

Prince George's Community College

Radiography Program



Student Handbook Academic Year 2020-2021

Reviewed & Revised by the Radiography Program Faculty, July 2020.

Welcome to the Radiography Program at Prince George's Community College!

This program of study will provide you with the fundamental knowledge and skills to become an entry-level Radiographer. This is a rigorous program of study that will require a sincere commitment on your part. Using a teamwork approach, program faculty will help you work towards your professional goals.

This handbook is designed to serve as a guide to policies and procedures specific to the Radiography Program. It compliments information contained in the Prince George's Community College Catalog and Student Handbook, both available on the College's website, www.pgcc.edu. It will serve as a valuable resource to you while you are in the program.

If you ever have questions or concerns about the program, please feel free to contact the program faculty. We are here to help you master the art and science of radiography.

Best wishes as you work towards your goals!

Karen Moorman, MS.Ed, R.T. (R)(M)(CT)(QM)
Program Director

Suzanne McCarthy, MA.Ed, R.T. (R)(M)
Clinical Coordinator

Victoria Thompson, BS, R.T. (R)(CT)
Assistant Professor

Tina Scott, MS, R.T. (R)(CT)
Adjunct Faculty

TABLE of CONTENTS

General Program Information.....	5
Mission Statement, Program Goals, Program Outcomes & Program Accreditation	
Nonacademic Standards for Program Admission & Continued Participation	
Professional Code of Ethics	7
PGCC Code of Academic Integrity.....	8
Due Process Procedure for Academic Complaints & Student Grievance Procedure.....	10
Competency Based Plan of Education.....	13
ARRT Clinical Competency Requirements.....	22
Allegations of Non-Compliance with JRCERT Standards.....	23
Faculty and Clinical Education Center Contact Information.....	24
Campus Resources & Services	26
Policies and Procedures.....	29
Admissions and Recruitment.....	30
Advanced Placement of Non-Registered Radiographers	
Recruitment and Admission	
Program Continuation	
Program Withdrawal & Re-entry	
Transfer Students	
General Academic Policies.....	31
Academic Integrity	
Academic Probation	
Academic Standing	
Class Attendance	
Cell Phones & Other Electronic Devices	
Confidentiality of Patient Information	
Clock Hour/Credit Definition	
Delayed College Openings	
Disruptive Student Behavior in the Classroom	
Disability Support Services	
Examinations/Tests/Quizzes	
Late Assignments	
Standard of Student Conduct	
Virtual Instruction	
Clinical Education Policies.....	34
Attendance (Clinical)	
Attire in the Clinical Education Center	
Clinical Readiness Test	
Clinical Competency Evaluations	
Clinical Education Records	
Clinical Rotation Evaluations	
CPR Certification	
Identification Monitors	
Harassment	
Health Assessment	
Inclement Weather	
Lead Markers	
Meal Beaks	

Professional Behavior in Clinical Settings	
Removal of Student from Clinical Education Site	
Repeat Radiographs	
Supervision While Performing Radiographic Examinations	
Transportation	
Safety Policies.....	40
Accidents	
Active shooter	
Building Evacuation	
Communicable Diseases	
Insurance	
Magnetic Safety Training	
Pregnancy & Ionizing Radiation	
Radiation Monitoring & Radiation Safety	
Substance Abuse	
Workplace Hazards and PGCC Emergency Procedures	

**PRINCE GEORGE'S COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
RADIOGRAPHY PROGRAM**

MISSION STATEMENT

The Radiography Program of Prince George's Community College prepares students to practice as proficient, multi-skilled professionals in diverse healthcare settings.

PROGRAM GOALS

- Goal 1: Graduates will be clinically competent.
- Goal 2: Graduates will apply critical thinking skills.
- Goal 3: Graduates will demonstrate professional growth and development.
- Goal 4: Graduates will communicate effectively.

PROGRAM OUTCOMES

The Radiography Program graduate will be able to:

- Properly position patients.
- Select correct exposure factors.
- Apply radiation protection principals.
- Modify positioning based upon patient condition.
- Critique radiographic images.
- Explain the importance of continued professional development.
- Demonstrate professional behavior.
- Demonstrate effective oral communication skills in the practice of radiography.
- Demonstrate effective written communication skills in the practice of radiography.

PROGRAM ACCREDITATION

The Radiography Program of Prince George's Community College is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606
(312) 704-5300
<http://www.jrcert.org>

In order to maintain JRCERT accreditation, programs must be in compliance with the "Standards for an Accredited Educational Program in the Radiological Sciences". A current copy of the "Standards" is posted in all Blackboard course sites and on Trajecsyst, for student reference. Each Clinical Education Center (CEC) is provided with a copy of the "Standards" through Trajecsyst also.

NONACADEMIC STANDARDS FOR PROGRAM ADMISSION & CONTINUED PARTICIPATION

Prior to the first Clinical Education Course, students must submit a completed Health Assessment Form to the Castlebranch website. All students are required to be certified in American Heart Association BLS Provider course OR American Red Cross Healthcare Provider course OR CPR Pro as long as it is a Healthcare Provider course, in order to participate in clinical education classes. This CPR course **cannot** be done online and must include hands-on assessment.

The student must demonstrate through physician evaluation that they are able to fulfill the customary physical and mental requirements of the profession in order to enroll in the Radiography Program. Once admitted to the program, individuals must continue to meet the physical and mental requirements. Individuals must be able to:

- ❖ Work 8-10 hours per day performing physical tasks such as sitting, lifting, bending, turning, carrying, and moving around the physical environment.
- ❖ Perform fine motor movements needed to manipulate instruments and equipment.
- ❖ Communicate effectively, both verbally and written, with peers, patients, and physicians.
- ❖ Monitor and assess patient's needs using auditory and visual skills.
- ❖ Monitor radiation exposures by the visual and auditory mode.
- ❖ Work safely with patients who are susceptible or are in the contagious stage(s) of communicable diseases.
- ❖ Establish and work toward goals in a responsible manner.
- ❖ Work as a member of the health care team to care for patients while delivering ionizing radiation and maintaining high standards of professionalism.

An annual criminal background check is required of all students admitted to the Radiography Program. Continued participation in the program is contingent upon a satisfactory response on the background check. All information on the background check remains confidential and is only shared with the requesting clinical agencies. If a clinical agency denies clinical placement for a student because of the background check, that student may not be able to complete the clinical program.

Students accepted into the Radiography Program are also required to submit evidence of an annual drug screen urine panel as outlined on the individual program's Screening Form. Information about results of the drug screen urine panel are only shared with requesting clinical agencies. If a clinical agency denies clinical placement for a student because of the drug screen urine panel, that student may not be able to complete the clinical program. Students, at their own expense, may be required to submit to random urine drug testing at clinical sites. Results of random urine drug testing may result in the student not being able to complete the clinical program. Students are also required to show proof of medical insurance coverage prior to beginning the clinical education component of the program and must maintain it during the time in the program.

Individuals who have been involved in a criminal proceeding or who have been charged with or convicted of a crime are encouraged to file a pre-application with the American Registry of Radiologic Technologists (ARRT) in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. For further information regarding ethics eligibility of the ARRT, individuals should contact the ARRT at (651) 687-0048 or www.arrt.org.

PROFESSIONAL CODE OF ETHICS

Students enrolled in the Radiography Program are required to abide by the Standards of Ethics adopted by the American Registry of Radiologic Technologists. The Code of Ethics forms the first part of the ARRT Standards of Ethics. It serves as a guide by which Registered Technologists and Candidates may evaluate their professional conduct. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients. The Rules of Ethics form the second part of the Standards of Ethics. They are mandatory standards of minimally acceptable professional conduct for all present Radiologic Technologists and Candidates. Registered Technologists and Candidates who violate the Rules of Ethics are subject to sanctions. The Rules of Ethics are listed on the ARRT website: www.arrt.org.

ARRT Code of Ethics

©ARRT 2019, used with permission

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Prince George's Community College Code

Code of Conduct –Chapter 5 - Academic Integrity

R. Code of Academic Integrity

- (1) Academic Integrity is one of the highest standards to which students, faculty, and staff should adhere. The Code of Academic Integrity, which upholds the values of honesty and integrity. Advances the basic principle of honest representation in students' work. Faculty members are responsible for making students aware of the Code of Academic Integrity at the beginning of every semester.

It is the student's responsibility to know understand, and be conversant with the tenets and sanctions associated with a violation of the Code of Academic Integrity. Lack of awareness of the policy shall not be considered a defense against the allegation of plagiarism or cheating. The College shall maintain responsibility for providing information about the Code of Academic Integrity through its student admissions, enrollment, and advising processes as well as through faculty orientation/professional development programs.

- (2) Procedures for Suspected Plagiarism/Cheating:

- (i) A faculty or staff member (in cases involving the Testing Center) who suspects plagiarism or cheating has occurred is responsible for gathering any and all evidence that supports the allegation of plagiarism/cheating within a reasonable time after the date of the suspected infraction. Once the faculty member has been sent or has gathered the evidence, the faculty member shall confer with the student to discuss the alleged infraction. At that conference, which can be conducted by telephone, e-mail, or in person, the faculty member must present the evidence that supports the suspected violation.
- (ii) The student shall be given the opportunity to admit to or refute the charge of plagiarism/cheating based on the evidence provided. The student has the right to appeal any decision of the faculty member that may result in sanctions. (Refer to Section T: Appeals Procedure for Breaches of Academic Integrity). Please be advised that students cannot appeal the F*, only the sanctions associated with their alleged violation of academic integrity.
- (iii) If after conferring with the student, the faculty member determines that the evidence supports the charge of plagiarism/cheating and/or the student admits to the charge of plagiarism/cheating, the faculty member shall complete and submit an Incident Report Form with accompanying documentation to the Office of the Vice President for Student Affairs.

The Incident Report Form is located on the Student Conduct and Community Standards Program website. The Incident Report Form can also be found on the "myPGCC" portal under the "Safety and Security" tab or via the following link:

<https://publicdocs.maxient.com/incidentreport.php?PrinceGeorgesCC>.

- (iv) Faculty members may choose to send a copy of the Incident Report Form to their college e-mail account and forward the Incident Report to the department chair and academic dean.

- (3) Academic Integrity Sanctions

- (i) After the Incident Report Form has been submitted to the Office of the Vice President for Student Affairs:
 - (a) The faculty member shall assign a grade of "zero" for the assignment.
 - (b) The Office of the Vice President for Student Affairs shall send written notification of the report to the student
- (ii) If the charge of plagiarism/cheating outlined in the Incident Report Form is validated by the Office of the Vice President for Student Affairs and is considered to be the student's first violation, the vice president for student affairs and/or designee:
 - (a) Shall create a breach of academic integrity record and shall send a letter to the student's college e-mail and physical address of record explaining the nature of the offense with an admonition that any further instances will result in disciplinary action. Faculty members shall be copied on letters sent from the Office of the Vice President for Student Affairs.
 - (b) Shall meet with the student to discuss the alleged violation(s).
- (iii) If the vice president for student affairs and/or designee finds that the student has committed one or more previous violations of the Code of Academic Integrity, then the Office of the

Vice President for Student Affairs:

- (a) Shall notify the reporting faculty member of the student's previous violations of academic integrity.
 - (b) Shall call a disciplinary hearing at which appropriate sanctions will be determined.
 - (c) Shall consult with the faculty member and the Vice President of Academic Affairs after the hearing and determine if an "F*" is warranted. If warranted, an "F*" will be added to the student's transcript for the class in which the second or higher infraction occurred. An "F*" on the academic transcript denotes a violation of the Code of Academic Integrity. Dual F* Process: The Offices of the Vice President for Student Affairs and the Vice President for Academic Affairs work in tandem to ensure that "F*" grades are properly reviewed and processed. The Vice Presidents for Student Affairs and Academic Affairs must both approve of the grade change before it is completed. Academic Affairs provides the final signature for approval in this process.
 - (d) Shall apply the relevant provisions governing disciplinary proceedings in the Student Code of Conduct. A record of multiple violations may result in suspension or expulsion.
 - (e) Shall send official notice to the faculty member's college e-mail account detailing the final outcome of the disciplinary hearing.
 - i. The student conduct process must continue should the student fail to attend a scheduled hearing.
 - ii. A student's failure to attend a scheduled hearing after reasonable attempts to contact the student indicates responsibility for the alleged violation(s).
- (iv) If, after a decision to award an "F*" has been made, a student withdraws or changes from credit to audit status in the class in which the incident occurred, the Office of the Vice President for Student Affairs:
- (a) Shall approve a grade substitute of "F*" on the student's transcript.
 - (b) Shall notify the faculty member of the "F*" grade change and shall send written notification to the Office of Records and Registration that an "F*" is to be recorded for the course.
 - (c) Shall notify the student in writing using the student's college e-mail.

T. Appeal Procedure for Breaches of Academic Integrity

- (1) Students have the right to appeal alleged breaches of the Code of Academic Integrity with the exception of Condition (iii) and (iv) from previous section S-3 stated above.
- (2) A student may appeal a first offense to the department chair, or, if the faculty member instructor is the department chair, to the division dean. Written notice of intent to appeal the decision of a faculty member must be received by the department chair and/or divisional dean and the Office of the Vice President for Student Affairs no later than seven calendar days after the faculty member confers with the student. The notification of the appeal may be delivered in person or deposited in the U.S. mail. The student is responsible for insuring that timelines are met. If the College is not open on the seventh day, the time for such notice to be received shall be extended to the next business day on which the College is open. For the purposes of delivering appeals, business days shall be considered Monday through Friday.
- (3) Written notice of the intent to appeal the decision on more than one infraction must be made to the Office of the Vice President for Student Affairs. The student's written appeal must be received no later than seven calendar days after case resolution, a decision is rendered and outcome letter has been sent to the student. The notification of appeal may be delivered in person or deposited in the U.S. mail and postmarked in accordance with the timeline for appeals. If the College is not open on the seventh day, the time for such notice to be received shall be extended to the next business day on which the College is open. For the purposes of delivering appeals, business days shall be considered Monday through Friday.

Program Statement on Cheating

Cheating and plagiarism are considered to be a breach of academic integrity and if found responsible will result in **immediate removal** from the program with no option for future re-entry. In addition, it is the obligation of the college to notify the American Registry of Radiologic Technologists of this violation.

