's examination score.
8. If a student is unable to take an exam at the scheduled time, they must notify the course instructor before the time of the exam. Failure to do so will result in a score of zero for the exam. The instructor will determine the type of make-up examination. The student must take the make-up exam within seven (7) calendar days of the original exam date.
9. No examination grades will be dropped when determining the Final Grade.
10. A basic calculator may be used during an examination. The computer drop-down calculator may be used at the discretion of the instructor.
11. Exams/Quizzes may be paper-based at the faculty's discretion.
12. The exam results will be posted via Canvas upon completion of the exam. Official grades will be posted on the student's transcript and can be accessed online via the campus website.
13. No food or beverages are allowed in the computer lab or classroom during testing.
14. Students arriving late to an exam will have the time remaining from the scheduled start time of the exam to complete their exam.

Exams and Quizzes

To progress through the RT curriculum and promote success in RT courses, students must pass each course with a grade of 70% or better. All computerized assessments are the property of the LC RT Program and will not be retained by the students. Faculty will retain exams and quizzes for the duration that the student is enrolled in the RT Program. Any paper-based exams or quizzes will be shredded once that timeframe is completed.

The course instructor will determine the grading and administration of quizzes. The student is advised to acquaint themselves with the material covered on the quiz to help prepare the student for the next exam.

Lab Peer Assessments/Skills Check-Off

Lab peer assessments/skills check-offs assist in determining competency in the application of data collection and intervention skills. After completing didactic instruction, students must practice selecting skills with peers and document required skills using the competency skills check-off list. The skills check-off list will include the expectations that must be met to be approved for that skill. The student's responsibility is to ensure that they are checked off on every required skill.

Lab Practical Exams

Laboratory practical exams determine whether a student demonstrates satisfactory performance in knowledge, skill, and safety to provide treatment. Students must complete a practical lab exam. Students must pass with a grade of 70% or better and complete the safety components of the practice to be considered as possessing safe behaviors and skills necessary to progress to a subsequent course or clinical rotation. If a student cannot pass a practical exam on the first attempt, the actual grade will be recorded, and the student will be allowed one make-up practical exam.

If the student cannot pass the make-up lab practical exam, the student will receive a grade of zero, and the student will be required to complete previously failed lab practical components to proficiency based on the practical rubric as determined by the course instructor to progress in the program.

Students playing the role of a patient should not assist peers through gestures or verbal or written suggestions on how to perform lab skills during a practical lab exam. Students are not to discuss any component of their lab practical exam with any peer, including case scenarios, data collection, interventions, or strategies for treatment, nor feedback provided by the instructor. Failure to adhere to this policy will be considered scholastic dishonesty and will be grounds for dismissal from the RT Program.

Review of Examination

All examinations will be reviewed with the student after all students have taken the exam. A review of the examination will be scheduled at the next class meeting in the presence of a faculty member. All exams are considered property of the RT Program.

The student may not take notes, pictures, audio recordings, or screenshots/photocopy exam questions. Violating this procedure is considered scholastic dishonesty, and the student will be withdrawn from the program. Grades will be provided once computer-based exams are submitted. Due to the thorough assessment process required in grading lab practical exams, grades will be made available one week after testing. Students are responsible for scheduling an appointment with the instructor to receive individual feedback regarding lab practical exam results.

Make-Up Assignments/Quizzes

Students are responsible for arranging with the instructors to make up assignments. The instructor will identify if any penalty will be assessed in the make-up process of the course.

Quizzes are given at the discretion of the instructor. There will be no make-up for quizzes, regardless of the circumstances, with a grade of zero recorded for missed quizzes.

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 Provost/Vice-President of Academic Affairs.

Only students with excused absences will be allowed to make up an examination, and a written request must be submitted to the instructor upon returning to the class explaining why the student failed to take the test. The student's responsibility is to request a make-up test date on the first day upon returning to class. Once this information has been submitted, the instructor will set the exam date and will select the appropriate test format (oral, essay, multiple-choice, etc.). Failure to complete the make-up test/final on the scheduled date will result in a grade of zero.

Make-Up Lab Practical Exam

The make-up of a lab practical will be allowed only when the student presents an excused absence. The student must submit a written request to the instructor explaining why the student failed to take the lab practical. The student is responsible for submitting a request the first day upon returning to class for a date to make up the lab practical. The instructor will establish the date for the lab practical. Failure to complete the make-up lab practical exam on the scheduled date will result in a grade of zero.

Final Exams

A comprehensive final exam for each course will be administered during the final week of every semester. The course syllabus will indicate the percentage weight of the comprehensive final exam.

Comprehensive Exam

The student will be required to complete a computer-based comprehensive exam as part of the RT Curriculum. The exam must be completed with a score of 75 or better before completing the Capstone course of the RT Program. The student must obtain the required score outlined in the course syllabus to complete all course requirements and be eligible for graduation. The student must complete the standardized comprehensive final exam with a 75% or better (based on standardized exam parameters). Any student who does not meet this requirement will receive a grade of "F" and will not be eligible for graduation. The comprehensive final examination will be scheduled according to the schedule printed by the Office of the Provost/Vice President of Academic and Student Affairs.

Student Meetings to Discuss Progress

Students will be scheduled at midterm to meet individually and privately with the Program Director at least once per semester to discuss academic performance, adherence to program policies and procedures, professional behaviors, and previously identified remediation/action plans. The instructor/student conference will be documented on the Instructor/Student Conference form.

A student scoring below 70% on an exam or lab practical exam will meet with the instructor for counseling as delineated in the Referral for Tutoring Policy to complete a remediation/tutorial agreement before the next scheduled exam or lab practical exam. All instructor/student conferences will remain confidential.

Departmental Procedure for Appeal of a Grade

Grade determination and the awarding of a final grade in a course are the instructor's responsibilities. Final grade reports will be available to the student online through LC Passport within a reasonable time following the end of the course. A student who wishes to question the final grade earned in a course or a grade earned in a class activity should follow the

Departmental Procedure for Appeal of Grade Process:

1. The student meets with the instructor of record who issued the grade.
2. If the issue is not resolved, the student should request a meeting with the Program Director.
3. If the issue is not resolved, the student should request in writing a meeting with the RT Program Committee.
4. If the issue is not resolved, the student should request in writing a meeting with the Dean of Health Sciences.
5. The student may request a review by the Provost/Vice President of Academic Affairs after all other avenues have been exhausted to review the grade. Student grades are an academic matter; therefore, there is no further appeal beyond the Provost/Vice President of Academic Affairs Office.

After the final course grade is issued, a student will have two weeks (10 working days) to appeal the grade.

After a class assignment grade is issued, a student will have one week (five working days) to appeal the grade.

Referral for Remediation/Tutoring

Should the student's exam score fall below the minimum pass grade requirement, the student is responsible for the following:

1. Schedule and meet with the course instructor after reviewing the exam within 24 hours of receiving the grade.
2. Complete a remediation/tutorial agreement with the faculty member within the designated time before the next scheduled exam.
3. Successfully implement the remediation/ tutorial agreement within the designated time and before the next exam.