Prince George's Community College Radiography Program Due Process for Academic Complaints & Appeals

The Radiography Program recognizes two types of academic complaints & appeals; those of a didactic nature and those related to the clinical education component of the program. Academic complaints are generally resolved within the division offering the course in which the complaint occurs. All student academic complaints and appeals must be initiated by the student completing and submitting the "Student Academic Complaint/Appeal Process" form (see next page). Any student in the Radiography Program found to have violated the Code of Academic Integrity in either the didactic or clinical setting will receive an "F" for the course and will not be eligible for re-entry into the program at a future date.

If the complaint or appeal is of a didactic nature, the student should:

- A. Attempt to resolve the issue with their instructor.
- B. Complaints/appeals that cannot be resolved with the instructor should be directed to the Program Director, within 14 days of the meeting between the student and instructor. The Program Director will hear both sides of the issue and render a decision within 14 days. If the complaint/appeal is not resolved by the Program Director, or if it is not appropriate for the Program Director to resolve the grievance/complaint, it will be referred to the Allied Health Department Chair. Appeals of decisions rendered by the Program Director may be directed to the Allied Health Department Chair.
- C. If the complaint/appeal is not resolved by the Allied Health Department Chair, or if it is not appropriate for the Allied Health Department Chair to resolve the complaint/appeal, it will be referred to the Dean of Health, Wellness, and Hospitality. After speaking with all parties involved, the Dean will render a decision within a reasonable time period, normally not greater than 14 days.
- D. Appeals of decisions rendered by the Dean related to academic matters may be directed to the Vice President/Provost of Teaching, Learning and Student Success. Appeals of decisions rendered by the Dean related to other matters, particularly those related to student conduct, may be directed to the Vice President for Student Services. Decisions rendered by either Vice President are final.

If the complaint/appeal is related to the clinical education component of the program, the student should:

- A. Attempt to resolve the issue with their instructor.
- B. Complaints/appeals that cannot be resolved with the instructor should be directed to the Clinical Coordinator, within 14 days of the meeting between the student and instructor. The Clinical Coordinator will hear both sides of the issue and render a decision within 14 days. If the complaint/appeal is not resolved by the Clinical Coordinator, or if it is not appropriate for the Clinical Coordinator to resolve the complaint/appeal, it will be referred to the Program Director.
- B. After speaking with all parties involved, the Program Director will render a decision within a reasonable time period, normally not greater than 14 days. If the complaint/appeal is not resolved by the Program Director, or if it is not appropriate for the Program Director to resolve the complaint/appeal, it will be referred to the Allied Health Department Chair. Appeals of decisions rendered by the Program Director may be directed to the Allied Health Department Chair.
- C. If the complaint/appeal is not resolved by the Allied Health Department Chair, or if it is not appropriate for the Allied Health Department Chair to resolve the complaint/appeal, it will be referred to the Dean of Health, Wellness, and Hospitality. After speaking with all parties involved, the Dean will render a decision within a reasonable time period, normally not greater than 14 days.
- D. Appeals of decisions rendered by the Dean related to academic matters may be directed to the Vice President/Provost of Teaching, Learning and Student Success. Appeals of decisions rendered by the Dean related to other matters, particularly those related to student conduct, may be directed to the Vice President for Student Services. Decisions rendered by either Vice President are final.

Complaints related to academic integrity will be handled according to the College's "Code of Academic Integrity". Violations of the "Standard of Student Conduct" will be handled according to the procedure outlined in the PGCC Student Handbook. A copy of the handbook may be obtained from the Office of College Life Services or on the College's website: www.pgcc.edu.

Student Academic Complaint/Appeal Process

To be completed by the student. The student should keep a copy for his/her personal records. An electronic version of this form is on myPGCC.

Prince George’s Community College takes student complaints seriously. College faculty, chairs, and deans will work with you get your concerns resolved, but you, the student, must do your part by diligently and respectfully following the steps below.

Essential Steps:

1. **Meet with your instructor** *outside* of class to discuss the issue and attempt a resolution. If not resolved, then take Step 2.
2. **Speak with the instructor’s supervising coordinator.** At this point you must present your appeal *in writing*, including
 - a. a copy of this form
 - b. on a separate sheet, a summary of what you are appealing (clear, succinct description of the problem **AND** the action(s) you are requesting, the resolution you are seeking
 - c. evidence to support your appeal (graded work, copy of course syllabus, communications, etc.)
 If there is no coordinator or the coordinator cannot resolve the issue, you may move to Step 3.
3. **Speak with the department chair** about the issue, giving him or her a copy of your written appeal, including the items requested in Step 2a-c. Follow the recommendations of the department chair, including meeting with the instructor again if needed. If not resolved, you may move to Step 4.
4. **Request a meeting with the dean.** Provide him or her with a copy of the written materials you gave to the coordinator and/or department chair.
 - a. Once your request has been reviewed and the information confirmed, you will be contacted to arrange further action, which may include meeting with the instructor, department chair, and dean.
 - b. You will be notified in writing of the dean's decision.

Request for Meeting with Department Chair or Dean

Student Name* _____ Date: _____

Student ID: _____

Address: _____ City _____ State _____ Zip code _____

Telephone: _____ Student E-Mail: _____

Course: _____ Section number: _____

Faculty member name: _____

I discussed this issue with the instructor on: _____.

I discussed this issue with the coordinator (if applicable) on: _____.

I discussed this issue with the department chair on: _____.

Please **attach** a clear, brief description of the issue and supporting documents as described in Step 2 above. Use this form as a cover sheet for your written appeal. Thank you.

FOR OFFICE USE ONLY:

Date received _____ Individual who received form _____

Form sent to _____ Date sent _____

** If you prefer to have the department chair or dean's office keep your name and identifying information confidential, please indicate that preference, but understand that without the ability to confirm the information provided we cannot move forward with your appeal. Rev. 4/16/10*

Student Grievance Procedure

(as stated in the *PGCC Student Handbook*)

- (1) Purpose—The purpose of this rule is to implement the Student Grievance Procedure and reaffirm the college's commitment to eliminate sexual harassment and discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political, or physical or mental disability.
- (2) Coverage—this procedure applies to any student that is aggrieved by any action of any employee or fellow student of the college in violation of Paragraph One above.
- (3) Making Complaint—Any student who believes that an employee or fellow student of the college has aggrieved him or her may, within 60 days, make a complaint in writing to the vice president for student services.
- (4) Investigation—Upon receiving a complaint, the vice president for student services in conjunction with, if appropriate, the affirmative action officer shall conduct an investigation, which may involve meeting with the student, witnesses, and the individual against whom the complaint was made. Upon conducting the investigation, the vice president for student services and or the affirmative action officer shall make a determination whether the student was wrongfully aggrieved and take appropriate action to remedy the situation.
- (5) Hearing—
 - (a) If the student is unsatisfied with the results of the investigation, he or she may file a written request for a hearing with the vice president for student services within 30 days of the vice president's determination.
 - (b) Upon receiving a request for a hearing, the president shall appoint a hearing officer to conduct the hearing.
 - (c) The hearing will be conducted informally and witnesses shall testify under oath.
 - (d) A tape recording of all testimony at the hearing shall be made.
 - (e) Representation of persons at hearings is permitted only by those persons authorized by law to serve a "legal representative," except that if the college as an entity, or a department or other unit or employee of the college is designated as a party, the college or unit or employee may be represented by an appropriate administrator.
- (6) Decision—Within 30 days of the hearing, the hearing officer shall issue a written decision setting forth all supporting grounds.
- (7) Appeal—
 - (a) Within 15 days of the decision, any party may file a written request for an appeal to the president. The president shall then appoint a designee to review the decision and all evidence presented at the hearing. The appeal will be denied if the decision is supported by substantial evidence.
 - (b) If any party is dissatisfied with the determination on appeal, a request may be made to the Board of Trustees to review the decision based on the evidence presented at the hearing. The Board of Trustees reserves the right to decline to review the determination. All decisions of the Board of Trustees are final.

Prince George's Community College Radiography Program Competency Based Plan of Education

Introduction

The Radiography Program of Prince George's Community College prepares students to practice as proficient, multi-skilled professionals in diverse healthcare settings. Program content includes: patient care & education, radiographic procedures, radiation protection, image production & evaluation, and clinical education. Students' progress from the learning phase to the multi-skilled practitioner phase. Graduates will be prepared with the skills necessary for life-long practice in the field of radiography. Graduates are qualified to apply to take the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

The Radiography Program of Prince George's Community College is based on a competency based education plan. Simply defined, students are presented and tested on radiographic anatomy, positioning and procedures in the classroom and laboratory setting before they may attempt competency evaluation in the clinical setting.

Program Philosophy Regarding Competency Based Education

The PGCC Radiography Program is structured to allow for competency-based education. The program faculty believes that a foundational knowledge base is essential before students begin the clinical education component of the program. During the first 8 weeks of the program, prior to entering into the clinical education setting, students are provided with fundamental principles of radiographic positioning, radiation protection, image production, equipment operation and patient care. Students are permitted to begin the clinical portion of the program only after passing written comprehensive examinations, documenting "clinical readiness".

The program curriculum follows the most recent version of the curriculum guide for radiography adopted by the American Society of Radiologic Technology (ASRT), in accordance with the Standards for Accreditation enforced by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Competency requirements required for graduation from the Radiography Program have been developed and are in compliance with the competency requirements of the American Registry of Radiologic Technologists (ARRT).

Competency Based Plan of Education

The program's clinical education plan requires students to document written comprehension and successful completion of laboratory practical examinations prior to attempting competency evaluations in the clinical setting. Considerations for mobile, surgical, pediatric and geriatric patients are incorporated throughout the entire curriculum, rather than as separate units of study. Mobile, surgical and trauma radiography are introduced during the first year of the program and expanded upon in the second year of the program. The program curriculum introduces students to the didactic knowledge related to each of the categories in the following basic sequence:

First Didactic Semester – RAD 1410

- Chest
- Plain Abdomen
- Upper Extremity
- Shoulder Girdle
- Lower Extremity

Second Didactic Semester – RAD 1420

- Gastrointestinal System
- Vertebral Column
- Bony Thorax
- Hip and Pelvis

Third Didactic Semester – RAD 2410

- Cranium
- Urinary System
- Biliary System
- Pediatric (expanded)

Didactic and Laboratory Instruction

For each unit of study, students are provided with lecture and laboratory instruction. At the completion of each unit, comprehensive written examinations and laboratory practical examinations are administered. Students are required to achieve a minimum grade of 75% on each of these examinations before attempting to complete the corresponding clinical competency evaluations. Students who do not achieve a minimum grade of 75% on either the written or laboratory practical examination will be provided with remediation and re-evaluated. The grade achieved by the student on the initial written and competency examinations will be the recorded grades for the unit. Subsequent evaluations will not be averaged into the student's grade for that unit. Students who are unable to achieve the minimum required score on the written or laboratory practical examination are not permitted to perform corresponding examinations in the clinical setting, and are at risk for inability to complete the required coursework for the corresponding clinical education course.

Clinical Education

Students begin the clinical education portion of the curriculum during the second half of the first semester in the program. Prior to entrance into the clinical setting, students are provided with instruction in fundamentals of patient care, image production, equipment operation, radiation protection, and radiographic procedures. Students begin their clinical education experience by observing the daily operations of an imaging facility, completing patient care competencies and assisting staff radiographers in performing various radiologic examinations.

After successful completion of written and laboratory examinations, students may attempt to perform competency evaluations in the clinical setting. Clinical competency evaluations provide the program with a means of evaluating the student while performing radiographic examinations in the clinical setting. The clinical competency evaluations used by the program assess student performance in the cognitive, affective, and psychomotor domains. The cognitive aspect of the evaluation assesses the student's understanding of the didactic theory pertaining to the examination. The affective aspect of the evaluation assesses the student's interpersonal skills and general demeanor while performing examinations. The psychomotor aspect of the evaluation assesses the student's actual ability to apply didactic material in the clinical setting.

During the clinical education component of the curriculum, students' progress from observing, to assisting, to independent clinical performance. Prior to demonstration of clinical competency on a specific radiographic examination, students are required to have direct supervision while performing examinations. Direct supervision requires an ARRT registered radiographer to be with the student at all times while performing a radiographic examination. Once a student has demonstrated clinical competency on a specific radiographic examination, the student may perform radiographic exams of that type with indirect supervision. Indirect supervision requires that an ARRT registered radiographer be immediately available to assist the student. It is the policy of the PGCC Radiography Program that students are not permitted to perform mobile or intra-operative radiographic examinations independently, regardless of competency achievement.

The general evaluation criteria included on all clinical competency evaluations include:

- Evaluation of the requisition.
- Readiness of the radiographic room prior to the examination.
- Interaction between the student and patient, to include communication skills.
- Positioning skills.
- Manipulation of equipment.
- Proper use of radiation protection methods.
- Radiographic image evaluation and critique, to include knowledge of radiographic anatomy.

All repeat radiographs performed by students must be done in the presence of a registered radiographer, regardless of competency completion. Appropriate documentation of repeat radiographs must be included in the student's Daily Clinical Record (DCR). Students are required to complete daily clinical records that reflect all patient contact for each clinical day during the semester. These records provide the faculty a means for assessing the volume and variety of examinations provided to each student.

Comprehensive Clinical Competency Evaluations

At the end of the clinical semester for RAD 1540 and RAD 2530, students must successfully pass the Category Competency Evaluation, administered by the PGCC clinical instructor. This evaluation tool serves as the final examination for RAD 1540 and RAD 2530. Each student will be asked to simulate 5 projections, chosen randomly from the competency evaluations completed by the student during the semester. The student must simulate each projection with a minimum score of 90% during the first year of the program and 95% during the second year of the program. Failure to successfully simulate a projection indicates that the student has not maintained competency and will result in disqualification of the corresponding competency evaluation. A cumulative score of 90% during the first year of the program and 95% during the second year of the program on the category competency evaluation is required to

successfully complete the required coursework for the course.

At the end of the summer session, prior to completion of the first year in the program, each student must successfully complete the Junior Master Competency Evaluation with a minimum score of 90%. This global competency evaluation assesses the student's overall ability to perform in the clinical setting at a level expected for this stage of the clinical education component of the program. Each student will be evaluated by a PGCC Clinical Instructor while running a radiographic room for a minimum of 2 hours. This evaluation tool serves as the final examination for RAD 1550. All students must successfully pass the Junior Master Competency Evaluation in order to fulfill course requirements for RAD 1550, Clinical Education III, regardless of the rest of the course grade.

At the end of the spring semester of the second year, prior to program completion, each student must successfully complete the Senior Master Competency Evaluation with a minimum score of 95%. This global competency evaluation assesses the student's overall ability to perform at a level expected for an entry-level radiographer. Each student will be evaluated by a PGCC Clinical Instructor while performing the duties of a radiographer for a minimum of 4 hours. This evaluation tool serves as the final examination for RAD 2540. All students must successfully pass the Senior Master Competency Evaluation in order to fulfill course requirements for RAD 2540, Clinical Education V, regardless of the rest of the course grade.

Student Assessment and Tracking in the Clinical Education Setting

The Radiography Program uses a web-based company for clinical assessment and evaluation of the students. Each student is required to purchase access for two years with Trajecsys.

The following section provides a full text version of the objectives and evaluation criteria for each clinical form in the Trajecsys system.

Clinical Competency Evaluation

To successfully complete the program, graduate and qualify for application to take the ARRT examination, each student must complete a required number of mandatory and elective competency examinations. Competency evaluations can be completed by either a staff radiographer or clinical instructor. By completing this assessment, the radiographer is certifying that the student is competent in performing the exam and will be able to perform the same exam independently from that point forward.

Students are expected to inform the radiographer that they wish to "comp" an exam before the exam begins. The radiographer must be present for the entire exam. The evaluation must be completed in a timely fashion. A 24-hour window is acceptable, if the radiographer cannot fill out the form immediately.

If at any point the radiographer feels that the student does not fully understand the exam they are attempting, they should step in and provide assistance. The radiographer should provide feedback to the student and suggest that the student wait until a later date to attempt the competency exam. Remediation should be provided to the student by either the staff radiographer or clinical instructor.

First year students must obtain a minimum score of 90% to successfully complete the evaluation. Second year students must obtain a minimum score of 95% to successfully complete the evaluation.

The evaluation contains 5 sections with specific performance objectives. The student is evaluated as meeting the objective or not meeting the objective. There is also a section where the student is asked to identify radiographic anatomy.

Section 1: Facility Preparation

- Cleans/straightens before escorting patient into radiographic room.
- Has all equipment and supplies (patient gown, shield, markers, etc.) readily available before escorting the patient into radiographic room.
- Manipulates all radiographic equipment with ease, and centers the CR to the Bucky/IR for all projections.
- Adjusts the tube to the proper source-to-image receptor distance (SID) for each projection.
- Selects image receptors of the appropriate sizes for all projections, according to the patient's size and examination.

Section 2: Patient Preparation

- Identifies the correct patient and examination according to the requisition while establishing a good rapport.
- Obtains and documents the patient's history before the examination.
- Explains the examination in terms the patient fully understands, and properly communicates with the patient throughout the examination.
- Verifies with female patients the date of their last menstrual period and the possibility of pregnancy; and has them sign pregnancy consent form.
- Removes all obscuring objects (snaps, zippers, belt, etc.) that may lead to radiographic artifacts.
- Respects the patient's modesty and provides ample comfort for the patient.

Section 3: Patient Positioning

- Centers the anatomy of interest to the image receptor/collimated field.
- Correctly positions the patient in relation to the image receptor, without rotation.
- Orientates the image receptor in the correct direction depending on the patient's body type and projection.
- Orientates the image receptor correctly in relation to the part being examined.
- Directs the central ray to the appropriate location, for all projections, for the part being examined
- Aligns central ray to the image receptor for each projection, using the correct degree of angulation.

Section 4: Important Details

- Instills confidence in the patient by exhibiting self-confidence throughout the examination
- Places a lead marker in the appropriate area of the IR/Bucky (top/bottom/anteriorly/laterally), where it will be visualized on the finished radiograph, on the proper anatomical side (R/L), and in the appropriate position (face up/face down), for all projections.
- Provides radiation protection (shield) for the patient (when appropriate), self, and others.
- Applies proper collimation and makes adjustments as necessary.
- Properly measures the patient along the course of the CR for each projection.
- Sets the proper exposure factors for all projections and makes adjustments as necessary.
- Exposes the image receptor after telling the patient to hold still and after giving the patient proper breathing instructions for each projection.
- Ensures each radiographic image has proper patient identification and processes each image without difficulty.
- Properly completes the examination by filling out all necessary patient data, entering the examination in the computer, having the images checked by the appropriate staff members, and informing the patient that he or she is finished.
- Exhibits the ability to adapt to new and difficult situations if and when necessary.
- Accepts constructive criticism and uses it to his or her advantage.
- Leaves the radiographic room neat and clean for the next examination.
- Completes the examination within a reasonable time frame.

Section 5: Image Quality

- Optimal exposure indexes for type of imaging system utilized.
- Proper positioning (all anatomy included, evidence of proper centering/alignment, etc.).
- Recorded detail without evidence of motion, distortion, or any visible artifacts.
- Evidence of proper collimation and radiation protection.
- Proper marker placement.

Section 6: Radiographic Anatomy

- The student must be able to identify 10 anatomical structures on the images. The manner of identifying anatomy is at the discretion of the evaluator.

Patient Communication Assessment

This evaluation assesses the student's ability to communicate effectively with patients.

Students are evaluated on a scale of 1-4 on each of the main components of effective communication:

- Professional demeanor
- Attention to patient comfort
- Patient comprehension
- Ability to improvise

Clinical Rotation Evaluation

This evaluation is completed by the radiographer who has worked with the student for the majority of the clinical rotation. The evaluation is based on an entire rotation, not just one day. A PGCC faculty member reviews the evaluation with the student

The following definitions are used to assess the student's performance:

Excellent (5) – displays exceptional ability, is able to compensate for errors, and is consistent in work habits.

Good (4) – works consistently with minimal errors, needs minor improvement.

Average (3) – performs as expected.

Fair (2) – work is generally acceptable, however, noted improvement is needed.

Poor (1) – inconsistent in work habits, needs major improvement.

The evaluation consists of 3 sections with specific performance objectives:

Section 1: Technical Knowledge/Competency

- Consistently applies gained knowledge.
- Adapts procedures and techniques to the clinical situation
- Evaluates radiographs for compliance with departmental standards.
- Produces radiographs of acceptable quality.
- Demonstrates good use and care of equipment.
- Performs tasks expected for this level of practice.
- Positions patients according to established guidelines.
- Identifies patient; obtains histories, and provides complete reports to faculty/staff.
- Explains procedures to patients, reassuring and instilling confidence.
- Is attentive to patient needs and comfort.

Section 2: Radiation Protection

- Consistently shields patients.
- Wears protective and monitoring apparel.
- Collimates to the part and/or image receptor size.
- Minimized the amount of repeat radiographs.
- Uses proper immobilization devices to minimize patient motion.

Section 3: Professional Development

- Displays professional demeanor
- Displays professional appearance at all times
- Is tactful & courteous to patients, peers, staff and faculty.
- Communicates effectively with patients, peers, staff & faculty.
- Reports to designated area on time; returns from breaks/lunch promptly.
- Is always available when needed; informs staff/supervisor of whereabouts.
- Makes effective use of clinical time, using idle time to reinforce clinical skills.
- Starts and completes assigned responsibilities in an organized manner.
- Cleans and stocks room between patients.
- Accepts constructive feedback.

Image Critique Evaluation

This assessment is used by the instructor to evaluate the radiographic images that correlate with a student's competency evaluation, ensuring that images are of acceptable quality. The student and instructor discuss the images, identifying areas that could be improved. Related anatomy and positioning are reviewed. This assessment assures validity of competency evaluations. Image critiques with a score of below 75% will disqualify the corresponding competency evaluation. Exposure indexes indicating gross overexposure/underexposure will disqualify the corresponding competency evaluation.

The following criteria are used to assess radiographic image quality:

- 10 - Optimal quality
- 7.5 - Diagnostic, not optimal
- 5 - Needs improvement
- 0 - Unacceptable

The image critique evaluates image quality for:

- Recorded Detail
- Visibility of Detail
- Part/tube alignment
- Part/image receptor alignment
- Part positioning
- Image receptor type & orientation
- Collimation
- Annotation & markers
- Exposure Index

Category Competency Evaluation

This is considered to be the final examination for RAD 1540 and RAD 2530. The instructor randomly picks 5 radiographic projections, corresponding to competencies completed during the semester, for the student to simulate. This assessment assures retention of knowledge and clinical skills.

First year students must perform each projection with a minimum score of 90%. Second year students must perform each projection with a minimum score of 95%. Scores below the minimum acceptable percentage disqualifies corresponding competency evaluations. First year students must have a minimum overall grade of 90% on this evaluation to pass the course. Second year students must have a minimum score of 95% on this evaluation to pass the course.

4 criteria are assessed on a scale of 1 - 5:

- Patient instructions
- Use of markers
- Radiation protection
- Use of radiographic accessories

8 criteria are assessed for each projection on a scale of 1 -10:

- Part positioning
- SID and tube angle
- CR location
- Tube/part/IR alignment
- Image receptor size & position
- Collimation
- Knowledge of anatomy
- Exposure factors

Clinical Instructor Evaluation

This evaluation is completed by the PGCC Clinical Instructor at the midpoint and end of each clinical semester. It assesses the student's overall performance in the clinical setting for the semester.

The following definitions are used to assess the student's performance:

Excellent (5) – student displays exceptional ability; demonstrates consistent work habits; or greatly exceeds expectations.

Good (4) – student displays above average ability; demonstrates generally consistent work habits; or exceeds expectations.

Average (3) – student displays average ability; demonstrates consistent work habits; or meets expectations.

Fair (2) – student displays below average ability; demonstrates inconsistent work habits; or does not meet all expectations.

Poor (1) – student displays inability to perform; demonstrates inconsistent/unacceptable work habits; or does not meet expectations.

The evaluation consists of 4 sections with specific attributes to evaluate:

Section 1: General Performance

- Use and care of equipment
- Initiative to perform exam
- Knowledge and demonstration of dept. protocols
- Applies critical thinking skills based on differences in radiologic exams and patient situations

Section 2: Professionalism

- Demeanor
- Reaction to constructive feedback
- Attendance & Punctuality
- Professional Appearance

Section 3: Communication and Interactions with Patients

- Ability to communicate with patients of diverse backgrounds and medical conditions
- Communication with staff and faculty
- Attention to patient needs and comfort

Section 4: Technical Knowledge

- Knowledge and application of exposure factors
- Ability to adjust/correct exposure factors
- Use of proper radiation protection methods for patients
- Use of proper radiation protection methods for self

Section 5: Application of Didactic Knowledge to Clinical Setting:

- Proficiency in completing exams
- Application of knowledge to clinical practice
- Positioning skills
- Ability to correct positioning skills

Junior Master Competency Evaluation

The Junior Master Competency Evaluation is administered at the end of the summer session, prior to the student's elevation to the second year of the program. It assesses the student's overall ability to perform in the clinical setting compared to the level of performance considered acceptable for that point in the program. Students must pass this evaluation with a minimum score of 90% to pass RAD 1550.

The clinical instructor(s) evaluates the student's overall clinical performance compared to those skills expected for this level of clinical performance, for a minimum of 2 hours. The following criteria is used to assess student performance for each objective.

- 3 - the student meets/exceeds expectations
- 2 - the student meets expectations, but displays some weakness
- 1 - the student does not meet expectations, needs remediation
- 0 - the student's performance is unacceptable

The instructor evaluates the student's performance for each of the following objectives:

- Accurately interprets the requisition.
- Assesses requisitions and formulates a plan to radiograph patients in a timely manner, while maintaining patient comfort.
- Applies didactic knowledge to clinical practice.
- Solves routine problems.
- Identifies patients and obtains a brief clinical history.
- Explains exam/procedure to the patient in a clear, concise, professional manner.
- Remains attentive to patient needs and comfort.
- Conveys pertinent information to physicians and other health care professionals.
- Performs procedures according to departmental guidelines.
- Modifies positioning/procedure to patient condition.
- Sets appropriate radiographic techniques.
- Manipulates radiographic technique based on patient condition/existing pathology.
- Produces radiographic images of acceptable quality, with minimal repeat exposures.
- Operates and manipulates equipment proficiently.
- Completes exams in a timely, proficient manner.
- Evaluates radiographic images for acceptability using established quality control criteria.
- Consistently shields patients and screens for potential pregnancy in female patients.
- Wears protective and monitoring equipment properly.
- Collimates to part and/or film size.
- Uses appropriate restraining and positioning devices.
- Routinely uses lead markers on all radiographs.
- Records all patient data on appropriate forms.
- Accurately completes all related paperwork.
- Completes procedures in an organized manner.
- Functions independently, with initiative, for this level of clinical practice.
- Seeks help when appropriate.
- Maintains cleanliness of the work environment, including restocking of supplies.
- Exhibits a professional demeanor and appearance.
- Performs tasks expected for this level of clinical practice.

Master Competency Evaluation

The Master Competency Evaluation is administered at the end of the second spring semester, prior to program completion. It assesses the student's ability to perform at the level expected of an entry-level radiographer. Students must pass this evaluation with a minimum score of 95% to pass RAD 2540.

The clinical instructor(s) evaluates the student's overall clinical performance compared to those skills expected of an entry-level radiographer, for a minimum of 4 hours. The following criteria is used to assess student performance for each objective.