Remediation

The remediation/tutoring assignments may consist of any or all of the following:

1. A review session (notification of location designated by the instructor)
2. Assignment as designated by the instructor
3. Computer assignments
4. Peer assessment

Students who do not comply will not be allowed to sit for the next scheduled exam, and a zero will be recorded for that exam. It is the student's responsibility to meet with the faculty.

ATTENDANCE

Class

Students are responsible for the attendance policies stated in the [LC College Catalog](#) and course syllabi where applicable. Due to the volume of information delivered during the lecture and lab components for each course in the RT program, students are expected to have regular and punctual attendance in all classes and laboratory periods regularly. Classes start promptly, and tardiness is unacceptable. Consistently entering or leaving the room when a lecture or a presentation has begun is disruptive and reflects disregard toward others. It is the student's responsibility to contact the instructor before the start of class if circumstances beyond the student's control arise that will result in tardiness or will prevent attendance. Excessive absences, tardiness, or leaving early from class or clinical may result in disciplinary action.

Instructors will keep an accurate record of each student's attendance and may provide an opportunity for a student who presents a reasonable excuse for an absence to make up work that was missed. The student is responsible for obtaining missed material when absent from class/lab.

A student who does not explain an absence will have that absence classified as unexcused with a grade of zero awarded for any test, assignment, or, laboratory which occurs or is due during such absence with no opportunity to make up work that was missed. Specific attendance policies for the RT classes, labs, and clinical are explained in the syllabus for each course. Refer to the course syllabus. In recognition of the importance of regular attendance, the college does not allow any cuts on the part of students, nor does it allow instructors to give walks or dismiss classes early, except after the completion of a major examination or, in some cases, completion of a laboratory assignment. Instructors will pace instruction to regular class attendance, not allowing students who do not attend regularly to slow the pace of the class.

Clinical

Refer to the attendance policy under Clinical Education of this handbook.

RT PROGRAM DRESS CODE

All RT students will be governed by the current dress policy to begin to demonstrate professionalism both in the classroom and laboratory. This procedure is periodically reviewed and revised by the RT program faculty.

Classroom Attire

While on campus, the student is required to adhere to the RT Program student uniform dress requirement, which consists of a black scrub top with the program logo, black scrub pants, closed-toe, rubber-soled shoes (i.e., tennis shoes), and a watch with a second hand or digital watch allowing timing of seconds must be worn (no smart watches allowed). Students not in proper uniform attire will receive one verbal warning. Subsequent incidents will result in points being deducted from the professional behaviors grade and may result in disciplinary action.

Laboratory Attire

Students who are not in proper lab attire will receive one verbal warning. Subsequent incidents will result in points being deducted from the professional behaviors grade and may result in disciplinary action.

Clinical Attire

Please refer to Clinical Education Dress Code.

Other Dress Code Requirements

All RT students are required to adhere to the following Dress Code requirements while on campus or at a clinical facility:

Personal Appearance

1. Good personal hygiene via daily bathing, use of deodorant, regular shampooing of hair, and brushing of teeth.
2. Hair should be neat, clean, and should not interfere with the performance of duties. Shoulder-length hair and longer must be tied back so that it does not fall loosely over the face and shoulders. The instructor must approve accessories. Hair color must be of natural tones.
3. Hairbands are permitted if they match scrubs or hair color (less than 1"). Fashion headscarves or skullcaps are not allowed.
4. A black headscarf may be worn as part of the clinical uniform for religious purposes.
5. Nails should be short and clean. Nail polish, if worn, should be clear in color. Artificial nails/ tips/ gel/ dip/ decorative designs/ any appliques are not permitted.
6. Makeup should be worn in good taste. Only moderate application is allowed.
7. No offensive perfume or cologne.
8. Tattoos or any body decorations should be covered.
9. RT student classroom uniform that is clean and wrinkle-free; consists of black scrubs with the embroidered program logo.
10. Faded/yellowish, discolored, ripped clothing is not acceptable.
11. All clothing should fit loosely (not skin tight) and be non-see-through, with no visible cleavage or low-rise pants showing the top of the buttocks. No spandex/tight-fitting leggings allowed.
12. If body hair, tattoos, or undergarments are visible, a black undershirt is required to be worn under the scrub top.
13. Shoes should be closed-toe and clean. No open-toe shoes, sandals, or clogs.

Jewelry

No jewelry is allowed for clinical rotations except a plain band and one wristwatch (no smart watches allowed). Necklaces, bracelets, earrings, and rings with stones must not be worn. The clinical and affective evaluation grades will be affected if the policy is not followed.

A wristwatch with a secondhand or digital watch that allows the timing of seconds must be worn (no smart watches allowed).

Clinical Education Clinical Competencies

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

Implementation

The RT Program Director, in consultation with the Clinical Coordinator and Clinical Preceptors 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 the progression of required radiologic competencies. While at clinical training, the students will not perform any radiographic procedure before obtaining and passing a classroom laboratory competency evaluation on the stated radiographic procedure. The students will adhere to a dated semester clinical syllabus which shall identify program policies and procedures concerning morning, lunch, and afternoon breaks and all applicable radiographic procedures, which can be performed by a radiography student. The given time of breaks and lunch periods will be given at the discretion of the clinical site.

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 preceptor Evaluation - Completed by instructor/clinical preceptor 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.
- Terminal Competencies – After completing the last clinical practicum course, terminal objectives are evaluated to assess final competency and entry-level skills.
- Direct supervision – Direct supervision assures patient safety and proper educational practices. JRCERT defines direct supervision as student supervision by a qualified radiographer who:
 - o reviews the procedure for the student's achievement
 - o evaluates the condition of the patient about the student's knowledge
 - o is physically present during the conduct of the procedure
 - o reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved.

- Indirect supervision - Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

Clinical Rotation Hours for Summer I, and Summer II

To meet the THECB's required minimum clinical hours (192) the RT program's SSI and SSII schedules may be amended and not coincide exactly with the days and hours of the general LC course schedule. The RT program usually begins its summer schedule before the LC general course schedule.

Student Examination Log and Attendance Policy

1. The student must keep an accurate record of all examinations performed on their Trajecsyst account.
2. The Clinical Preceptor will instruct the student on how to maintain patient confidentiality and identify records so that the images can be retrieved and reviewed by the Clinical preceptor or Clinical Coordinator at the clinical sites. All policies regarding the confidentiality of patient information will be followed.
3. The Clinical Coordinator must verify all attendance records.

Trajecsyst Usage Policy

1. Students will utilize Trajecsyst for all their clinical competencies and attendance.
2. All procedures completed by the student must be entered into the Trajecsyst system consistently, basis and the use of patient identifiers is strictly prohibited.
3. When a student must repeat one or more images, the student must follow the repeat image policy.
4. Students are allowed only "2" Time Exceptions per semester for the failure of clocking in or out. (Example: Failure to clock in or out of shifts, tardies...) Students MUST communicate those exceptions to the clinical coordinator ASAP.
5. Is the students' responsibility to record and advise the instructor when they are absent and provide a brief comment on why they are absent. There is no make-up time/tardiness allowed during clinical rotations. (Absence entries will not count towards the "2" allowed Time Exceptions as this is for tracking purposes only)

Trajecsyst Usage Procedure

1. The student must keep an accurate record of all examinations performed in their Trajecsyst examination log, including keeping track of their repeat images.
2. Exceeding the "2" Time Exceptions in a semester, failure to maintain examination logs or attendance records will result in the following:
 - a. 1st Noncompliance: Written Warning.
 - b. 2nd Noncompliance: Final grade will drop one letter grade, with a "B" being the highest the student can receive.
 - c. 3rd Noncompliance: Final grade will drop another grade, with "C" being the highest the student can receive.
3. Falsification of attendance records will be considered grounds for disciplinary action and will lead to suspension and dismissal if proven.

**All Trajecsyst users have access to the online User Guide which provides informational video tutorials.

Campus Laboratory

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

Clinical Participation

Clinical participation consists of the observation of, assistance to, and 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 preceptor and LC faculty may perform the clinical evaluation.

The clinical preceptor and any radiographer will assist and help the RT student with:

Repeat radiographic examinations on patients in 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 RT program director for clarification.
- b. The RT student will work in their assigned clinical workstation. A clinical preceptor may direct them to a different workstation as workloads vary. At no time is it acceptable to leave your workstation without the direct knowledge of your clinical preceptor.
- c. The RT student will not leave any patient unattended at any time.
- d. The RT student will abide by his clinical schedule unless specifically asked to change the schedule or hours by the clinical preceptor.
- e. The RT student will not argue with hospital employees at any time. Contact your clinical preceptor after completing the task or duty when disagreements arise.
- f. The RT student will conduct themselves professionally and will abide by the ARRT Code of Conduct and the LC Code of Conduct.
- g. In the absence of your clinical preceptors, the clinical supervisor/chief technologist of your assigned affiliate becomes your immediate supervisor.
- h. The RT 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.

Verification of Documents

Before the clinical experience, the student must have documented proof of the following:

1. Physical exam
2. Required immunizations: Hepatitis B vaccine series (HBV); measles, mumps, rubella (MMR); varicella (chickenpox) vaccine or documented exposure; Tetanus/Diphtheria/Pertussis (Tdap); bacterial meningitis; flu vaccine
3. Current TB skin test (annual)/chest x-ray (every 2 years)
4. Current American Heart Association BLS Healthcare Provider CPR Certification
5. Negative criminal background check
6. Proof of negative drug 10-panel drug screen
7. Negative Covid-19 test(s) – if needed
8. Student liability insurance

****The student will assume the total costs of the physical exam, immunizations, CPR certification, criminal background check, and drug test.**

Student Liability Insurance

All RT students must purchase professional liability insurance before being allowed onto the clinical site. This insurance fee is included in the tuition fees for the fall semester courses.

Conduct

The student must be aware of and abide by the facility's policies & procedures; the Code of Conduct and Code of Ethics of a radiologic technologist; the RT Program policies & procedures; and the LC Student Handbook. The clinical site reserves the right to refuse admission to any student involved in any activity not considered professional or conducive to proper patient care. If the student is asked to leave the clinical for just cause and the Clinical Coordinator/Program Director substantiates this after further investigation, the student will be dismissed from the program.

Students will adhere to the following:

1. Students will professionally conduct themselves at all times. Unwarranted conversation, giggling, excessive noise, inappropriate laughter, dirty jokes, gossip, and loitering are unprofessional behavior that will not be tolerated.
2. Students will not discuss personal problems with patients or staff.
3. Students will not engage in conversations with staff or fellow students within the patient's hearing range that is not intended for the patient to hear.
4. Students will abide by the LC policy on the **Use of Electronic Devices** as stated in the current LC Student Handbook. Students will put personal cell phones on vibrate and store them away from patient treatment areas. Electronic devices should only be used during a scheduled break (lunch period). Emergency use of phones or other electronic devices should be discussed with the clinical preceptor first.
5. Students will not chew gum or eat/drink in front of patients.
6. The student must provide the clinical preceptor with current emergency telephone numbers and home telephone numbers.
7. The student will always remain busy while in the clinic via direct patient care, observing treatment by another discipline, observing a new treatment technique, reading a textbook, reviewing a lesson, etc.
8. The student will not leave the clinic area without permission from the clinical preceptor, nor leave early for lunch or at the end of the day.
9. If the clinical preceptor must leave early or is absent, it is the student's responsibility to determine who will substitute for the clinical preceptor and relay this information to the Clinical Coordinator.
10. The student will not discuss other patients, clinical preceptors, personnel, or clinical sites.
11. The student will be courteous to patients and staff, professionally conducting themselves at all times.
12. The student will not become personally involved with a patient.
13. The student will not become personally involved with clinical staff members during the length of the clinical rotation, including after hours.
14. The student will direct any concerns or issues with the Clinical Coordinator or Program Director related to the clinical facility or clinical preceptor.

Confidential Information

The Radiologic Technology Program students will abide by the Health Insurance Portability and Accountability Act (HIPAA) to safeguard the confidentiality of health record information. All hospital and clinic records are confidential and any requests for information concerning a patient should be referred to the clinical preceptor. Patient information should only be discussed with the clinical preceptor privately. Students are reminded not to discuss classmates' performance nor criticize previous clinical sites or clinical preceptors with individuals at the current clinical site. Violation of HIPAA or confidentiality policy will lead to dismissal from the program.

Students are reminded not to discuss classmates' performance nor criticize previous clinical sites or clinical instructors with individuals at the current clinical site.

Clinical Orientation

The RT Program student must attend a mandatory orientation of the clinical facility annually (Laredo Medical Center, Doctor's Hospital). Failure to attend will preclude a student from attending any clinical rotation. An accurate record of a student's attendance will be maintained.

Clinical Site Assignments

The RT Program strives to provide the student with clinical experiences including inpatient and outpatient settings. Students will treat a variety of medical conditions including medical, orthopedic, and neurological conditions. The Clinical Coordinator will assign a student to a clinical education site based on the type of clinical setting needed to fulfill skill requirements based on clinical education course objectives. Students' input concerning the type of setting that interests them is welcomed, however, the RT Program/Clinical Coordinator makes the ultimate decision regarding placement.

Student Transportation

The student is expected to provide transportation to and from the clinical site and is expected to report on time to the appropriate assigned agency.

Structure of Clinical Education

Each of the clinical rotation courses consists of specific objectives and competency requirements that are to be met by each student. The overall structure of the program's clinical education component reflects the progression of required competencies. The student must demonstrate mastery of the minimum number of skills required for each clinical education experience to progress to the next level within the RT Program. It is the student's responsibility to ensure that all required skills are completed before the end of the clinical experience.