- 3 - the student meets/exceeds expectations
- 2 - the student meets expectations, but displays some weakness
- 1 - the student does not meet expectations, needs remediation
- 0 - the student's performance is unacceptable

The instructor evaluates the student's performance for each of the following objectives:

- Identifies pending cases/exams and formulates a plan to complete procedures in a proficient, orderly manner, giving priority to urgent situations.
- Consistently displays good customer service skills.
- Greets patients, introduces self and obtains an adequate and concise relevant clinical history.
- Evaluates order for each requested exam/procedure, questions vague information and brings it to the attention of the appropriate individual.
- Assesses each requisition and formulates a plan to complete the exam in a timely manner.
- Explains exam in a manner that allows for patient comprehension; answers questions.
- Attentive to patient needs/comfort; communicates with patient throughout entire exam.
- Follows proper patient care techniques (standard precautions, patient transfer, etc.)
- Maintains cleanliness in the work environment; follows proper procedures for medical and surgical asepsis as required.
- Effectively communicates with physicians and staff in a straight forward professional manner.
- Reviews and completes all paperwork accurately and completely.
- Possess and display a comprehensive, functional knowledge of all related technical aspects; appropriately applies them in the clinical setting.
- Possess and display a comprehensive, functional knowledge of human anatomy/physiology and radiographic positioning; appropriately applies them in the clinical setting.
- Sets and manipulates technique based on body habitus, patient condition or pathology.
- Positions patients based upon standard radiographic positioning and departmental guidelines.
- Adapts positioning according to patient condition/underlying pathology; questions the need for additional/special projections.
- Performs exams in a proficient, timely manner; acts in a professional manner at all times.
- Adapts to performing exams/procedures in all pertinent areas of the department.
- Consistently produces radiographic images of acceptable radiographic quality.
- Evaluates radiographic images for compliance with departmental standards.
- Identifies unacceptable images; formulates a plan for corrective action or seeks help with difficult to image patients.
- Follows correct procedures for routing patient, radiographs and paperwork.
- Performs additional duties as requested; assists in high volume areas without being asked.
- Consistently and properly shields patients
- Wears protective apparel and radiation monitoring devices appropriately.
- Consistently collimates to part or image size; uses appropriate size/type image receptor.
- Performs radiographic exams with minimal repeat exposures; percentage of repeat exposures within acceptable guidelines.
- Uses immobilization devices.
- Consistently and accurately uses lead anatomical markers.
- Addresses and solves all problems encountered.
- Functions independently, without assistance, as would an entry-level radiographer.

**Prince George's Community College
ARRT Clinical Competency Requirements Checklist**

This document provides a summary of the clinical competency requirements necessary to qualify to apply to take the ARRT Radiography exam. Candidates must demonstrate competence in all 37 mandatory procedures. Procedures should be performed on patients; however, up to 8 mandatory procedures may be simulated when demonstration on patients is not feasible*. 15 of the 34 elective procedures must be completed- one of which must be in the skull or facial bone category. **Candidates must select either Upper GI or Barium Enema plus one other elective from the Fluoroscopy section. Elective Procedures should be performed on patients; however, electives may be simulated if demonstration on patient is not feasible*. All 6 patient care competencies must be completed. Patient care competencies may be simulated if state or institutional regulations prohibit performing them on patients. (Revised July 2017)

*Refer to clinical course syllabi for allowed number of simulations per course.

Student: _____

Mandatory Procedures

Chest, routine	
Chest, age 6 or younger	
Chest AP, WC or stretcher	
Ribs	
Finger or thumb	
Hand	
Wrist	
Forearm	
Elbow	
Humerus	
Clavicle	
Shoulder	
Trauma shoulder (Scapular Y, Transthoracic, or axial)	
Trauma upper extremity(non-shoulder)	
Foot	
Ankle	
Tibia and fibula	
Knee	
Femur	
Trauma lower extremity (non-hip)	
Cervical spine	
Thoracic spine	
Lumbosacral spine	
XTL spine (Horizontal beam)	
Pelvis	
Hip	
Trauma hip (XTL)	
Abdomen, supine	
Abdomen, erect	
Portable chest	
Portable abdomen	
Portable orthopedics	
Geriatric Patient chest routine	
Geriatric Patient upper extremity	
Geriatric Patient lower extremity	
C-ARM (requiring more than 1 projection)	
Surgical C-ARM (requiring sterile field)	

Elective Procedures

Chest, lateral decubitus	
Sternum	
Upper airway (soft tissue neck)	
Scapula	
AC joints	
Toes	
Os calcis	
Patella	
Skull	
Paranasal Sinuses	
Facial bones	
Orbits	
Zygomatic arches	
Nasal bones	
Mandible (or panorex)	
TMJs	
Sacrum and/or coccyx	
Scoliosis series	
Sacroiliac joints	
Abdomen, decubitus	
Intravenous urography (IVU)	
**UGI	
**Barium Enema, single or double	
Small Bowel Series	
Esophagus	
Cystography or cystourethrography	
ERCP	
Myelography	
Arthrography	
HSG	
Upper extremity (< 6 years)	
Lower extremity (< 6 years)	
Abdomen (< 6 years)	
Mobile study (< 6 years)	
General Patient Care	
CPR	
Vital signs	
Sterile and aseptic technique	
Transfer of patients	
Venipuncture	
Care of patient medical equipment	

Allegations of Non-Compliance with JRCERT Standards

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology. To maintain accreditation, the program must be in compliance with the **JRCERT Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT Standards)**. A copy of the JRCERT Standards is posted on Blackboard in clinical and didactic course content, and on the JRCERT's website (www.jrcert.org). Each Clinical Education Center (CEC) is provided with a copy of the JRCERT Standards, and it is posted on the college's Trajecsys website.

Allegations/formal complaints of non-compliance with the JRCERT Standards must be made to the Program Director in the form of a written statement. Documentation of the events leading to the allegation should be included. Upon receipt of an allegation, the Program Director will investigate the report within 14 days. If an incident of non-compliance is identified, the Program Director and faculty will take action to resolve the situation. All parties involved will receive a copy of the Program Director's Report of Findings. The Report of Findings will include a written narrative of the allegation, findings of the investigation of the allegation, and any actions taken by the Program regarding the allegation. A written record of all formal allegations/complaints and their resolutions will be maintained by the Program Director as part of the Program's Master Plan of Education.

If the individual feels that the Program Director's findings/resolutions are unsatisfactory, the individual may contact the Dean of Health, Wellness, and Hospitality. After speaking with all parties involved, the Dean will render a decision within a reasonable time period, normally not greater than 14 days.

If the individual remains unsatisfied with the resolution, they have the right to contact the Joint Review Committee on Education in Radiologic Technology:

20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Email: mail@jrcert.org
<http://www.jrcert.org>

In the event that the JRCERT finds the Program to be in non-compliance with the JRCERT Standards, the program will make every effort to immediately resolve the situation.

If an individual feels that one of the clinical education centers is non-compliant with the JRCERT Standards, they should speak to either the JRCERT designated clinical instructor for the facility or the PGCC Clinical Instructor assigned to the facility, in an attempt to resolve the conflict before a formal allegation is made to the Program Director.

PGCC Radiography Program Faculty Contact Information

Program Director

Karen M. Moorman, MS Ed, R.T.(R)(M)(CT)(QM)
(301) 546-3021
moormakm@pgcc.edu

Fulltime Faculty

Suzanne M. McCarthy, MA Ed, R.T.(R)(M)
Clinical Coordinator
(301) 546-0648
mccartsm@pgcc.edu

Victoria Thompson, BS, R.T. (R)(CT)
Assistant Professor
(301) 546- 0569
thompsve@pgcc.edu

Adjunct Faculty/Clinical Instructors

Each adjunct faculty member will provide students with additional contact information at their discretion.

Ray Badia, R.T. (R)
BadiaRX@pgcc.edu

Kim Murphy, R.T.(R)
klmurphy@cnmc.org

Arlene Brown, R.T. (R)
brown9396@pgcc.edu

Orlando Occenad, R.T. (R)
OccenaOG@pgcc.edu

Jayser Gamboa, R.T. (R)
jgamboa@pgcc.edu

Erika Sherman, R.T.(R)
ShermaED@pgcc.edu

Amanda Hamilton, R.T.(R)(MR)
HamiltAM@pgcc.edu

Tina Scott, MS, R.T.(R)(CT)
scotttx@pgcc.edu

Clinical Education Center Contact Information

Clinical Facility	Address & Phone #	Clinical Instructor/Contact
Prince George's Hospital Center	Medical Imaging Department 3001 Hospital Drive Cheverly, MD 20785 (301) 618-3350	Pam DeFrietas, RT(R)
Calvert Health Medical Center	Radiology Department 100 Hospital Road Prince Frederick, MD 20678 (301) 535-8318	Bobbie Vess, BS, R.T.(R)(M)(CT)
Calvert Medical Outpatient Center	130 Hospital Rd. Ste. LL 100 Prince Frederick, MD 20678 443-295-9225	Melanie Butler RT (R) Michelle Cochran RT (R)
Doctors Community Hospital	Radiology Department 8118 Good Luck Road Lanham, MD 20706 (301) 552-8039	Ruby Sackey Ofori, RT(R) Angela Pringle RT (R)
MedStar Southern Maryland Hospital Center	Radiology Department 7503 Surratts Road Clinton, MD 20735 (301) 877-4772	Daniel Njinimbot, MPA, R.T.(R)

University of Maryland Charles Regional Medical Center	Radiology Department 701 E. Charles Street La Plata, MD 20646 (301) 609-4174 or 4651	
MedStar St. Mary's Hospital	Radiology Department 234 Jefferson Street PO Box 527 Leonardtown, MD 20650 (301) 475-6126	Melissa Alton RT (R)
Laurel Regional Hospital	Radiology Department 7300 Van Dusen Road Laurel, MD 20707 (301) 497-7994	Wendy Morgan, R.T.(R)
Children's National Medical Center	Department of Diagnostic Imaging 111 Michigan Ave, NW Washington, DC 20010 Main (202)476-3429 or 4290	Bruce Dietrich, R.T.(R)
Community Radiology Associates-Clinton Imaging Center	9131 Piscataway Road Clinton, MD 20735 (240) 846-6750	Amanda Guilfooy, R.T.(R)
Tower Radiology	4255 Altamont Place, Suite 102 White Plains, MD 20695 (301) 638- 4606	Stephanie Rye, R.T.(R)(CT)(MR)
Community Radiology Associates-Greenbelt	7501 Greenway Center Drive Suite 200 Greenbelt, MD 20770 (240) 387-7505	Gerry Ajani, R.T.(R)(CT)(MR)
Kaiser Permanente - Largo	1221 Mercantile Lane Largo, MD 20772 (301) 618-5743	Artine Hollis, R.T.(R) Kim Jordan, R.T.(R)
Kaiser Permanente – Camp Springs	6104 Old Branch Ave. Temple Hills, MD 20748 301-702-6103	Edwin Crawford, Jr., R.T.(R)
Kaiser Permanente- Marlow Heights	5100 Auth Way Camp Springs, MD 20746 (301)-702-5262	Marcel Westney RT (R)
Fort Washington Medical Center	11711 Livingston Rd, Fort Washington, MD 20744 (301) 203-2273	Jaratu (Julie) J. GarubaAgbebaku, R.T.(R)(M)
ARS– Waldorf	3510 Old Washington Road Suite 101 Waldorf, MD 20602 (301) 638-2457	Rhonda Adams , R.T.(R)
Radiology Imaging Associates at Patuxent	230 W. Dares Beach Road Suite 100 Prince Frederick, MD 20678 (410) 410-3041	Mitch Johnson, R.T. (R)
Radiology Imaging Associates at Pembroke	11335 Pembroke Square Suite 101 Waldorf, MD 20693 (301) 870-8434 #3	Deanna K. Miller, R.T.(R) Kathleen Franklin, R.T.(R)(CT)(MR)
Community Radiology Associates – Bowie Radiology Services South	4000 Mitchelleville Road Suite A100 Bowie, MD 20716 (301) 805-7002	Sandra B. Ziliox, R.T.(R)(M)(CT)
Community Radiology Associates - Bowie Radiology Services (North)	14999 Health Center Drive Suite 102 Bowie, MD 20716 (301) 860 -1721	Cecelia Butler, R.T.(R)

CAMPUS RESOURCES AND SERVICES

Student Development Services

Student Development Services offers programs that provide students with academic and career advising, personal counseling, and mentoring. For more information, log in to **myPGCC** from my.pgcc.edu or from www.pgcc.edu, or call 301-546-0886, or check the college website:

<http://www.pgcc.edu/current/academicresources/studentdevelopmentservices>

Computer and Learning Labs

Office	Location	Phone	Hours of Operation
Open Computer Lab Bladen Computer Center	Bladen Hall Room 104	301-546-0999	Mon.-Thurs.: 7:45 am – 9:15 pm Fri.: 7:45 am – 5 pm Sat.: 9 am – 4:45 pm Sun.: Closed

Other Resources, Services, and Academic Support

Office	Location	Phone	Hours of Operation
Academic Advising Health Sciences	Center for Health Studies Room 1401	301-546-0731	Mon.-Fri.: 8:30 am – 4:30 pm Sat.: Closed Sun: Closed

Academic Advising Website: healthscienceadvisor@pgcc.edu

Bookstore	Largo Student Center Room 116	301-546-0912	Mon, Tues, Wed 8:30 am – 7:00 pm Thurs 8:30 am – 5:00 pm Friday 8:30 am – 4:00 pm Sat 10:00am - 4:00pm There are extended and Saturday hours at the beginning of the semester. Please call or check website to confirm.
-----------	----------------------------------	--------------	--

Bookstore Website: <https://www.bkstr.com/princegeorgesccstore/home>

Campus Police	Facilities Management Building	301-546-0666	24 hours, 7 days a week
College Life Services	Largo Student Center Room 149	301-546-0853	Mon.-Fri.: 8:30 am – 5 pm
eLearning Services	Accokeek Hall Building Room 335	301-546-0463	Mon.-Fri.: 8:30 am – 4:30 pm with phone support available until 9 pm

E-learning Website: www.pgconline.com

Library	Accokeek Hall First and Second Floors	301-546-0476	Mon-Thurs.: 8 am – 8 pm Fri.: 8 am – 5 pm Sat.: 10 am – 3 pm Sun.: Closed
---------	--	--------------	--

Library Website: <https://pgcc.libguides.com/library>

Testing Center	Bladen Hall Room 100	301-546-0090	Mon-Thurs.: 8:30 am – 8:00 pm Fri.*: 8:30 am – 4:00 pm Sat.: 9 am – 3:00 pm Sun: Closed No additional students will be admitted for testing 30 minutes prior to the posted closing time. *On the first Friday of each month, the Center closes at 2:30 pm with no admittance after 2 pm.
----------------	-------------------------	--------------	---

Testing Center Website: <https://www.pgcc.edu/student-life-support-services/support-services/testing-center/>

Tutoring and Writing
Centers

Lanham Hall
Room 114

301-546-0748

Mon-Thurs.: 8:30 am – 8:30 pm
Fri.: 8:30 am – 4:30 pm
Sat.: 8:30 am – 3:30 pm

Tutoring and Writing Centers Website: <https://pgcc.libguides.com/twc>

HEALTH SCIENCES COLLEGIAN CENTER (HSCC)

Students admitted to the Radiography Program receive automatic membership to the HSCC and are encouraged to participate in collegian center activities. The mission of the HSCC is to “create an environment infused with student centered learning experiences, that stimulate critical thinking, improve academic performance, increase exposure to career options and opportunities in the health sciences, and promote students’ personal identification with their chosen health science career path. This is accomplished through faculty mentoring, peer tutoring, practice exam sessions, professional and student led presentations, and peer interactions.