Clinical Education Attendance

To meet accreditation requirements, 100% attendance is required in all clinical affiliations and students must complete the required number of hours and weeks for each clinical site. Students must remember that completing required objectives and competencies must be met while the assigned clinical preceptor is on duty.

Clinical Education Absences

Students must complete the clinical day as described in the course schedule book. Leaving a clinical site early is unacceptable and will result in disciplinary action.

All missed clinical days (excused/unexcused) will result in a "zero" for one mandatory clinical competency grade.

If absent, failure to contact the Clinical Coordinator before the assigned reporting time constitutes an unexcused absence.

- Being absent for two unexcused consecutive clinical days in the Summer semester may be meant for student dismissal from the program.
- Being absent for two unexcused consecutive clinical days in the Fall and Spring semesters may be meant for student dismissal from the program.

Clinical Education Tardiness

Tardiness is defined as “not being in your assigned area as scheduled.” RT students are expected to be at their assigned clinical site at the time designated by the Clinical Coordinator. Habitual tardiness will not be tolerated under any circumstances and will result in disciplinary action. Any student having an unexcused absence (student fails to call and notify the Clinical Coordinator) will be counseled by the Clinical Coordinator or Program Director.

If unavoidable circumstances arise resulting in tardiness, the student is responsible for contacting both the clinical site and the Clinical Coordinator before the scheduled clinical time.

Clinical Education Lunch and Work Breaks

Lunch breaks are scheduled according to facility protocol, which may consist of 30 or 45 minutes depending on the clinical site for lunch.

A work break is a privilege and should not be abused. The student should not arrive at the clinical site and then take a break. The student should only take a break according to facility protocol and with proper authorization from the clinical preceptor.

- Being late (4 minutes or more) from lunch for three unexcused consecutive clinical days may be means of one absence. The grade will be affected in both the clinical and affective evaluation forms.

Clinical Dress Code

The students must adhere to the same RT Program Dress Code and Other Dress Code requirements for clinical rotations. A student found non-compliant with rules of dress in a clinical setting may be sent home.

A. Acceptable dress code for RT female students includes:

1. Black scrub jacket.
2. Black scrubs.
3. Black nurses' shoes or completely black athletic shoes.
4. On the left shoulder of the uniform black scrub jacket, the LC school patch is sewn 2 ½" below the seam.

****UNACCEPTABLE DRESS****

- Uniforms with lace or other decorative finishing
- Open-toe or mesh shoes, sandals, clogs
- Faded/yellowish, discolored, or ripped clothing is not acceptable.

B. Acceptable clinical dress for RT male students includes:

1. Black scrub jacket.
2. Black scrubs.
3. Black shoes or completely black athletic shoes.
4. Black socks; no design.
5. On the left shoulder of the uniform black scrub jacket, the LC school patch is sewn 2 ½" below the seam.

****UNACCEPTABLE DRESS****

- Long-sleeve shirts under short-sleeved smocks
- Colored shirts or colored undershirts under smock/lab coat
- Open-toe or mesh shoes, sandals, clogs
- Faded/yellowish, discolored, or ripped clothing is not acceptable.

All RT students are required to adhere to the following dress code while at a clinical facility:

Personal Appearance

1. Good personal hygiene via daily bathing, use of deodorant, regular shampooing of hair, and brushing of teeth.
2. Hair should be neat, and clean, and should not interfere with the performance of duties. Shoulder-length hair and longer must be tied back so that it does not fall loosely over the face and shoulders. The instructor must approve accessories. Hair color must be of natural tones.
3. Hairbands are permitted if they are white or match scrubs or hair color (less than 1"). Fashion headscarves or skullcaps are not allowed.
4. A black headscarf may be worn as part of the clinical uniform for religious purposes.
5. Nails should be short and clean. Nail polish, if worn, should be clear in color. Artificial nails/ tips/ gel/ dip/ decorative designs/ any appliques are not permitted.
6. Makeup should be worn in good taste. Only moderate application is allowed.
7. No offensive perfume or cologne.
8. Tattoos or anybody decorations should be covered.
9. RT student classroom uniform that is clean and wrinkle-free; consists of black scrubs with the embroidered program logo.
10. Faded/yellowish, discolored, or ripped clothing is not acceptable.
11. All clothing should fit loosely (not skin tight) and be non-see-through, with no visible cleavage or low-rise pants showing the top of the buttocks. No spandex/tight-fitting leggings allowed.
12. If body hair, tattoos, or undergarments are visible, a black undershirt is required to be worn under the scrub top.
13. Shoes should be closed-toe and clean. No open-toe shoes, sandals, or clogs.

Jewelry

No jewelry is allowed for clinical rotations except a plain band and one wristwatch. Necklaces, bracelets, earrings, and rings with stones must not be worn. The clinical and affective evaluation grades will be affected if the policy is not followed.

A wristwatch or digital watch allows the ng timing of seconds must be worn (no smart watches allowed).

HEALTH AND SAFETY

Campus Safety

The Campus Police Department is located in Academic and Advanced Technology Center Room C-126, ext.,4303 or at 956-794,-4303 and is staffed 24 hours a day/7 day a week. Students and faculty are asked to report any suspicious activity, crime, or emergency occurring on campus in person. Please refer to the individual course syllabus regarding emergency procedures to follow when reporting a fire, injury, illness, person down, stalking, or threat assault.

LC Alert is the campus notification system that contacts students, faculty, and staff via landline, cellphone, email, or text message (SMS cell phone) in an emergency or campus closure. Students may register voluntarily basis free of charge other than the standard fees associated with individual text messaging services. Refer to **LC Alert** on LC's website.

The student is responsible for adhering to specific safety policies set by the facility when participating in off-campus laboratories, observation experiences, or clinical affiliation activities. If an LC student is injured, becomes ill, or is exposed to potentially harmful substances during any of these off-campus activities, the student must follow the reporting procedure listed in the RT Student Handbook, Incident Report: Procedure for Student Injury, Illness, Exposure to Substances.

Emergency/Fire Evacuation Plan

The College of Health Sciences building is equipped with a fire alarm system. In the event of a fire, the system will be activated, and the fire department will be alerted. The building is equipped with fire extinguishers with a fire extinguisher located in the RT classroom. Fire evacuation plans are posted throughout the building to show how the location of fire exits and evacuation routes. In the event of a fire, immediately activate the fire alarm, and call 911, then the Laredo College Campus Police Department at 794-4303. Students should exit the building to the designated area. Students should stay with faculty during a building evacuation and follow their directions. Students should not leave the premises until directed to do so by their faculty.

Disability & Title IX

The Radiologic Technology Program adheres to Laredo College Title IX and Disability Policy (please refer to the current syllabi).

Health Services

Laredo College does not provide health care services. Should an emergency arise while the student is on campus, Campus Police and/or the 911 system will be utilized.

Occupational Exposure to Infectious Agents

By 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 immediately and follow the policy and procedure for infectious agent exposure.