OWL LINK

All students must have an Owl Link account. To establish an Owl Link user ID and password:

1. Go to the PGCC website (www.pgcc.edu) → Click "Owl Link"
2. Click “Log In”
3. Follow the directions in the “Tutorial – Students First Time Login ONLY”

If you encounter difficulty with your Owl Link account, contact the Technology Services Helpdesk.

BLACKBOARD

Blackboard is a web-based program that serves as the college's online classroom. Blackboard is used in all Radiography Program courses to communicate with faculty, access course materials, submit assignments and discuss course ideas with classmates and faculty.

To log in to your Blackboard course, you must have an Owl Link user ID and password and an Owl Mail account:

Go to the PGCC website (www.pgcc.edu) → Click "BLACKBOARD" or- Go directly to the Prince George's Community College Blackboard website which is located at <http://pgconline.blackboard.com>. *NOTE:* There is no “www” in the Blackboard address.

- If your login is successful, you will see the Blackboard “**Welcome**” screen. In the box labeled “**My Courses**”, you will see the course or a list of courses in which you are enrolled. Click on the course name to enter your Blackboard course.

If you need technical assistance with Blackboard, visit the [eLearning website](http://www.pgconline.com) (formerly Distance Learning) at <http://www.pgconline.com> If you have questions about Blackboard, e-mail distancelearn@pgcc.edu.

myPGCC

Use **myPGCC** to provide quick access to Blackboard, Owl Alert, Owl Link, Owl Mail, PGCC news, information, student events and more. Access **myPGCC** at my.pgcc.edu or from www.pgcc.edu. Log in using your Owl Link user ID and password.

EVOLVE

Evolve is a web-based program that is used in many courses in the Radiography Program. Evolve components are included in the program's customized book package. For information on purchasing the components separately, contact a Radiography Program faculty member. Usernames and passwords for Evolve will be distributed by the program faculty. The URL for the Evolve website is <http://evolve.elsevier.com>.

Owl Mail Information

As a credit student, you must activate your Owl Mail account. It is the only e-mail address that the college will use to send you important notices and messages.

Owl Mail Policy

By activating your Owl Mail Account, you are agreeing to abide by the Student Email Rules and understand that your Owl Mail address is the only email address that the college will use to send you email correspondence.

1. Student Email is Prince George's Community College official electronic means to communicate with students.
2. Students are expected to check their Student Email account frequently for official college messages - once a week is suggested.
3. Students are required to use Student Email for all electronic correspondence with college faculty and staff.
4. Faculty may determine how they will use Student Email in classes.
5. Each Student Email account has a maximum of 5GB. If incoming email is larger than the space remaining in the account, the email will be returned to the sender. Once the maximum is reached, the student will not receive new emails until the student has deleted old emails.
6. The number of messages that can be sent or received is limited to 500 per day, per user.
7. The size of all incoming and outgoing messages, including attachments, cannot exceed 14M, with a maximum of 10MB allocated to attachments.
8. Intentional use of Student Email for illegal activities of any kind is strictly prohibited.
9. The full policy, Prince George's Community College Technology Policies, governing Student Email may be viewed at <http://www.pgcc.edu/go/studentemailpolicy>

POLICIES AND PROCEDURES

**PRINCE GEORGE'S COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
RADIOGRAPHY PROGRAM**

ADMISSIONS AND RECRUITMENT

RECRUITMENT AND ADMISSION

Recruitment for the Radiography Program of Prince George's Community College is done on a non-discriminatory basis in regards to race, color, religion, gender, age, national origin, and disabilities.

Any student that follows the steps for admission as outlined in the College Catalog, Chapter 2, Admissions, Testing and Placement, is accepted into the institution, satisfactorily completes the pre-requisite courses, and satisfies the technical standards for admission will be eligible to petition for a seat in the Radiography Program.

If the number of eligible applicants exceeds the number of program slots, a selective admission procedure will be used.

Radiography Program information is supplied to any individual upon request. Faculty members attend high school, vocational center and community college career fairs as requested, without discrimination.

ADVANCED PLACEMENT OF NON-REGISTERED RADIOGRAPHERS

The program does not accept students who have previously completed another radiography programs as advanced placement. Students wishing to graduate from the program must start in the first semester and complete all program courses in order to graduate from the program.

PROGRAM CONTINUATION

To continue in good standing in the Radiography Program, students must maintain an overall grade point average of 2.0, and satisfactorily complete all Radiography Core Courses with a minimum grade of "C".

PROGRAM RE-ENTRY

All Radiography core courses are pre-requisites to courses offered in subsequent semesters. Individuals who receive a grade less than "C" in a radiography core course are not eligible to progress to the next semester of studies in the Radiography Program.

The PGCC Radiography Program is based upon a competency based plan of education. Students seeking re-entry into the Program in order to repeat a course and complete the program must demonstrate both written and clinical competency at a level consistent with the semester they wish to seek re-entry. Written competency will be determined by a minimum score of 75% on a comprehensive exam. Clinical competency will be determined by administration of a practical examination based upon previously demonstrated clinical competency achievement. The number of clinical competencies will be determined by the Program's Clinical Coordinator, based upon the number of clinical education courses completed.

Students seeking re-entry into the Program must contact the Program Director at least 6 weeks prior to the beginning of the semester they are seeking re-entry. Students who have been out of the Program for 4 semesters or more are ineligible for program re-entry. Once a student has sought and gained program re-entry, they are ineligible for future program re-entry. Program re-entry is not an option for students who do not successfully complete any first semester course (RAD 1410, RAD 1510 or RAD 1530) or have been found in violation of the Code of Academic Integrity Policy.

PROGRAM WITHDRAWAL

Students who decide to withdraw from the program must submit a letter of withdrawal to the Program Director to be eligible to re-enroll in the program. Dates related to withdrawal from classes may be found on the PGCC Academic Calendar, available at www.pgcc.edu.

TRANSFER STUDENTS

Students requesting to transfer into the Radiography Program of Prince George's Community College must satisfy those requirements set forth in the College Catalog, Chapter 5, Academic Information. Students cannot be accepted if they have not met the pre-requisites required for enrollment in the program. Transfer credit will only be considered from radiography programs accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Transfer credit for radiography core courses will only be considered from one previous radiography program. A minimum of 15 credits hours is required for graduation from Prince George's Community College.

After all necessary information is reviewed, the student may be deemed eligible to take a cumulative examination to assess mastery of subject matter for courses successfully completed at another institution. If this examination is passed with a minimum score of 75%, the student will be permitted to start at the beginning of the following semester.

Students wishing to challenge a semester due to a difference in core curriculum at another institution or an absence of less than 3 consecutive semesters due to failing grades may be granted permission to do so by the Program Director.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

Academic dishonesty will not be tolerated in the PGCC Radiography Program and is grounds for immediate dismissal from the program. Any student found to be in violation of the Code of Academic Integrity forfeits future re-entry into the Radiography Program at Prince George's Community College and may be subject to legal action. Refer to the PGCC Code of Academic Integrity at the beginning of this manual.

ACADEMIC STANDING

To be able to continue in the Radiography Program, students must meet the following requirements:

- a. Maintain a minimum overall grade point average of 2.0 in all relevant college courses.
- b. Achieve a minimum grade of "C" in all Radiography Core Courses and related science courses (BIO 2050 and BIO 2060).

CLASS ATTENDANCE

Students are expected to regularly attend all classes. If a student must miss class, they are expected to contact the instructor, prior to the scheduled class meeting time, if possible. **Absent students are responsible for whatever material they have missed.** In the event that there is an examination/test scheduled for that day, the examination/test policy will be enforced. Additional attendance policies for each course may be found in the respective course syllabus.

Students are expected to arrive for class on time. Latecomers causing disruption to the learning environment will be managed according to the College's Disruptive Student Policy. This policy also applies to students arriving back to class tardy after breaks. Any student who is tardy more than 3 times per class, per semester will be considered habitually tardy and managed according to the College's Disruptive Student Policy. Tardy is defined by the program as arriving after the scheduled start of the class.

In the event that a student arrives late for class on the day that a quiz is given, they will not be granted extra time to complete the quiz. If a student misses a quiz due to tardiness, the quiz must be taken as a makeup, provided the examination/test/quiz policy has not been violated.

Students arriving late on the day of an examination/test will be managed according to the examination/test/quiz policy. Tardy students will not be granted extra time to complete tests. Extenuating circumstances will be given individual consideration.(i.e. a major traffic accident causing road closures), at the discretion of the Program Director and/or Instructor.

Please refer to the Clinical Education Attendance Policy for policies related to clinical attendance.

CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices are permitted in the classroom only if communication links can be done in a non-audible mode. Ringing phones and texting during class are considered disruptions and will not be tolerated. Phone conversations and other forms of electronic communication must be conducted outside the classroom, and must not disrupt any other classes within the area. **Texting will not be tolerated in the classroom.**

All communication devices must be turned off during quizzes and exams. The use of cell phones, smart watches, ear pods, or other electronic devices is not permitted during quizzes and exams. Improper or unethical use of electronic devices will result in disciplinary proceedings.

CONFIDENTIALITY OF PATIENT INFORMATION

All information contained in a patient's chart and/or electronic record is confidential. The use and disclosure of protected health information ("PHI") is strictly prohibited and enforced under federal law. Only persons involved in a patient's treatment are permitted access to their records. Examples of protected health information include, but may not be limited to: name, address, email address, dates, social security numbers, medical record numbers, health plan beneficiary numbers, account numbers, certificate numbers, license numbers, vehicle identifiers, facial photos, device identifiers, URL's, IP addresses, biometric identifiers, geographic units, telephone numbers, or any other unique identifier or code.

Information pertaining to physician and healthcare facility business is confidential as a matter of professional ethics. Information obtained during directed practice assignments or clinical rotations pertaining to patients, physicians or healthcare facility affairs is considered confidential. The same holds true for patient information discussed during instruction sessions.

Confidential information must not be discussed or disclosed to unauthorized individuals, including family and friends. Violators of this policy will be subject to disciplinary action under the PGCC Code of Conduct. Violators may also be subject to federal prosecution under the Health Information Portability and Accountability Act of 1996 ("HIPAA").

CLOCK HOUR/CREDIT DEFINITION

Calculation of assigned clock/credit hours in radiography core courses is as follows:

Lecture courses – 1 lecture hour = 1 credit

Lab courses – 3 lab hours = 1 credit

Clinical Education Courses – 4 clinical hours = 1 credit

DELAYED COLLEGE OPENINGS

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30-10:45 a.m. class will be held. This procedure applies to all credit classes. Clinical courses will begin at the time of the college opening. To sign up for text alerts such as school closings and delays, log in to **myPGCC** from my.pgcc.edu or from www.pgcc.edu and click Owl Alert Notification System on the Bookmarks tab. Owl Alert is the college's instant messaging and email notification system.

DISRUPTIVE STUDENT BEHAVIOR IN THE CLASSROOM

Students behaving disruptively in instructional areas will be handled according to the Disruptive Student Policy, as described in the PGCC Student Handbook. This procedure is designed to provide an efficient, informal process for resolving classroom conflicts, and will be applied in a nondiscriminatory manner. In the event that a student is charged with two or more violations, the instructor may file a charge with the Vice President for Student Services, who will proceed under the Code of Conduct.

DISABILITY SUPPORT SERVICES

Students requesting academic accommodations are required to contact the Disability Support Services Office (M-1042) or call (301) 546-0838 (voice) or (301) 546-0122 (TTY) to establish eligibility for services and accommodations. Students with documented disabilities should discuss the matter privately with their instructors at the beginning of the semester and provide a copy of their Student/Faculty Accommodation Form.

EXAMINATIONS/TESTS/QUIZZES

Students are expected to take all examinations/tests on the scheduled date, during the times allotted. Students arriving late on the day of an examination/test, will not be granted extended time to complete the exam. As late arrivers cause disruption to the concentration of other students, they will be handled according to the College's Disruptive Student Policy. This applies to all examinations including midterms and finals. The student may opt to take the exam at a later time and consider it a makeup, provided they have not already taken the allotted number of makeup exams per course.

Students are permitted to makeup one examination/test per semester, per course. Midterm and Final examinations must be taken when scheduled. All makeup examinations/tests are to be taken within one week of the student's arrival back on campus, unless otherwise arranged with the instructor. It is the responsibility of each student to arrange for makeup examinations/quizzes with the instructor. Extenuating circumstances, such as extended illness, will be handled on an individual basis, at the discretion of the Instructor and/or Program Director, provided appropriate documentation is provided to the Instructor.

Quizzes will be given at random, and will not always be announced. Students are permitted to miss and makeup one quiz, per semester, per course. Arriving late to class on days that quizzes are given is considered missing that quiz. It is the responsibility of each student to contact the Instructor and arrange to makeup all missed quizzes. Missed quizzes must be made-up within one week of the student's arrival back on campus.

If an examination is administered through the Campus Assessment Center (CAC), it is the student's responsibility to know the dates the examination will be available and the hours of operation of the CAC. It is not acceptable practice for a student to miss a scheduled class in order to take an exam in the CAC. Students who are absent from a radiography core course to take an exam in the CAC will receive an automatic grade of zero ("0") for that exam.

LATE ASSIGNMENTS

Assignments are due by the date and time indicated for each assignment. Late assignments are subject to an automatic 10 point deduction from the total grade of that assignment for each class day that it is overdue. 48 hours beyond due date, a zero will be entered into the grade book for that assignment. Extenuating circumstances will be handled on an individual basis.