Communicable Diseases

The Radiologic Technology Program adheres to Laredo College's Notifiable Conditions statement (refer to the current syllabus). The student is expected to report physically and mentally fit to the clinical sites. A student identified as having a communicable disease (e.g., TB, Scabies, etc.) must be treated and obtain a release form from a U.S. licensed physician or nurse practitioner indicating that the student is non-communicable and may return to the RT Program.

Incident Report

Procedure for Student Injury, Illness, Exposure to Substances

If an LC student is injured, becomes ill, or is exposed to potentially harmful substances while in the role of student RT during academic, laboratory, or clinical affiliation activities, the student will:

1. Address the injury, illness, or exposure immediately and report the injury to the instructor or clinical preceptor immediately.
2. If the incident occurred on campus, the student must refer to the Campus Police personal physician, or call 911. If the incident occurred in the clinic, the student must be sent to ER or be referred to their physician.
3. Request that the supervisor call the Academic Coordinator of Clinical Education and notify her of the incident as soon as possible.
4. Complete an incident report at the clinical site and the LC Safety and Risk Management Office.
5. Follow up with their physician if necessary.
6. The student must contact Laredo College's Safety and Risk Management Office and complete an accident health insurance coverage form. Primary insurance will be filed for payment and LC insurance will be filed for expenses not covered by the primary insurance.
7. If the student has no other health insurance coverage, the LC insurance will cover expenses up to \$10,000 per occurrence. LC insurance does not cover any underlying condition.
8. The student is responsible for the expenses incurred.
9. Contact the Safety and Risk Management Office for further questions.

GRADUATION

Graduation eligibility requires the student to have satisfactorily completed the prescribed curriculum requirements with a 70% or better grade in all courses listed in the RT Program curriculum as stated in the LC Catalog.

Graduate candidates must apply for graduation in Billy Hall Student Center, room 113 before or on the date specified in the college calendar to receive their LC degree. RT graduates are awarded an Associate of Applied Science degree in Radiologic Technology when completing all courses within the RT curriculum.

RT PROGRAM COMPLETION

A student who completes the requirements of the RT Program curriculum as printed in the Laredo College Catalog earns an Associate of Applied Science Degree in Radiologic Technology and becomes eligible to take the American Registry of Radiologic Technologists (ARRT) in Radiologic Technology (RT). Upon successfully passing the national exam, the graduate will be licensed to practice as a Radiologic Technologist.

JOB PLACEMENT

Students can receive information about current job availability through:

- The Employment Assistance Services in the Workforce Development Center is located in the Yearly Library room 201 at the Fort McIntosh Campus.
- Job fairs hosted by local hospitals.
- Job fairs hosted by LC.
- Posted employment opportunities on various Health Sciences Division bulletin boards, and sent courtesy emails to graduates up to one year after graduation.

Appendices



**APPENDIX A
LAREDO COLLEGE
ASSOCIATE OF APPLIED SCIENCE DEGREE
RADIOLOGIC TECHNOLOGY PROGRAM
New Student Orientation Form**

Student Name (Print) _____

Please mark each question with the appropriate response.

Were you provided with the following?

☐ Yes ☐ No Organizational Charts

☐ Yes ☐ No Student Handbook

Were the following objectives met?

☐ Yes, ☐ No Provided the new student with an opportunity to become familiar with the philosophy, administration, and organization of the Laredo College RT Program.

☐ Yes ☐ No Provided the new student with an overview of the course curriculum and procedures.

☐ Yes ☐ No Identified the responsibilities of the new student in the classroom and clinical areas by the mission/philosophy and procedures of Laredo College and the RT Department.

Were the following activities completed by the indicated person(s)?

RT Faculty

☐ Yes ☐ No Introduced department faculty and clerical staff

☐ Yes, ☐ No Presented the organizational charts; Philosophy and Outcomes of the RT Program, JRCERT Standards, Pregnancy Policy, Licensure information, Comprehensive Examination, and the Awards/Scholarship.

RT Faculty

☐ Yes ☐ No Review of RT Student Handbook

☐ Yes, ☐ No Forms completed

- a. Address, etc.
- b. Scheduling
- c. Immunization Record
- d. CPR certification requirements
- e. Annual Criminal Background checks

RT Faculty

☐ Yes ☐ No Purpose and function of simulation/computer lab

☐ Yes ☐ No Schedule and hours of operation Student Radiologic Technology Club

☐ Yes ☐ No Purpose and goals of the Association

☐ Yes ☐ No Application

☐ Yes ☐ No Explanation of Activities

Signature _____ Date _____



APPENDIX B
Radiologic Technology Degree Plan Associate of Applied Science

Degree Plan

			Credit Hrs Hours
Prerequisites			
BIOL	2301	Anatomy and Physiology I	3
BIOL	2101	Anatomy and Physiology I Lab	1
ENGL	1301	English I	3
RADR	1309	Introduction to Radiography and Patient Care	3
			10
Freshman Year			
First Semester			
BIOL	2302	Anatomy & Physiology II	3
BIOL	2102	Anatomy & Physiology II Lab	1
RADR	1311	Basic Radiographic Procedures	3
RADR	1213	Principles of Rad Imaging I	2
RADR	1260	Clinical-Radiologic Technology	2
			11
Second Semester			
RADR	2401	Intermediate Radiographic Procedures	4
RADR	2309	Radiographic imaging Equipment	3
RADR	1261	Clinical-Radiologic Technology	2
PSYC	2314	Life Span Growth & Dev.	3
			12
Summer Session I			
RADR	1360	Clinical-Radiologic Technology	3
			3
Summer Session II			
RADR	1361	Clinical-Radiologic Technology	3
			3
Sophomore Year			
Third Semester			
RADR	2205	Principles of Radiographic Imaging II	2
RADR	2431	Advanced Radiographic Procedures	4
RADR	2260	Clinical-Radiologic Technology	2
		Language, Philosophy, and Culture/Creative Arts	3
			11
Fourth Semester			
RADR	2217	Radiographic Pathology	2
RADR	2313	Radiation Biology & Protection	3
RADR	2235 ²	Radiographic Tech. Seminar	2
RADR	2360	Clinical-Radiologic Technology	3
			10
Total Minimum Hours			60
			47



ARRT Standard of Ethics



APPENDIX D
LAREDO COLLEGE
Radiologic Technology Program
COUNSELING FORM

Student Name _____ ID _____ Course _____ Semester _____

Attendance/Tardiness
Unprofessional Conduct
Disciplinary Action

Academic/ Clinical Progress
Other _____
Other _____

Faculty Comments:

Recommendations:

Student Comments/Plan of Action:

Student Signature

Date

Faculty Signature

Date



APPENDIX E
Instructor/Student Conference Form

Student's Name & I.D. Number: _____

Instructor: _____ Date _____

Purpose of Conference:

Subjects Discussed:

Plan of Action:

Student Comments:

Instructor Comments:

By signing, I acknowledge the discussion of the above subjects and understand my responsibility in the respective Plan of Action.

Student's Signature _____

Instructor's Signature _____



**Appendix F
Probation Form**

Student's Name _____ I.D. Number: _____ Course Number _____
Beginning Date _____ Ending Date _____

The following policies, requirements, and/or objectives are not being met satisfactorily at this time:

The student must comply with the following requirements during the probationary period:

_____ The student will abide by all student program policies in effect, particularly relating to attendance, maintaining a passing average, and following up on conferences with program staff.

_____ The student must meet all policies, requirements, and/or course objectives in all appropriate learning settings during the probationary period and thereafter.

_____ The student may be withdrawn from the course and program for failure to comply with any of the terms outlined in the Probation Report. If the college deadline for withdrawal has passed, the student will be given a performance grade.

Student Comments:

By signing, I acknowledge the discussion of the above subjects and understand my responsibility for the probationary period.

Student Signature _____ Date: _____

Instructor's Signature _____ Date: _____



APPENDIX G
LAREDO COLLEGE
Radiologic Technology Remediation Tutorial Agreement

Student Name _____ Student ID # _____

Course Number _____ Exam # _____ Grade _____ Absences _____

Faculty Remediation Plan Deadline: _____

Subjects Discussed:

1. Test grade: _____

2. Remediation requirement: _____

Contributing Factors (Select all that apply):

_____ < 2 hrs wk on assigned readings

_____ Illness

_____ 2 - 4 hrs wk on assigned readings

_____ Family Issues

_____ 4 - 6 hrs wk on assigned readings

_____ Work Schedule > 15 hrs/wk

_____ Test-Taking Skills

Other _____

Student Plan of Action:

1. _____

2. _____

3. _____

4. _____

5. _____

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Remediation Completed: YES NO Date _____



1. How do you think you did during your clinical rotation the previous week? (Please elaborate.)

2. Give examples that support statement number one.

3. Was there anything that did not go so well? Give examples of this.

4. What might you do differently next time?



APPENDIX I CLINICAL EDUCATION SUMMARY

I. Clinical Assignments

The Radiologic Technology Program student will be assigned to one of the clinical affiliates of Laredo College by the clinical coordinator in consultation with and agree with the clinical supervisors. Normally this rotation will correspond with the Fall, Spring, and Summer Semester dates printed in the current LC Catalog and outlined in the Class Schedule Book. All clinical assignments will be published approximately 2 weeks before 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 inpatient, 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 before you depart 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 preceptors of the incident. Accidents outside the clinical realm: The student is responsible for their insurance coverage for expenses incurred because of an accident/injury.

III. Professionalism

All students are required to act professionally at all school functions. 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.

IV. Radiation Dosimetry Badge

While you are within the radiology department of your assigned affiliate, you must wear your personnel radiation-monitoring device (TLD badge). When you leave the hospital, your badge must be placed in the designated area protecting it from scattered radiation. You are authorized to transport the TLD badge when changing assigned clinical sites and/or when required to attend on-campus laboratory sessions. If a student loses the TLD badge, they will in writing request 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 clinical education centers must always be accomplished in the presence of a registered radiographer.

VI. Identification

The RT student is required to maintain their uniform and display the appropriate patches and name tag while on clinical assignment.

VII. Student Liability Insurance

All RT 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

All meal breaks (30 minutes) and morning or afternoon breaks (15) minutes will be scheduled at the discretion of your instructor or clinical preceptor. In the case of missed meal breaks due to an emergency, the instructor or clinical preceptor

shall grant the meal break after the procedure. Do not leave your clinical assignment for any “break” without direct notification and the authorization of your clinical preceptor, clinical supervisor, or chief technologist. At no time will the RT student skip a “break” to leave the clinical site early. These periods are not cumulative and cannot be used to shorten your clinical rotation schedule.

- Being late (4 minutes or more) from lunch for 3 unexcused consecutive clinical days may be means of one absence. In both the clinical and affective evaluation forms, the grade will be affected.

IX. Student Consultation

All RT students will have periodic consultation periods with your clinical preceptor, 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 preceptor. Your clinical preceptor may relieve you of your work assignment for consultation after the completion of assigned radiographic procedures.

X. Image Critique

Teach weekly image quality critique sessions, individual or group.



APPENDIX J
LAREDO COLLEGE
RADIOLOGIC TECHNOLOGY
PROGRAM PREGNANCY PROCEDURE

The following statements are confirmation that _____ has read and understands the U.S. Nuclear Regulatory Commission Guide 8.13, and (CFR Part 20.1208) (copy attached).

This document, which deals with occupational radiation exposure during pregnancy, has been discussed with

Student's Name

Radiation Safety Officer

Program Director

The student understands that there is some increased risk for the unborn child from occupational exposure. Every effort will be made by the program faculty and clinical supervisors to minimize any radiation exposure. A fetal badge will be ordered as soon as the pregnancy has been declared. Pregnancy will not deter the student from completing the Radiology program.

If additional modifications of clinical/classroom activities/modules are necessary, the Radiologic Technology Program Director will meet with the student to determine the appropriate modifications (Option #1, Option #2, Option #3, Option #4). Following the termination of your pregnancy, meet with the Program Director to plan the making up of any missed program requisites, if necessary.

Student's name

Date:

Radiation Safety Officer

Program Director

Texas Department of State Health Services, Radiation 10 CFR Part 20 (§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 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 embryo/fetus resulting from radionuclides in the embryo/fetus and radionuclides in the declared pregnant woman.

(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 comply 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.

Student Certification of Pregnancy

I certify that I have read the information entitled "Pregnant Student", as contained in the Laredo College Radiologic Technology Handbook. I further certify that the instructional staff of the LC Radiologic Technology Program has adequately answered all of my questions on the subject. I fully understand the intent and purpose of the information.

Laredo College Radiologic Technology Program Student Acknowledgment of Pregnancy Form

The student is required to complete and sign documentation acknowledging receipt of all information on radiology students/workers and pregnancy.

I _____ have read and understand the Laredo College Radiologic Technology Program Pregnancy Policy.

Student ID # _____

Date: _____

Name (Printed): _____

Signature: _____



Laredo College
Radiologic Technology Program
Radiographic Operating, Safety, and Emergency Procedure Manual

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 College is an educational program and radiographs are done solely for simulation purposes on a humanoid pixie phantom. The radiology students practice performing the proper radiographic procedures 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 College of Health Sciences Building at the Laredo College South Campus. The radiographic equipment is in room C-118.