STANDARD OF STUDENT CONDUCT

As stated in the PGCC Student Handbook, "A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution." Each student is responsible for their actions, and any student conducting themselves in a manner violating these standards will be subject to disciplinary action. Misconduct for which students are subject to disciplinary actions are described in Section 5, of the Prince George's Community College Code of Conduct, in the PGCC student handbook Student discipline, types of student discipline, disciplinary proceedings, and procedural safeguards are described in this document.

VIRTUAL INSTRUCTION

The program may need to transition to virtual instruction if college, state, or federal guidelines require that on-campus instruction is not allowed. Students would then receive instruction through such means as online instruction utilizing the college's learning management system, and virtual systems such as Skype, Zoom, or Collaborate Ultra. Students would be required to allow for proctoring at home with such software that would lock-down browsers and allow for visual monitoring during testing.

CLINICAL EDUCATION

CLINICAL ATTENDANCE

Attendance is important in the professional development of the Radiographer. Students are expected to arrive to the clinical education center at the scheduled time and be ready to begin their clinical duties. Students are required to sign in/out using Trajecsys on a designated computer at the site or through a smart phone device and allow for GPS tracking of the phone. If a sign in or sign out is missing geo location the student will be considered absent. If the student neglects to sign in **or** out on a given day, this will result in a deduction of 2 points per occurrence. If a student neglects to sign in/out on the same day the student will be considered absent for that day. Absences due to missing or incomplete sign in/out records count as an unexcused absence. Missing sign in or sign out need to be corrected by the student by entering a time exception. Students entering a time exception for a missed sign in or sign out, will have 2 points deducted for each occurrence.

Falsification of documents/records is a serious offense and will be handled as a breach of academic integrity and if found responsible will result in immediate removal from the program with no option for future re-entry. In addition, it is the obligation of the college to notify the American Registry of Radiologic Technologists of this violation.

Students may miss up to three clinical days, which they may elect to make up by the end of the semester. For each clinical day missed, and not made up, the student's final clinical grade will be lowered by five points. Any day missed over 3 days will result in the student's clinical grade being lowered by 1 letter grade per day in excess of three. This is in addition to the loss of points for missed time. If a student misses 4 or more hours of clinical time on any given day, corresponding make-up time must be in increments of 2 hours or more. Students with extenuating circumstances will be handled on an individual basis, with proper documentation provided to the Clinical Instructor and Clinical Coordinator.

Requests for make-up time must be initiated by the student and approved by the supervisor of the specific area from which clinical time was missed. This request is documented on Part I of the "Request for Clinical Make-up Time" form and must include the date and time the student is expected to be at the clinical site. Students who do not report to the clinical site on the agreed upon date will be charged with an absence. Students who arrive at the clinical site later than the agreed upon time will be considered tardy. Clinical make-up time can only occur in the area from which the student was absent (e.g. a clinical day missed in the Operating Room can only be made-up in the Operating Room). The clinical education center instructor or college faculty member must verify make-up time. This verification is documented on Part II of the "Request for Clinical Make-Up Time" form. If a student misses 4 or more hours of clinical time on any given day, corresponding make-up time must be in increments of 2 hours or more. **Class & clinical attendance cannot exceed more than 40 hours in one week, unless voluntarily requested by the student.** The 40 hours includes clinical and didactic class hours. Make-up time is not permitted prior to 8:00 AM (unless approved by the Clinical Instructor), after 11:00 PM weekdays, on weekends or holidays, when the college is closed (scheduled, weather, and emergency closures) or when the student is scheduled to be in a didactic class. No more than 10 hours in one day may be completed by a student,

Timely attendance is vitally important in the field of health care. Points will be deducted as follows for tardiness/or leaving the site early:

- 01 – 10 minutes = 1 point deducted
- 11 – 20 minutes = 2 points deducted
- 21 – 30 minutes = 3 points deducted
- 31 - 40 minutes = 4 points deducted
- 41 to ≥ 50 minutes = 5 points deducted

Students unable to report to clinical on a given day must phone the site and speak with the individual in charge. Failure to comply with this policy will result in the reduction of the student's final grade by **2 points**. Students must also inform their Clinical Instructor of absences, and will receive a reduction of **2 points** for not contacting the instructor to tell them of their absence.

In cases when the student is employed by the clinical education center, the student is not permitted to makeup clinical education hours in conjunction with paid hours, nor is the student permitted to perform job related duties while at the site as part of their regularly scheduled clinical education.

Students are not permitted to change their rotation schedule without approval from either the clinical instructor or the appointed clinical designee. Final permission for schedule changes must be granted by the Clinical Coordinator.

Students are expected to promptly attend and complete every scheduled learning opportunity within the clinical setting. Students should plan all employment and personal appointments (including business, health care, and child care) sufficiently outside of clinical hours. The faculty realize that it is necessary for some students to work part-time or full-time

while attending school. This should not be done at the expense of the Radiography Program. Students are not excused from class or clinical experiences for orientation or other work appointments. If at any time during the clinical education component a student appears too fatigued or otherwise compromised to perform safely in the clinical setting, the instructor will dismiss the student from the clinical affiliate and further disciplinary action may occur. It is recommended that students evaluate course requirements before planning work commitments.

ATTIRE IN THE CLINICAL EDUCATION CENTER

Students are responsible for providing their own uniforms for clinical education. The vendor for uniforms is Meridys, Inc. Specific ordering information will be provided by the faculty. The uniform consists of:

Royal blue scrub top, embroidery reading "PGCC Radiography Program"

Royal blue scrub pants

Clean, white, brown or black shoes. Open back or open toe, and canvas shoes are not permitted.

White name badge with blue lettering in the following format (last initial only)

Jane D.
PGCC Radiography Student

Hair must be worn so that it does not fall onto the patient or obstruct the wearer's vision. Long hair must be worn up or off the shoulders. Extremes of hairstyle and unnatural colors are not considered professional. Beards and mustaches, if worn, must be kept neatly groomed. Fingernails will be kept short, neat, and clean. Long or jagged fingernails can cause injury to patients. **No artificial nails are allowed.** Nail polish, if worn, should be discreet and in good repair. Perfume and after shave lotion are not allowed. Students are expected to exhibit good personal & dental hygiene and be free of body odor, the odor of smoking, and bad breath. Jewelry should be kept to a minimum. No visible body piercing ornamentation is allowed other than earrings. Up to two earrings may be worn in each earlobe; no ear discs allowed. Dangling earrings, bracelets and necklaces constitute a safety hazard and are not permitted. No visible tattoos are allowed.

Any student reporting to the clinical education center in improper uniform or attire will be sent home by the Clinical Instructor or Clinical Supervisor. The Clinical Coordinator will render the final decision on questionable attire or appearance, including but not limited to, tattoos, hairstyle, and body piercings. Student attire and appearance must meet the policies and procedures of the clinical education center to which they are assigned. Any time missed from clinical education due to improper attire will be handled according to the Clinical Attendance Policy.

Uniforms will be worn only for clinical education assignments or when officially representing the Radiography Program. Students engaging in social activities after clinical education assignments are required to change out of their uniform. Any student acting in a disorderly fashion while wearing a PGCC uniform, especially in the clinical facility, will be handled according to the disciplinary procedures outlined in the PGCC Student Handbook.

CLINICAL READINESS TEST

In order to ensure patient safety, students must pass a clinical readiness test with a minimum score of 75%, in order to be considered eligible for the clinical education component of the curriculum. This test is administered in the form of the final exam for RAD 1510. This test score is averaged into the appropriate course grade, as described in the course syllabus.

Students who do not pass this test will be given the opportunity to remediate and retest. In the interim, they will not be allowed to participate in clinical education activities with the rest of the class, but will remain on campus to do remedial work. If after the second attempt the student's score is below 75% they will be deemed ineligible for participation in clinical education activities, and will be required to withdraw from RAD 1530. Any time missed from clinical education due to a failing grade on the clinical readiness test will be handled according to the Clinical Attendance Policy. Any student who attends a clinical education course before receiving clearance from the Clinical Coordinator will receive an automatic grade of "F" for RAD 1530.

CLINICAL COMPETENCY EVALUATIONS

The required number of competency evaluations for each Clinical Education Course is specified in the corresponding course syllabus. Each syllabus will list the number of competency evaluations which may be repeats of previous competencies. Once a student has repeated a competency evaluation on a specific radiographic examination, they cannot acquire any further competency evaluations on that exam for the duration of the Radiography Program. All competencies must be

completed by the last day of clinical education for the semester or the student will receive a grade of “F” for the clinical course regardless of the other course grades

Students are not permitted to attempt competency evaluations on any exam which has not been covered in the didactic portion of the Radiography Program. Students must successfully pass both the didactic and laboratory competency examinations for each unit before they may attempt competency evaluations in the clinical setting.

During the course of any given semester, students may only receive up to 30% of the required number of competency evaluations from the same radiographer. The minimum passing grade for clinical competency evaluations is 90% during the first year of the program and 95% during the second year of the program. Incomplete competency evaluations will be disqualified.

Program completion is contingent on completion and maintaining all ARRT clinical competency requirements. Students who do not complete all of the competency requirements for RAD 2540 will be assigned a grade of “I” until such time as they complete all of the required competencies.

CLINICAL EDUCATION RECORDS

The ability to manage data, and record it in an accurate, timely and comprehensive manner is critical for radiographers. As a student radiographer, this ability is partially assessed by the manner in which the student manages their clinical education records. Students are responsible for ensuring that the required coursework submitted for each Clinical Radiography Course is accurate and complete.

Clinical records for the Radiography Program are managed using the Trajecsys web based system, and are used by the program to verify student competency level and to assess program effectiveness.

In general, students are responsible for completing their Daily Clinical Records (DCR), and Time Sheets. Students are responsible for asking supervising technologists to complete Clinical Rotation Evaluations, and Competency Evaluations as needed during the semester. Specific requirements and due dates are published in each Clinical Radiography course syllabus and/or on Blackboard. PGCC Clinical Instructors assume responsibility for the submission of Clinical Instructor Evaluations, Master or Category Competencies, Image Critiques and Patient Communication Assessments required for each Clinical Radiography course.

Incomplete records submitted at the end of the semester will result in loss of points from the overall course grade as follows:

- 2 points will be subtracted from the overall course grade for each missing clock in or clock out entry. If a student is missing the sign-in and sign-out, they will be considered absent for that day.
- 1 point will be subtracted from the overall course grade for each day there is a missing DCR.
- Missing Clinical Rotation Evaluations will result in a percentage grade of zero for each missed evaluation.
- All competencies must be completed by the last day of clinical education for the semester or the student will receive a grade of “F” for the clinical course regardless of the other course grades.

CLINICAL ROTATION EVALUATIONS

For each clinical education course, students are required to receive a Clinical Rotation Evaluation for each clinical rotation/area to which the student has been assigned. Students should initiate the evaluation with the radiographer to which they were assigned for the rotation on the last day of the rotation. Radiographers have the right to refuse to complete Clinical Rotation Evaluations that have not been requested of them in a timely fashion. PGCC Clinical instructors will review all rotation evaluations.

Students will receive a grade of zero (0) for each Clinical Rotation Evaluation that is not completed by the date specified in the course syllabus.

During the course of any given semester, students may only receive up to 30% of the required Clinical Rotation Evaluations from the same evaluator.

CPR CERTIFICATION

Each student entering the Radiography Program is required to complete a Basic CPR Course for Health Care Providers, which includes AED training, Adult, Child and Infant CPR, (or equivalent) prior to the first day of classes in the program. No online courses will be accepted. Approved courses are offered by the American Heart Association and Red Cross. A copy of this card must be uploaded into Castlebranch's system by the required date. It is the student's responsibility to maintain an active card at all times while in the Radiography Program. Any student who fails to maintain a valid CPR card will be ineligible to participate in the clinical component of the curriculum until they are able to show documentation that they are in compliance. Any clinical time missed due to lack of CPR certification will be handled according to the Clinical Attendance Policy. Please refer to the list of accepted CPR classes.

IDENTIFICATION BADGES

Students may be issued identification badges for any facility that they have been assigned. Identification badges are the property of the issuing facility and must be returned to the facility when the student has completed their assignment(s) at that facility.

HARASSMENT

The Radiography Program has a zero tolerance policy in the area of harassment. This includes sexual harassment, or any type of discrimination based on race, nationality, sexual orientation or any other type of harassment.

Any student who believes that an employee or fellow student of the college has aggrieved them may, within 60 days, make a complaint in writing to the vice president for student services, as delineated in the Student Grievance Procedure (page 10 of this manual).

If a student feels that they are being harassed in the clinical facility, they should report the incident immediately to the Clinical Instructor, who will speak to the appropriate facility administrator. Clinical facilities are responsible for the actions of their employees, as well as visitors to their facility. The Clinical Coordinator also will need to be informed of the incident.

Students are to refrain from "engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or demeaning to a patient, or engaging in sexual exploitation of a patient or former patient. This does not apply to preexisting consensual relationships" (ARRT Standard of Ethics). This also applies to clinical site staff members and college employees.

HEALTH ASSESSMENT

All students in the Radiography Program must upload a completed Health Assessment Form to the Castlebranch website prior to the first day of class of the first semester in the program. This form is intended to assess the student's general health and immunization status, and to verify that the student meets minimum health requirements and technical standards necessary to perform essential clinical duties. Students are asked at the beginning of the program to sign a statement of understanding that their health records will be sent to requesting clinical agencies. If a student refuses to agree that their health records can be sent to requesting clinical agencies, clinical placement could be denied by the agencies. Students are required to show proof of medical insurance coverage prior to attending clinic. Students are also required to maintain medical insurance coverage throughout the entire program. Failure to do so will result in not being able to complete the clinical education component.

It is the responsibility of each student to keep their student health records up to date. Specifically, each student must submit to a Two-Step Mantoux PPD test every year to remain in the clinical setting. Any student who does not comply with the requirements will be ineligible to attend clinical. Students are bound by policies, such as mandatory flu vaccinations, imposed by the clinical education center to which they are assigned. If the student fails to keep their student health records current, they will be ineligible to attend clinical education classes until their records are updated. Any time missed from clinical education, due to incomplete health records, will be handled according to the Clinical Attendance Policy.

INCLEMENT WEATHER

The Radiography Program will follow the college closure schedule for inclement weather. The announcement will be made early on the major Washington and Baltimore radio and television stations, on the PGCC website, via Owl Alert and on the college phone system. No student is permitted in the clinical setting when the college is closed due to inclement weather. Students are encouraged to sign-up for Owl Alert, the college's instant messaging and email notification system.

In the event that there is inclement weather in one area and PGCC has not closed, students are still expected to be at their clinical facility. If conditions make it unsafe for travel to the clinical site, students should use their judgment regarding travel. Students will be permitted to arrive later when the road conditions have improved, sign in, and voluntarily complete their 8 hours from that point forward, if so permitted by the clinical site.

If a student fails to report to clinical on a day on which the college is open for classes, they will be considered absent and handled according to the Clinical Attendance Policy. If a student feels that it is unsafe to report to clinical, they must phone the supervisor at the clinical site and a PGCC Instructor to inform them of the decision. Students failing to phone the clinical site will lose 2 points from their clinical grade, as well as an additional 2 point reduction for failing to contact their PGCC clinical instructor. All clinical make-up time must be requested on the proper form and approved by the clinical education center supervisor and the PGCC Clinical Instructor.

LEAD MARKERS

Students must purchase a set of personalized lead markers prior to the first day of clinical education (RAD 1530). These markers must be used on all radiographic images performed by the student in the clinical education center, unless the facility has a separate policy regarding the use of student markers on radiographic images. Students are responsible for replacing lost markers. Markers are considered part of the student's uniform. The student may be sent home from the clinical facility by the PGCC Clinical Instructor or facility supervisor for not having markers. Any time missed from clinical education for not having markers will be handled according to the Clinical Attendance Policy.

The use of electronic markers (annotation) with digital radiography in place of lead anatomical markers is unacceptable practice and has serious legal implications. Students who use annotation in place of anatomical lead markers may be removed from the clinical setting for unsafe work practices.

MEAL BREAKS

Students will be assigned a meal break at the discretion of the Clinical Education center Supervisor, or PGCC Clinical Instructor when on assignment. Students are required to follow the break policy of the institution to which they are assigned. **The college allows 30 minutes for meal breaks.** Students leaving the clinical facility for meals are expected to be back in their assigned areas at the end of their assigned meal break. Students who take extended breaks will be handled according to the Clinical Attendance Policy. Students skipping lunch will not be allowed to leave 30 minutes early.

Students working in areas which require scrub attire must change out of the scrub attire before leaving the premises. Students not changing out of scrub attire before leaving the facility are subject to disciplinary/criminal action by the facility.

PROFESSIONAL BEHAVIOR IN CLINICAL SETTINGS

Professional practice in all of the Health Science clinical programs requires a combination of cognitive, psychomotor, and affective skills, as well as demonstration of legal, ethical, and professional behaviors. Professional behaviors are derived from each professions' code of ethics/conduct and sets the standards for the personal accountability and responsibilities of each practitioner. Every student in Prince George's Community College's Health Science clinical programs is, therefore, expected to demonstrate professional behaviors in all clinical settings.

Professional behaviors require students to be mentally and physically prepared to function safely each time they attend a clinical experience. A student will be prohibited from taking care of patients, if, in the agency's and/or instructor's judgment, the student demonstrates unprofessional behaviors that include, *but are not limited to*, the following circumstances: fatigue from working all night prior to clinical, substance (alcohol/drug) abuse, inappropriate behavior, unprofessional grooming, inadequate preparation for the clinical experience, knowledge deficits, any of the examples listed under the "Removal of Student from Clinical Education Site", and/or problem-solving skills deficits.

In the event that any of these circumstances are observed by the agency or faculty, the student will be dismissed from the clinical setting immediately, and the Clinical Coordinator will be notified of the situation. Written documentation of the incident will be presented by the involved agency personnel and Clinical Coordinator, who will confer about the situation to determine the necessary course of action. If additional assessment data (e.g., Counseling Center, physician) are required to determine the appropriate course of action, the student will be informed of what actions they need to take to provide that data. While

the assessment is being conducted, the student is expected to attend all on-campus classes and laboratory sessions. If the student is ultimately permitted to return to the clinical setting, a written contract will be made between the student and instructor. (*The contract will state how the student will make up missed clinical days.*) Failure to abide by the terms of the agreement will adversely affect the clinical performance evaluation and may result in clinical failure.

However, if the clinical agency prohibits the student from returning to that clinical setting due to the student's actions – or lack of action, and no additional facilities are able to accommodate the student during the same time period, the student will fail the clinical course and not be able to continue in the program.

REMOVAL OF STUDENT FROM CLINICAL EDUCATION SITE

In the event that a student is asked to be permanently removed from by a clinical facility due to unsafe work practices, unprofessional behavior or unethical conduct, the student will be removed from the clinical education facility immediately, and the matter will be reviewed by the Clinical Coordinator. If the Clinical Coordinator deems that the request to remove the student was justifiable, the student will be deemed unable to complete the required work for that course and will receive a grade of "F" for the course..

The following actions are examples, but not inclusive, of student actions that would justify the request to remove a student from the clinical education setting:

- Insubordination
- Excessive unexcused absences or tardiness
- Failure to follow specified protocols/instructions of the clinical site
- Insufficient technical skills for that semester level of student experience, such as failure to maintain prior competency skills
- Performing in a manner considered to be harmful to patients
- Exhibiting unprofessional behavior
- Performing examinations that the student is not competent to perform
- Falsification of department paperwork or medical records
- Repeated reports from the clinical site of poor performance
- Performing repeat radiographs without direct supervision
- Use of electronic markers (annotation) on digital images/failure to use lead anatomical markers

REPEAT RADIOGRAPHS

All repeat radiographic images must be performed with direct supervision by a registered radiographer. Repeats radiographs performed by students are to be noted in the students daily clinical record (DCR) indicating the number of repeats and the supervising registered radiographer. Students who violate this policy will be disciplined as follows:

1st violation – verbal warning, documentation in student folder

2nd violation – written warning

3rd violation – automatic grade of "F" for the current clinical course due to unsafe radiation safety practice.

SUPERVISION WHILE PERFORMING RADIOGRAPHIC EXAMINATIONS

Prior to demonstration of clinical competency on a specific radiographic examination, students are required to have direct supervision while performing examinations. Direct supervision requires an ARRT registered radiographer to be with the student at all times while performing a radiographic examination. Once a student has demonstrated clinical competency on a specific radiographic examination, the student may perform radiographic exams of that type with indirect supervision. Indirect supervision requires that an ARRT registered radiographer be immediately available to assist the student. It is the policy of the PGCC Radiography Program that students are not permitted to perform mobile or intra-operative radiographic examinations independently, regardless of competency achievement.

TRANSPORTATION

Students are responsible for their own transportation to and from class and the clinical education center. The Clinical Coordinator will attempt to assign students to a clinical facility based on their address, utilizing the closest facility, whenever possible. In order to ensure that all students receive equitable clinical learning experiences, it may be necessary for students to travel outside their county of residence. Some clinical sites are more than 90 minutes from campus. Those students utilizing public transportation should inform the clinical site supervisor(s) and clinical instructor(s) of day to day problems.

SAFETY

EMERGENCY PROCEDURES

“Emergency Procedures of Prince George’s Community College” begins on page 47 of this manual. Each clinical education facility will provide students with the emergency procedures unique to that facility. It is the student’s responsibility to be familiar with the emergency procedures of each clinical education facility they are assigned.

PHONE NUMBERS FOR ON-CAMPUS EMERGENCIES

Dial last 4 digits if using a campus phone.

Campus Police Emergency Number 301-546-0111

Campus Police Non-Emergency Number 301-546-0666

ACCIDENTS

Students who are injured, have a needle stick, or become ill while participating in clinical education classes should:

- a. inform the clinical instructor or supervisor of the injury or illness.
- b. follow the procedure in place at the specific clinical education center. If no set procedure is in place, report to the Emergency Room or appropriate unit. Inform the clerk that they are a Prince George’s Community College student on affiliation with that facility – students are not covered under Workman’s Comp at the site, and are responsible for their own medical bills.
- c. report back to the Clinical Coordinator and Clinical Instructor about treatment provided.

The Clinical Instructor will initiate the college’s incident report and submit it to the Clinical Coordinator who will ensure it is signed by the appropriate college officials. It will then be placed in the program’s file and become part of the student’s file. All accidents that occur while participating in clinical education classes resulting in injury to students or patients, and/or damage to equipment must be reported to the Clinical Coordinator within 5 days. The student is required to complete all required incident reports and related paperwork of the specific clinical facility. The College and program are not responsible for accidents and resulting treatment which occur on-campus, traveling to and from clinical education classes, or while at the clinical education center.

ACTIVE SHOOTER

Run – Leave the building quickly and quietly, if able to do so.

Hide – If you can’t leave go to an area that can be locked or secured. Stay low, hidden, and spread out.

Fight – As a last resort, and only when your life is in imminent danger, attempt to incapacitate the shooter.

If you encounter police show your hands, follow their commands, and don’t make any sudden movements.

BUILDING EVACUATION

Building evacuations will occur when an alarm sounds continuously and/or upon notification by Campus Police. Exit the building from the nearest exit. If a building evacuation occurs while in the Radiography Lab CHS 2102 exit at the ground floor and walk towards Parking Lot “H”, the designated evacuation assembly area for the Center for Health Studies.

COMMUNICABLE DISEASES

Students enrolled in the Radiography Program at PGCC will encounter patients with many types of pathologies during the course of their clinical education studies. These pathologies will include infectious diseases (communicable diseases).

All students are instructed in the concepts of infection control and institutional safety prior to assignment to a clinical education center. Each student is responsible for the specific infection control policies and procedures of the clinical education center to which they are assigned.

In the event that a student is accidentally exposed to a patient with an infectious disease or a needle stick, they must notify the clinical education center supervisor immediately and complete an occurrence (incident) report specific to the clinical education center. The student must also notify the PGCC Clinical Instructor assigned to that site. The Clinical Instructor will initiate the college’s incident report and submit it to the Clinical Coordinator who will ensure it is signed by the appropriate college officials and placed in the student’s file.

INSURANCE

PGCC provides liability insurance for enrolled students while they are practicing at the clinical education center chosen for their course rotation and following protocol. In the event that the student is involved in an action that may result in liability to the College, the student must inform their Clinical Instructor or the Clinical Coordinator in a timely manner.

It is mandatory that all Allied Health and Nursing students carry health insurance. The College is not responsible for accidents/injuries and resulting treatment which occur on-campus, traveling to and from clinical education classes, or while at a clinical education site. Many of our clinical sites are requiring evidence of personal health insurance for students as part of their affiliation agreement with the College. If a student does not have health insurance, clinical placement could be denied by the agencies.

MAGNETIC IMAGING SAFETY

All students must complete magnetic imaging safety training and submit a completed safety checklist to program officials.

PREGNANCY & IONIZING RADIATION

Declaration of pregnancy is voluntary on the part of the student. If a student chooses to declare pregnancy, they must do so in writing via the program's "Declaration of Pregnancy for Radiography Students" form. The student, at any time, may choose in writing to withdraw the pregnancy declaration, even after pregnancy has been declared.

Regulatory Guide 8.13, published by the United States Nuclear Regulatory Commission (NRC) recommends that pregnancy be reported to the Radiography Program officials in order to protect the unborn child from potentially hazardous effects of ionizing radiation. This document can be accessed on the NRC website, www.nrc.gov.

Once pregnancy is declared, the student will be issued an additional radiation monitor for the fetus, to be worn at waist level (fetus level) under the lead apron. Pregnant students will be counseled on the effects of ionizing radiation to the unborn child, re-emphasizing information found in NRC Guide 8.13, consistent with guidelines set forth by the State of Maryland.

In most cases, pregnancy will not prevent the student from successfully completing clinical radiography courses. Pregnant students are expected to meet the physical and mental requirements of the program. Pregnant students requesting academic accommodations due to any medical condition(s) associated with the pregnancy are required to contact the Disability Support Services Office.

The pregnant student has the option to continue without any modification to their clinical schedule or they may request to be scheduled out of higher radiation exposure areas. If a student elects to be removed from higher radiation areas during their pregnancy, any time missed in these clinical areas must be made-up after the pregnancy in order for the student to complete all clinical education requirements for graduation from the program.

Should a student choose not to inform the program about a pregnancy, the college and/or the clinical education center cannot be held liable for any complications experienced by the mother or the child.

After the student has delivered, they will need to provide written permission from their physician to resume clinical rotation.

RADIATION MONITORING

In order to ensure proper radiation safety procedures are followed on campus and in the clinical setting, the Radiography Program provides radiation monitoring services for students. The program maintains student radiation exposure history reports indefinitely. The Program Director serves as the Radiation Safety Officer for the program.

Each student will be issued a radiation monitoring device, OSL type, during the first semester of the program. It is the student's responsibility to make sure that their monitor is changed in a timely fashion, and kept current. New monitors are received before the 14th of each month. Students are required to change their monitors by the 20th of the month. **Failure to change monitors by the 20th of the month will result in the reduction of the student's final grade for the corresponding clinical education course by 1 point for each day late (not counting weekends and holidays).**

The monitor will be worn at the shoulder level front surface of the trunk of the body. When performing examinations that require the use of a lead apron, the monitor will be worn on the collar, outside of the apron. If two monitors are provided, then one is worn under the apron at waist level and the other outside the apron at collar level.

Students are required to wear their monitors while in the clinical education setting. Students who do not have their monitor, will be asked to leave the clinical education facility by the PGCC Clinical Instructor or Department Supervisor. Any time missed from clinical education due to violations of this policy will be handled according to the Clinical Attendance Policy.

Students are required to wear their monitors while participating in any activities in the energized radiographic room on campus. Any student who fails to wear their monitor, will not be allowed into the radiographic room, and will not be permitted to complete any assignments for that class period that require use of the room. Students are responsible for any

work missed due to noncompliance with the radiation monitoring policy.

Lost or damaged monitors must be reported immediately to the Program Director, so that appropriate documentation can be noted in the student's exposure history. Forms for reporting lost or damaged monitors are located in the radiography lab.

Repeated occurrences of lost/damaged monitors indicate unsafe radiation safety practices and will be handled as follows:

- 1st occurrence - verbal warning, documentation in student folder
- 2nd occurrence - written warning, 5 point deduction from overall clinical grade
- 3rd occurrence - written warning, 10 point deduction from overall clinical grade
- 4th occurrence - automatic grade of "F" for the current clinical course due to unsafe radiation safety practice.