Operating and Safety Procedures for Laredo College Radiologic Technology Program

1. Texas Department of Health, Bureau of Radiation Control License (R21126) is located in the RSO office in the COHS Building room number C111; it is also posted in the classroom bulletin board room C117.
2. The individual designated to perform the functions of the radiation safety officer is Mr. Alonzo Laurel RT (R), CNMT, NMTCB (RS).
3. The operator Hortencia d. Gonzalez RT (R) Program Director, Jessica L. Rodriguez RT (R), and designated adjunct faculty, 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 (TMB)
4. Operator and Patient Safety
 - a. All students and faculty performing radiographs are issued TLD radiation dosimetry badges. These badges are worn at the neck collar level. The TLD badges are changed every three months and are sent for processing to the Radiation Detection Company.
 - b. TLD Fetal 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 be located at the waist under any protective apron; to be changed every month.
 - c. The radiation TLD dosimetry control badges are stored in the Radiation Safety Officers's office in the COHS room number C111.
 - d. Area TLD, environmental monitors have been placed around the perimeter of the radiology room and have been designated on a map showing their precise location.

e. Alonzo Laurel, RSO, is responsible for occupational dose records and exchanging the monitoring devices every three months, the occupational dose readings are located in the Radiation Safety Officers's office in the COHS room number C111, and are posted in the classroom's bulletin board room C117.

f. Use of protective devices- Lead aprons, lead gloves are used to simulate and teach students how to protect themselves and reduce radiation exposure. (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 COHS radiographic room number 118. The protective apparel is checked annually for defects such as holes, cracks, or tears; a record is kept of this check. If a defect is found at the time of the annual check, the apparel will be discarded.

5. Holding of patients and/or film

Radiology students will never be inside the radiographic room COHS Rm. 118 or hold the image receptor while exposures are being made on the pixie phantom.

Clinical Site Training- the radiologic technology students are taught and advised not to hold patients at clinical training; students are taught to use mechanical holding devices and optional positioning tools. Radiology students are always under the supervision of their clinical preceptor or a registered radiographer while performing radiographs at clinical sites. The radiology student will not hold any x-ray tube being discharged and image receptors while at clinical training or in the radiology lab room C118, at Laredo College.

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

i. The Texas Department of Health "Notice to Employees" (BRC Form 203-1) is posted on the bulletin board in the radiology classroom number C117.

ii. The certificate of registration, operating and safety procedures, and any violations involving radiologic working conditions are located in room C111 and the bulletin board room in C117.

iii. The radiology room C118 is a radiation area and is restricted; the radiation area is designated by "Caution Radiation Area" signs.

6. Dose To Operators

a. Occupational Dose Limits are listed in the safety handout and procedure, if any student or Laredo College Radiation Safety ALARA Program, the students and faculty shall be advised of their occupational exposure and will be counseled on radiation safety by the RSO. The investigational exposure form is posted on the ton classroom bulletin board, radiation laboratory room, radiology classroom C117, and also in the RSO's office room C115.

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 and counsel the student in radiation safety (program pregnancy policy).

Emergency Manual - 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, Mr. Alonzo Laurel. An ALARA letter and report will be reported to the TDH, BRC program.

7. Operation of the X-ray Machine

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 preceptor 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 preceptor or a registered radiographer while training at a 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 another shielding.

8. Technique Chart

The radiology students are trained to use technique charts to reduce radiographic exposure to the operator and patient. The LC radiology lab, room 118, 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

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 including radiation safety apparel, employing ALARA, resetting a 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 preceptor or a registered radiographer while training at clinical sites.

9. Use of Mobile or Portable X-ray Machines

Clinical Site/Laboratory training- The radiologic technology students are trained to use mobile radiography units and are trained in the radiation safety involved including (radiation safety apparel, shielding, should never being in the line of the primary beam, and always employing the ALARA principle.

LC Radiology students are always under the supervision of a clinical preceptor or a registered radiographer while performing mobile radiographs at clinical sites. Radiation safety during the exposure the radiology student is taught and shall use ALARA, to ensure that their 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.

RADIOGRAPHIC DIGITAL DR SYSTEM

DR Digital System

- Vivix-S 17x17 Cesium Wired Detector Package to include: (1) Vieworks Vivix-S 17x17 Cesium FPD, (1) System Control Unit for Vivix-S Wired Detector
- Vieworks VxVue Desktop Workstation with 24" Touchscreen Display.

Portable x-ray machine

- MedLink portable x-ray with wireless DR.



Laredo College
Radiologic Technology Program
Radiation Safety ALARA Program Radiation Investigational levels

Establishment of investigational levels to monitor individual student radiation exposures. All RT students working in the LC X-ray lab or clinical sites where ionizing radiation is being produced will be issued a TLD whole-body to. This monitor will be processed every quarter by the Radiation Detection Company. The exposure reports will be sent to the LC Radiation Safety Office, the radiation safety officer (Mr. Laurel) 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 exceeding 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 an action plan will be developed to prevent any further overexposures.

Investigational Levels (mRem) Per Reporting Period

Description

Level I

Level II

Annual Limit

1. Whole Body (DDE)	125/month	375/month	3500
2. Lens of the Eye (LDE)	150/month	450/month	10,000
3. Extremity (SDE-ME)	500/month	2000/month	45,000
4. Skin (SDE-WB)	500/month	2000/month	45,000
5. Declared Pregnant Women (DPW)	40/month	50/month	300/ gestational period



Laredo College
Radiologic Technology Program
Radiation Safety ALARA Program

- I. The radiology student will follow all rules and guidelines as stated by the A.R.R.T. and TDH ALARA Philosophy.
- II. The RT 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 Hortencia D. Gonzalez RT(R), Alonzo Laurel RT(R), Jessica L. Rodriguez RT (R), and designated adjunct faculty. The RT students will practice with a full-size humanoid phantom located in the Imaging laboratory at Laredo College, Rm 118.
- IV. Student and faculty quarterly OSL dosimetry reports are posted on the classroom bulletin board.
 - Always wear the TLD badge when the radiology room is powered up and at all clinical sites.
 - Wear the TLD badge on your collar, especially when wearing lead aprons.
 - Mr. Alonzo Laurel, is the R.S.O. in charge of all dosimeter exposure reports. These reports are kept in a locked cabinet in his office, room C111.
 - If you suspect there has been excessive exposure or a radiation incident, notify Mr. Laurel so that appropriate action will be taken.
 - Radiation Protective TLD reports, safety equipment, and the classroom Imaging lab at Laredo College will be assessed by Mr. Alonzo Laurel Radiation Safety Officer and Clinical Coordinator, Ms. Hortencia Gonzalez RT Program Director, and Jessica L. Rodriguez. A report will be made to the Radiation Safety Program File.
 - In support of the JRCERT Standard 5 the LC staff, clinical practicum affiliates and the radiology students will follow these standards while at clinical:
 - 5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.
 - 5.2 The program assures each energized laboratory complies with applicable state and/or federal radiation safety laws.
 - 5.3 The program assures that students employ proper safety practices.
 - 5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer. Students must be directly supervised until competency is achieved. Once students have achieved competency, they may work under indirect supervision. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement. Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.
 - 5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

Follow ALARA's philosophy at all times.

Some ways to reduce unnecessary radiation exposure

- 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 patients while exposing them.
- Always use protective apparel when exposed to secondary radiation.
- Always use gonadal shields on patients, if possible.
- Always childbearing-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 preceptor or Chief Technologist.



MRI Safety

JRCERT Objective 5.3

The radiology students will be in-serviced on the importance of MRI safety protection in the first week of orientation; the students will view the “MRI SAFETY VIDEO FROM ASRT”. In the classroom, the radiography students view an MRI Safety PowerPoint presentation and will be instructed on safety involving MRI Zones I, II, III, and IV.