Monthly reports are compiled by the monitoring company and sent to the college. These reports are reviewed by the faculty and placed into a binder at the back of the lab in CHS 2102 for student review. Although the annual dose limit for an adult is 5rem (1250mrem per quarter), the Radiography Program has taken the position that no student should have in excess of 50mrem for any given month. Any student who has a monitor reading exceeding the dose limit set by the program will be sent a letter of notification.

Multiple occurrences of excessive radiation exposure will be handled as follows:

- 1st occurrence – verbal warning, clarification of circumstances leading to the excessive exposure, documentation in student folder
- 2nd occurrence – written warning, clarification of circumstances leading to the excessive exposure, documentation in student folder
- 3rd occurrence – automatic grade of "F" for the current clinical course due to unsafe radiation safety practice.

RADIATION SAFETY

Radiography students receive instruction in radiation safety prior to assignment to a clinical education center and use of the energized campus lab. All students are expected to use the ALARA principle while in the clinical setting or in the energized laboratory on campus.

Students are not permitted to hold patients or imaging receptors during routine radiographic procedures, including portables and operating room procedures. Students are permitted to assist patients during fluoroscopic studies while following proper radiation safety policies.

In the event that it is necessary for the Radiographer to be in the room while an exposure is being made, such as pulling shoulders down for a lateral cervical spine image, the responsibility of this duty should be directed to the Radiographer assigned to the case, or the immediate floor supervisor. Students are not permitted to perform these types of duties.

If a student is accidentally exposed during a radiographic procedure, it is the responsibility of that student to inform the supervisor of that facility and the PGCC Clinical Instructor of the incident. This information will then be relayed to the Program Director for documentation purposes.

Students are required to wear lead aprons when performing fluoroscopic studies, mobile examinations or operating room procedures. A minimum distance of 6 feet should be maintained from the patient when performing portable examinations.

All repeat radiographs must be done in the presence of a registered radiographer.

Students who fail to comply with any part of this policy are subject to disciplinary action as described in The Prince George's Community College Code of Conduct.

SUBSTANCE ABUSE

Any student perceived to be under the influence of alcohol or any controlled substance while on campus will be handled according to the Disruptive Student Policy, as described in the PGCC Student Handbook.

Any student perceived to be under the influence of alcohol or any controlled substance while in the clinical education setting will be subject to the Policies and Procedures set forth by the clinical site to which they are assigned and may be required to undergo an immediate drug screening. All students are required to undergo a urine panel drug screen before they may begin clinical rotations and again before the second year of the program.

WORKPLACE HAZARDS (NON-EMERGENCY)

Students enrolled in the Radiography Program at PGCC may come into contact with situations and/or substances that may be perceived as a potential hazard. These situations/substances may be encountered in either the clinical education setting or one of the laboratories on campus. These situations/substances may include but are not limited to:

- Chemical exposure.
- Malfunctioning electronic equipment.
- Malfunctioning mechanical equipment.

Any student who perceives the environment to be potentially hazardous should:

- Cease working in the environment.
- Use the emergency shut off, if necessary.
- If in the clinical setting, move all patients to an area where they will be safe, asking for assistance when needed.
- If in the clinical setting, report the situation to the clinical site supervisor. If on campus, report the situation to the instructor.

Any student who is injured while in the classroom setting should notify the instructor immediately, who will initiate the proper procedure by phoning the Health Education Center Office and/or Campus Police. In the event that the instructor is not readily available, students should contact the Health Education Center at extension 0845 and/or the Emergency Number for Campus Police (0111). Students are permitted to work independently in the laboratory in groups without direct supervision once they are deemed competent to operate the equipment. Radiographic exposures may not be performed without direct supervision of a Radiography Program Faculty Member.

Any student who is injured in the clinical education setting should follow the procedures set forth by the clinical site for such occurrences. The student must also notify the PGCC Clinical Instructor assigned to that site. The Clinical Instructor will initiate the college's incident report and submit it to the Clinical Coordinator who will ensure it is signed by the appropriate college officials and placed in the student's file. Emergency medical treatment is provided for in the contractual agreement between the College and each clinical affiliate. However, the cost of treatment received by a student is at their own expense. The College and program are not responsible for accidents and resulting treatment which occur on-campus, traveling to and from clinical education classes, or while at the clinical education center.

The Radiography Program at Prince George's Community College reserves the right to add, revise, or repeal policies at any time.

PRINCE GEORGE'S COMMUNITY COLLEGE

EMERGENCY PROCEDURES

Introduction

Prince George's Community College must be prepared to respond to emergency situations on its main campus, at its off campus locations, or within the surrounding community. Emergency situations are defined as events that are uncommon and cannot be planned or prevented. When emergency situations occur, the college is committed to (a) protecting the lives and health of the members of the college community, (b) preserving college property (c) communicating promptly and clearly, and (d) restoring college operations.

The emergency procedures in this guide are designed to help you with possible emergency situations. Please become familiar with its contents. In the event of an emergency, this guide will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times, preferably beside the telephone. New employees should become familiar with these procedures as part of the orientation process. If there are questions or comments on the procedures, please contact the Campus Police.

Emergency Response System

The college has developed an Emergency Response System that provides a common organizational structure, common terminology, and common operating procedures; establishes a clear chain of command for effective management of an incident; and provides for an effective interfacing of college personnel with emergency agencies. Moreover, the Emergency

Response System focuses on the rapid identification of a potential emergency; evacuation and denial of entry, as needed; quick notification of the proper authorities, and initiation of migration and recovery efforts in conjunction with the proper authorities.

The Emergency Response System is an organizational structure composed of command post locations, an administrator, communications officer, information officer, emergency coordinator, response teams and evacuation assembly areas.

When Prince George's County Fire/Rescue and/or Police arrive on the scene of an emergency, control of the incident shifts from college personnel to the appropriate lead agency, Fire/Rescue or Police.

Emergency Numbers

Campus Police/Largo Campus	0111
Metro Center	911
Laurel College Center	911

P.G. County Fire/Rescue/Police 911

Communication Alerts

The Response System also includes communication alerts to inform the college community as to the status of an incident.

Code Red

Threat Level: Imminent Danger

Emergency Response System activated

Examples: Campus receives specific telephoned bomb threat, suspicious article/package located, bio-hazardous

materials found, hurricane warning, tornado warning, and hostage situation

Code Yellow

Threat Level: Possible Danger

Emergency Response System activated

Examples: Ice storms, snow storms, hurricane watch, tornado watch, fires, gas leaks, power outages, water main breaks.

Code Green

Threat Level: None

Administrator or Emergency Coordinator will declare a Code Green when an incident has been resolved and the scene is safe.

Types of Emergencies

Fire

Campus: Pull fire alarm to alert all building occupants. Call the Campus Police on extension 0111 from a campus phone; call 911 from a cell or pay phone.

Off-Campus: Pull fire alarm to alert all building occupants. Call 911.

Walk quickly to the nearest available exit that can be reached safely; alert others to do the same. Help persons requiring assistance out of the building or to the nearest stair landing; notify emergency personnel of any persons remaining on the landing. (NOTE: elevators are not to be used during any evacuation.) Go to the nearest evacuation assembly area (see Evacuation Assembly Areas); remain in the evacuation assembly area until "Code Green" alert is issued.

Medical and First Aid

Campus: Contact the Campus Police. In case of a life-threatening emergency, call 911 and then notify Campus Police on extension 0111.

Off-Campus: Call 911

Civil Distance or Demonstration

Campus: All demonstrations should be immediately reported to Campus Police on extension 0111.

Off-Campus: If conditions warrant, call 911.

Maintenance/Utility Failures (power, natural gas leaks, water main break, elevators)

Campus: Contact Facilities Management Office on extension 0655 (for emergencies after normal business hours contact Campus Police on 0111).

Off-Campus: (Laurel, Metro Center, Andrews) Contact Site Emergency Coordinator and building manager. If conditions warrant, call 911.

If evacuation of a building is necessary, walk quickly to the nearest available exit that can be reached safely; alert others to do the same. Help persons requiring assistance out of the building or to nearest stair landing; notify emergency personnel of any persons remaining on the landing. (NOTE: elevators are not to be used during any evacuation.) Go to the nearest assembly area (see Evacuation Assembly Areas); remain in assembly area until "Code Green" alert is issued.

Reporting and Handling of Crimes

Campus: Contact Campus Police on ext. 0111.

Off-Campus: Call 911

In the event that you observe a crime in progress, believe a crime may be in progress, or are the victim of a crime, call 911 immediately

and if on campus, Campus Police on ext. 0111. Report suspicious persons or activities; **all calls are kept confidential**. When in doubt, report it but do not attempt to apprehend or interface with the criminal, except in cases of self-protection.

If possible, take time to record a mental description of the suspect. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and the person's name, if known. All this takes only a few seconds and it is of significant help to investigating officers. If the suspect is entering a vehicle, note the license number, make and model, color and outstanding characteristics.

When calling 911 and/or Campus Police, give your name, location and department. Advise them of the situation, and remain where you are until contacted by an officer.

Protect the crime scene; do not clean or disturb the area. In case of a serious crime, do not allow anyone to enter the area until the Campus Police officers, or the County Police have secured and examined the area.

Weather Emergency

Facilities Management and Campus Police will monitor media stations for updated storm information and the issuance of the National Weather Service WATCH (severe storm possible in our area) or WARNING (severe storm sighted and may be headed our way). If weather WATCH is issued, a "Code Yellow" alert will be issued. If weather WARNING is issued, a "Code Red" alert will be issued. The Emergency Response Teams will notify the campus community and off-campus locations.

Winter Weather Emergency (snow, ice) If conditions warrant, the vice present for Administration and Finance will make the final decision on any weather closings. The director of

Facilities Management will notify the media of any closings.

Bio-Hazardous Mail or Package

Campus: Contact Campus Police on ext. 0111.

Off-Campus: Call 911

If you receive or discover a suspicious package or letter:

- ◆ Do not open the package or letter.
- ◆ Do not shake, empty or otherwise disturb its contents.
- ◆ Put the package down and do not handle it further.
- ◆ Do not touch or try to clean up the substance.
- ◆ Alert others nearby.
- ◆ Do not remove any items from area.
- ◆ Leave the area and gently close the door.
- ◆ Wash hands well with soap and water.
- ◆ Limit movements within the building to prevent spread of the substance.
- ◆ Contact Campus Police (0111) or 911.

Bomb Threats

Campus: Contact Campus Police on ext. 0111.

Off-Campus: Call 911

Any college employee who receives a bomb threat call should try to remain calm as possible on the phone, gain as much information about the bomb location/detonation time as possible, and ask as many of the questions contained on the Bomb Threat Checklist (see next page) as possible during the length of the call.

After the call has ended, IMMEDIATELY contact Campus Police on ext. 0111, or call 911 with the specifics of the threat. Additionally, in order to avoid possible unnecessary panic amongst

members of the college community, refrain from relating the contents of the bomb threat (or any other information about the call) to anyone else before making this notification.

Evacuation Assembly Areas

If evacuation of a building is necessary, walk quickly to the nearest available exist that can be reached safely; alert others to do the same. Help persons requiring assistance out of the building or to the nearest stair landing; notify emergency personnel of any persons remaining on the landing. (NOTE: elevators are not to be used during any evacuations.) Go to the nearest evacuation assembly area; remain in the evacuation assembly area until “Code Green” alert is issued. For example, if you are in Kent Hall and you are asked to evacuate the building, you are to go to the assembly area in Lot H.

Kent Hall	Lot H
Accokeek Hall	Lot D
Bladen Hall	Lot D
Largo Student Center	Lot C
Chesapeake Hall	Lot C
Lanham Hall	Lot C
Marlboro Hall	Lot C
Queen Anne Fine Arts	Lot D
Novak Field House	Lot E
Natatorium	Lot E
Temporaries	Lot E
Continuing Education Building	Lot E
Steel Building	Lot F
Childtime Children’s Center	NFH Lot
Facilities/Campus Police	Athletic Field
Warehouse	Athletic Field
Temporaries 1/2	Athletic Field
TZ Buildings	Lot C
Center for Health Studies	Lot H
Center for Advanced Technology	Lot H

Bomb Threat Checklist

Exact time of call:

Exact words of the caller:

Questions to Ask:

When is the bomb going to explode? Where is the bomb? What does the bomb look like?

What kind of bomb is it?

What will cause the bomb to explode? Did you place the bomb? Why?

Where are you calling from?

What is your address?

What is your name?

Active Shooter Incident or Immediate Physical Threat

Campus: Contact Campus Police on ext. 0111.

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur on campus.

If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building away from the incident, circumstances permitting.

If you are in a building when an event occurs:

When instructed to stay in place:

Secure yourself and the immediate area
Lock and barricade doors
Turn off lights
Close blinds
Remain quiet
Silence cell phone ringers
Keep yourself out of sight and find adequate cover

When instructed to evacuate:

Have an escape route and plan in mind
Leave promptly using the nearest exit
Leave your belongings behind
Keep your hands visible

As a last resort:

The last option you have if caught in an open area, may be to fight back
Take action, and only when your life is in imminent danger
Attempt to incapacitate the active shooter
Act with physical aggression, yell and throw items at the active shooter

When Law Enforcement Arrives:

Remain calm and follow instructions
Remain calm and follow Officers' instructions
Put down any items in your hands and immediately raise hands
Keep hands visible at all times
Avoid making quick movements toward officers such as attempting to hold on to them for safety
Avoid pointing, screaming and/or yelling
The first officers to arrive will not stop to help injured persons.
Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers.
and emergency medical personnel to follow the initial officers.
Responding emergency teams will assist in un-securing and rescuing victims who are locked down, and will treat and remove any injured persons.

What to Report:

Your specific location-building name and room number
Number of shooters
Physical description of shooters
Number and type of weapons held by shooters

How to Report:

Dial 0111 or *9-911 from any Campus phone when it is safe to do so

Dial 301-546-0111 from any other phone

Be aware that the campus phones might be overwhelmed. If this happens, immediately dial *9- 911.

These guidelines cannot cover every possible situation that might occur. Nevertheless, is a tool that can reduce the number of injuries or deaths if put in to action as soon as a situation develops. Be mindful that violent attacks can involve any type of weapon, not only a gun. The suggestions listed here would be applicable in any violent encounter.