The students will be issued an attendance certificate attendance checklist and an MRI screening form. All students will fill out the MRI screening form before being assigned to clinical rotations. The RT students while attending clinical sites will follow the hospital/clinic MRI Safety policy/protocols that pertain to safety regarding students, the general public, patients, technologists, and all who frequent the MRI department.



Laredo College
Radiologic Technology Program
MRI Safety Inservice

Name: _____

Date: _____

Method of training: Lecture _____ Video _____ Demonstration _____ Other _____

SAFETY CLASS- MRI Safety Video ASRT MRI SAFETY VIDEO COURSE TOPICS:

1. Licensing and Regulations.
2. MRI screening process/protocol for everybody present inside the MRI room.
3. All objects and devices entering the MRI room must be screened by an authorized MRI personnel.
4. FERROMAGNETIC Objects, devices, and/or equipment.
5. The MRI machine is ALWAYS ON (24/7) and is extremely powerful.
6. Potential safety risks in the MRI environment/area for students, patients, family members, health care professionals, housekeeping personnel, and others were discussed in the Basic MRI Safety in the magnetic fields of the MRI Scanner.
7. Serious injury or death may result after interaction (path of the projectile) between an individual or equipment and the MRI Scanner- Missile effect.
8. Accidents in the MRI environment are avoidable with proper in-service and training.
9. MRI Zones:
Zone I: General Public.
Zone II: Interface between Zone I and Zone III (Waiting Lobby, Exam Rooms) Zone III: Area immediately before access to the MR Scanner Room. Zone IV: The MR Scanner Magnet Room.

Training Received by: _____

Student Signature: _____

Date: _____



Laredo College
Radiologic Technology Program
MRI Screening Form

MRI uses powerful magnets and radio waves to produce images of the body. Because of the use of magnetic fields, it is important to know if you have any metal implants or metal fragments in your body. Therefore, all individuals are required to fill out this form BEFORE entering MRI Zone III or IV. Be advised, the MRI magnet is ALWAYS on. The following conditions may be MRI safety hazards.

Please indicate if you have any of the following:

Heart Pacemaker, implanted defibrillator, or artificial valve?

Yes No

Surgery on your head, including aneurysm clips, hearing aids, or ear implants?

Yes No

Any eye injuries to embedded metal fragments (shavings)?

Yes No

Internal stimulating devices, injector pumps, or monitors?

Yes No

The artificial joint, limb prosthesis, or removable dental work?

Yes No

Bullets, shrapnel, or other metal fragments embedded in your body?

Yes No

Permanent eyeliner/ magnetic eyeliner/ magnetic eyelashes?

Yes No

Any possibility of being pregnant?

Yes No

Any type of prosthesis (eye, penile, etc)

Yes No

Radiation seeds or implants?

Yes No

Dermal Patches of any kind?

Yes No

Tattoo or permanent makeup?

Yes No

Shunt (Spinal or Interventricular)?

Yes No

Wire mesh implant?

Yes No

Magnetically activated implant or device?

Yes No

Remove all metallic objects before entering MRI Zone III or Zone IV including hearing aids, cell phones, hairpins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clips, credit cards, bank cards, coins, pens, steel-toed boots/shoes, and tools. Loose metallic objects are especially prohibited in MRI Zone III or IV.

Please consult the MRI Technologist BEFORE you enter MRI Zone III or IV.

I will immediately report any changes to the information provided herein to the Clinical Coordinator

Student Signature: _____



Radiologic Technology Program Mammography Policy

The radiography program sponsored by Laredo College has revised its policy, effective January 10, 2021, regarding the placement of students in mammography clinical rotations to observe/assist breast imaging. All students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures.

The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.



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 (www.jrcert.org).

Standards for an Accredited Educational Program in Radiography

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices for students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, and be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

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

Standard Three: Faculty and Staff

The sponsoring institution provides the program with adequate and qualified faculty that enables the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

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

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Meeting JRCERT Standards

In case of any issues which the Laredo College Radiologic Technology Program is not addressing or is in non-compliance to with 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

REVIEW OF RECORDS

I (Print Name) _____ permit the Health Sciences Division and Radiologic Technology Program to allow access to my records for accreditation purposes.

Student's Signature _____ ID# _____ Date _____

RELEASE OF RECORDS

I (Print Name) _____ give permission to the Division and Radiologic Technology Program to release personal information such as immunization record, criminal history, and drug test results to the clinical facility where I will participate in clinical rotations.

Student's Signature _____ ID# _____ Date _____

RELEASE OF LIABILITY FORM

I acknowledge and understand that there may be certain risks while a student in the Health Sciences Division RT Program at Laredo 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, skills sessions, scenarios, clinical, and field experiences. I also agree that in the event of an accident or injury, I will in no way hold Laredo College, the Health Sciences Division, LC RT Program, LC Faculty, and staff, or the training facilities liable.

Student's Signature _____

Student's Printed Name _____

Student ID # _____ Date _____

LAB TREATMENT AND DRAPING CONSENT FORM

I, _____, agree to be treated by my instructors or classmates during all mock skills lab and scenario sessions for the duration of the program. I understand that all efforts to provide modesty and safety precautions have been incorporated into the laboratory sessions. If I feel or think that I am uncomfortable with any draping, manner of touch, or treatment, I will carefully confront my classmate about this issue. If I still do not sense that the issue is resolved by this action, I will inform my instructor. I will follow the dress code for lab and lecture according to the Dress Code guidelines listed in the RT Student Handbook. I will notify the RT faculty of any allergies (i.e. latex, nylon fibers, cold hypersensitivity, etc.) or medical conditions before the start of the laboratory session.

I, _____, will follow the RT Student Handbook Code of Conduct during all mock skills lab and scenario sessions. I agree to drape my classmates, guests, patients, or instructors in a way that protects the modesty and safety of all "patients" treated. I will demonstrate professional behavior by practicing considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will adhere to safe behavior while using equipment during laboratory activities and will do so only under the supervision of the RT faculty. I will promptly report any malfunctioning equipment to the RT faculty as soon as it becomes evident.

Student's Signature _____ ID# _____ Date _____

CONSENT TO VIDEOTAPE, AUDIOTAPE, AND PHOTOGRAPH

I, _____, do hereby consent to the participation in recording and taking of photographs by the faculty in the Radiologic Technology Program for instructional purposes.

I also grant the RT Program faculty the right to edit, use, and reuse said products for non-profit purposes (educational, public service, health awareness purposes) including use in print, on the internet, and all other forms of media. I also hereby release the RT Program, Laredo College, and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Student's Signature _____ ID# _____ Date _____

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I, _____, have read and understand the content of the Radiologic Technology Program Student Handbook and have been allowed to inquire about the content. I agree to abide by all the policies of the LC Catalog and the LC Student Handbook, of the RT program, and of the Health Sciences Department.

I understand that policies may change during the RT program and that I will abide by the changes (and will be given notice of the changes). I commit to completing the program within two years.

Student Name / Signature

Date